



## CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

82-12320/2

PUBLIC AFFAIRS

Phone: (703) 351-7676

26 October 1982

Mr. Peter Malof  
The Brookings Institution  
1775 Massachusetts Ave., N.W.  
Washington, DC 20036

Dear Mr. Malof:

We are pleased to confirm that as John M. Clarke requested, Mr. McMahon will host the "Seminar on Public Policy" group sponsored by The Brookings Institution in cooperation with Nova University on Wednesday, 17 November, at our Headquarters Building in Langley, Va. Enclosed is a map with directions to the Central Intelligence Agency. We ask that you arrive at 12:15 p.m. As previously discussed, lunch will be from 12:30-1:30 p.m. with opening remarks from Mr. McMahon. A biography of the DDCI is also enclosed. After lunch we will proceed to the Director's Conference room for substantive briefings by CIA officials. At a later date I can be more specific as far as subjects that the briefing will cover. When the number of attendees at the luncheon is definite, we will need a purchase order from Brookings.

At least ten days in advance of your visit, I must receive an alphabetized list of all attendees with full name, home address, date and place of birth, and social security number. Please include a brief statement from you that all attendees are U.S. citizens. The Agency cannot admit foreign nationals. Although not necessary, it would be helpful to know the title and business designation of each attendee.

Please let me know if any handicapped persons will attend so that I can make special arrangements to assist them. Some form of identification must be shown to the receptionist upon entering the building. Since we have limited parking facilities, I'll need to know the number and description of vehicles you will be arriving in. Buses should plan to stay here for the duration of your visit; otherwise, special arrangements must be made with the gate. Please notify me in advance of your visit so I may take care of any arrangements to be made.

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The Agency allows neither hazardous equipment--such as weapons or explosives--nor cameras, recording devices, or radio transmitters to be brought into the building.

We look forward to your visit. If you have any further questions, please call me at 703-351-7676.

Sincerely,



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Enclosures (2)

MEM/scn

P.S. Since you have not requested social security numbers from the attendees, it is not necessary to provide them.

OEXA/PAD/ADB/scn/26 Oct 82/x7676  
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