

Mr. Malanick:

Mr. Blake asked that we check to see how many people will be using the shower facilities at Rosslyn. The attached is a report from OP showing that some 213 employees are interested in the shower facilities.

We have just learned that the area to be converted into a shower room (the basement of Ames Bldg.) has not been included in our SLUC costs. If we take over the room our SLUC will be increased by about \$1900 per year.

From what I gather, the shower facilities in Rosslyn will be a boost to those people.

I think we should go ahead.

STATINTL



*Jack:*  
*I would have approved except for apparenty have some outstanding action requirements*  
*Mike*

20 MAR 1978

DD/A Registry  
78-0501/3

PERS ~~78-546/12~~

20 MAR 1978

DD/A Registry  
File Personnel-11

MEMORANDUM FOR: Deputy Director for Administration  
FROM : F. W. M. Janney  
Director of Personnel  
SUBJECT : Rosslyn Area Shower Facilities

1. The Office of Logistics has identified a suitable area in the Ames Building which could provide shower room facilities for Agency employees who participate in some form of physical fitness activity either on the way to work or during the lunch period. It is estimated that the cost of the project would not exceed \$2,500.

2. We have conducted a quick survey of components in the Rosslyn area. They report that 213 employees are interested in the proposed shower facilities. Forms of activity include jogging, hiking, bicycle riding and general exercising. The Domestic Collection Division indicated that some of their employees have been able to use an indoor track at the Thomas Jefferson Junior High School for running during bad weather. Others continue their exercise outside in spite of weather conditions.

3. It is recommended that approval be granted to continue the action indicated by OL to provide shower room facilities in the Ames Building.

(S) F. W. M. Janney

F. W. M. Janney

APPROVED : 7e/John F. Blake  
Deputy Director for Administration

DISAPPROVED: Deputy Director for Administration

DATE : 21 MAR 1978

DD/A Registry  
78-0501/3

Distribution:

- 0 - Return to D/Pers
- ~~2~~ - DDA Chrono. **Subject**
- 1 - D/Pers
- 1 - D/L
- 1 - OP/BSD (w/h)

STATINTL

OP/BSD [REDACTED]:mem (16 Mar 78)

70 2501/1  
18 596  
9 MAR 1978

MEMORANDUM FOR: Director of Personnel

VIA: Deputy Director for Administration

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Physical Conditioning Facilities for  
the Rosslyn Area

REFERENCE: Memo dtd 6 Feb 78 to D/L fr AD/Pers;  
Same Subject (DDA 78-0501; Pers 78-293;  
OL 8 0548)

1. In view of the fact that available space in the Rosslyn area is presently at a minimum, and with several planned office moves in process, it is felt that until the entire Rosslyn space situation can be studied in detail it would be premature to comment on the present and future availability of space which could be considered adequate for a physical fitness room. This requirement will be carried as an outstanding project until such time as sufficient space does become available.

2. However, the activation of separate men's and women's shower facilities, complete with lavatories, on the ground floor of the Ames Building can and will be expedited. A suitable area for these facilities has been identified, and the Logistics Services Division (LSD), OL is in the process of obtaining cost figures for upgrading two existing shower rooms located adjacent to the Building Manager's Office.

3. It is expected that for a cost not exceeding \$2,500 these rooms can be made functional. LSD is presently working on the drawings and the scope of work. Plans are to submit a work order to the General Services

OL 8 0548a

SUBJECT: Physical Conditioning Facilities for the  
Rosslyn Area

Administration within the next 10 days with a completion  
date this spring. LSD will monitor this project and keep  
you informed as to the progress. Additional questions  
concerning this matter should be directed to LSD on

25X1A

[REDACTED]

STATINTL

[REDACTED]

*JH* James H. McDonald

cc: DDA

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SECRET

Approved For Release 2002/01/24 : CIA-RDP81-00142R000500040037-6

SUBJECT: (Optional)

FROM:

James H. McDonald  
Director of Logistics  
[Redacted] Building

(16)

EXTENSION

NO.

