


B+L E  
File

MEMORANDUM FOR: Deputy Director (Administration)  
FROM : Chief of Logistics  
SUBJECT : DCI and DDCI Suites in South Building.

1. Enclosed are samples of possible finishes for oak paneling for the walls of the DCI and DDCI suites in South Building. Each suite includes a reception room adjoining the offices. It is recommended that the finish as indicated on sample 5a be used for the wall paneling in both suites.

2. Samples of carpeting, drapery materials, and furniture upholstery which have been ordered for these areas are also attached.

3. It is requested that your approval of wall finish and all the attached samples be returned to the Real Estate and Construction Division, Logistics Office, in order that direction may be given to Public Buildings Service who will accomplish installation and finishing of wall paneling, air conditioning, etc., in accordance with previously approved drawings.

  
JAMES A. GARRISON

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Enclosures - 6

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