

DDA SUBJECT FILE COPY **ADMINISTRATIVE - INTERNAL USE ONLY**

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Rossllyn Parking

FROM
AD/FBIS
1013 Key Bldg

EXTENSION

NO.

FBIS 1442/87

DATE

13 May 1987

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. SSA/DDA
7D18 Hqs.

5/14 *JDP*

2. DDA
7D18 Hqs.

W

3. AD/FBIS
1031 Key

4.

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45-13

ADMINISTRATIVE - INTERNAL USE ONLY

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FBIS 1442/87
13 May 1987

MEMORANDUM FOR: Deputy Director for Administration

THROUGH: Special Support Assistant to the DDA

FROM:
Acting Director, Foreign Broadcast Information Service

SUBJECT: Rosslyn Parking

REFERENCE: D/FBIS Memo, dtd 24 Oct 86, Same Subject

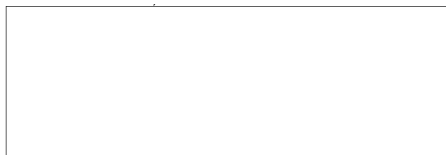
STAT

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1. This is to request a one-time extension of the approval granted in ref for the lease of commercial parking space in the Rosslyn area for use by FBIS Staff employees. As of 31 May we will have expended the initial approved for the purpose and, due to slippage of several months in the date of our move need to expend an additional to fully cover the leasing of the parking spaces through 31 August 1987.

2. FBIS has funds available and we anticipate that this expenditure will completely take care of our needs for parking. Therefore, we are requesting approval for the additional expenditure.

STAT



APPROVED:

STAT

[Signature]
Deputy Director for Administration

5/13/87
Date

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Page Denied

Next 1 Page(s) In Document Denied

ADMINISTRATIVE - INTERNAL USE ONLY

FBIS-0356/86
24 October 1986

MEMORANDUM FOR: Deputy Director for Administration

THROUGH: Special Support Assistant to the DDA

FROM: [redacted]
Director, Foreign Broadcast Information Service

SUBJECT: Rosslyn Parking

1. Your assistance is requested in authorizing the lease of up to [redacted] additional commercial parking spaces in the Rosslyn area for use by FBIS Staff employees. We see this as the only remaining alternative to our major personnel recruitment and retention problems.

2. FBIS has long faced a special recruiting problem, particularly in the more junior graded and clerical positions, due to the insufficient number of official parking spaces in Rosslyn. Our employees, who can pay up to \$1,200 per year for commercial parking, seriously question why they should be required to do so when others are not. Those who cannot afford to pay for parking sign up on our [redacted] waiting list and continue to investigate other employment. The problem has become acute in the dramatic impact it has had both on recruitment and retention of our staff personnel. We are increasingly losing good people while the few respondees to our vacancy notices lose interest as soon as the parking issue surfaces. FBIS will move [redacted] in the summer of 1987, which should alleviate some of the parking problem. In the interim, we have a critical problem directly affecting the mission of this office and seriously impairing its daily operations.

3. FBIS is prepared to fund the cost for the additional spaces from its operating budget; FY-87 funds are available. We propose expending up to [redacted] during the fiscal year, to be administered within FBIS. Any questions regarding this memorandum may be directed to [redacted] Chief, FBIS Administrative Staff on [redacted]

[redacted]

APPROVED: [redacted]

10-17-1986
Date

Deputy Director for Administration
APPROVED: *Provided (a) that this special action be reviewed in October 1987 with a view to determining if it had the desired effect and (b) that the requesting organization pay for the parking acquired for this action.

ROUTING AND TRANSMITTAL SLIP

Date 15 MAY 1987

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	EXA/DA	[Signature]	15 MAY 1987
2.	ADDA	[Signature]	15 MAY 1987
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

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

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

5041-102

* U.S.G.P.O.: 1983 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206