DATE

9 MAR 1978

25X1A

TO: (Officer designation, room number, and building)

EC/DDA

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Deputy Director for Administration  
[Redacted]

*[Handwritten signature]*

2.

3. Director of Personnel  
[Redacted]

4.

5.

6.

7.

8.

9.

10.

11.

12.


13.

14.

15.

DDA Registry  
File DDA-11

Physical Conditioning Facilities for the Rosslyn Area

  
Executive Officer/DDA


DD/A 78-0501/2

10 March 1978

STATINTL

DD/Office of Personnel

Ben:

Per my conversation with , before we go to the expense of showers Mr. Blake would like to know that a sufficient number of people will use the showers.

STATINTL

STATINTL



Attachment: DD/A 78-0501/1  
Memo to D/OP from D/OL;  
Physical Conditioning  
Facilities for the Rosslyn  
Area

Distribution:

- Orig - DD/OP w/att
- ✓ 1 - DDA Subj
- 1 - DDA Chrono
- 1 - RFZ chrono

78-0501/1

Approved For Release 2002/01/24 : CIA-RDP81-00142R000500040037-6

9 MAR 1978

MEMORANDUM FOR: Director of Personnel

VIA: Deputy Director for Administration

FROM: James H. McDonald  
Director of Logistics

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REFERENCE: Memo dtd 6 Feb 78 to D/L fr AD/Pers;  
Same Subject (DDA 78-0501; Pers 78-293;  
OL 8 0548)

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Approved For Release 2002/01/24 : CIA-RDP81-00142R000500040037-6



SUBJECT: Physical Conditioning Facilities for the  
Rosslyn Area

Administration within the next 10 days with a completion  
date this spring. LSD will monitor this project and keep  
you informed as to the progress. Additional questions  
concerning this matter should be directed to LSD on

[REDACTED]

[REDACTED]

*for* James H. McDonald

✓cc: DDA

STATINTL

25X1A

DD/A Registry  
78-0501

STATINTL

6 FEB 1978

DD/A Registry  
File Personnel-11

MEMORANDUM FOR: Director of Logistics

VIA : Acting Deputy Director for Administration

FROM : [REDACTED]  
Acting Director of Personnel

SUBJECT : Physical Conditioning Facilities for  
Rosslyn Area

REFERENCES : (A) OL Memorandum, dtd 9 Nov 72, Subject:  
Physical Fitness Room - Ames Center Bldg. (Att.)

(B) EO/DDA Routing Sheet Comment, 3 Aug 76,  
Subject: Exercise Facilities in Rosslyn (Att.)

(C) OP Memorandum 77-2282, dtd 8 Jul 77,  
Subject: Facilities for Physical Con-  
ditioning and Recreation (Extract att.)

(D) Employee Suggestion 77-401 (Att.)

1. The subject of physical conditioning facilities for the Rosslyn area has been of interest to the Agency for many years. In November 1972, the Executive Director-Comptroller approved a proposal for the construction and funding of a physical fitness room in the Ames Center Building [Ref. (A)]. It is our understanding that the project had to be abandoned when it was determined that construction costs would be substantially higher than original estimates.

2. During early 1976 the ADMAG explored the topic and developed a list of 446 employees who had expressed interest in exercise facilities in the Rosslyn area [Ref. (B)]. It was ADMAG's decision not to pursue the matter further but to defer action to components having responsibility for such activities.

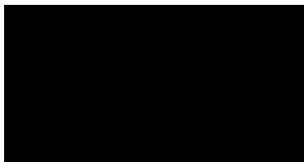
3. When recommendations were forwarded to the Director in July 1977 regarding facilities for physical conditioning and recreation [Ref. (C)], it was indicated that it was necessary to defer consideration of facilities for buildings other than Headquarters until we had more experience and answers to questions that had been raised. Considerable progress has been made toward providing additional facilities for Headquarters and it appears that some attention should now be given to the Rosslyn

area. It is, therefore, requested that the Office of Logistics determine if suitable space is now available or will become available within two years to provide for a Rosslyn Physical Fitness Room.

