September 11, 2001

MEMORANDUM FOR FEDERAL EXECUTIVE BOARDS

FROM: KAY COLES JAMES DIRECTOR

Given today’s attacks at the World Trade Center and the Pentagon, combined with the fact that the General Services Administration has provided notice for the orderly closing of all GSA-controlled facilities, please convene immediately the Security/Emergency Committee of your Federal Executive Board to discuss and make a recommendation to local Federal agencies regarding the closing of Federal offices in your area today.

No decision has been made at this time about the status of Government operations in Washington, DC, tomorrow; we will advise further you as information becomes available.