

STAT

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ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		7/24/87
1. <i>REC'D</i>	Initials	<i>ow</i>
2.		
3. OL Registry - Mary Jo (Log in)		
4. O-DL		
5. OL Registry - Mary Jo (Log Out)		
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

#1 - Please review/comment & return to O-DL *07/30/87*
 Secretary - Please make OL copies w/distribution

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

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

5041-102

☆ U.S. GPO: 1986-491-247/40012

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

*OK files
B+C2*

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request to Lease Additional Office Space

STAT
STAT
STAT

DDO 5AS-87-593



Chief, RECD/OL

DATE

30 July 1987

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED FORWARDED

1. Director of Logistics

D

2. *E O M A
DAR*

3. *It's not back + forth*

4. *31 JUL 1987*

5. *REC'D*

6. *cancel this time (REC'D) work with*

7. *Space T.F. will on this.*

8. *Bill on this.*

9. *Bill on this.*

10. *Bill on this.*

11. *Bill on this.*

12. *Bill on this.*

13. *Bill on this.*

RECD did not participate in this cost estimate or request and therefore cannot verify the accuracy of the data. In coordination with [redacted] he has requested that we hold this for a short time until he can work a total solution to the DO space needs. Suggest you send this request to Bill for his action so that he can work the problem with [redacted]

NOT FOR SUS. ENSE Date 10 Aug

OK Files

~~C O N F I D E N T I A L~~

17 JUL 1987
SAS 87-593



MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Operations
Director of Logistics
Chief, Evaluation and Plans Staff

25X1 FROM: [Redacted]
Chief, Special Activities Staff

25X1 SUBJECT: Request for Approval to Lease Additional Office
Space [Redacted]

25X1 1. Approval is requested to lease an additional 5,000 square
25X1 feet of office space [Redacted]
25X1 [Redacted] This space will provide critically
25X1 needed working area for [Redacted]
25X1 [Redacted] The lease and renovation costs for this additional
space is estimated to be approximately \$180,000. This total
includes construction of a secure room and can be made available
in the SAS budget.

25X1 2. On 22 August 1986, a request was made to the Facilities
25X1 Management Board (See attachment 1) for the assignment of 13,500
25X1 square feet of backfill space in [Redacted] Building. This request
25X1 was made for the sole reason that additional space was not
25X1 available at that time in [Redacted] Building. In the eleven
25X1 months since our request was submitted, space has become available
25X1 at a very attractive price and expansion in [Redacted] Building
is now considered a much more viable and economical alternative.
25X1 Also during this period, SAS [Redacted] has hired [Redacted] new employees and
25X1 currently has an additional [Redacted] employees in process. These
25X1 additional employees have compounded what was already a critical
shortage of adequate office space.

25X1 [Redacted]

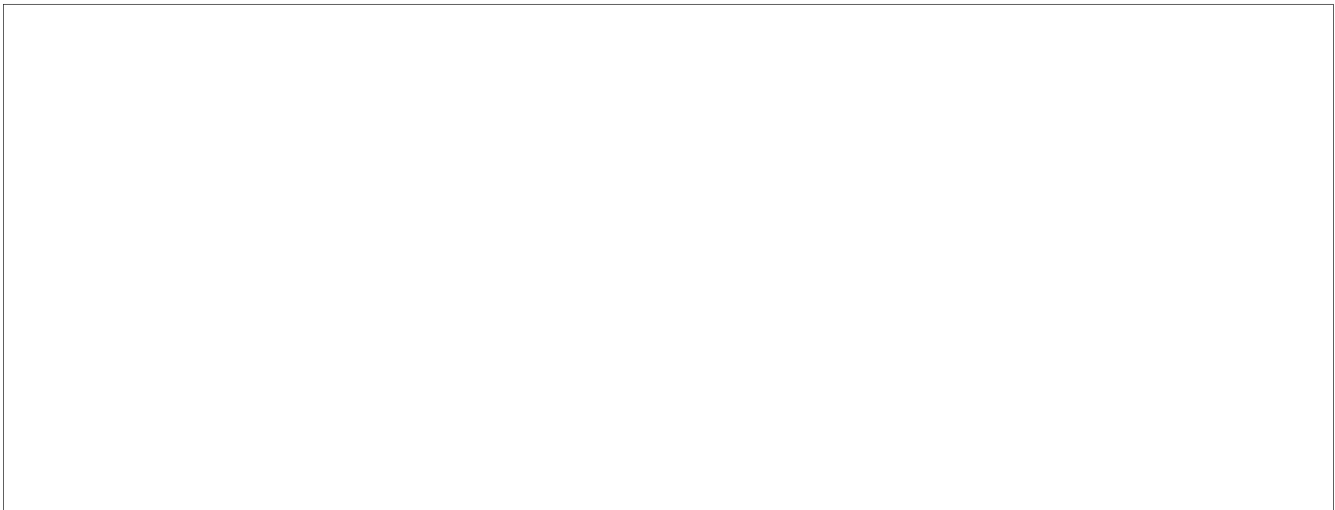
~~C O N F I D E N T I A L~~

C O N F I D E N T I A L

SUBJECT: Request for Approval to Lease Additional Office
Space

25X1

25X1



4. Your approval of this request will certify that this acquisition of additional space is necessary for the successful performance of certain functions of the Central Intelligence Agency, and will exempt this specific effort from the restrictions of 40 U.S.C. 278a, which limits renovation costs to 25 percent of the first year's rental.

25X1



Attachment: As stated

C O N F I D E N T I A L

SUBJECT: Request for Approval to Lease Additional Office Space

25X1

[Redacted]

25X1

CC [Redacted]

23 JUL 1987

Date

Chief, Evaluation and Plans Staff

25X1

[Redacted]

12 AUG 1987

Date

Director of Logistics

/s/ Clair E. George
Deputy Director for Operations

13 AUG 1987

Date

APPROVED:

25X1

[Redacted]

Executive Director

18 AUG 1987

Date

C O N F I D E N T I A L

C O N F I D E N T I A L

25X1 SUBJECT: Request for Approval to Lease Additional Office
Space

25X1 SAS/SS/LOGS, (14 July 87)

DISTRIBUTION:

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