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Presidential Transition of Ronald Reagan

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REPORT ON THE TRANSITION OF FORMER PRESIDENT RONALD REAGAN

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OFFICE OF RONALD REAGAN

INTRODUCTION

Ronald Reagan is the first man since Dwight D. Eisenhower, 28 years ago, to have successfully completed his two full terms as President of the United States.

Aides to the interim five presidents never had, for various reasons ranging from assassination to resignation to re-election bids, the opportunity to fully and completely chart a course for the future of that departing president, while he was still in office.

Because of the 22nd Amendment to the Constitution, it was clear that President Reagan would be leaving the White House in January of 1989 at the conclusion of his second term. Ronald Reagan's White House staff was able to put forethought and meticulous planning into the smooth and dignified transition of the President and Mrs. Reagan back into private life.

In order that future planners of outgoing Presidential transitions might have benefit of our insights, our methods of planning, our contacts with other government agencies and private entities, and our recommendations; we have compiled the following report on the Transition of Ronald Reagan.

ACKNOWLEDGMENTS

Frederick J. Ryan, Jr., Chief of Staff to former President Ronald Reagan, and the Transition Office of Ronald Reagan wish to thank the following individuals for their service and personal contributions to the transition planning of the 40th President of the United States.

Each of these individuals' unique talents and special knowledge have helped to make this transition a milestone for future presidential transition planners. We truly appreciate all of their contributions and recommendations which are included in this final report.

Robert Barrett
Anita Bevacqua
Ross Biatek
Steve Blitz
Patricia Bryan
Sally Campbell
Jeanine Chase
Ashley Cooper
Jack Courtemanche
C. Christopher Cox
A.B. Culvahouse
Carol Facey
Frank Fahrenkopf
John Fawcett
Raymond Fontaine
Sig Girgus
Terry Good
Ted Graber
Larry Harlow
David Haun
Clarence "Biff" Henley
Robert Higdon
John Hilbolt

Adam Isles
Selina Jackson
Jean Lamb
Ann Marie Lynch
Matt McGuire
James McKinney
Garrick Newman
Maria Tess Ortiz
Kathy Osborne
William Parr
Elizabeth Penniman
Rex Scouten
Martha Kimberly Sandie
Harry Saunders
John Simpson
William French Smith
Suzie Talaat
John Taylor
Edwin Thomas
Gary Walters
Lew Wasserman
Claudine Weiher
Mary Jane Wick

OFFICE OF RONALD REAGAN

REPORT BY FREDERICK J. RYAN, JR.
Chief of Staff, Office of Ronald Reagan and
Director of Transition for President Ronald Reagan

As long as the 22nd Amendment to the Constitution remains in place, a president who successfully earns a second term in office will realize that his days are numbered until the January 20th when he returns to private life.

President Ronald Reagan realized this, and with nearly two years remaining in his second term, he asked me to begin looking into the steps that could be taken to plan for his return to private life and the smooth transition of his successor into the White House. We began this process at this early point to insure that President Reagan could continue to direct his full efforts at governing our nation and not be distracted by the sudden demands of personal planning in his final months in office.

In this transition planning process, I immediately learned that there was no "How to..." manual for outgoing presidential transitions. Since no president had voluntarily left the White House in nearly thirty years, there were no opportunities for outgoing presidents and their staffs to begin early planning of their transitions. At best, they had the ninety-day period between Election Day and Inaugural Day. And during that period, the sudden surprise of election results, coupled with the slowdown of Thanksgiving and Christmas holidays, did not even allow a full three months of outgoing transition activity.

My first step was to contact the government agencies involved in the transition of outgoing presidents. I sought to learn the rules and regulations involved in a transition as well as using the benefit of the experience from career government servants who had been involved in other transitions. I found the benefit of their institutional knowledge to be extremely helpful. Many of those career government employees have assisted in this report with their recommendations in the sections that follow.

So as not to be redundant about the timetables and specific functions performed by these entities, I will concentrate here on my perspective as the central coordinator of all activities. My objectives as Transition planner were:

1. To become thoroughly familiar with and insure that Congressional funding through the Presidential Transition Act and the Former Presidents Act would provide proper funds for office space and equipment and staff salaries. Where these funds were not sufficient, we would have to go to private sources for supplementary funding.

2. To establish the Office of Ronald Reagan in Los Angeles, California. This included selecting the office site, coordinating the design and buildout, negotiating the lease, identifying office staff and providing for their salaries and benefits.
3. Serve as point of contact for the following federal agencies, White House Offices, and private sector organizations involved in various aspects of Transition planning and execution.
 - a. *Office of Management and Budget.* Responsible for the monitoring of Congressional legislation regarding the Presidential Transition Act and the Former Presidents Act.
 - b. *White House Office of Legislative Affairs.* Responsible for protecting the Administration's interests in the two Congressional Acts affecting President Reagan as a former President.
 - c. *General Services Administration.* Administrator of all government monies to the Transition and the Office of the former President.
 - d. *National Archives and Records Administration.* Keeper of all historical Presidential records and gifts. Responsible for the archiving and shipping of all Presidential papers and gifts to California sites for later inclusion in the Reagan Presidential Library in Ventura County, California.
 - e. *White House Office of Records Management.* White House liaison with National Archives to insure the safe and proper movement of Presidential papers from all White House offices to storage in California.
 - f. *White House Office of Chief of Staff.* Consultant on all activities and goals of the Transition office, including theme planning for the President's last year in office.
 - g. *White House Office of the First Lady.* Consultant on all activities and goals of the Transition Office involving the First Lady.
 - h. *White House Office of Legal Counsel.* Consultant on funding, ethics and other legal matters.
 - i. *White House Military Office.* Liaison with Defense Department in providing transportation of goods and papers to California.
 - j. *White House Communications Agency.* A branch of the White House Military Office with the task of providing communications support for the former President.

- k. *United States Secret Service.* Responsible for the security of the former President and First Lady, their residence, transportation, and office space.
- l. *White House Office of Administration.* Cooperation from the Administrative Office was imperative in providing Transition office space, telephones, personnel action, travel allowances, former President's staff personnel action, and assistance in the flow of decision memoranda to and from the President.
- m. *White House Ushers Office and Curator's Office.* Responsible for the oversight of shipment of all personal goods for the Reagans.
- n. *Ronald Reagan Presidential Library Foundation.* Most of the White House gifts and official papers would eventually go to the Presidential Library. We decided to involve the Library Foundation early in the process to insure the proper handling of the gifts and papers.
- o. *Republican National Committee.* A source of additional funding for transition costs not covered under the Presidential Transition Act or the Former Presidents Act.
- p. *Gibson, Dunn & Crutcher.* In addition to White House Counsel and other government attorneys, the President's private lawyers were also asked to review procedures.
- q. *Architects, engineers, contractors, designers and attorneys.* Involved in the design and construction of office space for the former President.
- r. *Transition Team for President elect Bush.* Important in providing open communication on the activities of the former President to staff of newly-elected president.
- s. *Office of Former President Reagan staff.* Of the 15 staff members of the Office of former President Reagan, 14 came from existing White House staff. It was essential to arrive in California with a staff who knew the routines by which President Reagan worked, his values and goals. By having these staff members committed well in advance of January of 1989, we were able to make decisions, with their advice, on office equipment, stationery, staff transportation, living arrangements, etc.

RECOMMENDATIONS

While future transition teams may not have benefit of the following, I believe that these were most influential in the ease and swiftness of decision making and action in this outgoing Presidential Transition.

1. The president should designate someone to head his transition no later than one year prior to the end of his term. I recommend that even a president seeking reelection to a second term appoint a transition planner. If his reelection is successful, the transition planner would be able to resume his work in the second term. Otherwise, in the event of an election defeat, the outgoing president could already have a home, office and staff to assist in their dignified return to private life.
2. The transition planner should have direct access to the President and the First Lady during Transition planning.
3. The transition planner should be someone who will stay on with the former President in some capacity. This will ensure proper motivation in Transition planning and continuity into the former president's office.

B

OFFICE OF RONALD REAGAN

THE PRESIDENTIAL TRANSITION OFFICE

REPORT PREPARED BY:
JEANINE CHASE
ANN MARIE LYNCH
SUZIE TALAAT

During the months leading up to the actual moment when the President will leave office, countless details must be dealt with which require cooperation not only among offices in the White House but also with the General Services Administration, the Office of Management & Budget and the National Archives. For this reason, the Presidential Transition Office was established, with offices in the Old Executive Office Building, to coordinate all the activities of the Transition and to serve as a focal point for all involved to look to for guidance. This office, which consisted of four full-time staff members, was under the direction of Frederick J. Ryan, Jr., Director of the Reagan Transition and Chief of Staff for President Reagan once he left office.

In addition to coordinating with other offices involved in the Reagan Transition, the Presidential Transition Office worked on the following:

I. The Reagan Documentary

In November 1987, Elizabeth Penniman began the research and development of a documentary on the Reagan Presidency. The Transition staff selected Phil Dusenberry, Chairman and Chief Executive Officer of BBDO New York and Norman Cohen of the Normandy Group to co-produce a documentary film entitled "The Reagan Years: A Retrospective." As the leader of the Tuesday Team which produced the Reagan-Bush video for the 1984 Republican Convention, Phil Dusenberry was familiar with the process of producing a Presidential documentary.

