

14 April 1977

Mr. Robert A. Peck  
Assistant Director  
Federal Architecture Project  
1312 18th Street, N.W.  
Washington, D. C. 20036

Dear Bob:


I too enjoyed our meeting and conversation on 29 March. I am finding the publications you provided us to be well presented and stimulating.

Enclosed for your retention is a copy of our Environmental Guidelines and also a clever Operation Cleanup paper which we distributed a couple of years ago.

Feel free to contact me, should you need any further assistance.

Sincerely,

SIGNED

  
Interior Design Consultant

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Elements In The Environmental Committee System

Fine Arts Commission: The Fine Arts Commission is an advisory group that reports to the Deputy Director for Administration. Environmental committees may place items on the FAC agenda through the Executive Secretary of the FAC or through the Directorate Coordinator. Fine Arts Commission meeting minutes are distributed to all Directorate Coordinators.

Directorate Environmental Committee

Coordinator : The Directorate Environmental Committee Coordinator is the directorate-level environmental representative. Coordinators attend Fine Arts Commission meetings and are the communication link between the Commission and the environmental committees.

Environmental

Committee : The Environmental Committee is the office or division-level environmental group.

Logistics Services

Division : The Logistics Services Division is the link between the environmental committee and the

Office of Logistics. Requests for decorating advice, wall hanging resources and the services of environmental consultants should pass through the environmental committee to Logistics Services Division.

Environmental

Consultants

: Environmental consultants are available to help environmental committees find solutions to various decorating and esthetic problems. Consultant availability can be determined and time scheduled through Logistics Services Division.

Environmental Committee Guidelines

(not necessarily in order of importance)

1. Act as focal point for environmental problems within the component.

The Committee is expected to consider any problem affecting working conditions in a component. The Committee may attempt to solve a problem on its own, or it may call upon the Office of Logistics or the Fine Arts Commission for assistance or advice.

2. Provide an interface with Logistics Services Division.

The primary reason for establishing Environmental Committees is to limit the number of individuals requesting decorating support from Logistics Services Division. Environmental Committees should review each request for interior decorating support originating within their component, identify the specific problem to be solved, and work with Logistics Services Division to solve the problem.

3. Use resources within the component.

Most components have an administrative officer, a logistics officer, or both. Environmental Committees should consult frequently with these individuals.

4. Be aware of Fine Arts Commission activities.

Committees will be provided with copies of Fine Arts Commission meeting minutes through their Directorate Coordinators.

5. Report to component head.

Each Committee should report periodically to the head of its component. It is extremely important that each Committee has support at the highest level within its component.

6. Use the resources of the Fine Arts Commission.

The Fine Arts Commission has solved many environmental problems. Committees should consult with Commission members and with consultants under contract to the Commission when they cannot solve problems internally or through Logistics Services Division.

7. Make recommendations to the Fine Arts Commission on environmental issues.

The Fine Arts Commission will welcome recommendations sent to it by Environmental Committees, and will give them thoughtful consideration.

8. Coordinate the distribution of wall hangings.

Committees have access to wall hangings provided by the Fine Arts Commission. Committees should review each request for wall hangings. The requesting area should be visited to insure that unnecessary wall clutter has been removed and that residents have done all they can to improve their surroundings. The placement of wall hangings must be approved by the Committee.

## 1. CONSULTATION AND ADVICE

a. The Agency employs a part-time interior decorating consultant who works closely with the Office of Logistics, Logistics Services Division (OL/LSD) and the Fine Arts Commission (FAC) to solve environmental problems. An office desiring help in solving an environmental problem should submit a memorandum to LSD explaining its problem and requesting help. If the problem cannot be solved by LSD or other in-house advisors, an appointment will be scheduled with the interior decorating consultant.

## 2. UTILIZATION OF SPACE

a. The arrangement of furniture, partitions, doors, etc., is the responsibility of the Architectural Design Staff (ADS), LSD/OL. Offices considering reorganizations, relocations, and/or rearrangements should contact ADS as early as possible in order that ADS may assist them in the planning of space utilization.

b. ADS will work with the requesting office to plan the most economical, efficient, and aesthetically pleasing environment. Upon the concurrence of the requesting office, ADS will provide finished drawings and plans of the area being modified. Once the plans have been approved and the work completed, the tenants of the modified space are expected to thoroughly test their new environment before requesting additional changes.

c. Arbitrary or personal choice modifications to approved plans which generate additional costs (moving telephones, relocating doors, capping electrical outlets, etc.) are not provided for in the LSD budget. Costs for these modifications will be charged to the requesting office and the request will be given the lowest priority on work schedules.

