

ADMINISTRATIVE - INTERNAL USE ONLY

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BG-1

14 DEC 1988



MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration

FROM: John M. Ray  
Director of Logistics

SUBJECT: Request for Approval to Acquire Additional Space  
for Office of Security and Office of Personnel

[Redacted]

1. Action Requested: Approval is requested to acquire and renovate approximately 7,700 square feet of office space located on the second floor [Redacted]

2. Background: Personnel Retirement Services Branch will occupy [Redacted] square feet and the Office of Security Polygraph Research Branch will occupy [Redacted] square feet of space. In addition to meeting these requirements of the Office of Personnel and the Office of Security with much needed office space, the leasing of this space will enable further consolidation of the Agency's offices [Redacted]

The detailed designs for necessary renovations and security measures have been drawn, so work can begin soon after approval is received. Renovation time will be approximately 90 days.

3. Funding: The Office of Personnel certifies it has [Redacted] and the Office of Security certifies it has [Redacted] in FY 1989 funds. It has been determined that [Redacted] will be needed to rent and renovate the two office suites. The Office of Logistics will include rental as well as operations and maintenance costs for this space in its budget at the earliest opportunity, which is in its FY-91 program.

4. Recommendation: It is recommended that approval be given to use the authorities in Section 8 of the Central Intelligence Agency Act of 1949 to lease space on the second floor [Redacted]

[Redacted]

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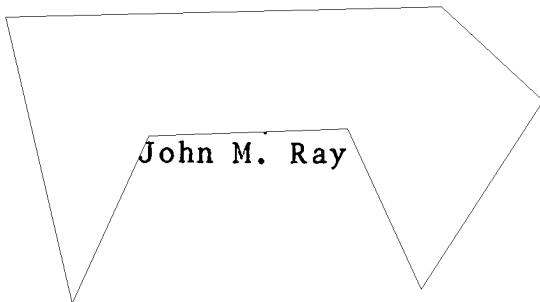
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5. Certificate of Necessity: Attached is a document for your signature which certifies that the renovations for the proposed new facility are necessary for the successful performance of the functions of the Central Intelligence Agency. It will exempt these specific efforts from the restrictions of 40 U.S.C. 278a, which limit renovation costs to 25 percent of the first year's rent.

STAT



John M. Ray

Attachment

CONCUR:

STAT



Deputy Director #of Administration

23 Dec 88  
Date

APPROVED:

STAT



Executive Director

3 Jan 1989  
Date

*DDA must cover 1990 costs as well*

CERTIFICATE OF NECESSITY

In accordance with the authority contained in 50 U.S.C. 403f(e) and the documents provided to me, I hereby certify that the renovations for the proposed space at the Tech I Building are necessary for the successful performance of the functions of the Central Intelligence Agency. I hereby exempt these specific efforts from the restrictions of 40 U.S.C. 278a.

STAT



James H. Taylor  
Executive Director

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OL/FMG/SPD/REB [Redacted] p1/1f [Redacted] 9/14 Dec 88 [Redacted]

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