

OL File

E+S-GR

FBIS 1481-88  
19 August 1988

MEMORANDUM FOR: Director of Logistics

THROUGH: Chief, Real Estate and Construction Division, OL  
Chief, Administrative Staff, FBIS  
Chief, Budget and Finance Branch, AS, FBIS

FROM:

Chief, Logistics Branch, AS, FBIS

SUBJECT: Drape Installation

1. FBIS requests approval to arrange through Curtain Call Inc., New Carrollton, Maryland the purchase and installation of drapes in rooms 3S11, 3S11C4, 3S11C5, 3S11F, and 3S11J (Daily Report Division)

2. Editors in these areas use video display terminals throughout the entire work day and drapes are needed to reduce the glare which causes eyestrain and headaches.

3. The drapes will be consistent in style, material and color of those already installed in the offices occupied by D/FBIS, DD/FBIS and all Group Chiefs.

4. FBIS will provide funding for procurement and installation of the drapes.

STAT

SUBJECT: Drape Installation, [REDACTED]

CONCUR:

STAT

[REDACTED]

Chief, Budget and Finance Branch, AS, FBIS

3/22/88  
Date

STAT

[REDACTED]

Chief, Administrative Staff, FBIS

15 Sep 88  
Date

Chief, Real Estate and Construction Division, OL

Date

STAT

APPROV

[REDACTED]

Director of Logistics

13 SEP 1988  
Date

Distribution:

- Original & 1 - Addressee  
1 - C/RECD/OL  
1 - AS/FBIS Chrono  
1 - B&F/AS/FBIS Chrono  
1 - LOGS/AS/FBIS Chrono  
2 - FBIS Reg

STAT

C/LOGS/AS/FBIS/DS&T [REDACTED] /17Aug88

STAT

SUBJECT: Drape Installation,

CONCUR:

STAT

Chief, ~~Budget~~ and Finance Branch, AS, FBIS

31 Aug 88  
Date

STAT

~~Chief~~, Administrative Staff, FBIS

1 Sep 88  
Date

STAT

Chief, Real Estate and Construction Division, OL

9 Sept 88  
Date

APPROVED:

STAT

13 Sept 1988  
Date