

Declassified in Part - Sanitized Copy Approved for Release 2013/02/07 :  
CIA-RDP89-00087R000200220014-1

Include on requisition requirement that the lock(s) to conference room be changed before and after the conference and that the keys to the new lock(s) be held by the conference coordinator.

Date

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**REQUEST FOR PROCUREMENT SERVICES**

(1) DOCUMENT NUMBER

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OFFICE/DIV/BR <b>DDA/OL/IMSS</b>		PROJECT OR CONTACT OFFICER & EXTENSION			DATE OF REQUEST <b>28 Apr 86</b>
(2) TRANS CODE	(3) SOC <b>2540</b>	(4) EXPEND CODE <b>B</b>	(5) PROPAGATION FACTOR <b>M-</b>	(6) PROJECT NUMBER <b>78-1010</b>	(7) PROJECT TITLE
(9) ORN <b>78900607829500</b>		(10) PRIME ORN		(11) REQUEST NUMBER <b>7800860295</b>	(8) AMOUNT <b>\$1,950.00</b>

(12) CONTRACTOR (if known) <b>Sheraton-Fredericksburg Resort &amp; Conf Cen., Fredericksburg, VA</b>	PROPOSAL NO. & DATE	SIGNATURE OF BUDGET OFFICER/EXT/DATE <b>5/6/86</b>	CONTRACT & TASK ORDER NO. (if known)
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(13) TYPE OF SERVICE REQUIRED		APPLICABLE ONLY TO REPAIRS AND MODIFICATIONS	
1 RESEARCH/DEV	TRANSFER OF FUNDS TO OTHER GOVT. AGENCY (specify if applicable)	TECHNICAL INSPECTION IS REQUIRED BY	
2 RENTAL		<input type="checkbox"/> RECEIVING DEPOT T & I	<input type="checkbox"/> TECHNICAL MONITOR
3 REPAIR		<input type="checkbox"/> ITEMS TO BE PICKED UP OR <input type="checkbox"/> SERVICES PERFORMED AT:	
4 MAINTENANCE		ITEMS TO BE REDELIVERED TO:	
5 MODIFICATION			
6 See below			

CLASSIFICATION AND STERILITY OF THE PROCUREMENT					
STERILITY	ASSOCIATION CLASS.	WORK CLASSIFICATION	HARDWARE CLASSIFICATION	REPORTS CLASSIFICATION	
X SC 0	X UNCLASSIFIED	X UNCLASSIFIED	UNCLASSIFIED	UNCLASSIFIED	
SC 1	CONFIDENTIAL	CONFIDENTIAL	CONFIDENTIAL	CONFIDENTIAL	
SC 2	SECRET	SECRET	SECRET	SECRET	
OTHER	TOP SECRET	TOP SECRET	TOP SECRET	TOP SECRET	
AUTHORITY AND DURATION (see HHB 70-2)					

1. The Director of Logistics plans to hold an OL Planning Conference at the Sheraton-Fredericksburg Resort & Conference Center, Fredericksburg, VA, on 7 & 8 Oct 86. Please make contract arrangements with the Sheraton-Fredericksburg for the following:

- a. Exclusive use of the Lee Conference Room on 7-8 Oct (no charge).
- b. Overnight accommodations for 16 OL personnel, arriving about 0900, 7 Oct, and departing about 1500, 8 Oct.
- c. A total of 4 meals per person (lunch and dinner on 7 Oct and breakfast and lunch on 8 Oct, in a separate area of the Meadows and Dauphine's, the two dining rooms

(See reverse for specific information required on requests.)

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APPROVAL		
DESIGNATION		DATE
C/IMSS/OL		<b>4/23/86</b>
EO/OL		<b>5/1/86</b>

PROCUREMENT USE			
DATE RECEIVED	RECORDED BY	ASSIGNED TO <b>GFB</b>	NEGOTIATOR

FORM 3-79 **2420** USE PREVIOUS EDITIONS

Contract # **86D 780 002 950**

(5-12-38)

1. SUGGESTED SOURCES (Any sole source recommendation must include a substantive technical justification)

(cont'd from previous page)

- d. Two morning breaks for coffee, tea, sanko, and pastries and one afternoon break for coffee, tea, sanko, and soda in the Lee Conference Room.
- e. Use of 1 slide projector, 1 overhead projector, and 1 flip-chart stand each day, with flip charts, pad, and markers to be provided.
- f. Security inspection and/or monitoring of the conference room either before and/or during the conference.
- g. Control of all keys to the conference room and public address system/Muzak room by the conference coordinators for the duration of the conference.
- h. Cover the air vent on double doors to the conference room with heavy cloth, drape, metal or wood. Install an astragal strip centrally between the double door of the conference room to close opening.

(continued in 4 below)

2. DELIVERABLE ITEMS

REPORTS REQUIRED \_\_\_\_\_ NO. OF COPIES  MONTHLY  INTERIM  QUARTERLY  FINAL

HARDWARE (state type and number)

OTHER

3. GFP REQUIRED

4. SPECIAL INSTRUCTIONS

(cont'd from para 1 above)

- i. Pick-up and turn-in of room keys for all attendees by one of the OL conf. coordinators.
  - j. Delivery of safe by Agency personnel on 7 Oct to Lee Room and pick-up of safe on 8 Oct.
2. Arrangements should be made by contacting Ms. Jeanne S. Vice, Group Sales Coordinator, Sheraton-Fredericksburg, tel: 9-703-786-8321.
3. Reservations for October were unavailable at Agency conference centers. The Sheraton-Fredericksburg is on the list of conference centers approved by the Office of Security. Other approved sites were either already booked for the period desired or would not make reservations for a small number of people so far in advance.