NR_key_name:	360C09BB9ED7FB9E852566130068CDBF
SendTo:	CN=Jeremy Gunn/O=ARRB @ ARRB
CopyTo:	
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:	
DisplayDate:	05/29/1998
DisplayDate_Time:	3:17:05 PM
ComposedDate:	05/29/1998
ComposedDate_Time:	3:04:44 PM
Subject:	New Orleans Travel Arrangements

Body:

Here is the information regarding the security arrangements that I have made for you for June 2:1. When you leave the DA's office and are en route to the airport, call Edwin Zafran at 504-463-1011 or Mae Bradley at 504-464-2738. They are with the New Orleans Airport Security and will meet you at the curb once you provide them with an ETA.2. Mr. Jerry Mitchell, USAIRways Station Manager in New Orleans (504-464-3577) has asked that you arrive early so that they can board you first to ensure that all boxes can be loaded in the cabin of the airplane. Ms. Bradley told me that she would be coordinating with Mr. Mitchell to have him meet you all at the gate.3. The Special Operations Unit at National Airport (703-417-8539) will meet you at the gate upon arrival. I will be contacting USAirways at National to arrange for a skycab to meet you at the gate also.4. Secure-Drive (1-800-883-5558) will meet you curbside, lower level, across from baggage claim and bring you back to the office. The security code is "yellow" and will be displayed in the window on the passenger side. They will be calling me on the morning of the 2nd to let us know the license plate number is you want to call during the day to get it from me. We have an account with them so you shouldn't need to pay. I asked them to either fax me the bill or give it to you to give to me.I think this covers everything. You should probably make sure that you have lots of small bills for tipping all the people who will be transporting the boxes. You can claim this on your travel expenses since it is not for your personal belongings but office materials.I WILL ATTACH A COPY OF THIS NOTE TO YOUR TRAVEL AUTHORIZATION AND TICKETS.

recstat:	Record
DeliveryPriority:	N
DeliveryReport:	B
ReturnReceipt:	
Categories:	