INSTRUCTIONS
Use routing symbols whenever possible

SENDER (Originator of message): Use trief, informal language.

RECEIVER (Replier to message):

Forward original and one copy.

Reply below the message, keep one

ROUTING SYMBOL

____FOLD

Conserve space.

copy, return one copy.

6 July '83

SIGNATURE OF ORIGINATOR

DATE OF MESSAGE

:U.S.GPO:1982-0-374-099/2357

UNITED	STATES	GOVER	NMFNT
UNITED	017160	COFE	********

2- Way Memo

Subject:

Request for VIP Visitor Parking and Candy-striped Badges for 28 July '83

To

Chief, Hdqs. Security Branch, PSD/OS Chief Receptionist

STAT

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		OF ORIGINATOR
0.0	10/	- D/ ODP

1. Listed below are visitors coming to Headquarters for a meeting with Gail F. Donnalley, D/ODP, on Thursday, 28 July at 9:00 am to 12:00 a.m. in Room 2D00:

Dr. John E. Bertram, IBM Vice Pres. & Pres. of Data Sys. Div. Frank R. Kennan, Jr., IBM Program Dir. Natl' Fed. Marketing George Wisecarver, IBM Acnt. Exec., Security, Natl' Fed. Marketing Ken Williams, IBM Marketing Rep., Natl' Fed. Marketing

- 2. Parking in the VIP visitor parking lot in front of the main entrance will be needed.
- 3. The candy-striped type of badge will be needed for each of them. STATCall Patty on for escort.

REPLY

- 4. This request was made on a 2-Way Memo dated 27 June '83 for a meeting on 12 July '83. This meeting has been rescheduled for 28 July.
 - 5. Thank you.

Distri.:

Orig - D/HSB/PS/OS

- 1 C/Receptionist
- 1 ODP Security/General
- ✓1 ODP Laison/Priv. Industry: IBM
 - 1 Patty (FYI)

	DATE OF REPLY	ROUTING SYMBOL
From :	SIGNATURE OF REPLIER	
	TITLE OF REPLIER	

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