

OCA-88-1075

File OSC

07 APR 1988

Mr. Jeffrey D. Landry, Minority Staff Director
and Chief Counsel Subcommittee on Federal
Services, Post Office and Civil Service
Committee on Governmental Affairs
United State Senate
Washington, D.C. 20510

Dear Jeff:

I wanted to confirm my invitation to you to visit the
Headquarters building on 18 April 1988 from 11:00 a.m. to
around 2:00 p.m.

I have arranged for you to meet some of the key people who
are interested in some of the legislation which passes before
the Subcommittee. Right now it looks like it will be the
Deputy Director for Administration, the Director of Personnel
and one or two others. This meeting will be followed by lunch
in our Executive Dining Room and a short visit to one of the
key operating facilities in the building.

I have also sent a letter of invitation to Ed Gleiman, but
he remains uncertain about whether he will be able to attend.
I have invited him to send someone in his stead and would
encourage you to bring anyone else from the staff. All I will
need to know is their full name and social security number to
get them on the compound.

You should arrange to enter the complex by the main
entrance which is located off Route 123. The easiest way here
is to come out G. W. Parkway, exiting at Route 123 in the
direction of McLean. The entrance to the Agency is to the
right at the third stop light after you exit G.W. Parkway.
After you have turned onto the entrance drive and as you
approach the guards, you will see a sign which directs all
visitors to the right. If you will park your car, go inside
the glass guard station and give them your name, they will
provide you with a VIP parking permit and direct you to the
front entrance parking lot.

I will meet you in front of the building and get you the rest of the way. If for any reason you should experience problems, sometimes the computer fails to work and names of visitors vanish, call [redacted] for further assistance. They will get in touch with me and I will come out to the gate.

We are all looking forward to your visit. Should there be any questions, do not hesitate to call me on [redacted]

Sincerely,

[redacted signature box]

Office of Congressional Affairs

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SA/OCA: [redacted] hcb (06 Apr 88)