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FEDERAL BUREAU OF INVESTIGATION

Precedence: PRIORITY

Date: 04/24/1997

To: Information Resources

Attn: Larry Stipa, Room 6421
Pat Carson, Room 6421

From: OPCA *JEC*

JFK Task Force, Room 6362

Contact: LuAnn Wilkins, x49466

Approved By: Collingwood John E. *J.E. Collingwood*
Keeley Carol L. *ckllm*

Drafted By: Wilkins LuAnn M:lmw

Case ID #: 62C-HQ-1029205

Title: PHONES LINES FOR THE JFK TASK FORCE

Synopsis: Due to the relocation of the JFK Task Force to the 11th floor, phone lines will need to be relocated for 70-75 employees and 5 new phone lines will need to be installed by May 15, 1997.

Enclosure: List of current phone extensions requested to be relocated.

Details: The JFK Task Force will be relocating to room 11144, by May 15, 1997. A total of 70-75 employees will be relocating from the JFK Task Force and the Freedom of Information/Privacy Acts (FOIPA) Section to room 11144. Two facsimile lines will also have to be relocated, one of which is a secure line.

It is requested that existing phone lines be relocated to room 11144. New lines will need to be installed for 5 employees that do not have existing phone lines. Single line phones are requested. A list of employees and their respective lines is attached.

Currently, all existing lines assigned to the JFK Task Force are single lines. It is requested that a Nartel Meridian Digital phone be installed for the Unit Chief, 2 Deputy Unit Chiefs and a secretary.

Several feature changes will be necessary, including call pick up groups. Pursuant to telephonic communication with Pat Carson, these changes will be verified at a later date.

Facsimile machines will also be relocated to room 11144. The secure facsimile number is 324-9471. The regular facsimile number is 324-3409.

*per discussion w/ LuAnn on 4/24/97 - all lines will be assigned as new in lieu of relocation.
Pat Carson*

62C-HQ-1029205-3426

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Re: 62C-HQ-1029205, 04/24/1997

A floor plan of the new office space with the placement of phone lines will be furnished upon request.

LEAD (s):

Set Lead 1:

INFORMATION RESOURCES DIVISION

AT WASHINGTON, D.C.

Upon receipt of this request, it is requested that the Telecommunications Services Unit take appropriate steps to install 70-75 phone lines in room 11144 by May 15, 1997.

CC: 1 - Mr. Collingwood, Room 7240
2 - Ms. Morris
(Attention: Larry Stipa, Room 6421)
(Attention: Pat Carson, Room 6421)
1 - Mr. McCarron, Room 7262
1 - Mrs. Keeley, Room 6362
1 - Mrs. Wilkins, Room 6362

1 - Mr. O'Brien, Room 6291