## 3. PAINTING POLICIES AND STANDARDS

a. The following policies and standards apply to all painting within the Headquarters Building and to other Washington Metropolitan area Agency-occupied buildings as designated by the Deputy Director for Management and Services upon the recommendation of the FAC.

(1) Walls will be painted semi-gloss white.

(2) Accent colors to be used on doors, walls, and for accent panels will be Langley No. 1 through No. 12. (These are the "door colors" found throughout the Headquarters and other buildings.)

(3) Flat black will be the color used, wherever appropriate, on door frames, desk and office accessory items, etc.

(4) Painting will be on an "as required" or "selective" basis and is dependent upon the funds available. By using a "selective" schedule, public areas most in need of repainting will receive priority attention while those areas which suffer less traffic and consequently less wear and soiling will receive secondary consideration. Priorities for repainting will be established jointly by General Services Administration (GSA), LSD, and the FAC.

(5) Repainting for aesthetic reasons may be requested if either of the following conditions are met:

(a) More than 50 percent of the visible wall area of the room has been repainted due to reconfiguration or excessive soiling.

(b) The area in question is a public area of high use and has suffered soiling.

(c) Qualifying areas will be scheduled for repainting in accordance with established priorities.

#### 4. PAINING SAFES

a. It is the Agency policy that some Agency file cabinets and safes located in the Washington Metropolitan area may be painted black. The following guideline shall apply:

(1) The semi-gloss black paint will be used.

(2) Painting will include the top, sides, back, and front of the safe. Bottoms, insides, or supporting surfaces will not be painted. The safe will be moved if necessary so that all the above surfaces may be painted.

(3) Safes will be painted for GS-18's upon request subject to the same limitations as imposed by HR 45-1m for the issuance of executive furniture.

b. Other requests for painting of safes should be directed to the Chief, LSD/OL and must include, but is not limited to, the following information:

(1) Nature of exception.

(2) Rationale of the request or exception.

(3) Signature of Senior Administrative Officer of requesting element.

(4) Funds citation for the request.

c. The Chairman, FAC, is the final approving authority for such requests.

5. AFFIXING MATERIAL TO WALLS

a. Affixing pictures, maps, calendars, clippings, etc., on walls, doors, partitions, and furniture with transparent tape, masking tape, tacks, and pins will cause surface damage and is therefore discouraged. The indiscriminate use of such material for decoration contributes to office clutter and detracts from the appearance of an area.

b. FAC-approved bulletin boards are available for issue from OL/LSD Building Services Branch (BSB) and should be used to consolidate miscellaneous material which requires posting. Requests for mounting bulletin boards to masonry walls should be forwarded to LSD.

6. MAP AND CHART MOUNTING

a. The indiscriminate use of maps, charts, and posters for decorative purposes is discouraged. Only items which fill an operational requirement will be prepared for hanging. Such items will be mounted on foamcore board with an "H" frame and a hanging wire will be attached.

b. Mounting requests must be signed by the Senior Support Officer of the component, cite the FAN, and must include the following statement:

"This request is to fulfill an operational (not decorative) requirement which cannot be met by any other known method or manner."

7. PICTURE FRAMING

a. Privately owned photographs, pictures, paintings, posters, maps, charts, plaques, etc., will not be mounted, framed, or prepared for display at U.S. Government expense. Exceptions to this policy are:

(1) Inscribed and/or autographed photographs of U.S. Government executive personnel presented to employees for permanent retention.

(2) Certificates and awards presented to Agency personnel in recognition of achievement or service to the U.S. Government.

b. Standard frames for the exceptions may be obtained through BSB via a properly executed form 1490 signed by the Senior Support Officer of the requesting component.



8. CHAIR-RAILS

a. The installation of chair-rails on the walls of Agency-occupied buildings is discouraged. Chair-rails, whether constructed of wood, metal, plexiglass, or other material tend to mar walls rather than protect them. All chairs issued by LSD have wall-protecting bumpers or can have bumpers installed on them.

b. Requests for exceptions to this policy must cite full justification and state reasons that bumpers are not adequate. The request must be approved by the Senior Support Officer of the component and cite the FAN of the requesting component. The Chairman, FAC, is the final approving authority for such installations.

9. SPECIAL CABINETRY

a. Requests for special cabinetry, i.e., bookcases, distribution racks, credenzas, storage cabinets, etc., are not encouraged. Such special cabinetry is usually for a special purpose and therefore, does not lend itself to use in other areas or for other purposes. Special cabinetry is generally much more expensive than commercial items.

b. LSD has many brochures and catalogs of commercially available furniture from which to select. Offices should investigate these resources before requesting special cabinetry.

