



**United States
Department of
Agriculture**

**Office of the
Assistant Secretary
for Administration**

Office of Operations

1400 Independence
Avenue SW

Washington, DC
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June 30, 2003

TO: All USDA Employees in the Washington Metropolitan Area

FROM: Priscilla B. Carey 
Director of Operations

SUBJECT: Access Procedures for July 4th

The U.S. Park Service, Metropolitan Police Department, Federal Protective Service, and the Metro Transit Police will each be taking extra security precautions this coming 4th of July holiday. The following notices and procedures apply to all employees parking at or entering the USDA Headquarters Complex on July 4th.

The Jamie L. Whitten Building will be closed at **all** exterior entrances. Individuals wishing to enter the Whitten Building will only be allowed through the tunnel from the South Building. All parking lots surrounding the Whitten Building will be closed to employees, with parking restricted to emergency personnel supporting the Mall festivities. Additionally, the Smithsonian Metro Station will be closed all day.

Employees with valid USDA identification cards will be allowed to park in Courts 1 and 2 on the C Street side of the South Building. Guests or family members will not be allowed access through the Courts and must enter through the South Building main entrance at Wing 4 on Independence Avenue. Guests, other than children, will be required to provide photo identification. All guests will be required to process through the magnetometer and x-ray machines.

Thank you in advance for your cooperation. We wish you a safe and happy holiday.