

**From:** Doerring, Lora Lee  
**To:** Johnson, Elaine <Johnson\_MargaretE@scdps.state.sc.us>  
Earley, Jr., James E. <Earley\_JamesE@scdps.state.sc.us>  
**CC:** Burgis, David <Burgis\_David@scdps.state.sc.us>  
Royal, Don R. <Royal\_DonR@scdps.state.sc.us>  
Rose, Boykin <Rose\_Boykin@scdps.state.sc.us>  
Looby, Dennis L. <Looby\_DennisL@scdps.state.sc.us>  
Deloach, Dixie P. <Deloach\_DixieP@scdps.state.sc.us>  
Adams, Marcia S. <Adams\_MarciaS@scdps.state.sc.us>  
**Date:** 8/28/2001 3:09:43 PM  
**Subject:** RE: Office Space

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Elaine, consider this as authorization to move forward to secure the space (approximately 1200 sq feet of the old "Dress Barn" space at Outlet Pointe Mall for around \$5 to \$6 per sq. foot). Jimmy, per our conversation please call Marcia. Thanks.

-----Original Message-----

**From:** Johnson, Elaine  
**Sent:** Tuesday, August 28, 2001 2:22 PM  
**To:** Earley, Jr., James E.  
**Cc:** Burgis, David; Royal, Don R.; Doerring, Lora Lee; Rose, Boykin; Looby, Dennis L.; Deloach, Dixie P.  
**Subject:** RE: Office Space

At your request we have secured the space. We still need the written request and written headquarters authorization. If headquarters wants to approve this email that can serve as our authorization. If not you will need to issue the written request immediately. We will not be able to facilitate payment without it. Thanks everyone.

-----Original Message-----

**From:** Earley, Jr., James E.  
**Sent:** Tuesday, August 14, 2001 2:09 PM  
**To:** Johnson, Elaine  
**Subject:** RE: Office Space

Please accept this response as my authorization to begin the process of acquiring the additional 1200 square feet of office space at Outlet Point.

If you need anything else, let me know

Thanks

-----Original Message-----

**From:** Johnson, Elaine  
**Sent:** Wednesday, August 01, 2001 3:35 PM  
**To:** Earley, Jr., James E.; Doerring, Lora Lee; Matthews, Eugene H.; Royal, Don R.; Burgis, David; Rose, Boykin  
**Cc:** Deloach, Dixie P.; Looby, Dennis L.  
**Subject:** RE: Office Space

Before we can proceed we need headquarters approval to start this process. Normally this is done through a written request by the Deputy and approved by the Director but if you will authorize with this email we can get started while all the paperwork is prepared. Please advise.

-----Original Message-----

**From:** Earley, Jr., James E.  
**Sent:** Tuesday, July 31, 2001 12:17 PM  
**To:** Johnson, Elaine  
**Cc:** Deloach, Dixie P.; Looby, Dennis L.  
**Subject:** Office Space

Elaine,

For the past several months, CACI has leased office space at Outlet Point (the old Dress Barn Space) to provide an area for hardware staging and testing. They have also used this space as office space for

10-12 employees who are involved in testing, hardware maintenance, etc.

Since the staging area is no longer needed, CACI will drop the lease on September 1. I need to provide office space for the 10-12 CACI employees who are working in this space. The trouble is, I have no more office space at Outlet Point.

I think the simplest thing to do is ask Al Saad if we can lease 1200 square feet in the Dress Barn so the CACI employees can stay where they are. They are currently using the space that was the Dress Barn dressing rooms and the manager's office. This space also has a restroom. No improvements are needed. We will need this space for approx. 6 months.

Please let me know what I need to do to start the process.

Thanks.