Prior to production, the Transition staff obtained legal guidelines from the White House Legal Counsel's Office. Working within those guidelines, the staff selected film footage and photographs depicting events throughout the Administration from the White House Television Office and Photo Office respectively. In addition, the rights to photographs by independent photographers were purchased for inclusion in the video. Several interviews with President Reagan and materials prepared by the White House Speechwriters Office were utilized by the production company for the script of the audio portion of the documentary. These clips were then integrated with the selected segments from the 1984 video to create the final product and the documentary was completed in August 1988.

Funding for the documentary was provided by the Republican National Committee, the National Republican Congressional Committee, and the National Republican Senatorial

Committee in exchange for rights to air the video during the 1988 President's Dinner and the 1988 Republican National Convention (however this did not allow them to rebroadcast or duplicate the film). Following the convention, all film rights to the documentary were purchased by the Ronald Reagan Presidential Foundation for use in President Reagan's Library.

II. The Disposition and Transportation of Presidential Papers

Plans for the collection and transportation of Presidential papers began in September 1987 and were outlined in a memo by the Director of Records Management, Biff Henley. The memo specified that an appropriate storage site for the Presidential papers must be identified by an archivist from National Archives on detail to Records Management to project the amount of total storage space required at the end of the Administration. In December 1988, the papers collected from the White House Offices were boxed and inventoried.

This included the personal papers received from Cabinet members, both past and present, of the Reagan Administration, which were received following a letter from President Reagan requesting original and/or copies of their personal papers for inclusion in the Ronald Reagan Presidential Library.

The transportation of the Presidential papers to California was coordinated with the assistance of the White House Military Office, the National Archives and the Department of Defense. The detailed operation was described in a memo (following) by Claudine J. Weiher, Deputy Archivist of the United States and David O. Cooke, Director of Administration and Management for the Office of the Secretary of Defense. This operation required three shipments via military aircraft: the first in November 1988; the second in January 1989; and the last in July 1989 at the conclusion of the Transition period.

In addition to the following memo from Claudine Weiher and the letter from David O. Cooke to Mr. James C. McKinney regarding the transportation of the Presidential papers, see the detailed report of John Fawcett, Assistant Archivist for Presidential Libraries, National Archives and Records Administration, under Tab G in this manual.

**OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC 20301**

October 19, 1988

Mr. James C. McKinney
Director
White House Military Office
The White House
Washington, D. C 20500

Dear Jim:

You recently wrote to Colonel George Cole concerning the movement of the President's papers to California. In that letter you asked for the DOD position on the method of shipment by October 19, 1988.

Claudine Weiher, the Deputy Archivist, and I met on Monday, October 17, 1988 to review all concerns associated with the movement of the Reagan Presidential Records. We are convinced, based upon all considerations, that these records should be moved by military aircraft and we are prepared to execute this movement on the dates that you consider appropriate.

Attached is our movement plan providing additional details and setting forth the responsibilities of the Department of Defense and the National Archives

Sincerely,

Claudine J. Weiher
Deputy Archivist
of the United States

David O. Cooke
Director of Administration
and Management

cc:Frederick J. Ryan, Jr.

CONCEPT OF OPERATIONS

1. The movement of the official papers of President Reagan from the National Capital Region (NCR) to National Archives Records Administration (NARA) designated storage facilities will be performed in two three phased moves. The first move is anticipated to occur 5-10 November 1988; the second move is anticipated 9-27 January 1989.
2. Phase I - Loading and movement from NCR to Andrews Air Force Base. Commercial tractor trailers contracted by the U.S. Army Military Traffic Management Command (MTMC) will arrive at designated NARA facilities in the NCR for loading of the Presidential papers. The NARA will arrange and coordinate all physical security outside of military installations/control. Trailers, inventoried and sealed by NARA, will move to Andrews, Maryland. Air Force security will assume custody at the gate and provide appropriate security for the trailers until execution of Phase II.
3. Phase II - The Military Airlift Command (MAC) will accept the chain of custody from NARA upon acceptance of the air cargo. Classified cargo will remain the responsibility of designated NARA couriers. Presidential papers will be configured for air movement by MAC. Air movement will be provided by MAC assets from Andrews AFB, to Marine Corps Air Station (MCAS), El Toro, California. MAC will reconfigure the cargo for ground movement at MCAS El Toro. Marine Corps security will assume custody from MAC and provide appropriate security for the cargo on MCAS El Toro until execution of Phase III.
4. Phase III - Loading and movement from MCAS El Toro to designated NARA facilities on the West Coast. Commercial tractor trailers, contracted by MTMC will arrive at MCAS El Toro for loading of the Presidential papers when the West Coast NARA facilities are prepared to accept the material. The NARA will assume responsibility and coordination of physical security when the Presidential papers depart the MCAS El Toro installation. Commercial carrier will load and transport the first move (November 1988) of Presidential papers to a warehouse at 24000 Avila Road, Laguna Niguel, CA, and place the pelletized cargo in designated grid locations at the facility. Commercial carrier will load and transport the second move (January 1989) of the Presidential papers to a warehouse at 8985 Venus Boulevard, Los Angeles, Ca, and place the pelletized cargo in proximity to the shelf location for archiving by NARA supervised personnel.
5. The National Archives and Records Administration will fully reimburse DOD for all incremental costs in accordance with standard interagency billing procedures. NARA will coordinate and arrange all physical security outside of DOD installations control and provide technical advice for physical protection unique to the material. Government Bills of Lading (GBL) will be issued by NARA.

6. The Department of Defense will provide command and control element to maintain operational control of the movement of the Presidential papers from the NCR to the designated facilities in California. Technical advice on movement and security, appropriate communications support, clearance on to DOD installations, personnel support, contract support/arrangements for movement, and development of the movement plan are the responsibility of DOD.

III. THE TRANSITION OFFICE IN LOS ANGELES

The Presidential Transition Office was responsible for coordinating and directing all the arrangements necessary to have the future office of President Reagan open and running efficiently on January 20, 1989. In August 1988 a lease was signed for office space and an architect and interior designer selected. The actual build-out of the space was done by the General Services Administration and the cost was covered by the GSA Public Building Fund.

All other expenses of the Transition Office are paid through funds appropriated by the Transition Act of 1963. As these funds do not become available until December, it is necessary to make all the decisions concerning the furnishings, equipment and supplies for the office in advance and order them on the first day the funds are at your disposal.

The progress of the build-out, as well as the arrival of all the furnishings should be monitored carefully so the office will be running efficiently on the first day and through the first weeks as this will be an extremely busy time. Fred Ryan or Ann Marie Lynch was in daily contact with Mike Lawson, the GSA field officer in charge of the build-out. Fred and Ann Marie went to Los Angeles for the final walk-through in early December. Keep in mind, that once the Former President is in the office, the Secret Service does not like to have workmen, movers, or other non-staff persons present during his working hours.

THE FOLLOWING IS A SUMMARY OF THE ITEMS WHICH MUST BE SELECTED, ORDERED AND IN PLACE FOR THE OFFICE TO BE FUNCTIONING WHEN THE PRESIDENT ARRIVES:

PERSONNEL:

The most important element in the office is, of course, the personnel. The Reagan Transition Staff consisted of fifteen people, fourteen of whom were on the White House Staff and had worked and traveled together. The other staff member was from the Commerce Department. Most of the staff was hired by August 1988. In addition to everyone knowing the office style and procedures preferred by President Reagan, he felt comfortable surrounded by familiar faces.

THE LOS ANGELES OFFICE PERSONNEL

Chief of Staff	Fred Ryan
Executive Assistant	Kathy Osborne
Director of Public Affairs	Mark Weinberg
Director of Scheduling and Planning	Sandy Warfield
Director of Correspondence	Jeanine Chase
Deputy Director of Scheduling	Joanne Hildebrand
Administrative Assistant	Suzie Talaat
Executive Assistant to the Chief of Staff	Selina Jackson
Senior Receptionist	Dottie Dellinger
Staff Assistant for Public Affairs	Paula Franklin
Secretary to the Director of Correspondence	Kerry Geoghan
Correspondence Assistant	Keri Douglas
Scheduling Secretary	Sheri Semon

THE JACKSON PLACE OFFICE PERSONNEL

Director of Administration	Ann Marie Lynch
Transition Staff	Kim Sandie

Beginning in November 1988, Fred Ryan conducted weekly staff meetings with the Los Angeles Staff. An Office Procedures Manual was prepared, defining the office hours, leave policy, etc. In December, 1988 one staff member moved to Los Angeles and officially opened the office. Gradually others were added so by January 20, 1989 there were six people already in place. The rest of the staff began work in the office on January 23, 1989. In February, two staff members returned to Washington to work in the Washington Transition Office (716 Jackson Place, N.W.).

The actual transferring of the personnel records of the outgoing staff from their current status to the payroll of the Transition Office was handled by Anita Bevacqua, Director of the White House Personnel. See her detailed report under tab C in this manual.

In addition to having personnel in place as early as December to accept and supervise the placement of the equipment, supplies and furnishings, the staff planned and coordinated the Welcome Home Ceremony for President and Mrs. Reagan. This event was held at the Los Angeles Airport and consisted of entertainment (Rich Little, Robert Stack); a welcoming committee, headed by Mayor Tom Bradley and members of the Ronald Reagan Presidential Foundation; live music by the USC band and a V.I.P. reception in a nearby hangar. This event was funded through private donations.