4. If a complete facility cannot be provided for Rosslyn, we believe that priority attention should be given to any improvement that might demonstrate management interest in these employees. An employee suggestion, 77-401, has been under consideration which would have provided shower facilities in the Ames Building for employees who wished to exercise through jogging [Ref. (D)]. The estimated cost in August 1977 was \$8,000. Unfortunately, the Office of Medical Services is presently assigned part of the space involved and cannot concur in the suggestion because of the disruption to its activities. It is, therefore, requested that the Office of Logistics also explore, as an adjunct to the facilities study, alternatives for providing shower facilities for employees in the Rosslyn area who are engaged in exercise programs to maintain physical fitness.

5. While requesting the further assistance of your Office in matters relating to physical fitness facilities, I would like to take this opportunity to compliment and express our appreciation to the members of the Real Estate and Construction Division and the Logistics Services Division who have provided outstanding support to us on a series of very difficult problems. In particular, I would mention [redacted] all of whom have responded in a truly professional and helpful manner in situations that were often frustrating and always challenging. Please convey to those individuals, mentioned and unmentioned, our thanks for the fine work that they have done.

STATINTL



STATINTL

Atts

Distribution:

- 0 - Addressee
- 1 - AD/Pers
- ~~2~~ - A/DDA
- 2 - C/BSD

STATINTL

OP/BSI [redacted] mem (3 Feb 78)

300

A [Redacted]

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Physical Fitness Room - Ames Center Building

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 6.

2. In view of the emphasis placed on physical fitness by the Director and the recent promulgations of the Office of Medical Services, the Office of Logistics has examined the problems and costs connected with the establishment of a physical fitness room in the basement of the Ames Center Building. Following, as far as possible, the pattern established with the Headquarters physical fitness room, plans have been drawn up for a limited exercise room. While available space will not permit rope climbing or a running track, room is available for chest weights, bicycle exercisers, rowing machine, abdominal board, vibrator, and a universal gym. Included also is supporting equipment such as showers, toilets, washer, dryer, and lockers. As with the Headquarters physical fitness room, a full-time attendant is required to manage and operate this facility.

3. The installation of a physical fitness room in the Ames Center Building is a significant investment in rental property. To protect such an investment, the General Services Administration will probably wish to extend the lease, due to expire in January 1976, before agreeing to the improvements. Such action, however, coincides with current Agency planning and should not present a significant obstacle. One-time investment and continuing yearly operating costs are as follows:

Investment Costs

- a. Removal and installation of partitions, walls, lighting, floor covering, painting, air handling, utilities, and equipment installation \$41,240
- b. Shower and toilet area 10,840

C/ESD  
DC/ESD  
AC/ESD

JK  
[Handwritten signatures and initials]

✓ OL 2 6141

c. Water cooler, lockers, locker room bench, custodial desk	\$ 7,020
d. Athletic equipment	<u>5,500</u>
ESTIMATED TOTAL	<u>\$64,600</u>

Operating Costs

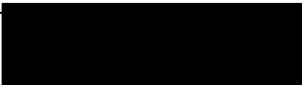
a. Full-time attendant (GS-07, step 1)	\$ 9,053
b. Equipment maintenance and replacement cost	1,500
c. Yearly space rental (2,032 square feet at \$2.25 per square foot per year)	<u>4,572</u>
ESTIMATED TOTAL	<u>\$15,125</u>

4. In view of the fact that such facilities will be utilized by personnel from all the Directorates located in the Rosslyn area, it is proposed that the one-time investment cost for constructing and equipping the facility be shared on a pro-rata basis among the DD/S, DD/I, and DD/S&T who comprise better than 90 percent of the Agency employees in the area. (Remaining personnel are distributed between the Office of the Director and the DD/P.) A distribution of the cost on this basis is as follows:

<u>Directorates</u>	<u>Percentage</u>	<u>Amount</u>
DD/S	54	\$34,884
DD/I	37	23,902
DD/S&T	<u>9</u>	<u>5,814</u>
TOTALS	100	<u>\$64,600</u>

5. Further, it is proposed that the Office of Personnel assume responsibility for the management, operation, and cost of the full-time attendant in a manner consistent with the current practice for the Headquarters Building physical fitness room. As at Headquarters, personnel utilizing the facility will pay a small service charge for towels and other miscellaneous items. These funds will be used to keep a fresh supply of such items on hand. The Office of Logistics would assume the cost of maintenance, equipment replacement, and additional space rental costs in its budget.

