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25 March 1971

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MEMORANDUM FOR: [REDACTED]

SUBJECT: Consolidation Benefits

In response to your request for information regarding potential savings and intangible benefits that might be realized by consolidating in a Headquarters site the various OBCI components now occupying approximately 54,000 square feet of floor space in three locations, the following is supplied:

I. Areas of Potential Savings

A. Personnel

1. Loss of time for travel by car/bus between:

a. Rosslyn/Headquarters and/or Headquarters/Rosslyn

(1) GS-11 and above (Average pay of \$9.67 per hour) 196 R/Ts per month at 1/2 hour each or 98 hours at \$9.67 = \$947.66 per month or \$11,372 p/a

(2) GS-10 and below (Average pay of \$4.67 per hour) 8 R/Ts per month at 1/2 hour each or 4 hours at \$4.67 = \$18.68 or \$224 p/a

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b. [REDACTED]

(1) GS-11 and above (Average pay of \$9.67 per hour) 2 R/Ts per month at 1/2 hour each or 1 hour at \$9.67 = \$9.67 or \$116 p/a

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Excluded from automatic downgrading and declassification

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- (2) GS-10 and below (Average pay of \$4.67 per hour) 8 R/Ts per month at 1/2 hour each or 4 hours at \$4.67 = \$18.68 or \$224 p/a

25X1A6d c. [REDACTED] Headquarters and or Headquarters/

- (1) GS-11 and above (Average pay of \$9.67 per hour) 4 R/Ts per month at one hour each or 4 hours at \$9.67 = \$38.68 or \$464 p/a
- (2) GS-10 and below (Average pay of \$4.67 per hour) 5 R/Ts per month at one hour each or 5 hours at \$4.67 = \$23.35 or \$280 p/a

B. Administrative Support/Supervision

More effective support and supervision would be a normal outgrowth of any consolidation. In addition, up to two positions could be eliminated by combining the two mail/courier sections (one GS-05 courier at \$7,420 per annum and one information control clerk at \$7,420 per annum = \$14,840 p/a

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C. One guard post at [REDACTED] could be eliminated if the Map Library Division were relocated in a protected area elsewhere. This would represent a savings of 4 positions at approximately \$6,600 each or \$26,400 p/a

II. Money

- 1. Rent and Utilities - Approximately 25,400 square feet of floor space presently occupied by OBCI in the Magazine Building, which currently rents for \$4.50 per square foot, would, if released, represents a savings of approximately \$113,400.00 p/a

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2. Reimbursements for use of privately owned vehicles for travel currently averages \$65.00 per month. Consolidation of OBGI in one location would eliminate this expenditure and represent a savings of approximately \$780 p/a

3. Consolidation would enable OBGI to do away with one courier vehicle costing approximately \$600 p/a

The foregoing represents a total estimated savings of \$168,700 p/a

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Chief, Administrative Staff, OBGI