

March 28, 2002

MEMORANDUM TO: Richard H. Wessman, Director
Incident Response Operations
/RA/

FROM: Michael L. Springer, Director
Office of Administration

SUBJECT: NEED FOR MORE OFFICE SPACE

This responds to your memorandum dated March 12, 2002, requesting additional office space for your organizational needs. My staff will incorporate this request into our planning for the new Office of Nuclear Security and Incident Response.

Bill Harris is my point of contact for developing plans to accommodate the new organization. He will be working with your staff to ensure consideration of their needs. As we develop the overall plan for the new office we will share our thinking with you and your management team. If there are any questions, Bill can be reached at 415-8079, e-mail: WKH.

Distribution:
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