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OL files
CMC

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Request for Delivery of Two-Drawer Safe for
OL Planning Conference

FROM: [Redacted] Planning Officer IMSS/OL	EXTENSION	NO. OL 4148 87
		DATE 13 October 1987

TO: (Number, assignment, 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. C/TMB/LOC/OL LOC				
2.				
3.				
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15.				

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13 October 1987

MEMORANDUM FOR: Chief, Transportation Management Branch,
Logistics Operations Center, OL

FROM:

[Redacted]

Planning Officer, Information & Management
Support Staff, OL

SUBJECT: Request for Delivery of Two-Drawer Safe for
OL Planning Conference

1. Attached are copies of a memorandum to Facilities Management Division (FMD), BSB/OL, from the Deputy Chief, Security Staff, OL, along with a Form 1490, requesting that a two-drawer GSA-approved safe be delivered to the Sheraton-Fredericksburg for use on 21 and 22 October 1987. The safe is to be used during the OL Planning Conference. [Redacted]

[Redacted] of FMD/BSB/OL is having a safe delivered to you for this purpose.

2. Please arrange for delivery of this two-drawer safe to the Commonwealth Room at the Sheraton-Fredericksburg Resort and Conference Center, I-95 and Route 3, Exit 45-B, 2801 Plank Road, Fredericksburg, Virginia, between 0730 and 0800 hours on Wednesday, 21 October 1987. The person to contact at the Sheraton is James McKinney, telephone (703) 786-8321. I'll be the Office of Logistics conference coordinator, and I'll be at the Sheraton on 21 and 22 October. If you have any questions, please call me at my office extension, [Redacted]

3. The safe should be picked up between 1200 and 1330 hours on Thursday, 22 October 1987, for return to the Logistics Operations Center.

Attachments:
. As stated

UNCLASSIFIED WHEN
SEPARATED FROM
ATTACHMENT

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SUBJECT: Request for Delivery of Two-Drawer Safe for OL
Planning Conference

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25X1 OL/IMSS/RB:dr/[] (13Oct87)

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

31 July 1987

MEMORANDUM FOR:

[Redacted]

Facilities Management Division, BSB/OL

FROM:

[Redacted]

Deputy Chief, Security Staff, OL

SUBJECT:

Request for Temporary Use of Safe

1. A two-drawer GSA approved safe is requested for temporary use in support of an OL off-site conference being held at the Sheraton-Fredericksburg Inn, Commonwealth Room, on 21 and 22 October 1987. Safe delivery should be scheduled for 21 October 1987 between the hours of 0730 and 0800. A security officer from SS/OL will be at the Sheraton to assist with the placement of the safe. It is requested that the Logistics Operations Center (LOC) set a new combination on the safe prior to making the delivery.

2. The Logistics Operations Center should schedule safe pick-up for 22 October 1987 between the hours of 1200 and 1330. Again, an OL/SS Security Officer will be present to render assistance and ensure that the safe is cleared of any classified material.

3. If you have any questions concerning this request, please contact the undersigned on [Redacted]

[Redacted]

[Redacted]

Attachment:

ALL PORTIONS CLASSIFIED
CONFIDENTIAL

[Redacted]

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

3 August 1987

**REQUISITION OR TURN-IN
FOR ADMINISTRATIVE SUPPLIES AND EQUIPMENT**

Page of Pages
REQUISITION NO.

DELIVER TO EXTENSION ROOM NO. BUILDING

COST CENTER NO.

~~Sheraton-Fredericksburg Inn~~

DIVISION AND BRANCH

CERTIFICATION

I CERTIFY that the quantities of items listed below have been received except as otherwise noted.

DATE

SIGNATURE

ITEM LISTING

ITEM NO.	STOCK NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1		GSA Approved Security Container (2 drawer)	1			(Loan)
		<u>CONFERENCE</u> 21 & 22 October 1987 Sheraton-Fredericksburg Inn (Commonwealth Room) I-95 & Rt. 3, Exit 45-B 2801 Plank Road, Fredericksburg, VA 22404				
		<u>DELIVERY</u> : 21 October 1987 (between 0730 and 0800 hours)				
		<u>PICK-UP</u> : 22 October 1987 (between 1200 and 1330 hours)				
		<u>POINT OF CONTACT AT SHERATON</u> : James McKinney (705) 786-8321				
TOTAL						

COMPLETE ONLY IF ABOVE ITEMS ARE TURN-INS

PICKUP FROM (Person to contact) EXTENSION ROOM NO. BUILDING