6. It is recommended that the above proposal for construction and funding of a physical fitness room in the Ames Center Building be approved with the understanding that funds have not been budgeted for this expenditure and will, therefore, require re-programming of available funds within each Directorate prior to the end of the fiscal year.

  
John W. Coffey  
Deputy Director  
for Support

STATINTL

The recommendation contained in paragraph 6 is approved.

*WEC*  
W. E. Colby

Executive Director-Comptroller

*10-1-72*  
Date

Distribution:

Orig - Return to DD/S  
1 - Signing Official  
1 - ER  
1 - DD/I  
1 - DD/S&T  
2 - DD/S  
1 - D/Log  
1 - D/Pers

Distribution Withheld:

1 - OL/Official  
✓ 1 - OL/LSD  
1 - OL/RECD  
1 - OL/B&F  
1 - OL/EO Chrono  
1 - OL/Suspense  
1 - D/L Chrono


EO/OL:JHMcDonald:pkj/3491 (Nov 9, 1972)

**ROUTING AND RECORD SHEET**  
 Approved For Release 2002/01/24 : CIA-RDP81-00142R000500040037-6

SUBJECT: (Optional)

Exercise Facilities in Rosslyn

FROM:

  
 Executive Officer, DDA

EXTENSION

NO.

DDA 76-3676

B

DATE

3 August 1976

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Personnel

2. STATINTL

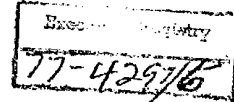
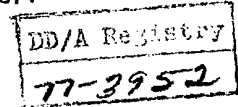
1. For your information, attached are the minutes of the ADMAG business meeting of 16 June 1976. While the items discussed may be of interest to you, I should like to bring to your attention the last item of paragraph 6 having to do with the exercise facility in Rosslyn. I shall retain for the time being the list of 446 employees who have expressed interest in the exercise facility in Rosslyn. The level of interest might be worth keeping in mind at some future date.

2. EAA may want to comment back to ADMAG any cogent remarks

  
 EO/DDA

STATINTL

8 JUL 1977 OGC 77-4369



MEMORANDUM FOR: Director of Central Intelligence

VIA : Office of General Counsel  
Deputy Director for Administration  
Deputy Director of Central Intelligence

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Facilities for Physical Conditioning and Recreation

REFERENCE : A. OP Memorandum 76-6231, dtd 15 Dec 76,  
Subject: Survey of Interest in Facilities  
for Physical Conditioning, Recreational  
and Social Activities (Attached)

B. OL Memorandum, dtd 4 Apr 77, Subject:  
Study of External Recreational Facilities  
at Headquarters (Attached)

C. OGC Memorandum 77-3706, dtd 10 June 77,  
Subject: Use of Appropriated Funds for  
Physical Conditioning and Recreational  
Facilities (Attached)

1. Action Requested: This memorandum presents recommendations for your consideration with regard to facilities for physical conditioning and recreation.

2. Background:

a. An employee survey was initiated at the request of the DDCI in October 1976 to determine interest in these programs. While the results of the survey did not provide overwhelming support for a multi-purpose recreational building, considerable interest was expressed in physical fitness, exercise and athletic activities that could be provided at the work location (reference A). The results of the survey were reviewed with the DDCI in January 1977 and it was determined that a program of moderate improvements in facilities would be developed for consideration. In view of the magnitude of the project, we have perforce deferred consideration of facilities for buildings other than Headquarters until we have more experience and answers to questions already raised.



