

Director of Logistics

DDA 76-5822

Jim:

STATINTL

Per a conversation I had with [redacted] (OLC), who touched base with the appropriate Senate office, this annual report to Congress on the Executive Dining Room is no longer required.

STATINTL

Attachment: DDA 76-5822
(OL 6 10,192)

STATINTL

[redacted], EO/DDA 28 Oct

STATINTL

EO/DDA/[redacted]:lm (28 Oct 76)

Distribution:

- Orig RS - D/OL w/att
- 1 RS - DDA Subject w/att
- 1 RS - DDA Chrono
- 1 RS - RFZ Chrono

Attachment: DDA 76-5822, Memo for Legislative Counsel, dated 21 Oct 76, from D/OL, Subject: Annual Report to Congress on the Executive Dining Room.

Administrative - Internal Use Only

21 OCT 1976

MEMORANDUM FOR: Legislative Counsel

FROM : James H. McDonald
Director of Logistics

VIA : Deputy Director for Administration

SUBJECT : Annual Report to Congress on the Executive
Dining Room

REFERENCE : Memo dtd 4 Mar 75 to DD/A fr EO/OL same subj.
(OL 5 0979)

1. Attached hereto you will find the annual report to Congress on the Executive Dining Room for calendar year 1975.
2. This report will hereafter be provided to you the first week of March each year unless we are otherwise advised.

/s/ James H. McDonald
James H. McDonald

Atts (5)

✓cc: DD/A, w/atts

Administrative - Internal Use Only OL 6 10,192

REFERENCE

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Annual Report to Congress on the Executive Dining Room

- REFERENCES :
- (a) Memo dtd 2 Nov 72 to Ex. Dir.-Compt. in AD/AS, same subject
 - (b) Memo dtd 21 May 73 to D/L in ADD/AS (DA/AS 73-2012), same subject
 - (c) Memo dtd 25 Jul 73 to ADD/AS in-D/L (OL 3 0310), same subject

1. Our records indicate that the last annual report to Congress on the Executive Dining Room was forwarded to you on 25 July 1973 per reference (c).

2. We have a note to the effect that Mr. Inteles, the then ADD/AS, hand-carried this report to Mr. George Cary on 31 July 1973 for his use with Congress.

3. In an effort to determine if there was still a requirement for this report, the undersigned called Mr. George Cary on 4 March 1975. Mr. Cary said that he was not sure if there was still a requirement; however, he would check it out with the appropriate congressional staff. He agreed that we would forward to him the attached report for calendar year 1974 in the event there was still a requirement for this report.

STATINTL

Executive Officer, OL

ASB

Distribution:

- Orig act - Adse
- 1 - OL/EO Official (EDR File), w/att
- 1 - OL/EO Chrono, w/att
- 1 - OL/ASD, w/att
- 1 - OL file, w/att

EO/OL [redacted] :ctk/3491 (4 Mar 75)

OL/ASD

OL/ASD

OL/ASD

Handwritten signature and initials, possibly 'G. Cary' and 'Inteles', with a date '4/11'.

STATINTL

OL 5 0979

ATTACHMENTS

CONGRESSIONAL REPORT
CENTRAL INTELLIGENCE AGENCY
Executive Dining Room

The Central Intelligence Agency operates an official representational dining room so that the Director may have available a suitable and secure dining facility for the entertainment of those individuals with whom it is necessary to consult in the discharge of his responsibilities in the field of foreign affairs. This facility consists of a kitchen, a small reception room, and a dining room of 292 square feet with a capacity of seating 12 guests. It is staffed by a crew of 3, which includes a chef, a waiter, and a bus boy/dishwasher. Approximately 1,100 meals are served annually.

There is also operated, established on the base of the facility that operates the Director's official dining room, an "Executive Dining Room." The determination has been made that, both because of the isolated location of the Agency Headquarters Building as well as the need for senior Agency officers to entertain and converse with people from both the public and private sectors, such a facility is in the best interests of the United States Government allowing senior Agency officers to conduct business discussions while having lunch.

The financial facts as to the operations of both facilities for calendar year 1975 are listed separately in Tabs A and B. A combined listing appears in Tab C.

3 Atts

A

ANNUAL REPORT - CALENDAR YEAR 1975

Director's Dining Room

1. <u>Size</u>	657 square feet
Dining Room	292 square feet
Kitchen	365 square feet
2. <u>Seating</u>	
Dining Room	12
3. <u>Membership</u>	N/A
4. <u>Meals Served - 1975</u>	
Official Meals	1,147
5. <u>Financial Statement</u>	
Gross Income	\$ 5,438.86
Gross Expense*	5,180.27
Net Income	<u>\$ 258.59</u>
6. <u>Subsidy by Appropriated Funds</u>	
a. Direct: Salary and Overtime	\$ 33,652.15
b. Indirect: Maintenance	
657 square feet x \$11.77**	<u>7,732.89</u>
TOTAL	<u>\$ 41,385.04</u>

* Omitting Salary

** The \$11.77 figure is an estimate only for costs of light, heat, and minor maintenance based upon comparative commercial space.

B

ANNUAL REPORT - CALENDAR YEAR 1975

Executive Dining Room

1. <u>Size</u>	1,404 square feet
Executive Dining Room	1,039 square feet
Kitchen	365 square feet
2. <u>Seating</u>	
Executive Dining Room	64
3. <u>Membership</u>	
Executive Dining Room	425
4. <u>Meals Served - 1975</u>	15,235
Member Meals	14,246
Special Meals	989
5. <u>Financial Statement</u>	
Gross Income	\$ 70,009.17
Gross Expense*	66,680.88
Net Income	<u>\$ 3,328.29</u>
6. <u>Subsidy by Appropriated Funds</u>	
a. Direct: Salary and Overtime	\$ 65,324.77
b. Indirect: Maintenance	
1,404 square feet x \$11.77**	16,525.08
TOTAL	<u>\$ 81,849.85</u>

* Omitting Salary

** The \$11.77 figure is an estimate only for costs of light, heat, and minor maintenance based upon comparative commercial space.

C

ANNUAL REPORT - CALENDAR YEAR 1975

Executive Dining Room & Director's Dining Room

1. <u>Size</u>	2,061 square feet
Kitchen	730 square feet
Executive Dining Room	1,039 square feet
Director's Dining Room	292 square feet
2. <u>Seating</u>	
Executive Dining Room	64
Director's Dining Room	12
3. <u>Membership</u>	
Executive Dining Room	425
4. <u>Meals Served - 1975</u>	16,382
Member Meals	14,246
Official Meals	1,147
Special Meals	989
5. <u>Financial Statement</u>	
Gross Income	\$ 75,448.03
Gross Expense*	71,861.15
Net Income	<u>\$ 3,586.88</u>
6. <u>Subsidy by Appropriated Funds</u>	
a. Direct: Salary and Overtime	\$ 98,976.92
b. Indirect: Maintenance	24,257.97
2,061 square feet x \$11.77**	<u>\$ 123,234.89</u>
TOTAL	

* Omitting Salary

** The \$11.77 figure is an estimate only for costs of light, heat, and minor maintenance based upon comparative commercial space.

TRANSMITTAL SLIP		DATE 20 October 1976
TO: Deputy Director for Administration		
ROOM NO. 7D26	BUILDING Hdqs.	
REMARKS:		
FROM: Director of Logistics		
ROOM NO. 2C02	BUILDING [REDACTED]	EXTENSION 8-8200

STATINTL

NO. 241
55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)