

ROUTING AND TRANSMIT Approved For Release 2008/06/11 : CIA-RDP85B01152R000600730062-6 **TAL SLIP**

Date 10 MAR 1963

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/OTE - Attn: Marie		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Marie:

Because of the subject matter of the attached letter from GSA, I forwarded the original to the Office of Logistics. If it should have gone to your office, pls let me know. Thanks.



DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206



TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/Office of Logistics		
2.		
3.		
4.		
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
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Coordination	Justify	

REMARKS

1 - A copy of the attached letter and schedule from GSA was forwarded to D/OTE.

45-3

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

A/EO/DDA

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

\* GPO : 1981 O - 361-529 (148)

STAT



DJA Registry  
83-0686

FEB 15 1983

Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Fitzwater:

An amendment to the FPMR dated September 20, 1982, delegated contractual authority to agencies in General Services Administration (GSA) controlled buildings: "Agencies may accomplish, within PBS guidelines and standards, alterations valued at \$10,000 or less where GSA has on-going indefinite quantity contract or unit price agreement and contract directly for alterations valued at \$10,000 or less, where GSA contracts are not available" (copy attached).

83-0686

This delegation can be of great value to you in the accomplishment of many of your reimbursable requests valued at less than \$10,000, and is available for your use. We will continue to accept reimbursable work requests and work with your Agency contacts in accommodating your priorities.

We will do everything we can to assist you using this delegation. Instructions have gone out to all our Buildings Managers and your Agency contacts should have been contacted. Training courses are available both through PBS and FSS which your Agency can use. A copy of the training schedule for FY 83 is attached. Your staff can contact Mrs. Marie Todd, Training Officer for the National Capital Region (472-1316) to place your people in these courses.

Sincerely,

JAMES G. WHITLOCK  
Acting Regional Administrator

Enclosure

IN-HOUSE PROCUREMENT TRAINING

Course Title	Cost	Date	Location	Nomination Deadline
Small Purchases	N/C	1/10-14/83	ROB	12/20/82
Contracting for Services	\$175*	2/28-3/4/83	ROB	2/1/83
Small Purchases	N/C	3/7-11/83	ROB	2/15/83
Contract Termination	\$175*	3/28-4/1/83	ROB	3/1/83
Contract Administration for Program Personnel	N/C	5/9-13/83	ROB	4/11/83
Basic Procurement	\$175*	6/27-7/1/83	ROB	5/20/83
Executive Seminar in Acquisition	\$175*	5/23-27/83	ROB	4/25/83

\*Cost of \$175 per person is based on 30 participants in each class