

*Handwritten:* OAM-1

5 November 1987

**OFFICE OF LOGISTICS  
PROCUREMENT NOTE 189**

**PROCUREMENT REQUEST RECEIPT FORM**

**PURPOSE**

1. The purpose of this procurement note is to describe the procedures and distribution for the Procurement Request Receipt.

25X1

**BACKGROUND**

2. The return of the Procurement Request Receipt form is an important function to be performed by all contracting officers (CO). It is the responsibility of the CO to notify both the cognizant requisitioner and budget officer that their procurement action request has been received by the appropriate contracting element and assigned to a designated CO, who is taking the necessary action to complete the procurement and to obligate funds.

25X1

**POLICY**

3. Effective immediately, all COs will separately complete and return a copy of the Procurement Request Receipt (Attachment) to each cognizant contract and budget officer. The form is to be completed after a contract action has been logged in and assigned to a CO. In the event the CO is reassigned prior to completion of an assigned contract action, the new CO is not required to resubmit another form. A copy of the completed Procurement Request Receipt form is to be retained in the official procurement action file.

25X1

25X1

*Handwritten:* Director of Logistics

Attachment

25X1

OL 5149-87

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

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

OFFICE OF LOGISTICS  
PROCUREMENT NOTE 189

CONCUR:

25X1

[Redacted signature box]

Chief, Logistics and Procurement  
Law Division, OGC

3 Nov 87  
Date

25X1

[Redacted signature box]

Chief, Security Staff, OL

3 Nov 87  
Date

25X1

OL/PMS/ [Redacted] (26 Oct 87)

Distribution:

- Orig - OL/PMS Official
- 1 - Each Procurement Element
- 1 - OL Files
- 1 - OGC/L&PLD
- 1 - OL/SS
- 1 - OL/PMS Chrono

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

Attachment

PROCUREMENT REQUEST RECEIPT

TO: (1) \_\_\_\_\_  
Name of Contact Officer                      Office                      Address                      Extension (Gr/Bl)

(2) \_\_\_\_\_  
Name of Budget Officer                      Office                      Address                      Extension (Gr/Bl)

FROM: \_\_\_\_\_  
Contract/Procurement Officer                      Office                      Address                      Extension (Gr/Bl)

-----

DATE: \_\_\_\_\_

DOCUMENT CONTROL NUMBER (DCN): \_\_\_\_\_  
(Form 88)

REQUEST NUMBER: \_\_\_\_\_  
(Form 2420)

This is to acknowledge receipt of your component's request for procurement action. The designated contract/procurement officer assigned the action for your request is listed above. Any correspondence regarding this request should be addressed to this action officer and should reference the DCN.

cc: Procurement Action File

*OK* *11/05/87*  
*D+MT-1*

**ROUTING AND TRANSMITTAL SLIP**

Date 11/05/87

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	EXA/DDA		
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**

FYI - A meeting has been scheduled for 23 November with representatives from Real Estate & Construction Division, OL and Facilities Management Division, OL and GSA.

Brenda  
O-D/L

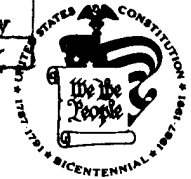
DO NOT use this form as a RECORD of approvals, concurrence, deposits, clearances, and similar actions

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



General Services Administration  
National Capital Region  
Washington, DC 20407

DD/A Registry  
87-2195X



Dear Mr. Donnelly:

Over the past year, the Delegation of Operational Authority program in the National Capital Region (NCR) has transferred over 28 million square feet of space (including the Pentagon) to various agencies. This makes it necessary to revise the structure in the Buildings Management Program to balance workloads in our field offices.

The NCR Buildings Management Division (BMD) is now beginning to realign our field activities with the objectives of keeping services closer to the customer. The plan recognizes the impact of delegations, balances workloads, and provides for a manageable, geographically based field office alignment.

We consider it essential that our customers are informed of these changes and that any concerns be addressed. I have asked that the responsible officials within BMD visit with each agency affected by this realignment to discuss our plan and its implementation schedule. The meeting should be fairly brief and will involve a short presentation on the overall field office plan, as well as provide for a question and answer session.

Please advise your responsible facilities management personnel that the scheduling of each presentation can occur on request during October and November. Please coordinate the scheduling of the presentation directly with Mr. Jack E. Babcock, Director, Buildings Management Division, on 472-1841.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lewis M. Pearson".

Lewis M. Pearson  
Assistant Regional Administrator  
for Real Property and Operations

Mr. Wm. F. Donnelly  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

OL files

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[Redacted Signature Box]

Director of Logistics

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OL 5149-87

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