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REMINDERS

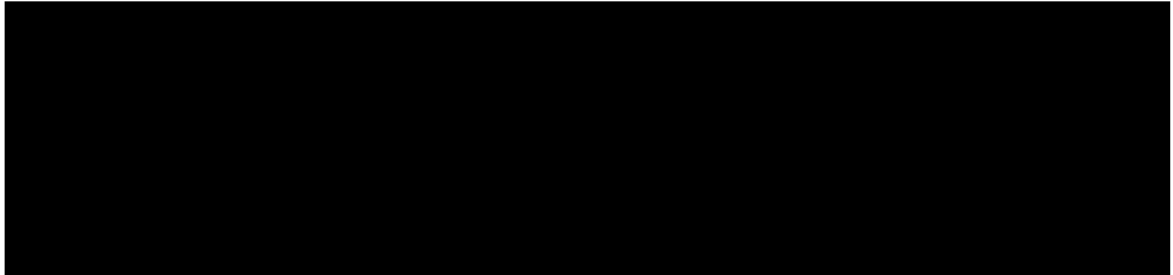
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DIARY NOTES

ADD/S

30 November - 10 December 1964

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2. On 9 December [redacted] and I attended the Interdepartmental Savings Bond Committee Meeting at the Treasury Department. The bond drive will start in May 1965. Our figures indicate that we have approximately 38 to 40 percent employee participation, considering only those employees in the Washington area. I mentioned this at the Executive Committee Meeting on 10 December. Mr. McCone asked me to invite John Macy out for lunch next week. The Director said that he wants to participate and mentioned that John Macy will hold an extremely important position in the White House in the new executive manpower program.

3. Regarding the recent statement that the Department of State would seek appropriations to provide housing for all Department personnel, we have been informed that, following a discussion with Bureau of the Budget representatives, Mr. Johnstone will defer all action on the proposal until after Fiscal Year 1966. It appears that the amount of money involved would be fairly sizable and that the Department had insufficient bookkeeping for their proposal.

4. On 9 December I discussed a number of items with Alan Warfield.

a. There is a security problem at the Key Building regarding the control of elevators and access to the parking area under the building, and a solution to this problem will create some difficulties. Apparently the best approach would be to close elevator access below the first floor so that anyone using the parking lot must use the stairs. (There would be only two flights of stairs involved.)

b. Alan mentioned that five new buildings in the Rosslyn area will be available for occupancy in the summer and fall of 1965. The square footage varies from about 65,000 to 131,000 square feet.

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Mr. Innamorati, Regional Director of the Public Buildings Service, has indicated that he will inquire about this space in May 1965 in accordance with our request for additional space in the Rosslyn area. However, the building owners are now advertising for office rentals. I therefore asked Alan to ask Mr. Innamorati informally to try to secure space now since advance rentals might preclude our securing an entire building next spring. If Mr. Innamorati responds favorably, we can make arrangements for a formal approach for commitment of space. I asked Alan to give us more up-to-date figures on the square footage necessary as soon as possible since we will have to reach a decision on whether we will need one or several buildings. (We do not have funds budgeted for the move to the Key Building, which should be ready for occupancy between April and July 1965. Alan is preparing a paper on the estimated cost which we can take to BPAM for allocation of funds.)

c. There is a labor contract strike at the General Services Administration warehouse [REDACTED] The Office of Logistics has six laborers who are GSA-hires under this contract privilege. Since the strikers are picketing the area, the Office of Logistics is not using these six men during this period to prevent our becoming involved in the dispute. No problems are anticipated.

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[REDACTED]

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[REDACTED]

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6. On 8 December we were notified by BPAM that the Bureau of the Budget is reducing the Agency appropriation by [REDACTED] of the cut is from the reserve and can be restored as program requirements develop. John Clarke expects to recover about \$8 to \$10 million more. As far as the DD/S is concerned:

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a. The cuts in the Office of Communications appropriation were \$1 million for mobile equipment, \$300,000 for agent equipment, and \$200,000 for screen rooms. We prepared papers for the restoration of \$500,000 for mobile equipment and the full amounts for agent equipment and screen rooms.

b. We are also seeking restoration of a cut of \$350,000 for general housekeeping from the Office of Logistics budget. We noted \$750,000 not budgeted for in Fiscal Year 1966 which will be necessary if new buildings are acquired in Rosslyn and for the series of moves that will accompany the takeover of the new buildings.

c. There was a \$5.4 million cut in the Office of Personnel budget--\$750,000 for overtime payments, approximately \$1 million from our average employment figure, and \$3.6 million for the difference between the budgeted figures of actual grade positions held by employees and those which appear on the Table of Organization. (BPAM is preparing statistics and arguments to obtain a restoration of as much of these amounts as possible.)

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[REDACTED]

8. On 9 December I presented Alan Warfield the notification of his promotion to grade GS-18. He was very pleased.

9. Colonel Li of the Chinese Civil Aeronautics Administration will visit Washington from 14 through 16 December as a guest of Najeeb Halaby and will later attend an international airline conference in New York. Mr. Halaby asked [REDACTED] to entertain Colonel Li for two evenings during his Washington visit. (FE Division has been notified.)

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