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We have advised our Field office to get [redacted] on an early plane on Thursday the 15th, so that he will arrive here before noon. We have advanced him cab fare from National Airport to Headquarters. He should be here about 11:00 or 12:00.

He must leave Headquarters for National Airport no later than 3:15. A driver and car will be at the front door about 3:00. [redacted] should be identified to the driver as "AB-123." He is to go to [redacted], National Airport. He should wait in the lobby where he will be met.

I may not be at the building when he arrives. He will ask for me, but in case I am not in, he will ask for [redacted].

12 Apr. - Above conveyed to this date.