TELEPHONES

Abbreviated WHCA communications support was offered to President Reagan for a six month period of the Transition on a non-reimbursable basis. This followed the precedent set by previous administrations. Often the incumbent President will call the former President to consult with him on national security issues and to discuss unfinished matters left pending during the prior Administration. The furnishing of this communications equipment has always been considered to be within the authority of the incumbent President. WHCA provided a secure (STU III) phone for President Reagan's Personal Office, telephone services to the residence, three cellular phones and six pagers for staff use.

The AT&T Merlin II System was selected for the office because it had been chosen by the Secret Service and was the most secure phone system on the market at the time.

In addition to security, the Merlin II, available in a 10 or 34 button phone in black only, provided all of the features requested by the staff including: speed dialing, conference calling, speaker attachment, intercom, privacy and do not disturb programs, ability to program each set to ring or not, and a hands-free operation. This system also offered the possibility of expansion up to as many as 30 lines and 70 phones.

Wayne Nowak of The White House Communications Agency designed the communications plan from the blueprints for the Former President's Office. He made a site visit to meet with the local PacTel and AT&T representatives to review the installation of the system.

Special numbers were requested for the Office, which were granted and checked out by the PacTel representative.

See the Approximated Pricing For Equipment and Service on the following page for complete details of the actual purchase. Also, following is copy of the memo authorizing WHCA support for the Former President.

December 7, 1988

APPROXIMATED PRICING FOR EQUIPMENT AND SERVICE- PRESIDENT REAGAN MERLIN II

Equipment List	Price		Qty	Buy Total	Install Charge
Merlin II Base Unit.	\$800	X	1	800	100
4 Line ' 8 Terminal Module...	1370	X	3	4110	150
4 Line Module.	650	X	1	650	50
Feature Module I.	500	X	1	500	150
34-Button Set.	550	X	14	7700	200
10-Button Set.	475	X	4	1900	80
CPA (For Stu III).	160	x	1	160	20
Hands-Free Unit.	255	X	3	765	60
Long Handset Cord.	5	X	18	90	50
Amplified Handset.	65	X	1	65	20
Surge Protector.	50	X	1	50	10
Equipment List Totals.				\$16790	\$970
Additional Equipment Costs					1920
32 Hours of Work X \$60/hr					1885
Material Charge (wires, connectors, splices,etc)					
Grand Totals.				\$16790	\$4775
Monthly Maintenance on Above Equipment.					\$100

Service List	Qty	Monthly	Total-Monthly	Total-Install-Charge
Phone Lines.	10 X	\$15	\$150	\$1155
FTS Lines.	4 X	156	624	744
Service Totals.			\$774	\$1899

TOTAL PRICING

Buy Merlin	\$16,790
All Install Charges	6,674
Service Monthly Charges	774
Equipment Maintenance Monthly Charges...	100

**** Optional, but recommended.

**THE WHITE HOUSE
WASHINGTON**

January 4, 1988

MEMORANDUM FOR: M. B. Oglesby

FROM: FREDERICK J. RAYN, JR.
(dictated by phone)

Subject: WHCA Support for Former President Reagan

In the past, incoming presidents have provided WHCA support for the outgoing president. This support is less inclusive than the full package the sitting president receives. We are requesting generally the same level of support that has been provided for other former presidents updated to include today's technology.

This includes the following: a White House switchboard with full service to the President's residence and office, a limited number of cellular phones issued to staff and a limited number of pageboys issued to staff.

This is significantly less than the standard White House Package. We are not seeking home signal drops or secure voice phones (with the exception of one STU-3 which is being offered to all former presidents by previous approval from Colin Powell.)

With the exception of January 20, arrival day, we are not requesting additional WHCA assistance such as staff radios, hotel drops, sound and lighting. As you know, we have requested this full assistance through January 20.

Without talking to a WHCA technical specialist, this is the best indication I can tell that we need. However, it may turn out that I am omitting something that WHCA could provide with little effort.

Please let me know if you need any additional information.

**OFFICE OF THE VICE PRESIDENT
WASHINGTON, DC**

January 6, 1989

TO: The Vice President
FROM: Thomas J. Collamore

The attached follows up on your discussions last week with Craig concerning the WHCA support requested for President Reagan in California for the six months after he leaves office.

After discussion with White House staff we believe the attached now represents a reasonable request, consistent with the level of support provided Presidents Ford and Carter (background attached).

We are ready to approve the request, subject to your concurrence.

Okay _____ Other _____

Attachments

FAX

The Pitney Bowes Corporation donated a fax machine to the Ronald Reagan Presidential Foundation. The Foundation offered to share this with the Office of Ronald Reagan if it could be kept in their office. It was a Model 8000 and the dimensions were given to the architect so a proper shelf could be built for it. It was installed in early January.

COPYING MACHINE

A Xerox Model 5028 was selected in August and the dimensions given to the architect so appropriate space could be included in the design of the office. It was installed in early January.

FURNITURE

President and Mrs. Reagan asked Ted Graber, their friend and Interior Designer, with whom they had worked in the White House, to design the President's Office in Los Angeles. Mr. Graber and his Associate, Peter Schifando, worked closely with the architect in the design of the space before selecting the furnishings. They chose the carpet and draperies for the whole office, all the desks, chairs and filing cabinets. Mr. Graber selected and purchased all the furnishings for the President's Personal Office and the Conference Room. These two rooms were completely financed by the Ronald Reagan Presidential Foundation as the Board of the Foundation decided they wanted to own these items and eventually use them in the Reagan Library.

The remaining office furniture, namely for the reception areas, was handled by the Presidential Transition Staff with the assistance and guidance of Sig Girgus, the GSA Interior Designer at the White House. Sig proved invaluable as she had worked with Mr. Graber before and knew what sources to look to for items both he and Mrs. Reagan would like and which would be a compliment to the furniture selected for the President's Personal Office and the Conference Room. Once a decision was made, samples, pictures, etc. were sent to Ted Graber for final approval. The cooperation among everyone resulted in a very coordinated and attractive suite.

TYPEWRITER

Initially five IBM Selectric models were leased through GSA. It was impossible to gauge how many people would want a typewriter until everyone became familiar with the computers. It was determined that the office did need five typewriters, so in May five IBM Wheelwriter 10 models were purchased.

SAFE

A standard one-drawer safe was leased with an option to buy. The decision to lease was to determine if indeed the office would have a need for one. It proved to be frequently used for storing documents and cash. In May this safe was purchased.

NEWSPAPERS & MAGAZINES

Kathy Osborne, Executive Assistant and Mark Weinberg, Director of Public Affairs, decided on what magazines and newspapers to order for the office. These were ordered through ARA, a national magazine/newspaper distributing company, who delivered them in bulk to the office at a twenty percent below newsstand price. ARA did not handle certain newspapers or magazines, so some individual subscriptions had to be obtained.

TELEVISION AND VCR

Televisions and VCRs were purchased to be placed in the President's Personal Office, the Conference Room, the offices of the Chief of Staff and the Director of Public Affairs. These were purchased from Adray's, a local discount electronics store in Los Angeles.

As with all purchases for the office, every effort was made to buy American produced items.

KITCHEN EQUIPMENT

The Fox Plaza Building did not have a cafeteria, so a miniature kitchen was installed in the President's office suite. Utensils, plates, bowls, glasses and mugs were purchased for the kitchen through the Adams/Burch Industrial Supply Co. in Tuxedo, Maryland (301-772-7050). Ron Jackson, Presidential Food Service Coordinator, recommended patterns and the amount of each item to order. He selected very plain, industrial strength, institution style for everyday use. These items proved to be very useful and helped eliminate paper and plastic products being left around the office.

COMPUTERS

In designing a computer system for the correspondence section of the Office of Ronald Reagan, two options were studied. The first being a mini computer with multiple dumb terminals that would have enabled the section to share a common data base and printer. The second option being personal computers. While the former would have been the most organized and most efficient, it proved to be far too expensive both initially and in the long run.

After consulting with members of the White House Communications Agency and various computer specialists at the White House, we purchased from Government Technology Services, Inc. the IBM Personal System/2 Model 30 -28 using Word Perfect 5.0, Word Perfect Library and Many Link (network software) and a Hewlett Packard Laser Jet Series II printer. As well, we have communication ability with Western Union and the National Archives mainframe.

As well, we purchased the same set up for the administrative section, the public affairs section, the Chief of staff's office and the scheduling section. The only modifications to these systems was the addition of LOTUS 123 software to two of the sections.

I would strongly recommend that an independent computer specialist be contracted to do the job of designing a computer system. Such a project requires time as well as computer expertise which usually comes only with years of experience in the computer industry.

STATIONERY

The stationery for the Office of Ronald Reagan was handled by Jeanine Chase, Director of Correspondence. She solicited the assistance of the Director of O.A. Publishing, Charles Morris, at the White House and Bethesda Engravers, Inc. which is the company the White House uses as their primary stationer for special projects. The quality and design of President Reagan's stationery was based on samples of stationery used for other former Presidents. It should be noted that the Great Seal of the United States is used, not the Seal of the President.

Bethesda Engravers does a beautiful job but they are quite expensive and often over extend themselves with too many projects. We would suggest that a smaller stationer in the same city as the Transition Office would be more cost efficient and perhaps more inclined to provide personalized service.

The amount of stationery ordered was based on a loose estimate of what was being used by the President and his staff at the White House for non-official correspondence. These amounts proved to be adequate for the first few months of the Transition. Jeanine Chase and her staff kept an accurate inventory and the supplies were replenished as needed.

