



UNITED STATES GENERAL ACCOUNTING OFFICE
WASHINGTON, D.C. 20548

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PROCUREMENT, LOGISTICS,
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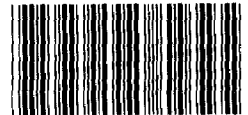
RELEASED August 23, 1982

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The Honorable Patrick J. Leahy
United States Senate

Released



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Dear Senator Leahy:

Subject: Alterations and Improvements to
Presidential Appointees' Offices
Since January 1981 (GAO/PLRD-82-117)

In your January 29, 1982, letter, you asked us to provide information on expenditures made, subsequent to January 22, 1981, to remodel, alter, decorate, or repair the offices of Presidential appointees. As agreed with your Office, we developed information on such expenditures for reimbursable work performed or authorized by the General Services Administration (GSA) for the offices of the heads of 15 executive departments. The Secretary of the Treasury was excluded because the Treasury building is not a GSA-controlled building. As also agreed with your Office, we developed information on such expenditures-- whether GSA performed the work on a reimbursable basis or whether the departments obtained the services without GSA's involvement-- for the four top Presidential appointees in two departments.

SCOPE OF WORK

Our work was performed at various GSA field offices within the Washington, D.C., area and at the Departments of Transportation (DOT) and Housing and Urban Development (HUD) Headquarters. At GSA, DOT, and HUD, we extracted data from reimbursable work authorization project files for the period January 22, 1981, to May 28, 1982. At DOT and HUD, we examined procurements made under the imprest funds and purchase order accounts. In some cases, these procurements were discussed with program officials. Also, we visited selected suites to observe the physical layout and decor.

We identified and summarized those authorizations and procurements indicating that work was being performed in the departmental Secretaries' offices or suites of offices. In

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some instances, work authorizations had been obtained and funds obligated to perform the work, but the actual services had not been completed as of May 28, 1982. Because the files were not always complete (all requests for services under blanket authorizations were not on file) and all project files could not be located, we are not certain if all applicable expenditures have been identified and reported.

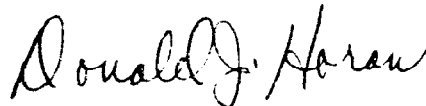
INFORMATION DEVELOPED

GSA provided reimbursable work totaling about \$68,000 to alter and improve the offices of the 15 departmental Secretaries between January 22, 1981, and May 28, 1982 (see enc. I). Reimbursable work--work not included in the standard level of services provided by GSA--is requested and financed by occupant agencies. The majority of reimbursable work requested for the departmental Secretaries involved painting, cleaning, and minor structural changes (see enc. II).

Agencies may also obtain supplies and nonpersonal services from commercial sources to improve their offices. Our review of expenditures for the four top Presidential appointees at DOT and HUD showed that these departments used the departments' imprest funds and purchase orders to obtain various supplies and nonpersonal services from commercial vendors to improve their offices or suites. A detailed listing of these purchases/services was provided to your Office on May 24, 1982. Summary information on these purchases/services is included in enclosure III.

As requested by your Office, we did not obtain comments on the information in this report from any of the executive departments. Unless you publicly announce the contents of this report, we will make no further distribution for 15 days from the date of the report. At that time, we will send copies to the heads of the departments involved; the Director, Office of Management and Budget; and other interested parties.

Sincerely yours,



Donald J. Horan
Director

Enclosures - 3

EXPENDITURES FOR REIMBURSABLE WORK BY GSA
TO ALTER AND IMPROVE PRESIDENTIAL APPOINTEES' OFFICES

JANUARY 1981 - MAY 1982

<u>Department</u>	<u>Department head</u>	<u>Total expenditures</u>
Agriculture	John R. Block	\$ 1,755.14
Air Force	G. Verne Orr, Jr.	5,420.58
Army	John O. Marsh, Jr.	11,753.00
Commerce	Malcolm Baldrige	17,140.00
Defense	Caspar W. Weinberger	6,091.20
Education	Terrel H. Bell	10,272.00
Energy	James B. Edwards	2,690.64
Health and Human Services	Richard S. Schweiker	1,274.17
Housing and Urban Development	Samuel R. Pierce, Jr.	(a)
Interior	James G. Watt	18.00
Justice	William French Smith	2,491.00
Labor	Raymond J. Donovan	1,983.40
Navy	John F. Lehman, Jr.	1,018.00
State	Alexander M. Haig, Jr.	4,332.00
Transportation	Andrew L. Lewis, Jr.	1,794.38
Treasury	Donald T. Regan	<u>(b)</u>
Total		<u>\$68,033.51</u>

a/No applicable expenditures subsequent to January 22, 1981, were identified during our review.

b/GSA does alterations in buildings under its control. We excluded the Secretary of the Treasury because the Treasury Building is not under GSA's control.

