

DDA 84-0217/94A



Deputy Director
for Administration

21 August 1984

NOTE FOR: Chairman, FAC



STAT

Do you know how this got to the DDCI
without going through the DDA?



STAT

Harry E. Fitzwater

Att:
Proposed Notice on
Quality of Life

*P.S. Could we get together
to discuss painting the
Stars.*



STAT

TRANSMITTAL SLIP		DATE 21 August 1984
TO: [Redacted] Chmn, FAC (O/IG)		
ROOM NO. 6E 08	BUILDING Hqs	
REMARKS:		
FROM: Deputy Director for Administration		
ROOM NO. 7D 24 Hqs	BUILDING HQS	EXTENSION [Redacted]

FORM NO. 241 1 FEB 55 REPLACES FORM 36-8 WHICH MAY BE USED. (47)

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MEMORANDUM FOR:	EO/DDA [Redacted]	<i>ADD</i> [Redacted]
FROM:	EA/DDCI	<i>DDA</i> [Redacted]
[Redacted]		
<p>Per our chat, John doesn't want this printed. Believes it would subject us to ridicule, criticism from Congress, etc.</p> <p>Thanks,</p> <p>[Redacted]</p> <p>Date 15 August 1984</p>		

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DD/A Registry
84-0217/94

*Quality of
Life*

to all CIA employees

In the relatively few years of its existance, CIA has established itself as being among the better, if not the best government agencies. Because CIA employees participate to the extent they do in the management of the Agency, the quality of work and the quality of life expected by its employees are unsurpassed in the U.S. Government.

The pursuit of excellence is not a new idea at CIA, it is a tradition -- a tradition carried on by those hired to manage and those who take part voluntarily by their suggestions, their membership in activity clubs, and their participation on committees such as the Fine Arts Commission. The purpose of this book is to strengthen and sustain our traditions and to maintain our reputation as the best place in town to work. It is also intended to encourage the ideas and participation of all employees in creating a work environment worthy of the intelligence profession.

William J. Casey

Director

*At the printers - to be married
with appropriate photos*

Quality of Life at CIA

Few government agencies have the good fortune to be located in a rural, woodland setting such as ours, where the passing of nature's seasons can be observed close at hand. The Northern Virginia countryside is noted for its beauty, and the George Washington Memorial Parkway is one of the area's most scenic drives.

For the Headquarters employee these surroundings are part of an atmosphere that is unique to the Agency and unparalleled in official Washington. The care and tastefulness that governed the site selection and design of the building are obvious to visitor and employee alike. The parkway on one side and Dolley Madison Boulevard on the other serve the two entrances, yet no traffic can be seen or heard from the grounds. Carefully trimmed grass and trees border roadways that curve easily through the compound with a minimum of corners or signs. Shrub and flower plantings, professionally designed and tended, provide changing vistas year-round. Even a nature walk wends its way quietly through one of the wooded areas for those who prefer a closer touch with the untrimmed and untrammelled.

The Headquarters Building, designed by Harrison and Abramowitz and completed in 1961, was carefully designed to fit comfortably into these natural surroundings. The repeating lines of the recessed windows are broken only by the cantilevered portico at the front and the low arches of the cafeteria in back. The rectangular expanse of the upper floors sits comfortably on the curving form of the enlarged first floor. Natural light enters offices not only along the facade but through three major courtyards, providing a maximum of exterior rooms.

Inside the building, the size and spaciousness of the exterior setting is immediately obvious in the design of the front hall, where the glass doors of the entrance face the central courtyard windows. The corridors surrounding the courtyard have been hung with a series of oil portraits of former directors and a selection of Washington Color School art generously loaned by Mr. Vincent Melzac, a noted collector. These are placed to take best advantage of the natural light from the inner windows.

In addition to the artwork in these corridors, the Exhibit Corridor (1D) serves as a permanent display area for a series of rotating shows and collections. These are loaned by organizations such as the Smithsonian, as well as by individual employees. The annual exhibits of employee art and employee photography are shown here.

An interesting decor surrounds each of the first floor elevator wells. Due largely to employee effort, early maps of Rome, London, St. Petersburg-Leningrad, and Paris have been enlarged and mounted on these walls. Also, each level of many stairwells is marked with numerals in different languages. For those interested, the languages, starting from the first floor, are: Cambodian, Amharic, Arabic, a French military symbol, Cyrillic, Mandarin, and Thai.

Bulletin boards and showcases of announcements and awards are placed in the hallway around the public service area of the first floor. Additional displays of posters are carefully limited to specific spaces in entries and elevator areas.

The Work Environment

As one moves from the public areas of the building into work areas, the sense of unified design is maintained by the introduction of brightly colored doors and accent panels complimenting the off-white walls. Signs which utilize photographic film for easy updating identify the offices.

Those familiar with the Headquarters Building are well aware of the great variety of style and decor with which Agency personnel surround themselves. They are also aware of the difficulties involved in creating a pleasant environment in what are often crowded conditions. While it is impossible to address the specifics of each work area, there are certain tips that can contribute much to improving the space we have.

To the extent possible, the clean lines and open space which are the predominant features of the building's design should be reflected in the arrangement of each office. Because many rooms and work areas are small, it is particularly important that they be free from clutter.

The first step toward designing the best work environment is to make a critical inventory of the furniture, eliminating all but the most necessary. Passageways should be cleared, bookcases cleaned out of outdated or unused material, and file and safetops cleared of unnecessary items.

A common office practice is to hang papers on walls and partitions where they are available for ready reference. Although this is often useful information, the result can look chaotic. To the maximum extent possible, these papers should be removed and consolidated into readily available notebooks. This step by itself can contribute significantly to a sense of added space and restful surroundings.

Although the Agency's limited supply of wall hangings is used to good advantage in many offices, employees can provide additional variety and interest by supplementing these with their own reproductions or originals. A tasteful collection of these, carefully hung, can add an element of depth and personality to the surroundings.

Unlike furniture or posted notices, an office rarely has too many plants. They add warmth to large and small rooms alike and are inexpensive to buy and maintain. Most house

plants will thrive under fluorescent lights and few, if any, need a green thumb to survive. They are a sure way to provide color and depth. However, for the most part, plants must be supplied and cared for by employees.

The building and grounds of CIA reflect the quality and professionalism of its employees. Each office space can and should reflect those same standards. The use of open space, clean lines, and tasteful, imaginative decoration can add new dimensions to the atmosphere of the work environment.

Headquarters Expansion

For the next few years the normally tranquil Headquarters area will be disturbed by a major construction project. Smith, Hinchman & Grylls has designed an annex to our building which will compliment and extend the lines of the original structure and preserve much of the wooded environment. It will be built into the hillside west of the existing cafeteria and will consist of two low towers connected by an atrium. The outer surface of the office towers will consist of horizontally and vertically divided green tinted glass, designed to be compatible with the existing Headquarters facade. The atrium itself will contain an employee services concourse and will lead to an exit to the new parking building. The main entrance to the complex will remain in the original building.

The design of the courtyard space between the two buildings preserves the existing large trees near the cafeteria. Its plantings, park benches, tables, and pathways will be in full view of the atrium of the new building as well as the existing cafeteria and will provide an attractive space for employees' use.