

BG 1

28 JUN 1988

25X1

MEMORANDUM FOR: Chief, [Redacted]

VIA: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Request for Additional Space in Key Building

1. I believe our respective staffs have come up with a way to resolve your most recent request for an additional 1,500 square feet of space at Key Building. According to Bill Schmitt, you have agreed to give up the 1,800 square feet of space we assigned to you on the 5th floor in exchange for 3,500 square feet on the 3rd floor. Attached is a floor plan which outlines your new acquisition on the 3rd floor. We now consider the 5th floor space available for reassignment. A copy of this memorandum is being forwarded to the Real Estate and Construction Division for implementation. A representative will be in touch with your office immediately.

25X1

2. Please contact [Redacted] if you have further questions.

25X1

[Redacted Signature Block]
John M. Ray

Attachment as Stated

All Portions SECRET

25X1

[Redacted]

[Redacted]

SECRET

SECRET

SUBJECT: Request for Additional Space in Key Building

25X1 OL/FMD (24 June 1988)

Distribution:

- Orig - Addressee (one w/Attachment)
- 2 - DDA w/Attachment
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- 1 - OL/FMD/Reader w/Attachment
- 1 - OL/FMD/HCS w/Attachment
- 1 - OL/FMD/Chrono w/Attachment
- 1 - RECD w/Attachment

SECRET

Page Denied

OPTIONAL SLIP

Date
 6 June 1988

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	D/OH		
STAT 2.	[Redacted]		
3.	DIL	RL	8/6
4.	DDIL	HE	6/8
STAT 5.	[Redacted] - send to [Redacted]		

Action	File & Suspension	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

STAT [Redacted]

Action

Suspense 6/20
 Slip 6/27

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

FROM: (Name, org. symbol, Agency/Post) OF/AD/PP 615 Key Bldg.	Room No.—Bldg.
	Phone No.

STAT [Redacted]

CONFIDENTIAL

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.

3. This requirement has been briefly discussed with

Allen R. Elkins

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