REIMBURSABLE SERVICES PROVIDED BY GSA TO ALTER OR
IMPROVE PERSONAL OFFICES OF CABINET LEVEL APPOINTEES

JANUARY 1981 - MAY 1982

<u>Position/ incumbent</u>	<u>Description of services</u>	<u>Date of request</u>	<u>Amount</u>	
Secretary of Agriculture, John R. Block	Hang two large pictures	03/10/81	\$ 18.56	
	Install dedicated elec- trical ground line	03/18/81	883.60	
	Hang wallpaper	04/29/81	391.80	
	Remove two chandeliers and rehang one chande- lier	08/11/81	105.45	
	Install deadbolt lock	12/23/81	52.33	
	Drill hole and run wire to phone cables in the vault area	01/18/82	185.60	
	Replace deadbolt lock on door	03/16/82	<u>117.80</u>	
	Total expenditures			<u>1,755.14</u>
	Secretary of the Air Force, G. Verne Orr, Jr.	Provide labor and material to fabricate and paint wooden shelves	02/23/81	2,685.00
Provide extermination services twice weekly		10/01/81	1,472.14	
Plaster and paint		02/20/81	1,186.42	
Provide labor and mate- rial to repair/ replace door hinges on safe cover		04/01/81	37.02	
Provide labor to repair/ replace safe door		10/28/81	<u>40.00</u>	
Total expenditures			<u>5,420.58</u>	
Secretary of the Army, John O. Marsh, Jr.	Install sliding door; remove folding door; seal opening; install partitions and 2 stand- ard electrical outlets; relocate 1 bank of light fixtures; paint new construction and inner hallway	01/04/82	1,973.50	
	Provide and ceiling mount one floodlight with cir- cular motion and tie into existing lighting system	03/27/81	595.00	

Install sheetrock over vinyl covered walls; paint/plaster as needed	06/11/81	\$ 5,377.00
Paint/plaster as indicated	07/07/81	3,145.00
Paint/plaster (note a)	07/14/81	530.00
Rehang 5 pictures	02/02/82	<u>132.50</u>
Total expenditures		<u>11,753.00</u>

Secretary of
Commerce,
Malcolm Baldrige

Install deadbolt on interconnecting door to room 5840. Change cylinder on door to room 5850; install cylinder lock on interconnecting doors (2) into room 5850 from room 5854	01/23/81	215.00
Change lock cylinder on corridor entrance to the Secretary's elevator on all floors	02/06/81	350.00
Repair or realign doors; repair or replace lock mechanisms as needed	02/20/81	446.00
Remove and replace ceiling tile	04/14/81	33.00
Install telephone and electrical outlets, sheetrock, partitions, door and stain to match existing walnut doors in room	04/15/81	1,908.00
Remove paneling; replace with drywall; remove door frames and buck	04/17/81	8,191.00
Remove bathroom sink and install vanity	05/15/81	526.00
Paint; install access telephone panels with hangers; install dimmer for chandeliers; install wood corner bead and chair rail returns; relocate tv panel and access panel to match and block as required for existing paneling	06/01/81	2,383.00
Install towel bar	06/04/81	34.00
Fabricate wood trim molding and refinish black walnut wood panel	06/17/81	939.00

	Remove luminous fluorescent ceiling and fixture; replace with tiles; install downlights with dimmer switch	06/24/81	\$ 400.00
	Install molding on south and north wall; paint and stain	06/18/81	595.00
	Make 30 additional keys	05/07/81	76.00
	Install one outlet in phone closet; remove and replace ceiling tile for running of the cable	12/02/81	401.00
	Paint chauffeur's room	08/17/81	463.00
	Install ceiling tiles in chauffeur's room (note a)	05/25/82	<u>180.00</u>
	Total expenditures		<u>17,140.00</u>
Secretary of Defense, Caspar W. Weinberger	Install chandelier and four wall lights; remove existing wallpaper and install new wallpaper, paint, and trim	10/27/81	3,730.00
	Paint chauffeur's area	06/17/81	345.00
	Install wallpaper	04/10/81	1,005.60
	Paint reception area	04/07/81	<u>1,010.60</u>
	Total expenditures		<u>6,091.20</u>
Secretary of Education, Terrel H. Bell	Install partition and door; remove partition and electrical and telephone outlets; paint	02/24/81	1,687.00
	Paint parts of the immediate office of the Secretary	03/09/81	790.00
	Cut 3 inches off two flag poles	05/13/81	18.00
	Paint Secretary's suite	05/28/81	6,279.00
	Hang pictures	06/09/81	187.00
	Install and remove partitions and electrical and telephone outlets; paint	09/18/81	<u>1,311.00</u>
	Total expenditures		<u>10,272.00</u>
Secretary of Energy, James B. Edwards	Perform carpentry and electrical work; paint	02/03/81	1,719.64
	Install switch for lighting system	07/20/81	<u>971.00</u>
	Total expenditures		<u>2,690.64</u>

