

**TECHNICAL & ADMINISTRATIVE
SERVICES CORPORATION
(TADCORPS)**

MEMORANDUM

DATE: January 24, 1989
TO: SSAC Members
FROM: Pam Day
SUBJECT: Admin Notices

1. Contact Telephone Numbers (202)488-4870 & 488-5595. The lines are long-distance-restricted. Dial "0" for collect or credit card calls.
 2. The restrooms are located at either end of the second floor. Keys are on a key hook in the reception area. Please return them.
 3. Please note the new mileage rate of 22.5¢ versus 21¢.
 4. Dinner will once again be at Phillips on Water street. The charge is \$25 per person and can be paid by check or cash. Please let me know as soon as you can if you plan to attend.
 5. If I can be of help, do not hesitate to ask.
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**600 Maryland Avenue, S.W., Suite 200, Washington, D.C. 20024
Telephone: (202) 554-8677**