Approved For Release 2002/01/24 : CIA-RDP81-00142R000500040037-6

EVALUATION REPORT

TO: Executive Secretary  
Suggestion and Achievement  
Awards Committee

SUGGESTION NO.

SUSPENSE DATE

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion and Achievement Awards Committee in making a final determination of the merits of this proposal. Retain third copy.

1. ACTION RECOMMENDED

ADOPT

DECLINE

OTHER (Specify):

DATE ADOPTED

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

Disruption of the operations of our office with additional traffic and loss of space would not justify adopting this suggestion. We are, however, in complete agreement with the idea of the suggestion and recommend other space be considered.

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

NA

STATINTL

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

NA

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

NA

(Use plain paper to continue report, if necessary)

DATE

(name and title)

30 Dec 1977 App

4. CIA-RDP81-00142R000500040037-6 es Division

STATINTL

Approved For Release 2002/01/24 : CIA-RDP81-00142R000500040037-6

STATINTL

SPEED LETTER	REPLY REQUESTED			DATE
	YES	X	NO	11 August 1977
TO : OL/P&PS [REDACTED]		FROM: Chief, Field Engineering Branch, RECD/OL		
ATTN: [REDACTED]		LETTER NO.		

In response to your request of 7 July, an estimate was made on the renovations described in Employee Suggestion 77-401. The estimated cost for the project based on present construction cost is \$<sup>7000</sup>~~7,980.~~

STATINTL

[REDACTED SIGNATURE]

SIGNATURE

REPLY	DATE
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Approved For Release 2002/01/24 : CIA-RDP81-00142R000500040037-6

RETURN TO ORIGINATOR

STATINTL

11 JUL 1977

MEMORANDUM FOR: Chief, Review Staff, OP

FROM :   
Chief, Benefits and Services Division

SUBJECT : Employee Suggestion 77-401,  
Physical Fitness Facilities - Ames  
Building

1. The subject of a physical fitness facility for Ames Building has been a matter of interest to Agency management for a number of years. In November 1972 the DDS obtained the approval of the Executive Director - Comptroller for plans to build a complete facility in the basement of the Ames Building. These plans were subsequently dropped when it was found that the first cost estimates of \$64,600 were considerably understated.

2. Since August 1976 the Office of Personnel has been coordinating a study of possible improvements in physical fitness and recreational facilities for Agency employees. This study has been made at the request of the DDCI and includes consideration of the needs of employees in Rosslyn and other buildings in addition to Headquarters. There are many problems yet to be resolved including a review by OGC of the legal basis of such expenditures and the possibility that specific appropriations will have to be requested from Congress.

3. It is recommended that this Employee Suggestion be referred to the Office of Logistics for review as a possible limited solution to the need for physical fitness facilities in the Rosslyn area. I would expect that considerable time will be required to resolve the legal and funding issues before a final determination can be made on the value of Suggestion 77-401. If a complete facility is provided, the Suggestion would have had little impact. However, if a full program cannot be provided and shower facilities can be added, the Suggestion increases in value.

STATINTL

TITLE OR SUBJECT OF SUGGESTION <b>PHYSICAL FITNESS FACILITIES AT AMES BLDG.</b>	SUGGESTION NO. <b>77-451</b>
PRESENT METHOD <p>The Agency practice is to provide physical fitness facilities as demonstrated by the facilities at the Headquarters and Page Buildings and the recent memo soliciting views on a new facility at Headquarters.</p>	
I SUGGEST <p>That the unique physical fitness features available to the Ames Building personnel be utilized. The nature trail along Lee Highway, the canal tow path across Key Bridge, and paths to Memorial Bridge could be used by joggers during the day if shower facilities were available at Ames. The attached floor plan suggests a modification to the Medical Office which will require minimal plumbing, will not reduce the useable area in the Reception Room, and is conveniently located for joggers leaving and entering the Building.</p>	
ADVANTAGES <p>The capability of regular exercise to increase worker productivity and morale is well documented and apparently is accepted as a fact by the Agency. This proposal will benefit Ames Bxuilding personnel who are currently joggers and will encourage others to participate.</p>	

