

Date

ROUTING AND TRANSMITTAL SLIP

30 Mar 88

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. SSA/DDA	<i>[Handwritten Initials]</i>	
2. EXA/DDA	<i>[Handwritten Initials]</i>	
3. ADDA	<i>[Handwritten Initials]</i>	
4. DDA/Registry		
5.		MAR 1988

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

Presume this request the parking for OF personnel working on payroll is now on the back of OF, and that is a large part of this space requirement.

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

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

★ U.S.GPO:1986-0-491-247/200471

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA

DATE

TRANSMITTAL SLIP

TO:

DDA

ROOM NO.

7D24

BUILDING

Hqs

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REMARKS:

FROM:

D/OP

ROOM NO.

6N20

BUILDING

EXTENSION

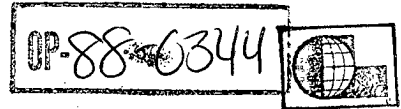
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FORM NO.

REPLACES FORM 36-8

(47)

ADMINISTRATIVE - INTERNAL USE ONLY



MAR 17 1988



MEMORANDUM FOR: Deputy Director for Administration

THROUGH: Director of Logistics

FROM: Hugh E. Price
Director of Personnel

SUBJECT: Additional Parking Requirements in Rosslyn

REFERENCE: A. Memorandum for DDA from D/OP, Subject: Support for Parking in Rosslyn
B. Memorandum for D/OP from D/OL dtd 14 May 87, Subject: Leased Commercial Parking Spaces

1. Paragraph 3 requests approval to increase the number of leased commercial parking spaces in Rosslyn based on increased numbers of employees assigned to our Retirement and Compensation Divisions in Rosslyn.

2. Since the submission of reference A memorandum in March 1987, the Office of Personnel has taken on responsibility for Compensation Division and total internal administration of all retirement systems. This has resulted in increased numbers of employees being assigned to the Rosslyn area. These factors, in combination with delays in reallocation of parking in the Ames and Key Buildings, has resulted in requirements for additional commercial spaces. The factors outlined in reference A memorandum justifying the initial need for leased parking remain valid today. While recruitment and retention problems have subsided somewhat, employee safety and morale continue to remain primary concerns in our Rosslyn components.

3. In order to fill our present requirements an additional spaces are required. We request that spaces be leased within close proximity of both Ames and Key Buildings. We expect this number to decrease proportionately when the reallocation of parking spaces within Ames and Key Buildings is completed by the Office of Logistics.



Hugh E. Price

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Handwritten notes: 'Log 5-3-AR' and a stamp 'MAY 12 1988'.

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SUBJECT: Additional Parking Requirements in Rosslyn

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C
[Redacted Signature Box]

Director of Logistics

19 MAR 1988
Date

APPROVAL:

[Signature] /s/ Henry P. Mahoney
Deputy Director for Administration

4 APR 1988
Date

Distribution:

- Orig + 1 - Addressee
- 1 - D/OL
- 1 - D/OP

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DD/A Log 1
87-0570X

MEMORANDUM FOR: Deputy Director for Administration

FROM: Hugh E. Price
Director of Personnel

SUBJECT: Support for Parking in Rosslyn

1. Paragraph 7 requests approval to assist Office of Personnel (OP) employees in parking in Rosslyn by subsidy payment, rental of additional spaces or increased allocation of existing spaces.

2. OP has slightly more than [redacted] employees located in the Ames Building assigned to [redacted] OP components. [redacted]

[redacted] The hardships of working in the Rosslyn area, and especially the Ames Building, are various and well known. In general, they include the distance from direct management, the drab appearance and conditions of the building, and absence or lack of direct support services, especially parking. For all of these reasons, a "feeling of neglect" has developed among our employees which is exacerbated by the fact that most of our units are predominately staffed by clerical and technical employees. We have long planned to remove our elements from the Ames Building for relocation to more suitable quarters, but as the reality of this has slipped, so has morale.

3. This memorandum addresses the parking support area. Parking does exist at the Ames Building and was apportioned equitably by the Office of Logistics (OL) according to policies effective at the time. The Metro station also is conveniently located but very few of our people use it as it does not serve their residential areas. The reality is that one-third of our workforce (predominately female) commutes to work by car and must find on-street or paid lot parking far removed from the building. This leads to a mixture of problems; from those who leave home very early to get first-come first-served parking, to those who choose to pay over \$80 a month to park in lots slightly closer to the building. There is also a minor safety aspect as we have recently had one accosting (and a few near misses) of an employee walking many blocks to her car in the dark.

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4. Morale has only sagged further as our employees see other offices, such as [redacted] the Office of [redacted] and now (predominately professional). We understand that approval to provide lot parking to these offices was based on professional/operational need to have their POV reasonably close at hand and/or their inability to fill their positions due to the negative factors of working and parking in Rosslyn. We too have many employees who need access to their cars several times a day to attend meetings at other sites. Generally, we have given these employees Ames Building parking permits from our allocation from OL.

5. As far as staffing the Office is concerned, recruitment and retention problems are also directly applicable to our components. We, too, have difficulty getting people to accept assignments to Rosslyn and once there, it is difficult to keep them happily employed. But our work force, once ordered to Rosslyn, go there and do the job expected. This may be because they are generally lower-graded female employees who feel they have fewer options to refuse the assignment. We do not believe that our employees serve in Rosslyn because they are more dedicated than other component employees. For whatever reason, they go and work and thus our tables of organization are reasonable well-filled.

