From: Kueter, Dean (OLA)
To: dean.kueter@usdoj.gov
Cc: Bissex, Rachel (OAG); Stamos, Theophani K. (OLA); Chapman, Robert (COPS); Fachner, George (COPS); Mastropasqua, Kristina (OPA)
Bcc: Keith, Phillip E. (COPS); Sullivan, Katie (OJP); Bowdich, David L. (DO) (FBI); james.clemmons@richmondnc.com; Evans, Darrell C. (Christopher) (DEA); [redacted] gvhawkins@ci.fay.nc.us; Lombardo, Regina; MacDonald, Erica (USAMN); [redacted]; nparr@cityofchesapeake.net; Craig.price@state.sd.us; gramsay@wichita.gov; David.Rausch@tn.gov; Jsamaniego@shelbyso.com; [redacted]; Washington, Donald (USMS); Allen, Joseph J.; Nerheim, Kimberly A.; Kilgallon, John (USMS)
Subject: Updates for Tomorrow"s Ceremony
Date: Tuesday, January 21, 2020 7:44:00 PM
Attachments: Director Greeting Letter for Commissioners at Hotel-dmk.pdf

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Law Enforcement Commission Members:

We are looking forward to tomorrow's historic event and your installation as Commissioner to the President's Commission on Law Enforcement and the Administration of Justice. For those who are travelling, we hope that you are in route or have arrived safely to Washington, D.C.

Attached is a document that contains information about tomorrow's events, and in particular an important update concerning your arrival time. We are asking that you arrive no later than **7:45 AM** to the Main Department of Justice building, which will require you to leave your hotel no later than 7:15 AM. Once you arrive at the Department of Justice, you will be escorted to the Great Hall for a pre-ceremony walk-through and quick orientation to the day. Your guests will be escorted to the Attorney General's Conference Room, where you will rejoin them after the walk through.

Please note that Kristina Mastropasqua from DOJ Public Affairs will be reaching out to you or your press officers regarding media guidance for tomorrow.

Please do not hesitate to let us know if you have any questions prior to your arrival at the Main Department of Justice building at **7:45 AM**. We look forward to seeing you tomorrow morning!

All the best,

Dean M. Kueter, Jr.

Executive Director

President's Commission on Law Enforcement
and the Administration of Justice
U.S. Department of Justice
Room 3342
950 Pennsylvania Avenue, NW
Washington, DC 20530

dean.kueter@usdoj.gov
(o) 202-305-2072 | (c) 202-532-3693