The following two pages outline the initial order placed in December 1988 to Bethesda Engravers.

PREPRINTED MESSAGE CARDS

thank you for your support	50,000
envelopes	50,000
generic thank you for your letter	2,000
generic thank you for your support	2,000
thank you for birthday message	2,000
generic congratulatory message	2,000
wedding congratulatory message	2,000
newborn congratulatory message	2,000
anniversary congratulatory message	2,000
birthday congratulatory message	2,000
get well message	2,000
sympathy message	2,000
envelopes	20,000
thank you for sharing your views	2,000
envelopes	2,000

PRESIDENT REAGAN'S STATIONERY

monarch (7 1/4 X 10 1/2) letterhead	10,000
monarch second sheet	2,500
monarch envelopes	10,000
personal (6 3/8 x 8 1/2) letter head	10,000
personal second sheet	2,500
personal (6 3/8 X 4 1/4) cards	10,000
personal envelopes	20,000

PRESIDENT REAGAN'S STATIONERY (FOR STAFF USE)

monarch letterhead	30,000
monarch second sheet	7,500
monarch envelopes	30,000

OFFICE OF RONALD REAGAN STAFF STATIONERY

standard (8 1/2 X 11) letterhead	20,000
standard second sheet	10,000
standard envelopes	20,000
personal (6 1/4 X 9 1/4) letterhead	20,000
personal second sheet	5,000
personal (6 1/4 X 4 5/8) cards	20,000
personal envelopes	40,000
mailing labels	10,000

IV. THE LIAISON WITH THE RONALD REAGAN PRESIDENTIAL FOUNDATION

The Presidential Transition Office also served as the liaison with the Ronald Reagan Presidential Foundation as the Foundation would play such an important role in the President's life after leaving office.

The Ronald Reagan Presidential Foundation was created in February 1985 to fund the design and construction of the Presidential Library and Center for Public Affairs.

Fred Ryan and the Presidential Transition Staff assisted the Foundation in the selection of the design firm for the museum space in the Library. In January 1988, research began by talking to those firms who had been involved in other Presidential Libraries. In addition, the staff consulted the directors of the National Archives, the Smithsonian and the United States Information Agency. A list of over fifty potential design companies was generated and these firms were asked to submit samples of their work. Following a review of these materials, fifteen firms were invited to make formal presentations to Robert Higdon, Financial Director of the Ronald Reagan Presidential Foundation; Fred Ryan, Elizabeth Penniman and Ann Marie Lynch.

Six firms were selected to give a presentation to the Board of Trustees of the Foundation. Three firms presented at the July meeting and another three in September.

At the September meeting, the Board selected the proposal by Donovan and Green, Inc./Stuart Silver Associates. They were given a three phase contract and immediately began work on the first phase.

The staff of the Presidential Transition Office continued to coordinate with Donovan and Green during their initial work. Donovan and Green were looking for speeches, videos, artifacts, gifts and photos to use in the Reagan Presidential Library.

In January 1989 the Ronald Reagan Foundation began looking for a candidate to be the liaison with the design firm and to serve as a curator for the library.

The close relationship between the Ronald Reagan Foundation and the Presidential Transition Office allowed the two to join together and coordinate all planning for events and activities for President Reagan once he left office to be incorporated into his schedule in advance. Because Fred Ryan was a member of the Board of Trustees and would be the Chief of Staff to the President once he left office, he was able to keep President Reagan informed on the activities of the Board of Trustees and to respond to scheduling requests from the Board for the President to travel or attend events on their behalf.

V. THE DEPARTURE GIFT

The President and Mrs. Reagan wanted to give a special gift as a token of their appreciation to the Cabinet Officers, a select number of Administration officials and foreign leaders, and special friends. We obtained the assistance of John Rogers, former Director of the White House Office of Administration. He suggested a special bowl be designed.

The departure gift was a hand-painted porcelain, Moattahedah monteith bowl with the Great Seal on eight sides and space for four short quotes representative of the eight years of the Reagan Presidency. On the bottom of the bowl were the words: "Presented by President and Mrs. Reagan recalling eight memorable years 1981 - 1989."

These gifts were paid for with funds from the Republican National Committee as was the procedure for all Presidential gifts.

The Presidential Transition Office researched the President's speeches to find the appropriate quotes and compiled the list of suggested recipients for approval by President and Mrs. Reagan. The staff also coordinated with the White House Office of Administration for packaging, wrapping and delivering these gifts.

VI. PREPARATION OF THE REAGAN TRANSITION FINAL REPORT

As stated previously, when the planning began for the outgoing transition of President Reagan there was very little information available from previous administrations. Fred Ryan decided in the initial planning stages to ask everyone involved in the planning and execution of the Reagan Transition to keep records of his/her participation and after January 1989 the Transition Staff would collect these records and merge them into a formal report for future presidential transition planning.

In February, 1989 Fred Ryan sent a letter to those members of the Reagan Administration, the officials at the General Services Administration, the National Archives and the Office of Management and Budget who had played a major role in the Transition. Not everyone who received this letter responded. Due to the press of other business, we did not receive a report from the Legal Counsel's Office or the White House Gift Unit. Both of these offices were very helpful and we suggest to future Administrations to contact both early in the transition planning.

See copy of Fred Ryan's letter on the following page:

OFFICE OF RONALD REAGAN

February 28, 1989

Dear

Thank you for everything you did to contribute to such a smooth transition for President and Mrs. Reagan. All of your efforts were very much appreciated and without you, the enormous task of planning and executing such a move would not have been possible.

When we began working on the Transition in June, 1988, we were surprised by the lack of guidelines, briefing books or reports left by previous Administrations. There was information available for the Incoming Transition but virtually nothing on the Outgoing.

For this reason, I would like to ask your help as we prepare a Report on the Outgoing Transition of President Reagan. This report will be left for future administrations to use in transition planning. Your contribution will certainly be appreciated and valuable.

The points I would like for you to cover are:

1. What was your specific role in the Transition? What were your responsibilities?
2. What was your time frame? When did you start to prepare?
3. How many members of your staff were involved?
4. What were the major problems you encountered?
5. What recommendations would you make for future Outgoing Transitions?

I would like to receive this information from you by March 24, 1989, if possible, so we can begin to edit and compile a final report. You will receive a copy of the report and will be credited with your contribution.

I have asked Ann Marie Lynch, whom you know, to coordinate this project. Would you please send your report to her: Office of Ronald Reagan, 716 Jackson Place, N.W., Washington, D.C. 20503. If you have any questions, you can call Ann Marie (566-0126).

Thank you for your cooperation With your help, I think we will be able to produce a comprehensive report, which will be a help to future Administrations, as well as a credit to the Reagan Administration.

Sincerely,

FREDERICK J. RYAN, JR.
Chief of Staff

name
address

.....
Once the reports were received, some as late as June, they were proof-read and edited by Kim Sandie and Ann Marie Lynch. The final version was put into a binder and distributed to all the contributors, the Ronald Reagan Presidential Foundation, the Office of Ronald Reagan, President Bush, Vice-President Quayle, and the following officials of the Bush Administration: John Sununu, Chief of Staff; Chase Untermeyer, Director of Personnel; Bonnie Newman, Director of Administration and Andrew Card, Deputy Chief of Staff. Several copies were saved for the Reagan Presidential Library, where they will be available for research purposes.

The Presidential Transition Office was responsible for coordinating the efforts of many different offices and directing the opening of the Transition Offices in Los Angeles and Washington. Because the initial planning was so thorough and the cooperation among the various White House offices and other Government offices was so good, the execution, once it began, encountered no major problems in any area. This office had almost daily contact with all the other offices involved in the transition.

We wish to extend a very special thank you to the following: Ray Fontaine, Comptroller, General Services Administration; David Haun, Budget Officer, Office of Management and Budget; Anita Bevacqua, Director, White House Personnel; and John Fawcett, Director of Presidential Libraries, National Archives. Their expertise and experience made the task of planning and executing the Reagan Transition as smooth and pleasant a process as possible.

RECOMMENDATIONS

Establish a Presidential Transition Office as early as possible, under the direction of the Chief of Staff of the former President. Hire a staff and have them identify the persons in each office in the White House and other Government offices, who will be involved in the transition. Arrange meetings for this group so they will know one another.

Plan for one staff member to be in place at the site of the future transition office three or four months before the office opens.

C

**THE WHITE HOUSE
WASHINGTON**

May 1, 1989

ANITA BEVACQUA
Director
White House Personnel

The role of White House Personnel during the outgoing transition of President Ronald Reagan was to act as liaison to the General Services Administration for the purpose of transferring the personnel records of the outgoing staff from their current government payroll to the payroll of the former president. Our planning began in late August 1988 and our goal was to complete the records transfer by January 16, 1989. It required only one staff member's involvement.

During the onset of transition planning in July 1988, and at the request and direction of Ann Marie Lynch and Fred Ryan, White House Personnel also coordinated post-government ethics and related personnel questions for the White House Counsel's Office to render an opinion. A major obstacle with the Counsel's Office was the time it took to receive an opinion. By October 1988, White House Personnel no longer participated in this effort and concentrated exclusively on the personnel information requirements.

