



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

~~ER 82-1865~~
JSC

82-1066/6

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PUBLIC AFFAIRS

Phone: (703) 351-7676

20 September 1982

Mr. John M. Albertine, President
American Business Conference, Inc.
1025 Connecticut Avenue, N.W.
Suite 209
Washington, DC 20036

Dear Mr. Albertine:

As I have already discussed with your staff member [redacted] [redacted] Mr. Robert Gates, our Deputy Director for Intelligence, will represent Mr. Casey in speaking to the American Business Conference at 8:00 a.m. in the Executive Dining Room of the CIA Headquarters Building. You are cordially invited for breakfast. Also, as previously planned, Mr. Gates will speak "off the record" for approximately 30 minutes followed by another 30 minutes of questions and answers. A biography of Mr. Gates was sent to you last week. Enclosed is a map with directions to the Central Intelligence Agency. We ask that you arrive at approximately 7:45 a.m.

25X1
25X1

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. I would appreciate knowing their corporate designations.

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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Mr. John M. Albertine

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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. I hope that Ms. Jeffers will be able to join us for breakfast. If you have any further questions, please call me at 351-7676.

Sincerely,

[Redacted Signature]

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MEM/scn

Enclosure

OEXA/PAD/MEM/[]/20 Sep 82/x7676
Distribution:

- Orig. - addressee
- 1 - DDI (Mr. Gates)
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OEXA 82-1035

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82-1066/5

MEMORANDUM FOR: Deputy Director for Intelligence

FROM:
Director, Office of External Affairs

STAT

SUBJECT: Request from the American Business Conference
for a Breakfast Meeting at Headquarters Building

1. Action Requested: Accept or decline meeting with the American Business Conference.

2. Background: Mr. Casey agreed to entertain 10 members of the American Business Conference at breakfast in the Executive Dining Room on Wednesday, 29 September at 8:00 a.m. Since he now plans to be out of the country at this time, he would like you to be his backup.

John M. Albertine, President of the American Business Conference, requested the meeting in connection with their annual meeting in Washington. The American Business Conference is a coalition of the chief executive officers of 100 mid-size, high-growth companies. These firms have annual revenues between \$25 million and \$1 billion, and each has doubled in size over the last five years. Arthur Levitt, Jr., Chairman of the American Stock Exchange, is Chairman of the American Business Conference.

My Public Affairs staff will handle the details of this meeting.

3. Recommendation: Accept the request to stand in for Mr. Casey if he is out of the country.

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Director, Office of External Affairs

ACCEPT:

Deputy Director for Intelligence

2 AUG 1982

Date

DECLINE:

Deputy Director for Intelligence

Date

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