

April 7, 2017

Mr. Edward F. Reed, Jr.
54 Blake Avenue
Rockledge, Pennsylvania 19046

Dear Mr. Reed:

Thank you for speaking with me last Thursday, October 2, 1997 about your forthcoming deposition. This is to confirm that your deposition by the Assassination Records Review Board is scheduled for Tuesday, October 21, 1997 at 10:00 A.M. at the new Archives II Building at 8601 Adelphi Road in College Park, Maryland.

Enclosed with this letter is a travel advance voucher form upon which we urgently need both your social security number, and your signature. *Please return it immediately to the ARRB, using the pre-addressed, pre-paid FEDEX envelope provided.* We will use this form to obtain your travel advance check for \$ 160.00 from our accounting office in Kansas City. On approximately Thursday of next week (October 16) we intend to FEDEX to you your travel advance check, and a letter providing details of the location of your hotel in College Park, and containing directions for how to get to Archives II.

Your travel advance is predicated upon the specific costs for your hotel in College Park (which is less expensive than downtown Washington), and upon allowable mileage costs for driving a POV to-and-from Philadelphia and Washington, D.C. As we discussed this morning, you may opt to take a train if you wish, providing you keep ticket receipts and all cab receipts.

I want to thank you for your cooperation in this matter and I look forward to meeting you on October 21, 1997 at Archives II in College Park. Should you have any additional questions, please do not hesitate to call me collect.

Sincerely,

Douglas P. Horne
Chief Analyst for Military Records

Enclosures