

July 3, 2001

MEMORANDUM TO: Francine F. Goldberg, Director  
Web, Publishing, and Reproduction  
Services Division  
Office of the Chief Information Officer

FROM: Thomas O. Martin, Director /RA/  
Division of Facilities and Security  
Office of Administration

SUBJECT: URGENT REQUEST FOR ADDITIONAL OFFICE SPACE FOR WEB  
REDESIGN PROJECT

This responds to your June 26, 2001, memorandum to me, above subject, requesting four additional workstations for rotational staff working on the Web redesign project.

Discussions with Tom Kellam have resulted in the additional office space needed being reduced to one. We will support this request and coordinate its implementation with Mr. Kellam. We also held discussions with Mr. Kellam regarding your need for workstations beyond August 29, 2001, for the rotational staff. These workstations will be accommodated within the OCIO office space assignment on the 6<sup>th</sup> floor, TWFN.

cc: Tom Kellam, OCIO  
Walt Oliu, OCIO

Distribution:

T. Martin, DFS  
L. Fisher, FACB  
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