Initially we attempted to locate any information on past outgoing transitions and the steps that were taken to handle the personnel items. I contacted our GSA liaison who provided me with a transition contact, general transition history and applicable laws. Our first problem was the realization that there was no single source for information. Information was available, but it was scattered amongst various individuals and agencies with the result being no compilation of pertinent data or instructions. One of the problems we also encountered at this point was the discovery that the staff of a former president was no longer eligible for retirement, health and life benefits. Historically, individuals subject to the Presidential Transition Act were considered government employees and therefore eligible for retirement coverage as well as coverage under the Federal Employees Health Benefits Plan (FEHBP) and Federal Employees Group Life Insurance (FGLI). On January 8, 1988, technical corrections were made to the Act (enacted by Section 108 of Public Law 100-238) that eliminated this eligibility for the former president's transition staff.

Through the coordination of appropriate levels in GSA, OMB, OPM and the Office of Administration General Counsel's Office, this law was amended on October 19, 1988. This resulted in the restoration of health, life and retirement benefits for all personnel appointed to the transition staff of a former president who immediately prior to such appointment were employees of the federal government.

By early November 1988, we began supplying benefit information and guidance to the employees who were going on to the former president's staff. We compiled a list of all staff members outlining their specific benefits program and met with them individually

to explain the process of transferring their benefits and records. In early December we met with the Personnel Director of GSA and agreed to provide GSA with all personnel related documents that required the employees' signatures (e.g. tax withholding forms) as well as the approved personnel action (SF-52) signed by Fred Ryan who was the individual authorized to disburse funds from the former president's official account. Some of the former president's staff members were employed by federal agencies other than the White House, therefore we also coordinated with those personnel offices so that they would properly transfer their employee's records to GSA.

The majority of the staff members were appointed to the GSA payroll effective January 21, 1989. By January 16, 1989, all relevant personnel documents were turned over to GSA. After that period, our responsibility was to coordinate the transmittal of all final paychecks, lump sum annual leave payments, and the forwarding of W-2 statements. All of the above was sent to the former president's office on February 4, 1989, for distribution.

Part of our responsibility was also to act as a source of information for the staff member who would be handling the personnel files in the former president's office.

It is important to note that the White House Personnel Office is responsible for the maintenance of a President's tax forms as well as his W-2 statements. Therefore, we worked closely with President Reagan's attorney to forward his W-2 statement as well to verify that his payments as a former president were transmitted properly from GSA and the Department of the Treasury to his personal bank account.

RECOMMENDATION

By coordinating all necessary personnel information and therefore presenting a complete package to GSA we were able to control and verify the transmitted data. I strongly recommend that this method be used in the future. This task was certainly made easier by the fact that the majority of the former president's staff were White House Staff members and their information was readily accessible.

More important than monitoring the transfer, we were available to provide direct support to the staff. This service was greatly appreciated by the staff members and is an important reason to involve the White House Personnel Office. Also, my understanding from GSA is that past transitions have never had assistance in coordinating the necessary personnel information. They were grateful for our efforts and agreed that it was in the best interest of all parties to have White House Personnel involved.

Personally, it was a privilege to play a role in the transition of Ronald Reagan. I will always be grateful for the opportunity to be a part of his presidency.

D

**THE WHITE HOUSE
WASHINGTON**

April 3, 1989

JEAN LAMB
Administrative Officer
Office of Administration

Thank you for the opportunity to contribute my thoughts on executing a smooth transition between Administrations.

As the Administrative Office for the White House, with a staff of seven, we were responsible for the closing out of all administrative and financial records of the Reagan Administration. These records included travel, entertainment, payroll, purchase orders, and invoices. We worked closely with the GSA Archival staff to retire the Administrative files.

In addition to the above, my office was responsible for:

- The disposition of the Cabinet chairs to the individual Cabinet members.
- Cataloging, inventorying, and packaging of the Reagan Christmas cards from 1981-1988 to be shipped to California.
- The setting-up, in conjunction with the OA and White House Personnel Offices, of a consolidated check-out process for the departing EOP and White House staff.

In early August, we began to discuss, with the appropriate White House Offices, ways to coordinate a smooth transition. The major problem we encountered was, as the Administrative Office for the White House, we had to focus our attention on planning and executing the transitioning out of the Reagan Administration while concurrently planning and executing the transitioning in of the Bush Administration. As you stated in your letter, there was a lack of guidelines from previous Administrations and the above tasks were made much harder because we had to rely on institutional memory for guidance.

RECOMMENDATION

My recommendation for future outgoing transitions would be to start planning early. Administrative decisions requiring senior staff approval should not be delayed until the last minute. This can be a problem during the period between the election and the inauguration when time is a very critical element. It is also important to document each phase of the transition.

**THE WHITE HOUSE
WASHINGTON**

April 3, 1989

SALLY CAMPBELL
Office of Administration

As the liaison to the RNC and the keeper of the presidential gifts, my job for the transition was two-fold: build-up stock of all "favorite" gifts for later use and pack all remaining trinkets for shipment to the new office.

Although I can't be certain, I recall that I began to order an extra supply of gifts around September. These were mainly the small gifts which are easy to carry and store. The orders began coming in the last of November, and I just stored the boxes until shipment time. They were never unpacked, in order to keep them separate from the gifts we used to finish the Administration.

Because the gifts were an everyday demand, I was unable to take the weeks to pack as others did. About a week before the Inaugural, I eventually took whatever item had a large inventory first, but kept some in reserve. Archives did all the packing and moving of the gifts. With their help, we finally emptied the storage room the day before Inauguration. At that time I was released of all responsibility for the gifts.

RECOMMENDATION

The only major problem I encountered related to the fact that no one wanted to release all the gifts for packing at the same time. It was fortunate for me that the Archives plane was full, thereby giving the packers several days to finish after the President left with no risk of anyone calling for something. I suggest under similar circumstances in the future that a cut-off date be specified and adhered to — the problem we had could have cost a lot of money if the plane had been available on time.

The Archives people were wonderful to work with — we could not have completed our part without their tireless energy in packing our breakables.

E

**THE WHITE HOUSE
WASHINGTON**

June 2, 1989

REX SCOUTEN
Curator

Part of the transition planning includes the moving of the first family's personal possessions from the White House to their new residence. This is the responsibility of the White House Curator and the Chief Usher.

As with all other offices involved in the Reagan Presidential Transition, knowing the exact time the President would leave office, enabled the Curator's Office to begin planning early.

Beginning in December, 1987, the First Family's personal possessions were gradually taken from the residence and replaced with borrowed furniture from within the White House. This allowed time for the personal objects to be repaired, cleaned, reupholstered or slip-covered, packed and shipped to the Reagans new residence in Los Angeles. The actual shipping began in August, 1988. As in past administrations, the items were shipped when space was available on already scheduled military aircraft. The Military Office was very cooperative in notifying the Curator when planes would be available.

Mrs. Reagan, Ted Graber, Rex Scouten and Gary Walters were responsible for all the decisions, arrangements and dates involving the transition of the personal possessions.

The packing, including the building of special crates, and cataloging of all items was handled by the White House Residence Staff under the direction of the Curator and the Chief Usher.

There were no problems encountered in any of the arrangements involving the moving of the first family's possessions from the White House.

RECOMMENDATIONS

MOST IMPORTANT: Keep a very precise inventory on every item belonging to the first family. Note when each item comes in, where it goes and when it leaves. This same procedure should be adopted for any State gifts selected from the White House Gift Unit by the President or First Lady for use in the residence.

I also recommend Congress consider changing the laws governing the limitations set on the value of gifts that can be accepted by the President and Vice-President.

F

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503**

May 1, 1989

DAVID HAUN
Budget Examiner

I was the Office of Management and Budget's (OMB) budget examiner for the General Services Administration (GSA) and the National Archives and Records Administration (NARA). As you know GSA and NARA are the two primary Executive agencies involved in Presidential transitions. GSA has statutory responsibility to provide office space and support for transition and former President's staff and to manage the appropriation for Presidential transition. NARA is responsible for the handling of Presidential records and gifts and the eventual management of the Presidential libraries once completed.

As the budget examiner for these accounts, my responsibilities were to oversee the agencies' management of these programs to ensure proper utilization of funds and consistency with policy and statutory authority. In addition, I was also responsible within OMB for issues relating to transition. The Director and Deputy Director were asked to testify on proposed legislation amending the laws pertaining to transition. I provided staff support including analyzing proposed legislation, drafting testimony, and preparing background briefing materials. I also provided OMB staff support to the White House staff on issues relating to transition planning.

I assumed the responsibilities of budget examiner in February 1985. Preparation for the transition began almost a year and a half prior to January 1989, in September 1987. This is when GSA and NARA submitted their 1989 Budget requests to OMB for review.

OMB involvement in transition continued through the review of the budget, submission of the budget to Congress, and eventually to the transition itself. Throughout this period OMB provided staff support for the budget and legislative process.

I was the only budget examiner overseeing the affected accounts in GSA and Archives. Other OMB staff were involved in the review of legislation and the communication of the Administration's position on legislation.

From our perspective, we encountered relatively few problems in the planning for and the actual transition itself. The more difficult effort was developing Administration positions on the various legislative proposals that were proposed by the House and Senate.

RECOMMENDATION

(1) An outgoing Administration needs to work with GSA and NARA early to plan where they are going to relocate and work out specifics with these agencies. (2) Limit the number of contact points at GSA, NARA, OMB, and the White House in order to ensure accountability and simplify communication. (3) Plan for transition even if the Administration plans to be re-elected. The plans will not be wasted if reelected, in that they will serve as the basis for transition after the second term.