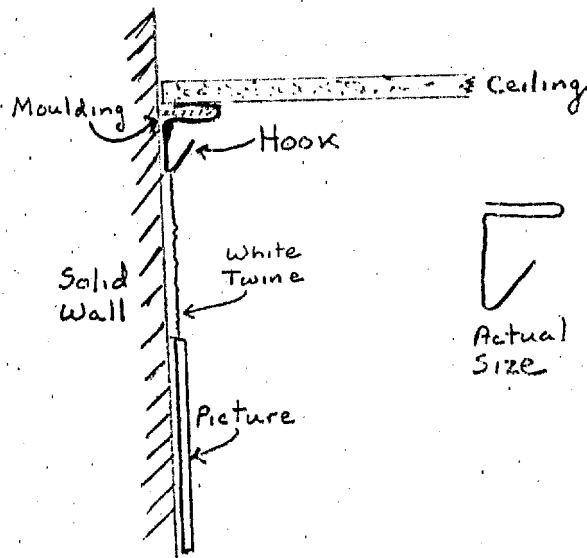
c. Requests for special cabinetry must cite full justification and state the reasons that commercially available furniture is not adequate. The requests must be approved by the Senior Support Officer of the component and cite the FAN of the requesting component. The Chairman, FAC, is the final approving authority for such requests.

ENVIRONMENTAL GUIDELINES  
ADDENDUM

HANGING FABRICS and PICTURES

a. Hanging fabrics and pictures on metal walls poses no problem. A wall magnet, with a piece of paper behind it to protect the wall, will do the trick.

b. Hanging fabrics and pictures on non-magnetic walls is more difficult because the use of nails and picture hooks is strongly discouraged. A suggested procedure is to fabricate two small hooks from a piece of white coat hanger and suspend the picture from two lengths of white twine. The hook is shaped to clip over the ceiling moulding (see diagram).



COAT HANGER HOOK

Central Intelligence Agency  
Conserv-a-file Standard

When ordering the Conserv-a-file systems, the following color guidelines must be followed:

- a. Bone white may be ordered without prior approval.
- b. Black may be ordered by components which currently are authorized to ask for black safes.
- c. Orders for other colors must be reviewed and approved by the Architectural Design Staff of the Logistics Services Division.

ENVIRONMENTAL COMMITTEE CHECK LIST

I. Authority

Before requests are made for environmental changes, re-  
view document HR [ ] and check the allowance sheet to de-  
termine if the requestor's grade permits the request and if  
funds are available to cover the requested change.

II. Building Standards

A handbook and list of guidelines are in the office of  
C/LSD. Requests should be restricted to approved handbook  
items for office furnishings. If a request is made for a  
purchase not included in the handbook, be sure that the re-  
quest is processed through LSD/OL so that a coordinated  
choice can be made.

III. Resources

1. Logistics Officer - The Logistics Officer can con-  
tact LSD [ ] to assist in a plan. If architectural  
planning is necessary, Chief, Architectural Design Staff.  
[ ] will advise or prepare an office plan layout.

NOTE: It is important that specific problems are presented,  
not preconceived solutions. However, thoroughly analyze

Environmental Committee Check List

your requirements before contacting LSD.

2. Finance Officer/Budget Officer - The Budget Officer must prepare a full justification before funds will be committed for new purchases and/or renovations.

3. Environmental Consultation - Environmental consultation is available through LSD.

IV. Problem Areas

When analyzing an environmental problem prior to seeking advice, be aware of the following:

1. Office layout

- a. Reception or seating required
- b. Workshop areas required
- c. Traffic flow (people, paper, etc.)
- d. Filing needs, storage needs
- e. Conference requirements

2. Furniture, Potential needs

- a. Work desk
- b. Executive Suite
- c. Computer Center
- d. Conference Room
- e. Drawing Board

Environmental Committee Check List

- f. Bookkeeping
- g. Reference Room

V. Maintenance

All personnel should participate in the daily maintenance program. The following items require strict discipline:

1. Do not use scotch tape to apply things to walls, doors, furniture or files.
2. Keep storage areas neat by removing excess supplies, equipment and furniture.
3. Immediately call  to report coffee spills ~~SECRET~~ <sup>SPATINTL</sup> other such accidents. (Offices may obtain cleaning kits from BSB-GJ-10.)
4. Do not leave waste baskets in the main corridors all day.
5. Return cafeteria trays and dishes to the cafeteria. Do not leave them in the corridors. The offices which use the cafeteria material should assign someone to return it.

VI. Aesthetics

Sample rules:

1. Remove everything from walls.

Environmental Committee Check List

2. Replace only functional items at an established level so that tops are even.
3. Do not fill every empty wall space.
4. Place bulletin boards judiciously for public notices and personal pin-ups. (Bulletin boards are available in Building Supply, GJ-26.)
5. Encourage the use of personal decor items but ensure that they are neatly arranged.
6. When hanging small pictures group them or hang them low and near future. ██████████, LSD.  canSTATINTL render assistance.