FORM 244  
(1-71)

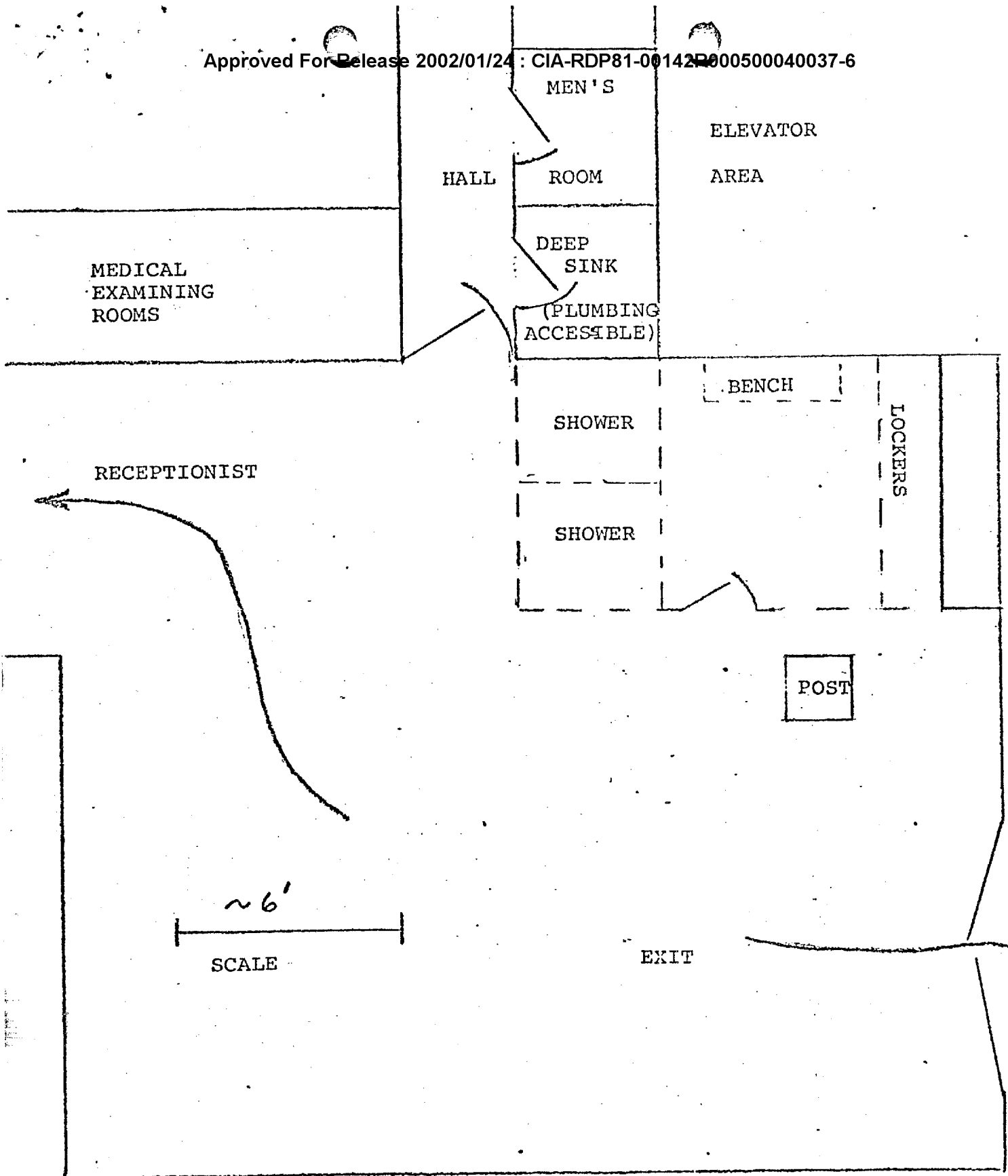
USE PREVIOUS  
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MEDICAL SERVICES



25X1A