G

**THE NATIONAL ARCHIVES
WASHINGTON**

April 28, 1989

JOHN FAWCETT
Assistant Archivist
for Presidential Libraries

**TRANSFER OF REAGAN PRESIDENTIAL
RECORDS FROM WASHINGTON TO
CALIFORNIA**

Background

Planning for the transfer of Presidential materials is the responsibility of the Office of Presidential Libraries (NL) in coordination with many units in NARA, the White House, the Department of Defense, the General Services Administration, and private contractors.

As organized and executed during the Reagan/Bush transition, the allocation of responsibilities for transfer of Presidential records was as follows:

National Archives and Records Administration

- Overall Coordination and control
- Planning
- Funding
- Collection of Presidential Records
- Archival control during move
- Preparation of temporary space
- Staffing
- Transport of materials
- Security
- Administration of records after January 20.

Units involved:

- Office of Presidential Libraries
- Office of Management and Administration
- Detailees from other offices

White House

- Review of and concurrence in all plans
- Notification of White House Staff of move dates and requirements
- Assuring Compliance with Presidential Records Act
- Assignment of control (oversize attachment) numbers to archival materials
- Boxing and labeling of materials with NARA assistance
- Security on White House grounds

Units involved:

- Appointments and Scheduling
- Counsel to the President
- Office of Administration
- Office of Records Management
- Secret Service Uniformed Division

Department of Defense

- Contracting for all trucking
- Labor Services (At White House, Andrews AFB, Norton AFB, Los Angeles)
- Air transport
- Command and Control of operation while materials in transit
- Security on military bases

Units involved:

- Director of Administration and Management
- Military Support Action Officer (Army)
- Operations Cell: XVIII Airborne (Army)
- Materials Movement Command
- Military Airlift Command
- Aeroport Squadron Andrews AFB
- Aeroport Squadron Norton AFB
- Army, Ft. McNair
- Navy, Long Beach

General Services Administration

- Preparation of storage space, with funding from NARA
- Security during ground transport
- Liaison with local law enforcement agencies

Units involved:

- Public Buildings Service, Central Office and Region 9
- Federal Protective Service, National Capital Region and Region 9
- White House Area Manager

Private Contractors

- Ground transport
- Cargo handling equipment (White House, West Coast)
- Cargo loading, White House
- Unloading, West Coast

Contractor:

- North American Van Lines

Planning and Preparation

Planning for a Reagan Library began with the beginning of the administration. Consultations between NARA and White House officials on the administration of Presidential materials were all based on the common assumption that materials would be placed in a Reagan Library. During the course of the second Reagan administration, NARA provided advice and information to administration officials to aid

in the selection of a library location. Planning for the actual move of materials began in earnest after the President selected the site in Ventura County.

Temporary Storage Facilities

In the Spring of 1988, NARA officials began to work with Region 9, GSA to locate a suitable facility to store the Presidential materials pending construction of a library. A NARA survey of the Reagan materials stored in the White House complex and NARA was used as the basis for storage capacity needs. Two facilities were located: Space in the Chet Holifield Federal Building, Laguna Niguel. This space was modified for storage of museum items intended for the Reagan Library. Space in the Globe A-I building in Los Angeles. This space was modified for storage of the Presidential papers. Modification of both spaces was initiated in early summer, 1988 and was completed in late October. This was an extremely hurried schedule for the extensive modifications necessary, including construction of vaults and addition of all security systems.

Archival Administration of Transfer

Planning for the archival management of the transfer of materials began with the detail in Fall 1987 of a National Archives archivist (Rod Soubers) to the Office of Records Management (ORM). His duties were to learn White House records keeping systems and to assist ORM in surveying the records in the White House complex, principally to determine the volume for shipment and space planning purposes. The first complete records survey was completed in December 1987.

Detailed planning for the transfer of materials began in Spring 1988 with a series of meetings between Office of Presidential Libraries personnel and White House Officials. Subjects of these meetings were allocation of responsibilities (Appointments and Scheduling, Office of Records Management), transfer of automated records (Office of Administration, WHCA), Surveys of materials (Office of Records Management), and archival and legal administration of the records (Counsel's Office). From these discussions decisions emerged on the treatment of automated records (NARA would purchase a computer and OA would transfer tapes at the end of the administration), scheduling of the move (in two segments, November for museum items, January for records), and on archival administration of records (a team of archivists was assembled to begin reviewing selected Reagan materials and to begin preparing the materials for transfer).

Surveys of Presidential records were accomplished throughout 1988 and revealed the magnitude of the transfer operation. It was estimated that by the end of the administration there would be 20,000 to 25,000 cubic feet of textual records to move (at least 6,000 of which would contain security classified material) and approximately 30,000 museum items amounting to 25,000 cubic feet of crated and boxed material.

The materials were to be moved from four locations. The White House complex contained materials scattered in office files in the East and West Wings, the New EOB, the Old EOB (approximately 2000 cubic feet of the materials in the Old EOB were stored in ORM filing equipment and storage rooms).

National Security Council Presidential files were stored in Warrenton, Va. Overflow ORM files and Presidential gifts were stored in the National Archives Building. Printed materials were stored at the Washington National Records Center in Suitland, Md. It

was decided that audiovisual materials would remain in Washington, stored in the National Archives building for ease of administration until a permanent library building was ready.

The two previous administrations (Ford and Carter) had been closed out on relatively short notice because planning depended on the outcome of elections. The additional lead time afforded by the completion of two full terms by President Reagan made it possible to more closely control the archival administration of the materials and to move the Presidential records in better order than in the past. In addition, developments in computer technology gave archivists better tools to manage the records transfer. Accordingly, NARA's Systems Management Division (Stephen Hannestad) developed a system to control each box of material during the transfer and to pre-assign each box to a shelf location at its destination in the temporary facility. During the transfer operation, each box was given a preprinted label as it was loaded on a shipping pallet. The NARA survey of the Reagan materials in December 1987 was used to determine volume estimates and shelf allocation. The labels were divided into segments for each major file category then subdivided into packages of 30. The label included a unique serial number and an eventual shelf location. As the 30 box pallets were completed, a pallet inventory was created which listed the box serial number and a short description and a pallet number was assigned. The pallet number would provide control during shipment. The numbers and descriptions were then entered in a computer to provide the ability to rapidly retrieve information using the numbers or the descriptions. Pallet numbers remained the basic unit of control during the subsequent transshipments from point of origin to trucks, from trucks to air pallets, air pallets to airplanes, unloading from airplanes to trucks, and unloading from trucks at the destination. This system of control worked well.

Transport Planning and DOD Assistance

In past Presidential moves NARA had received assistance from the Department of Defense, which had provided security services and staging areas at military bases. NARA recognized the value of military assistance in moving the Reagan materials in view of the long distance and the amount of material to be moved. NARA determined to ask DOD for help with transport and staging areas, but decided not to ask for military help with security outside of military areas because of the lack of police powers.

In March 1988, the NARA officials met with D. O. Cooke, DOD Director of Administration and Management, to brief him on the nature of the project ahead and to request military assistance in the areas mentioned. Subsequently, Army Major Lee McMichael was assigned as action officer for the project. Major McMichael coordinated arrangements for military assistance, including an analysis of the alternative modes of transport available to move the materials to California. After discarding alternatives such as shipment by sea and shipment by piggyback rail, the two which remained were air transport and truck transport. Each had points to recommend them. Air transport minimized exposure time in transit and made security easier. Truck transport had a minimal possibility of catastrophic loss of the historical record and seemed to promise less possibility of loss of archival control of the materials because there was no transshipment necessary between modes of transportation. Over the next several months, the alternatives were studied until the decision point came in October. At that point, DOD recommended military air transport and NARA concurred. It was further decided that the materials would be moved in two

operations. Movement of the gifts (valuable but not as historically significant as the papers) would take place in November and would provide a trial run for the movement of papers in January 1989. DOD also agreed to contract with a trucking firm for the ground portion of the move on both coasts. NARA would reimburse DOD for the costs.

General Movement Plan

By October 1988 a general plan for the transfer of the materials was in place:

- National Archives employees, assisted as necessary by ORM staff and an Army labor crew would collect materials at points of origin, document the records, and ready them for shipment.

- North American Van Lines (NAVL) would provide ground transport to Andrews AFB and from Norton AFB to destinations.

- GSA Federal Protective Services officers would provide security escort from point of origin to Andrews AFB and from Norton AFB to destination.

- Air Force Military Airlift Command (MAC) personnel would unload the trucks at Andrews AFB, ready the materials for shipment, and provide air transport by Air Force C5B cargo planes to Norton Air Force Base, San Bernardino, CA. El Toro Marine Air Station had been investigated as a possible destination, but was rejected because of lack of equipment and personnel for such a mission. Norton, as a MAC base, could handle such an operation routinely. MAC personnel would unload at Norton and load North American Van Lines trucks.

- NARA personnel would monitor shipments, document all transshipment activities, and provide on-site direction throughout shipment.

- Museum items (November shipment) would go to Laguna Niguel facility, with unloading labor provided by NAVL with the assistance of NARA Laguna Niguel Federal Records Center employees.

- Presidential Records (January shipment) would go to the West Los Angeles facility, with unloading the responsibility of NAVL, and shelving of materials to be done by a crew of Navy seamen from the Battleship New Jersey.

- DOD would provide an Operations Cell to accompany all shipments and act as the liaison between NARA and the Military. See attached After Action Report.

