

DATE

9

TRANSMITTAL SLIP

TO: OL Files

Bob 1

ROOM NO.
2C02

BUILDING

[Empty box]

REMARKS:

FROM: RECD/OL

ROOM NO.
2F09

BUILDING

[Empty box]

EXTENSION

STAT

FORM NO. 1 FEB 56 241

REPLACES FORM 36-8 WHICH MAY BE USED

(47)



20 JUL 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: [Redacted]

Acting Director of Logistics

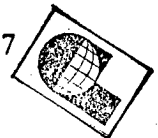
SUBJECT: Review of Rosslyn Supplemental Parking Program

1. Action Requested: None. This memorandum is submitted in response to your request that the Rosslyn supplemental parking program instituted in the first quarter of FY 87 be reviewed after one year's experience.

2. Background: Starting in the fall of 1986, the Agency began acquiring supplemental commercial parking spaces for employees working in the Rosslyn area. The acquisitions were approved as a means to encourage employees, especially lower graded ones, to accept assignments in Rosslyn. [Redacted] Agency components are now participating in the program, and a total of [Redacted] supplemental parking spaces are under lease. Attachment A identifies these components and the number of spaces they are provided with through the program. The monthly cost of individual spaces ranges from \$57.20 to \$88.40, with the FY 88 estimated cost for the program of [Redacted] Real Estate and Construction Division (RECD) continuously adjusts parking space allocations to reflect changing tenants in Rosslyn. For example, the move of the Foreign Broadcast Information Service to Reston prompted a major reallocation of spaces at Key Building that is still in process.

3. Staff Analysis: Components participating in this program were recently polled by RECD to determine the impact of the program on their operations. The response from all components was uniformly positive and reaffirms the continuing need for this program. A representative sample of these responses is attached as Exhibit B. It is clear that supplemental commercial parking has become institutionalized and the participating components are dependant on the program to help maintain employee morale and bolster their employee recruitment and retention efforts. Discontinuation of the program now would precipitate renewal of the problems which brought about its creation. No significant problems have surfaced in the administration of the program.

OL 13440-87



ADMINISTRATIVE - INTERNAL USE ONLY

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4. Recommendation: OL recommends that this program be continued, with RECD continuing to allocate spaces based on population growth (loss) and tenant relocations.

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Attachments
A & B

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REPRESENTATIVE COMMENTS
ROSSLYN SUPPLEMENTAL PARKING PROGRAM

ORD - "...our waiting list for parking spaces has been significantly reduced...leasing of these parking spaces has considerably enhanced the overall office morale...operations have benefited greatly...we are at strength for the first time in several years...our ability to offer parking to most employees has been a major factor in recruiting and retaining employees...ORD would be severely hampered if...this parking were taken away."

OIT/Information Services Division - "The leased parking spaces continue to provide the incentive necessary to obtaining and retaining competent personnel to work in the Rosslyn area...our long waiting list has been accommodated, and potential employees are more willing to consider assignment to Ames when assured of a place to park."

OGI - "...We can say without question that it fulfilled our expectations...we have saved 130 man days over a 12 month period because of (reduced time looking for parking). We have fewer vacancies and the retention problem of lower-salaried personnel has been significantly reduced...responses to vacancy notices at all grade levels showed marked improvement with 92 percent of all vacancies receiving written responses...there is a direct correlation (between availability of parking and lower turnover)...employee morale was heightened with the sense that someone was concerned enough for the first time to propose, approve, and implement such a program...comments of job satisfaction...usually include a mention of the parking program ...the imaginative and efficient method of administering the program...should be applauded."

DCI History Staff - "The provision of parking was an important incentive in bringing (professional historians) to us, and its availability continues to save us time and money, and to promote employee morale and retention."

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Review of Rosslyn Supplemental Parking Program

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OL/RECD/REB

23/29 Dec 87

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21087X-87

25 NOV 1987

MEMORANDUM FOR: Director of Logistics, DA

FROM:

[Redacted]

Director of Global Issues, DI

SUBJECT: Effects of Government-Leased Parking in Rosslyn

REFERENCE: Memo for DDA fm D/OGI, dtd 5 Sept 86,
Same Subject

1. Recently your staff requested a rundown on the impact that government-leased commercial parking was having on the OGI operation in Rosslyn.

2. The request for OGI's participation in a government-leased parking program in Rosslyn originated because of two major concerns. In the reference memorandum we emphasized the need for timely operational support and our inability to attract and retain employees in the lower grades. Since the program was initiated in November 1986, we can say without question that it fulfilled our expectations.

3. While Quantifying "timely operational support" is difficult, the acquisition of leased parking spaces inside Rosslyn has decreased the amount of time our employees spend looking for parking spaces and walking to/from Ames Building. According to rough calculations we have saved 130 man days over a 12 month period because of this factor alone. This doesn't include the impact that leased parking has on the willingness of individuals to make unscheduled visits to headquarters in support of operational discussions.

4. Attracting and retaining qualified personnel to serve at Ames is easier to track. During the past year OGI's Ames components averaged only one vacancy per month with 75% of the vacancies occurring in GS-12 and up positions. We have fewer vacancies and the retention problem of lower-salaried personnel has been significantly reduced. Responses to vacancy notices at all grade levels showed marked improvement with 92% of all vacancies receiving written responses. It is not possible to deduce that availability of leased parking was the only reason for lowering turnover and attracting qualified personnel, however, I believe there is a direct correlation based on the information available.

All portions classified CONFIDENTIAL

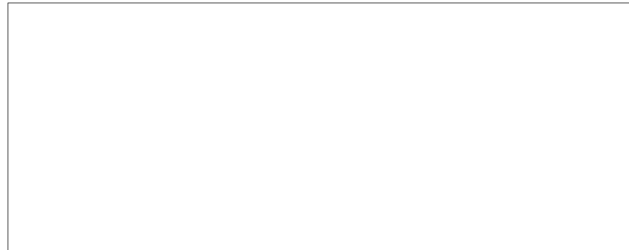
[Redacted]

CONFIDENTIAL

SUBJECT: Effects of Government-Leased Parking in Rosslyn

5. Any discussion of benefits the parking program brought to OGI would not be complete without mentioning the intangible aspects of the decision. Employee morale was heightened with the sense that someone was concerned enough for the first time to propose, approve, and implement such a program. Even though I have been the Director of OGI for a short period, comments of job satisfaction from Ames Building employees usually include a mention of the parking program. Such programs are important for morale when personnel are continuously asked to work extra hours to complete a priority report for policymakers, coordinate another TDY, insure imagery requirements meet deadlines, or respond to a high precedence message.

6. The imaginative and efficient method of administering the program the Office of Logistics established should be applauded. Your personnel in External Buildings Operations Branch have been responsive to our needs. Regardless of the nature of the problem they have provided quick and reasonable responses.



25X1