

M E M O R A N D U M

To: Dr. George A. Wiley, Associate National Director

From: Edwin A. Day, Business Manager

Subject: Report on Physical Reorganization and Renovation of National Office

In the interest of a much needed, major increase of national staff efficiency, productivity, and morale, I have proceeded with all due haste on the long contemplated physical reorganization and renovation of the National Office.

Major objectives of this renovation are: 1) development of more "useable" floor space within the limits of the present office, 2) better functional location of office, 3) better traffic control and a reduction of congestion, 4) improved lighting, heating and ventilation, 5) reduction of noise level, 6) improved telephone and inter-office communications systems, 7) increased privacy for professional staff, 8) development of a visually more attractive work environment.

Although initial cost estimated from consulting contractors and our consulting architect place remodeling expenses at between \$3,000 and \$5,000, we are at present meeting the same specifications for an anticipated total cost of less than \$500 through the use of cost-control measures, re-use of existing materials, solicitation of used furnishings, and the use of volunteer labor.

In view of the over \$30,000 presently being expended each month for the services of national office personnel, a projected twenty to twenty-five percent increase in staff productivity as a result of the remodeling should yield a substantial return on this relatively small investment.

Demolition of outmoded walls and construction of new wall dividers were accomplished for the most part while the office was closed for the New Year's weekend. Plastering and painting have been completed on both the main volunteer work area (which can now also serve for press conferences, NAC meetings, and staff meetings) and the reception area. Work is presently under way on the individual offices.

Members of the office staff, both clerical and professional, have participated on the renovation work. Office morale is steadily improving concurrent with the reality of and prospects for a substantially improved work environment.

Additional space on the 9th floor of 38 Park Row has been acquired to house the recently expanded direct mail-stenciling operation.

All major goals of the reorganization and remodeling are being achieved.