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Security Information

h December 1953

OPM 40-110-1

PERSONNEL DIRECTOR HEMORANDUM NO. 98-53

SUBJECT: Space Acquisition and Assignment and Duilding Maintenance

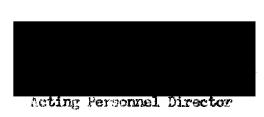
1. Attention is invited to CIA Regulation (dated 23 October 1953), Space Acquisition and Assignment and Building Maintenance.

2. In accordance with section 2a. of that regulation, the following named individuals have been designated:

3. Requests for space, as outlined in section 3b. of the regulation, should be submitted for signature and approval. Requests involving exchanges of space with Agency offices (other than those within the Personnel Office) should be submitted in the same form and manner.

 $h_{\rm b}$ Requests involving minor building maintenance, as set forth in section 5a. of the regulation, should be made through

5. Requests for major alterations and remains, as putlined in section 50., will be approved and signed by



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