

Date: -----
To: -----
Director, Contracts and Administration
Thru: -----
Manager, Facilities Maintenance and Engineering
From: -----
NCI-FCRDC Space Management
Subject: QUARTERLY NCI-FCRDC SPACE MANAGEMENT REPORT

In compliance with the quarterly reporting requirements to the NCI, the SAIC Space Management office distributes an Update Request report to FCRDC Division representatives for verification and if needed, corrections.

The following Space Management Reports are included for submission to the NCI for the first quarter of CY98:

Building/Room (Report 1)-----2

Center in Fund (Report 2)-----2 copies
1 copy separated into Division

Room Type Summary (Report 4)-----2 copies

Included with each report is a use code, a special feature code, and the NCI-FCRDC Center Coding System. Also attached, is a summary which includes an explanation of major changes received by the NCI-FCRDC Space Management office for the first quarter in CY98. If you have any questions or need documentation regarding the summary of changes, I can be contacted at extension 5973.

Attachments

c: -----