

Handwritten initials/signature
B+R

16 July 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted Name]

Chief, Printing and Photography Division, OL

SUBJECT: Support to the Federal Bureau of Investigation

REFERENCE: Ltr for C/P&PD fm FBI Academy, dtd 26 Jun 87,
Same Subject

1. The Federal Bureau of Investigation (FBI) has requested the support of the Office of Logistics, Printing and Photography Division (OL/P&PD). Such action requires your approval.

2. P&PD has discussed this matter with the FBI and has learned that the Bureau has the ability to convert most video formats internally. Equipment limitations, however, preclude their ability to convert some foreign standards and it is in this area that FBI seeks P&PD's assistance.

3. It is anticipated that FBI's requests for service would be rare, perhaps amounting to a few videotapes a year. P&PD's labor would be minimal and FBI would furnish supplies.

4. Your approval is recommended.

[Redacted Signature]

Attachment:
Reference

APPROVED:

Handwritten signature
15/HENRY P. MAHONEY
Deputy Director for Administration
[Redacted Name] (16 Jul 87)

Handwritten date
Date 22 July 1987

Distribution:

Orig - To be returned to OL/P&PD for the official file

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OL 11040-87





U.S. Department of Justice

Federal Bureau of Investigation

FBI Academy
Quantico, Virginia 22135

June 26, 1987

Central Intelligence Agency

Chief, Printing & Photography Unit
Room 154, P & P Building
Washington, D. C. 20505

Dear

The FBI Academy, Quantico, VA, has a requirement for videotape standards conversion on an infrequent basis. Neither the FBI nor Justice Department has a standards conversion capability. We would like to process these tapes without calling on commercial resources.

Please consider our request for your assistance in accomplishing this vital task. We would hand carry to your location the master material and include raw stock necessary to perform the transfer. We would provide a letter of request including all control information. Prior to sending any material, we would call any designated office to be sure that your schedule would allow the processing we desire. Upon completion of a project, we would send a messenger to pick up the tapes at your location.

We feel that this arrangement would not go on for very long before a standards conversion unit is acquired by one of the Justice Department facilities. If the above arrangement is acceptable, might we be given your direction on the best method of proceeding?

Thank you for your assistance in this matter.

Sincerely,

Charles G. Bollmann
Instructional Technology
Services Unit