

**To:** Charles Garris[1garris@bellsouth.net]  
**From:** Cason, James  
**Sent:** 2017-06-26T07:24:49-04:00  
**Importance:** Normal  
**Subject:** Re: BEP Tour Confirmation Letter  
**Received:** 2017-06-26T07:56:30-04:00

Thanks Sheila.

On Sun, Jun 25, 2017 at 9:20 PM, Charles Garris <1garris@bellsouth.net> wrote:

Good Morning Elaine,

Jim asked me to forward the following information to you for our Pentagon tour.

Vehicle 1 - (b) (6) . Tag# (b) (6) Driver - Charles Garris  
Passengers - Sheila Garris, Lillie Patterson, Thomas Patterson

Vehicle 2 - (b) (6) . Tag# (b) (6) Driver - Marvin Ussery  
Passengers - Sally Ussery

Again thank you for all of your help.

Sheila Garris

On Jun 15, 2017, at 12:46 PM, Hackett, G <elaine\_hackett@nps.gov> wrote:

This is what I have for you next week:

**Monday, June 19th - Secretary's van tour**

**11am - 2pm** meet at C Street lobby Park ranger will take you to WWII; Vietnam and Korean War Memorials;  
Lincoln; MLK; FDR and Jefferson Memorial.

**Tuesday, June 20th** White House tour begins at **10am** (see instructions)

**Tuesday, June 20th** Bureau of Printing and Engraving at **1pm** (see instructions)

**Wednesday, June 21** Capitol Tour at **10am** Sen. Daine's staff (see instructions below)

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Please forward this to the Garris family.

We look forward to seeing you for your **Capitol Tour on June 21st at 10:00AM**. Please come to our office,  
Room 320, Hart Senate Office and a member of our staff will take you on the tour. The Hart building  
is a separate building just northeast of the Capitol. This link should direct you to the building:

<https://www.google.com/maps/place/Hart+Senate+Office+Building/@38.8952975,76.9994395,16z/data=!4m2!3m1!1s0x0000000000000000:0x8c216f696b14bfb4>

There are multiple entrances to the building. Once inside, there will be many signs to direct you to our office. I will note that food and beverages are not allowed inside the Capitol building, but we can hold them in our office for the duration of your tour.

Have a great day,

Christy

**Christy Hagler**

**Staff Assistant**

U.S. Senator Steve Daines

320 Hart Senate Office Building

Washington, DC 20510

(202) 224-2651

On Tue, Jun 13, 2017 at 10:15 AM, Charles Garris <[cgarris@bellsouth.net](mailto:cgarris@bellsouth.net)> wrote:

Good Morning Elaine,

In previous correspondence you mentioned you were going to try to schedule the Capitol tour for June 21st for my group. I would like to verify if that date is firm and a time for the tour. Would the tour include Gallery passes for the Senate and House?

Thank you so much for all your help with these tours.  
Sheila

On Jun 1, 2017, at 3:03 PM, Hackett, G <[elaine\\_hackett@nps.gov](mailto:elaine_hackett@nps.gov)> wrote:

Sheila,

You are confirmed for a tour of the Bureau of Printing and Engraving at 2pm on June 20. See Instructions. I will arrange your Capitol tour for June 21.

Elaine

----- Forwarded message -----

From: **Dean Teresa** <[Teresa.Fynes@bep.gov](mailto:Teresa.Fynes@bep.gov)>

Date: Thu, Jun 1, 2017 at 2:48 PM

Subject: BEP Tour Confirmation Letter

To: "Elaine\_Hackett ([Elaine\\_Hackett@nps.gov](mailto:Elaine_Hackett@nps.gov))" <[Elaine\\_Hackett@nps.gov](mailto:Elaine_Hackett@nps.gov)>

**From:** @TourScheduler

**Sent:** Thursday, June 01, 2017 2:17 PM

**To:** Dean Teresa

**Cc:** [Terri.Phelps@bep.gov](mailto:Terri.Phelps@bep.gov); Joyce Katie (Contractor); Thomas Stephanie

**Subject:** BEP Front of Line Tour Confirmation Letter

Hello,

Attached is the Front of Line Tour confirmation letter. Please present this letter to the tour guide at the entrance upon arrival. Guests must arrive **10 minutes early** at the Bureau of Engraving and Printing's Visitor Entrance; located on the west side of the intersection of 14th & C Streets, S.W. (directly adjacent to the United States Holocaust Memorial Museum). The tour guide at the entrance will direct the guests from that point on.

In addition to weapons and dangerous objects, no oversized packages are allowed in the Bureau. Cameras are allowed in the building, but photography of the manufacturing process itself is prohibited. The tour is wheelchair accessible. Strollers are allowed in the building, however, not in the tour gallery.

Please be mindful that if you miss your scheduled tour time by **10 minutes**, unfortunately we will not be able to accommodate your group and you will not be able to take the tour.

For more information or questions you can contact the Tour Office at (202) 874-2330 or visit our website [www.bep.gov](http://www.bep.gov). *Enjoy your tour!!*

*Tour Scheduler  
Bureau of Engraving and Printing  
14th & C Sts. SW Rm. #151-M  
Washington DC 20228  
(202) 874-2330 (F)  
(202) 874-4429 (F)*

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Elaine Hackett  
Office of the Secretary

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Elaine Hackett  
NPS Congressional Liaison  
1849 C Street - NW Room 3325  
Washington, DC 20240  
202-208-7331 (direct)  
202-329-5735 (cell)

<Front\_of\_Line\_Tour\_Confirmation\_313.pdf>

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