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DESIGN FOR LIVING AT CIA  
(SEE SEPARATE PANPHLET)



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Each year with much heraldic pomp and circumstance involved with notices, posters and other similar propaganda devices, Logistics representatives launch a campaign designed to recover surplus and/or unused Government property which employees tend to "accumulate" in the ordinary course of business. Some of this accumulation is a result of over-enthusiastic requisitioning from the supply room, but most accumulations pile up simply because of the failure to turn in those items that are no longer required. Let's face it--a great many people are pack rats. And the desire to do right is often overcome by the desire to covet, even if the target of this covetousness happens to be a heap of well-chewed-on pencil stubs. Incidentally, it has been well established by applied research that a great many well-chewed-on pencil stubs end their careers assisting Junior in doing his homework.

With respect to the clean-up operation, this year has again provided sundry Supply Officers with a resounding success story in that hoards of surplus paper clips have been added to stockpiles, and a goodly number of desks, chairs, typewriters and other costly items of equipment have been turned in, thus affording a fair measure of economy for Uncle Sam. Seriously, congratulations are due all participants in this yearly program, at home and abroad. So much for blood, sweat, and PRA.

Metaphorically, "Operation Clean Up" can be expanded to embrace the subject of Ecology, which has been described as, ".....the study of human populations and of their reciprocal relations in terms of physical environment, spatial distribution, and cultural characteristics..."<sup>1</sup>. The term "Ecology" has been given an enormous amount of coverage by the news media these past several years in terms of the world's population problems coupled with the tremendous advances in technology during recent decades. Ecology has indeed become one of the more important topics of this era. The Louie Allens of the meteorological world (I refuse to refer to them as "weathermen") regularly furnish air pollution counts as a statistic on weather reports; Politicians (in and out of office) are constantly considering new laws to prevent industry from creating those interesting collages of foamy greens, reds, purples, blues, and yellows in our rivers and the dumping or spilling of oil in our harbors or off-shore waters is no longer the "in" thing to do. However, all of these major environmental problems are gigantic in scope, and their solution will require the expenditure of time as well as vast sums of money, plus the whole-hearted support of our people as a nation.

More to the point of this article, we have ecological problems right within the Headquarters Building and our posts and stations abroad that we, as employees of this Agency, can do something about. Friends, the horrible truth is our House at Pu Corner is littered; and this litter is caused by our own thoughtlessness and disregard for... "the aggregate of all external and internal conditions effecting the existence, growth, and welfare of..."<sup>2</sup> our fellow human beings.

The problem of litter as created by those known as "litterbugs" is a classic example of the type of ecological problem we can solve simply by being careful. And who was the sweet person who so thoughtfully deposited an empty coca cola can, three paper plates and a wad of napkins under a holly bush near the North Parking Lot one bright sunny day about three weeks ago? It must have been an interesting place to eat lunch since the lowest branch of the holly bush is only eight inches above ground level. In any event, the management provides numerous trash recepticals and the amount of physical labor required to convoy such litter to the nearest receptical is minimal.

Another charming example of the ecological mores of the American male is one we shall entitle "The Corridor Conference". This situation requires three or more males standing in any corridor which has been freshly painted speaking in hushed conspiratorial tones. An alert passer-by can overhear phrases such as "miniskirt", Redskins and seven points", or "what's your handicap?". At least one of these characters will be indolently taking his ease and supporting his bad back by planting the sole and heel of one shoe squarely against the freshly painted wall. This has two favorable results. First, it will guarantee that the wall which was painted last week will soon look as though it were painted four years ago. Secondly, it keeps painters employed even if it is at the expense of overrunning the maintenance budget.

This could go on and on as there are countless examples which could be cited to graphically underscore the general thoughtlessness of people in connection with their relationship with their environment and fellow human beings. Oddly, enough, many of those who are extremely vocal about our major ecology problems today generously contribute their own brand of litter to the general confusion. As we are in an age where this massive social problem has caused fundamental changes in our understanding and our outlook as to our environment, we must consider that philosophically, this problem of ecology has an important bearing upon the fate, and in a sense, the freedom of all mankind. Let us each in our own small way make it "our thing" to be thoughtful, be kind, and be clean.

\*Decoded from an ancient diorite stele found in the lower Somat Room. The literal translation is "Operation Clean Up".

<sup>1</sup> Standard Dictionary, International Edition, Volume I, Funk and Wagnalls, New York, 1967, P. 400.

<sup>2</sup> Ibid, P. 425