

September 28, 2001

MEMORANDUM TO: Thomas O. Martin, Director
Division of Facilities and Security
Office of Administration

FROM: Janice Dunn Lee, Director /RA/
Office of International Programs

SUBJECT: PHASE 2 (FINAL PHASE) OF OFFICE OF INTERNATIONAL
PROGRAMS (OIP) MOVE

You may be aware that the move of OIP staff to permanent quarters on the 4th Floor OWFN was planned to take place in two phases. The first phase was completed in March 2001, when Ronald Hauber, the OIP Deputy Director, and I moved from 04E8 and 04E2 to 04D2 and 04D4. That phase also involved relocation of the OIP secretaries from their previous work stations to new secretarial space located directly across from my office. I would now like to move forward on the second phase of the move which involves the reconfiguration of the space vacated by the secretaries (04E3, 04E5, 04E9), the OIP File Room (04E7) and the OIP Library (04E11).

Attached is a Form 30 which requests reconfiguration of the rooms mentioned above. I would appreciate it if you would designate someone from your staff to work with Dianne Johnson-Griggs (DJG) to coordinate the details of this. Dianne can be reached at 415-2347.

Attachment: As stated

DISTRIBUTION:

JDLee
RHauber
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OIP R/F

ADAMS ACCESSION NUMBER:

C:\Program Files\Adobe\Acrobat 4.0\PDF Output\Phase2Move01.wpd

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OFFICE	OIP/DIR	OIP/DDIR	OIP/DIR	
NAME	DJGriggs	RDHauber	JDunn Lee	
DATE	09/27/01	09/27/01	9/28/01	

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