- Air Police provided all on-base security.

- NARA's 32" x 36" pallets hold 30 Federal Records Center boxes. A 48-foot 102-inch wide van will accommodate 42 such pallets placed three abreast and 14 deep, yielding a tight load that will not shift in transit. Six of NARA's pallets fit on a 88" x 108" 463L air pallet and were well under the 96" maximum allowable height.

Execution

November Operation

The transfer of Reagan Presidential materials began on November 4-6, 1988, with the loading of gift and printed materials simultaneously from the National Archives Building and the Washington National Records Center (WNRC) at Suitland, MD.

84 pallets of printed materials were moved from WNRC to Andrews AFB in 2 48-foot vans. Gift materials were moved from the Archives building in 27-foot vans. The smaller trucks were necessary because of the constricted access to the loading area. The loading area can accept 40-foot vans if the landing gears fold; however NAVL did not have such vans and was only able to lease the smaller vans. It required two days and 16 trucks to move the 127 pallets and 400 crates to Andrews AFB. Estimates of the total number of crates to be moved proved to be low.

The trucks departed from the National Archives building as they were loaded and were escorted to Andrews AFB by Federal Protective service, four officers in two cars, one leading, one following. When the materials arrived at Hanger Two, they were unloaded by MAC and NARA personnel and placed on air pallets. Each air pallet was inventoried by NARA personnel before it was covered and secured with straps by Air Force personnel. Building of most of the air pallets was time consuming because of the many odd sized crates and packages. Materials which were packed on standard NARA 32" x 36" shipping pallets were loaded easily and quickly, 6 NARA pallets to a 88" x 108" air pallet. As the air pallets were completed they were weighed and set aside for loading onto the aircraft. MAC produced a manifest for each planeload as it was completed. Each C5B held a maximum of 35 air pallets of cargo.

The November mission consisted of two C5B flights which departed Andrews on November 6 and November 7 for Norton AFB. The flights left at approximately 1000 EST and arrived at 1200 PST. Air Force crews were standing by the download immediately as the aircraft landed. NAVL trucks were waiting for immediate loading at the Norton freight terminal. Each flight filled six 48-foot trucks. The trucks were loaded in approximately three hours, secured, and moved to a staging area, where they were placed under armed Air Force security until 0900 the next morning when the convoy departed for Laguna Niguel. The first convoy moved on November 7, the second on November 8. Each convoy was escorted by 2 NARA rental vehicles, one Army rental vehicle, and California Highway Patrol vehicles. Radio communications were maintained between all escort vehicles. Both convoys were uneventful.

Trucks arrived at Laguna Niguel about 1200 and unloading took approximately three hours. Unloading was performed by NARA Federal Record Center employees, NAVL personnel, NARA escort personnel, and the Military operations cell. The contract personnel were to have unloaded but their numbers were not adequate to the task. Crated and boxed gifts and palletized gift and textual materials were placed on a grid marked on the floor of the general storage area and the vault. A location register was created by grid location and box, crate and pallet number after all materials were in place.

The transfer of all materials intended for Laguna Niguel was complete by close of business November 8.

Although the November movement went relatively smoothly, several lessons were learned:

- A larger labor force was needed at Andrews AFB to unload trucks and load air pallets because the odd sized crates had to be loaded by hand and not by forklift.
- A larger labor force was needed to unload and store materials at the destination.

- Telephone communications for NARA personnel were necessary at both Norton and Andrews. NARA telephone lines were installed at both bases for the January move.

- Better estimates of volume of materials to be shipped were necessary to properly plan storage space. Gift boxes and crates had to be double stacked because of underestimates of volume.

- Uniform crates for gifts would have simplified the building of air pallets at Andrews.

- Redesign of gift crates required. The nailed plywood crates often came apart during handling, necessitating time consuming re-nailing or strapping.

- Whenever possible materials should be placed on wooden shipping pallets for ease of handling.

January Move

Accurate estimates of the volume presidential records to be moved were critical to the success of the January transfer. Original estimates of 24,000 cubic feet were high, however it proved easier to drop to 3 flights from the 4 that were originally planned than to add flights to an already tight schedule. Surveying of records on the White House complex continued through the third week in January to assure that preparations were adequate.

The January operation consisted of the transfer of approximately 18,000 cubic feet of records, approximately half from the National Archives Building and Warrenton and half from the White House Complex.

Marshalling the materials for shipment began on December 10 with the palletizing and loading of 2000 cubic feet of classified materials which had been accumulated in secure storage in Warrenton, VA. NARA had encouraged the NSC Secretariat to allow the shipment of these materials as early as possible. It was necessary to palletize and document the material on a weekend because of the facility's normal weekday workload. A National Archives labor crew and team of 5 archivists worked with a 20-member team of facility employees which pulled the records from the storage area. All involved required at least Top Secret clearance. The archivists applied pre-printed box labels and inventoried the pallets, the NARA labor crew shrink-wrapped the pallets and loaded two 48 foot vans. The work was accomplished in one 8 hour day. The vans were placed under security within the compound and were moved the next day with FPS and State Police escort to secure storage at NARA's Pickett Street facility, where they were held pending shipment with the first January planeload.

Readying for shipment the materials held in the National Archives Building was time-consuming and cumbersome because they were stored randomly in several storage areas. Materials had come in as overflow from the White House Office of Records Management (ORM) over the course of several years. They were controlled by Oversize Attachment (OA) number in a computerized location register. The materials had been shelved randomly as they arrived. To arrange materials for ease of shelving at the destination, materials from widely separated shelf positions, and from separate stack areas, were integrated on the shipping pallets in OA number order. The integration of materials, palletizing, wrapping, and inventorying of the 6000 cubic feet of NARA-held records occupied 10 to 15 staff members for the two weeks prior to

shipment during the first week of January. The schedule was very tight and the work was completed at the last moment. The decision to ship the boxes in OA number order caused substantial delays.

Collecting and packing of records for shipment from the White House complex began formally on December 1 with the issuance by the Counsel the President of a memorandum to the White House Staff. The memorandum gave a deadline of January 10 for materials to be turned over to ORM for shipment. This deadline was not widely observed and it took much reminding and cajoling by NARA staff stationed in the EOB to persuade staff offices to relinquish records before the last minute. This has been the common experience at the end of all administrations. Because many staff offices were reluctant to give up records until the last minute or were unwilling to divert staff time to box the records NARA did much of the boxing of the records in the White House complex.

As materials were packed and palletized in the OEOB, they were inventoried, pre-printed box labels were applied and the pallets were staged for shipment in EOB Room 400 and in the hallways. Staging areas were inadequate, however materials were not allowed to remain long in the hallways before they were loaded and moved to Andrews. Collection and documenting of materials was carried out by 10-15 NARA staff members detailed to the project and the ORM staff. The labor of moving materials and wrapping pallets was carried out by a team of 10 Army enlisted men from local Army bases. Loading the trucks was the responsibility of NAVL, who provided a driver, a forklift operator, and a helper during all loading operations.

Beginning several days prior to each flight from Andrews, materials for that flight were moved to Hangar 2 as each truck was loaded. 28-foot trailers were used from the Archives building. 48-foot trailers were used from the Pickett Street facility and from the White House. Escort for classified materials from Pickett Street was provided by Virginia State Police, Prince Georges County Police, and the FPS. Escort from the Archives and the White House was provided, for the most part, by FPS, supplemented by units from the U. S. Park Police when FPS was unable to provide escort because of workload associated with the inauguration.

Three flights of materials departed in January and one in March on the following dates:

January 5. 66 pallets of classified materials from Pickett Street. 138 pallets of Oversize attachments from NARA storage.

January 9. 184 pallets, half Oversize Attachments from NARA storage and half White House Central Files, Subject File.

January 12. Flight was first postponed, then cancelled because not enough material was packed to fill a plane and new estimates showed that material remaining in the White House could be carried on one aircraft.

January 20. Remaining materials from the White House. 196 pallets, half from White House Central Files, half from White House Staff Offices.

March 16. 60 pallets of miscellaneous and late-arriving materials were shipped by C-141.

The January flights were accompanied by 3 NARA escorts and 1 or 2 members of the Operations Cell. The third member of the operations cell had gone ahead to Norton

AFB to make all arrangements for the off-loading operations, base security, and accommodations on base for the night of arrival.

All flights were scheduled to leave Andrews at 0900. Two flights were delayed, one by mechanical problems necessitating a landing at Dover AFB, and one because the order prohibiting space available passengers had not been received by Andrews AFB, necessitating the disembarking of unauthorized passengers. The flights landed at Norton at 1400 PST. Aircraft were immediately downloaded into waiting NAVL trailers which were secured and moved to a staging area to await departure. Loading was generally finished by 1700 PST. NARA and Operations Cell couriers then retired to BOQ accommodations for rest before the 0200 departure of the convoy for the West Los Angeles (WLA) facility. By 0130 all parties were assembled for the start of the 6 truck convoy. The Security escort consisted of 2 NARA cars, 8 FPS cars, 2 CHP cars, an Army car, and an NAVL escort car. Rental cars were given "Kojak" lights to identify them as members of the convoy. Each of the convoys was uneventful. The smaller transfer in March consisted of only two trucks and did not require a police escort but included one NARA and one Operations Cell escort.

The convoys arrived at the WLA facility at approximately 0400 and NAVL employees began unloading immediately under the direction of NARA personnel. At 0500 a crew of 20 Navy seamen from the Battleship New Jersey (Long Beach) arrived and began to shelve materials in locations designated by box labels. Shelving was generally finished by 0900.

