

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Security

FROM : Director of Logistics

SUBJECT: Letter of Appreciation

DATE: 5 Dec. 60

1. It has been the custom of the [redacted] Office of Logistics to schedule on a semi-annual basis "Motor Vehicle Operators Safety Meetings". The purpose of these meetings is to impress upon operators of Agency vehicles the importance of safe and careful driving and also reduce the number of vehicle accidents in the Washington area.

2. The success of these meetings has to a great extent been due to the outstanding cooperation and active participation of [redacted] Safety Officer, and his Deputy Mr. John F. Herlihy. I want to express my appreciation to you for making these men available and to commend them for the outstanding manner in which they have contributed to the success of these meetings.

JAMES A. GARRISON

## Endorsement

TO: DD [redacted]

1. It is a pleasure to forward this commendation by the Director of Logistics for [redacted] Mr. John Herlihy. Please express my appreciation to Messrs. [redacted] Herlihy for their fine services in connection with the Office of Logistics' Motor Vehicle Operations Safety Meetings.

2. After this correspondence has served its purpose please send it to [redacted] for filing in the appropriate Administrative and Personnel files.

Sheffield Edwards  
Director of Security [redacted]



**BEST COPY  
AVAILABLE**

APPROVED FOR  
RELEASE DATE:  
15-Jul-2011

100-100000