

0-1332-0156

Date
27 JAN 1986

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF LOGISTICS		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate XXXX	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

[Handwritten signature]

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)	Room No.—Bldg.
EO/DDA 7D18 HQS	Phone No.

STAT
STAT

5041-102

* U.S.G.P.O.: 1963-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

General Services Administration

National Capital Region

Washington, DC 20407

DD/A Registry

46-0196



16

Mr. Richard J. Kerr
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Kerr:

In July 1985, I requested your comments concerning a proposal to implement an evening shift at each of the three Alteration Work Groups in the National Capital Region. Those who responded provided valuable insights which were considered in the final plans and procedures.

The proposal has been approved and will be phased in over the next few weeks at each location. During this transition period, I have directed that the managers and staff at each Alteration Work Group coordinate the necessary changes with your facility liaison contacts.

This initiative represents our earnest effort to increase the quality of services, to decrease the overall job costs, and to improve the timeliness of performance of the work. Your cooperation in this effort will result in an effective changeover without interruption or delay in the provision of reimbursable services to your agency.

Sincerely,

William F. Madison
WILLIAM F. MADISON
Regional Administrator

COPY

60-2

ROUTING AND TRANSMITTAL SLIP

Date
24 July 1985

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Director of Logistics		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

FOR APPROPRIATE RESPONSE TO

MR. LUCAS BY COB 31 JULY 1985, IF NECESSARY.

D/O L has nothing to report

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, Office Symbol, Room No., Building, Agency/Post)	Room No.—Bldg.
EO/DDA 7D18 HQS	Phone No.

STAT

STAT

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

* GPO: 1983 O - 381-529 (232)

National Capital Region
Washington, DC 20407

DD/A Registry
85-2588



JUL 17 1985

Mr. Harry E. Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Fitzwater:

A large portion of the reimbursable alteration activity in the National Capital Region is presently performed by the three Alteration Work Groups. This is to inform you of our proposed plans for work schedule changes within these organizations and to solicit your comments relative to these changes. Specifically, we are interested in any special agency impacts which you feel must be considered prior to implementation of any change in the operating hours for the Alteration Work Groups.

The Alteration Work Groups now perform reimbursable alteration primarily during normal agency working hours. Projects accomplished after normal agency work hours are usually completed on an overtime basis. Of course, these costs are passed directly on to you, as the customer, in terms of higher job costs. Another consideration is the reduced productivity occasioned by performing alteration work while agency personnel are present. This impedes the performance of the project as well as disrupting the orderly conduct of agency business.

With these factors in mind, a proposal to change the working hours of the Alteration Work Groups is being considered. Outlined below are the highlights of the proposal:

1. The administrative office hours of the Alteration Work Groups will be extended from the present 8-hour shift to a 12-hour shift Monday through Friday. Administrative personnel will be on duty from 7:30 a.m. through 7:30 p.m.
2. General Services Administration craft personnel will be scheduled to work during the hours of 3 p.m. through 11:30 p.m.

2

3. Agency requests for reimbursable projects which must be performed at times other than these will be accomplished through rescheduling, overtime when absolutely necessary and contracting.

Note that the primary impetus for these changes is to reduce the cost of alteration projects and provide our clients with more timely and efficient services. Also, please realize that this change will have no impact on the routine operation and maintenance activities of the field office such as equipment repair, service calls (replacing lamps, responding to hot and cold complaints, etc.), and general building maintenance.

Generally, this change should have little effect on your operation; however, if there are special circumstances which you feel require consideration in the analysis of this proposal, I ask that you forward them to the attention of the Director, Buildings Management Division (WPB), Mr. Alex Lucas, by July 31, 1985. All responses received by that date will be given careful consideration before this initiative is implemented.

Sincerely,



WILLIAM F. MADISON
Regional Administrator