

4 December 1953

*OPM 40-110-1*

PERSONNEL DIRECTOR MEMORANDUM NO. 98-53

SUBJECT: Space Acquisition and Assignment and Building Maintenance

1. Attention is invited to CIA Regulation [REDACTED] (dated 23 October 1953), Space Acquisition and Assignment and Building Maintenance.

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2. In accordance with section 2a. of that regulation, the following named individuals have been designated:

[REDACTED]  
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3. Requests for space, as outlined in section 3b. of the regulation, should be submitted for [REDACTED] signature and approval. Requests involving exchanges of space with Agency offices (other than those within the Personnel Office) should be submitted in the same form and manner.

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4. Requests involving minor building maintenance, as set forth in section 5a. of the regulation, should be made through [REDACTED]

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5. Requests for major alterations and repairs, as outlined in section 5b., will be approved and signed by [REDACTED]

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[REDACTED]  
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[REDACTED]  
Acting Personnel Director

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*me*  
[REDACTED]  
CONFIDENTIAL