ENCLOSURE II

ENCLOSURE II

Secretary of Health and Human Services, Richard S. Schweiker	Paint (note b)	09/15/80	\$ 356.84
	Replace filter screen	02/24/81	47.44
	Remove hangers and paint	12/14/81	554.20
	Install duplex outlets	12/29/81	96.72
	Repair auxiliary a/c system	06/24/81	<u>218.97</u>
	Total expenditures		<u>1,274.17</u>
Secretary of Housing and Urban Deve- lopment, Samuel R. Pierce, Jr.	(note c)		.
Secretary of Interior, James G. Watt	Replace hooks on doors	04/10/81	<u>18.00</u>
	Total expenditures		<u>18.00</u>
Attorney General, William French Smith.	Clean fire screen	01/27/81	12.25
	Paint walls between chair rails and base; repair door on kitchen cabi- net and paint; repair split in decorative woodwork on niches and paint	02/05/81	1,770.90
	Provide and install light- fixtures	11/02/81	367.67
	Remove intercom box and display case; repair wall as needed (note a)	04/28/82	<u>340.18</u>
	Total expenditures		<u>2,491.00</u>
Secretary of Labor, Raymond J. Donovan	Rekey locks and make new keys	02/12/81	509.00
	Remove and install tele- phone and electrical outlets	02/27/81	203.00
	Relocate door and close opening with existing paneling	07/07/81	1,173.60
	Hang cabinets	07/14/81	65.20
	Install hasp lock on refrigerator and pro- vide 2 keys	07/21/81	<u>32.60</u>
	Total expenditures		<u>1,983.40</u>

ENCLOSURE II

ENCLOSURE II

Secretary of the Navy, John F. Lehman, Jr.	Provide materials for pic- ture frames	10/02/81	\$ 17.50
	Provide glass and paint picture frames	10/07/81	105.00
	Mount world map on home- sote	03/09/82	70.00
	Paint office	01/27/82	<u>825.50</u>
	Total expenditures		<u>1,018.00</u>
Secretary of State, Alexander M. Haig, Jr.	Remove 9 old spotlights and install 9 new spot- lights; purchase and install dimmers; paint/patch the plaster ceiling	05/26/81	1,745.00
	Cut door through to adjacent office	04/21/81	<u>2,587.00</u>
	Total expenditures		<u>4,332.00</u>
Secretary of Transporta- tion, Andrew L. Lewis, Jr.	Furnish and install con- duits	03/20/81	388.00
	Install secure phone line	12/09/81	514.50
	Install partition, single door and jamb, light switch and electrical and telephone wall out- lets	12/22/81	<u>891.88</u>
	Total expenditures		<u>1,794.38</u>
	Total - all selected officials		<u>\$68,033.51</u>

a/Reimbursable work authorization has been approved and funds obligated, but the actual work has not been completed.

b/Work accomplished under an annual blanket reimbursable work authorization dated September 15, 1980, covering painting of the immediate office of the Secretary. As of May 28, 1982, GSA records indicate that \$681.24 had been accumulated (spent). Of the \$681.24, \$324.40 was spent on or before January 22, 1981.

c/No applicable expenditures subsequent to January 22, 1981, were identified during our review.

SUMMARY OF EXPENDITURES FOR PURCHASES/SERVICES (note a)
OBTAINED FROM COMMERCIAL SOURCES TO IMPROVE OFFICES
OF THE TOP FOUR DOT AND HUD PRESIDENTIAL APPOINTEES
JANUARY 1981 - MAY 1982

<u>Department/position</u>	<u>Appointee's name</u>	<u>Expenditures</u>
Transportation:		
Secretary	Andrew L. Lewis, Jr.	\$16,301.94
Deputy Secretary	Darrell Trent	4,738.30
Administrator, Federal Aviation Administration	J. Lynn Helms	1,487.48
Administrator, Federal Highway Administration	R. A. Branhart	<u>580.09</u>
Total		<u>\$23,107.81</u>
Housing and Urban Development:		
Secretary	Samuel R. Pierce, Jr.	2,370.54
Under Secretary	Donald Hovde	1,586.30
President, Government National Mortgage Association	Robert Karpe	1,200.68
General Manager, New Communities Development Corporation	Warren Lindquist	<u>778.63</u>
Total		<u>\$5,936.15</u>

a/Desks, chairs, lamps, plants, file cabinets, floor, wall, or window coverings, kitchen or dining room items (flatware, table linen, food processor), or services to repair, clean, and reupholster furniture or to refurbish space.