6. General conditions are made worse by the very large work-loads imposed on Insurance and Clerical Recruitment Divisions where forced overtime and weekend work have become the norm. What starts as a manageable morale and efficiency problem due to overwork becomes far more critical as the workers perceive inequity and injustice as employees around them are provided help they are denied. Efforts to remove this perception are on-going in OP, but there is no doubt that office efficiency and morale would improve if the workers could see concrete evidence of management concern in the provision of parking assistance.

7. Therefore, we request your support in approving parking assistance for those OP employees at Ames Building. Three methods of support are included here. The first two involve the expense of funds which OP is prepared to cover. The third option might be possible if it is determined that parking assistance approved for other offices has reduced their requirement for parking spaces at the building. Whichever method is selected we would continue to emphasize car-pooling and the use of public transportation and to closely monitor the granting of this benefit to control costs involved and eliminate any potential for abuse.

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() Direct reimbursement of \$50 to \$70 per month to [] employees upon presentation of paid receipts for off-street parking.

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() Rental by the Agency, or a contractor, of [] parking spaces at a commercial lot.

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() Reallocation to OP of [] more Ames Building parking permits.

[]
Hugh E. Price

APPROVED:

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* []
Deputy Director for Administration

24 Mar 87
Date

*Provided (a) that this special action be reviewed in 12 months with a view to determine if it had the desired effect, and (b) that the requesting organization pay for the parking acquired by this action.

PARKING AGREEMENT

I certify that the parking space obtained is being used on a daily, full-time basis. I acknowledge that this space has been obtained for the use of Office of Personnel, and that if at any time the parking space assigned to me is not being used full-time on a daily basis, I will dissolve the parking service arrangement with the parking facility immediately. I will then advise the Office of Personnel Parking Coordinator that my parking privileges should be transferred to the next individual on the waiting list. I also certify that I have not been nor will I be reimbursed from any other source for the parking expenses claimed.

ASSIGNMENT

By accepting this assignment of a parking space, I understand and agree that I have no property right to the parking space and that the parking space may be reassigned or my parking privileges terminated at the discretion of the Agency. I further agree that on the request of the Office of Personnel Staff Parking Coordinator, _____, I will return all passes or permits related to the parking space.

NON-LIABILITY

I also understand and agree that the Agency and the U. S. Government have no right of control over conditions in the parking area and assume no responsibility for such conditions or liability for damage to my automobile or personal injury to myself or others. By accepting this assignment of a parking space, I waive any claim that I have or my legal representative or successor might assert, against the U. S. Central Intelligence Agency or the U. S. Government for personal or property damage arising out of or related to parking in this assigned space.

NAME

DATE

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14 MAY 1987

MEMORANDUM FOR: Office of Personnel

FROM: John M. Ray
Director of Logistics

SUBJECT: Leased Commercial Parking Spaces

REFERENCE: Memo for DDA from D/OP,
Subject; Support for Parking in Rosslyn

led:

1. The Deputy Director for Administration (DDA) has approved the leasing of [] commercial parking spaces in the Rosslyn area for your office. This approval was based on the premise that a lack of adequate parking facilities is having an adverse effect on morale, affecting recruitment for the Office of Personnel. Utilizing the services of Ogden Allied, we have been able to obtain the spaces you requested. The spaces, leased on a month-to-month basis, are managed by []

2. Prior to making arrangements [] several other facilities in the Rosslyn area were contacted with prices ranging from \$45 to \$95 per month and at varying distances from your location. The spaces leased on your behalf cost \$55 per month. The total FY-87 cost for your spaces, using the current lease rate, and including Allied's four-percent general and administrative expense, is []. If lease rates increase, you will be notified, as additional funds will be required.

3. Although the Agency has arranged to obtain these spaces and has funded for them, the government will not be liable for any damage, theft, or similar actions against an employee's vehicle. Therefore, it is requested that you ask each prospective permit holder to read, sign, and date the attached Parking Agreement prior to issuing a permit.

4. [] parking permits [] were provided to your office on 14 May 1987. The parking permits are to be hung from the rearview mirror and must be replaced each month. Parking is available on a first-come, first-served basis; therefore, specific spaces are not assigned. Please provide External Buildings Operations Branch (EBOB) with the name of your parking coordinator and an alternate. These names will be passed to [] as the only individuals authorized to pick up these monthly permits on behalf of your office.

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OL 13133-87



ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Leased Commercial Parking Spaces

5. Neither OL nor Ogden Allied will be involved in the day-to-day administration of these spaces. We will continue the leases on a monthly basis on your behalf unless notified by your office, in writing, ten days prior to the end of the month of your desire to cancel any spaces. If, at a later date, a space that had been cancelled is again required, there will be no guarantee that the space will be with the same firm or in the same location. Any request to terminate leases should be forwarded to EBOB.

6. You are requested to provide a detailed quarterly report to EBOB on the utilization of these spaces. The information will be compiled in a summary report that will be submitted to the DDA. This report is independent of the DDA requirement for an October 1987 review to determine if provision of additional parking is having the desired effect.

7. The focal point for this and other matters pertaining to parking in the external buildings is [redacted] EBOB, 2F09 [redacted] can be reached on extension [redacted]

[redacted]
John M. Ray

- Attachments:
- A. Reference
- B. Parking Agreement

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OL/RECD/EBOB (14 April 87) (recdebob - 161)

Distribution:

- Original - Addressee
- 1 - OL/RECD Official
- 1 - RECD/EBOB Chrono
- 1 - OL/Reader
- 1 - OL Files