

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

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B6

7 December 1988

MEMORANDUM FOR: Director of Financial Management

FROM: John M. Ray
Director of Logistics

SUBJECT: Space in Key Building

REFERENCES: A. Memo for D/L from D/OF, dtd 3 June 88, Same Subject
B. Memo for D/OF from D/L, dtd 17 Nov 88, Same Subject

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1. In response to your request for classroom space in Key Building, we propose that Room 506 Key and the unassigned portion of Room 504 Key be made available for your use. The space, totalling roughly 1,200 square feet, is outlined on the attached floor plan. The open configuration of these areas should minimize your fit-up costs. We make this allocation based on our understanding that the Office of Financial Management has sufficient training courses in mind to make nearly full-time use of the space without moving established courses out of existing training facilities at the Chamber of Commerce Building, [redacted]

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2. A copy of this memorandum is being forwarded to the External Buildings Division, Facilities Management Division, OL, which will be responsible for ensuring that the space is habitable. [redacted] Chief, External Buildings Division may be reached on extension [redacted] Do not hesitate to contact him if you have any questions.

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[redacted signature box]

John M. Ray

Attachment

ALL PORTIONS CONFIDENTIAL

25X1

[redacted box]

[redacted box]

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: Space in Key Building

25X1

OL/FMG/SPD/HCB



(15 November 1988)

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

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3 June 1988
OF 0159-88

MEMORANDUM FOR: Director of Logistics

FROM: Allen R. Elkins
Director of Finance

SUBJECT: Space in Key Building

John:

1. This Office has developed and is conducting several very successful training courses for our employees. We have a course to familiarize our employees with the financial uses of personal computer applications, an expanded financial applications orientation program, a course for our certifying officers, and a course on budget execution. Equally important, we will significantly expand our training efforts as new automated systems go into operation beginning this summer with the Station Accounting and Reporting System (STARS) soon to be followed by the Budget Accounting and Resources System (BARS). Most of these courses fall outside the Office of Training and Education's (OTE) charter, and while OTE has given us as much support as possible in the past, we are finding it increasingly difficult to call on that Office for such support as space.

2. To alleviate this problem in the near term, you are requested to make available in Key Building approximately 2,000 square feet to allow this Office to conduct employee training.

25X1 3. This requirement has been briefly discussed with

25X1
Allen R. Elkins

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CONFIDENTIAL

SECRET

17 NOV 1988

MEMORANDUM FOR: Director of Finance

FROM: [Redacted]
Acting Director of Logistics

SUBJECT: Space in Key Building

REFERENCES: Memo for [Redacted] fr D/L, dtd 23 Nov 87, Same Subject
Memo for C/EBOB, [Redacted] dtd 2 Dec 87, Same Subject

1. This memorandum is intended to clear up some apparent confusion concerning Office of Finance (OF) space in Key Building.

2. Subsequent to the transfer of Compensation Division from OF to the Office of Personnel, OF agreed to release for reassignment [Redacted] all but 640 square feet of its assigned space on the 5th floor of Key Building. The 640 square feet retained by OF is located in room 504 Key. Attachment B details the parameters of room 504 Key. It was agreed at the time of transfer that OF would fund the construction of the wall addition noted on the drawing.

3. Regarding the availability of classroom space for OF use, we understand you are amenable to a shared use with another office. We are pursuing this course of action and are hopeful that we can service your classroom request in this way.

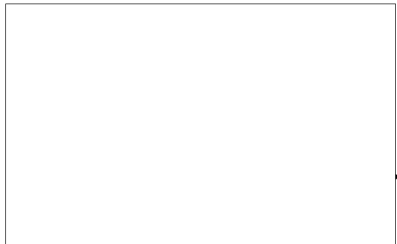
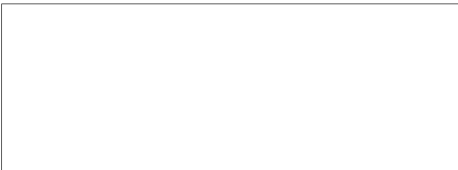
4. A copy of this memorandum is being forwarded to External Buildings Division, Facilities Management Group (EBD/FMG), for implementation of the modification to room 504. [Redacted] C/EBD/FMG, can be reached on extension [Redacted] if you have any questions. We will get back to you with a final answer on the classroom space as soon as possible.



Attachments

- A. References
- B. Floor Plan

All Portions SECRET



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