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Identification Form

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## Memorandum



*321* 12/15/93

Date

Dep. Dir. ADD Adm. ADD Inv. Asst. Dir.: Adm. Servs. Crim. Inv. Ident. Info.Mgnt. Insp IntelT Lab. Legal Coun. Tech. Servs Training Cong. Affs. Off. of EEO Off. Liaison & Int. Affs. Off. of Public Affs. Telephone Rm Director's Office

To

From

Terry T. O'Como

Mr .

Subject : TELEPHONE MODIFICATIONS CJFK TASK FORCE INFORMATION RESOURCES DIVISION (IRD)

Reference is made to memorandum from William E. Baugh, Jr., to Ms. Pasenelli dated 11/15/93, captioned "Telephone Outlet Modifications, JFK Task Force, Information Management Division (IMD)", copy attached.

<u>PURPOSE</u>: To request that twenty-four telephones be installed in Room 6712 to be utilized by the JFK Task Force

<u>DETAILS</u>: Due to an addition of personnel to the JFK Task Force, 24 telephones need to be installed in Room 6712 at the locations indicated on the attached designs as soon as possible.

Costs for the above modifications may be applied to cost code 1581.

Any inquiries regarding these modifications may be directed to Carrie Ellen Perry, Extension 9238, Room 6712.

<u>RECOMMENDATION</u>: That this memorandum be forwarded to the Telecommunications Services Unit for appropriate action.

APPROVED:	Crim. Inv.	Laboratory	Ciff. of EEO Alls Off. of Lisison & Int. Are Off. of Public
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6 - ENCLOSURE

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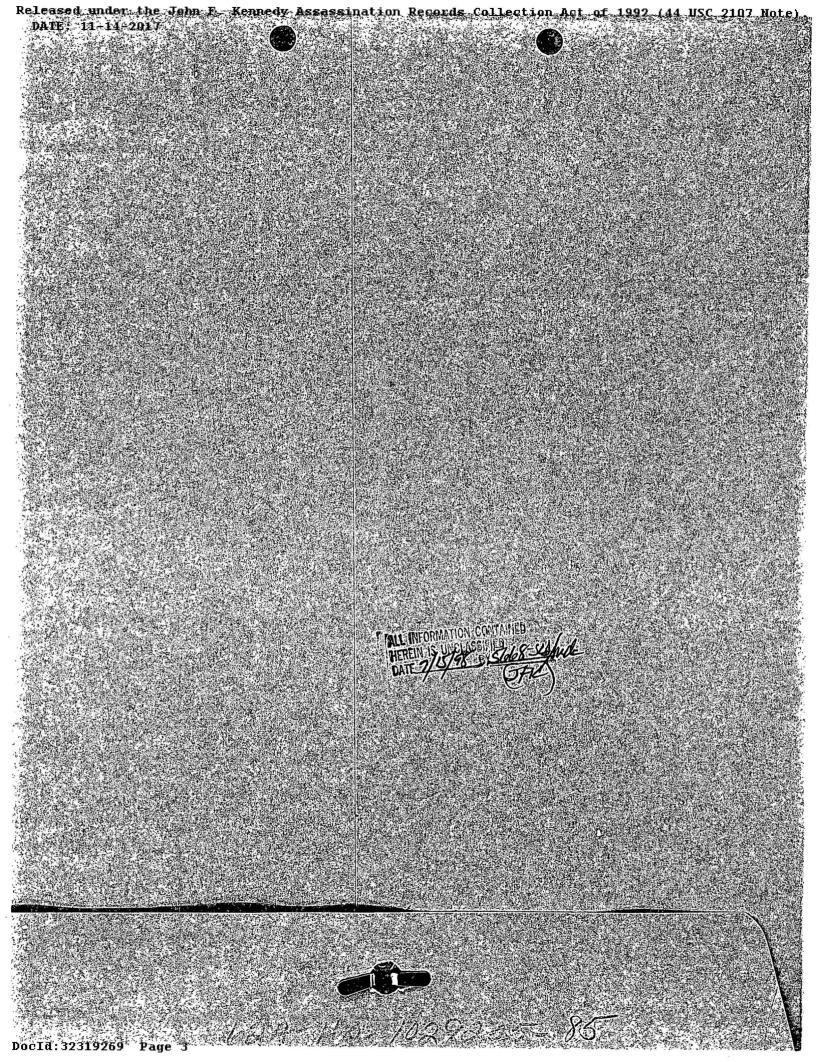
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1 - Ms. Cibula, Room 6431

- 1 Mrs. McCrum, Room 4859
- 1 JFK Task Force, Room 6712

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12-21-93 ESTIMATED COST OF # 2,360.00 FOR INSTALLATION OF TELEPHONE SERVICE. R/MB/Pac life



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To



Ms. Pasenelli (Attention: Gary Mobley) Date 11/15/93

Dep. Dir
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Ident. Info.Mgnt.
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Insp.
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Training
Cong. Affs. Off
Off. of EEO
Off. Liaison &
Int. Affs.
Off. of Public Affs.
Telephone Rm.
Director's Office

From William E. Baugh, Jr.

TELEPHONE OUTLET MODIFICATIONS Subject : JFK TASK FORCE INFORMATION MANAGEMENT DIVISION (IMD)

That adequate telephone outlets be installed to PURPOSE: accommodate twenty-four telephones to be installed in Room 6712.

DETAILS: Due to an addition of personnel to the JFK Task Force, telephone outlets to accommodate 24 telephones need to be installed in Room 6712 at the locations indicated on the attached designs as soon as possible. Also, the telephone outlet indicated with an asterisk on the attached floor plan needs to be removed.

Costs for the above modifications may be applied to cost code 1581.

Any inquiries regarding these modifications may be directed to Carrie Ellen Perry, Extension 9238, Room 6712.

RECOMMENDATION: That this memorandum be forwarded to the Facilities Management and Security Section, FD, for appropriate action.

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1 - Mr. O'Hanlon (Attention: Gary Mobely, Room 1B303) 1 - Mrs. McCrum, Room 4859

1 - JFK Task Force, Room 6712

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