Note on Archival Control of Records

Records were controlled throughout the shipment process by means of inventories of containers during all stages of transport. As materials were boxed in the White House staff offices or in the White House Office of Records Management, contents were noted on the boxes. The boxes were identified either by contents as they were already documented in the ORM automated system or they were given Oversize Attachment (OA) numbers which related to descriptions which were then entered into the ORM automated system. The materials stored in Warrenton were already identified in the NSC record keeping system. The materials stored in the National Archives building had already been assigned OA numbers, and the descriptions entered in the ORM system, at the time they were transferred to NARA. Thus, basic level of description and archival control was the box level. Records entered in ORM's OA system were described only by OA number. Records collected from staff offices were given a short description by archivists collecting the materials. It was important that describing archivists use standard descriptive terms for the resulting data base to be useful.

At the time the boxes were transferred to pallets for shipment, each box was labeled with a preprinted adhesive label. Each label included a unique serial number, which would henceforth identify the box, and a pre-assigned shelf location at the destination. As pallets were completed, archivists created pallet inventories which listed each serial number and the associated description of each box on the pallet. The pallet inventories were entered into an automated database which allowed searches of box descriptions, which would yield the serial number and thus, the pallet number during transit or the final location at the destination.

During shipment, the pallet was the unit of control. Pallets containing materials from Warrenton were given a number with an "5" prefix. Materials from the Archives Building

were given an "N" prefix for gift materials, an "A" prefix for OA materials, or an "M" prefix for miscellaneous materials. Materials from the White House Complex were given an "M" prefix for miscellaneous, an "A" for OA materials, a "D" prefix for materials from Central Files filing equipment, and a "V" prefix for security classified materials. Mutually exclusive series of numbers were assigned to each location so as not to duplicate numbers of pallets assigned the same prefix.

As pallets were loaded at points of origin, truck inventories were created. As the shipping pallets were moved from trucks to air pallets at Andrews AFB, air pallet inventories were created. The Military Airlift Command created aircraft manifests which listed air pallets on each flight. Air pallets were unloaded at Norton AFB, broken down in the freight terminal and shipping pallets were loaded on trucks. Truck inventories of shipping pallet numbers were created as each truck was loaded. Thus, at any point during shipment, any single box could be located through relationships within the hierarchy of containers. Also, truck unloading sequence at the destination could be preplanned. As each flight of materials departed Andrews AFB, the automated file on its contents was transmitted to a computer on the West Coast to allow preplanning for reception of materials.

Note on Security

Security planning for the transfer of Presidential records consisted of assuring that secure facilities were readied to accept the materials and that proper security measures were taken while the materials were in transit.

Modification of storage areas was designed by the National Archives Systems Management Division Director and was carried out by private contractors at the West Los Angeles facility and by GSA at the Laguna Niguel facility. Vaults and perimeter security followed specifications set forth in Manual for *Physical Security Standards for Sensitive Compartmented Information Facilities (SCIFs)*, Supp. to Director of Central Intelligence Directive (DCID) 1/21.

Coordination of security measures to be taken in transit was the responsibility of the Office of Presidential Libraries, with responsibility for specific areas under the direction of the following parties:

Military base security: DOD coordinator and Operations Cell.

NARA security & liaison with law enforcement agencies: NARA Security and Safety Officer.

White House complex security: NARA and Office of Records Management in coordination with the Secret Service Uniformed Division.

Presidential materials in transit were accompanied by armed guards and escorted by Government personnel with security clearances appropriate for the materials being transported. General security procedures may be illustrated by the following description of the movement of materials from the White House complex to the West Los Angeles Facility.

Within the White House complex all security is the province of the Secret Service. All NARA, military, and contract personnel involved in the move were previously cleared into the complex. The Secret Service Uniformed Division provided officers to patrol materials on pallets staged in the hallways of the Old Executive Office Building. Uniformed Division guards also provided security during the loading of trucks in West

Executive Avenue. After the trucks were loaded, they were sealed and padlocked and departed through the Northwest Gate onto Pennsylvania Avenue. At the gate, the Federal Protective Service assumed escort duty. The FPS provided two patrol cars and four officers to escort each truck to Andrews AFB. NARA personnel alerted Andrews base security, which met the trucks at the Andrews main gate and escorted the trucks and FPS to Hangar 2. At Hangar 2, FPS relinquished responsibility for the materials to the Air Force, which provided 24-hour armed guards while materials were on Base.

The Hangar 2 work areas, where materials were unloaded from trucks and placed on air pallets, were cordoned off and only personnel authorized by NARA as involved in the operation were allowed within the restricted area. NARA issued special identification badges to each individual involved. The badges were to be worn at all times in the work area. This rule was enforced by Air Police guards.

The same restrictions were in force at Norton AFB, where NARA also issued identification badges. Air Force security also patrolled the freight terminal work area and provided 24 hour guards for the truck staging area, where loaded, secured trucks were parked awaiting formation and departure of the convoy to the West Los Angeles facility. The Federal Protective Service provided the security escort from Norton AFB to destination jointly with the California Highway Patrol. The six-truck convoy departed Norton AFB at 0200 escorted by 8 FPS cars, 2 CHP cars, CHP motorcycles, 2 NARA cars and one Army car. The Air Force relinquished responsibility at the gate. At the destination FPS officers remained to provide security until all materials were unloaded and the facility was secured.

A NOTE ON ORGANIZATION

Planning, supervision, and funding of the transfer of the Reagan records was the responsibility of NARA's Office of Presidential Libraries (NL). However, although NL coordinated the major outlines of the transfer centrally, it was important that individuals with independent decisionmaking authority were placed in charge at each location and in each activity and that these individuals could work well with non-NARA organizations involved. Prior to the start of the operation, many planning meetings were held among the principals to work out details and allocate responsibilities:

The following individuals were given the major responsibilities:

Overall planning and coordination: David Van Tassel, NARA Office of Presidential Libraries.

Space and automation planning and implementation: Stephen Hannestad, NARA Office of Management and Administration.

Security, Labor, and Supplies: Lawrence Oberg, NARA, Administrative Services Division.

NARA White House Operations: James Hastings, NARA, Office of Presidential Libraries.

White House Records Operations: Terry Good, Lee Johnson, White House Office of Records Management.

Overall DOD mission coordinator: Maj. Lee N. McMichael, U.S. Army.

Army Operations Cell Commander: Maj. Steven Remley, U.S Army.

Transport planning and contracting: John Alexander, Military Traffic Movement Command, DOD.

Records movement, National Archives Bldg.: Douglas Thurman, NARA, Office of Presidential Libraries.

Records reception, West Coast: Richard Soubers, Clarence Henley, NARA, Office of Presidential Libraries.

Resident West Coast liaison: Sharon Roadway, NARA, Office of Federal Records Centers.

Prior to the above individuals taking up their operational responsibilities, the major decisions on the timing of the transfer and the method of transport were made in consultations between the following individuals.

Don Wilson, Archivist of the United States.

D.O. Cooke, Director of Administration and Management, Department of Defense.

Claudine Weiher, Deputy Archivist of the United States.

Fred Ryan, White House Office of Presidential Appointments and Scheduling and Director Designate, Former President's Office.

John Fawcett, Assistant Archivist for Presidential Libraries.

A full list of contacts is appended.

David S. Van Tassel
Supervisory Archivist,
Office of Presidential Libraries

Defense Department

Maj. Lee McMichael, Overall DOD Coordinator, DAMO-ODS (202) 697-1096, AV 227-, FAX 3147, Home: (703) 481-6375

John Alexander, MTMC, Contracting Officer
Greg Sweetland
(202) 756-1103

Sergeant Cole, Ft. McNair (WH Labor Crew)
475-0963

Andrews AFB

Military Airlift Command
Capt. Collins or Sgt. Wayne Sears
981-7400

Security:
Master Sgt. Thompson
981-6886, Nights and Weekends: 981-3222

Operations Cell Accompanying Shipment

Major Steven L. Remley
Captain Walker
5-4 18 Aviation Brigade
Fort Bragg, NC 28307
Office: (919) 396-7041/9533/9839 Home: (919) 488-0568

Norton AFB

Maj. Art Rosado
(714) 382-4678

Capt. Lieou
(714) 382-5118,9

Billeting Office Norton AFB
(714) 382-5531
To reach NARA rooms: (714) 884-8688

Navy - Pentagon
Lt. Cmdr. Bertagnoli
AV 227-1022, (202) 697-1022

Navy - Long Beach
Lt. Cmdr. Jean Libutti
(213) 831-1880

Federal Protective Service

Dick Hankinson, Washington Area
566-0887

Mike Anderson, Los Angeles Area
District Supervisor
977 N. Broadway
Los Angeles, CA 90012

FTS 798-3251 Commercial: (213) 894-3251

GSA Public Buildings Service - LA
Mike Larson, Kelly Witcraft, FTS 798-3794

North American Van Lines

Overall Coordination: (In Washington)
Government Sales Manager

Richard A. Borges
7700 Old Branch Road, Suite B205
Clinton, MD 20735
856-1300

Washington Area
Jim Sammartino
922-7300

Dale F. Steirer
Fleet and Safety Mgr.
B. Von Paris & Sons, Inc. (NAVL)
Hyattsville, MD. 20781
(301)864-6790, Watts 800/638-0824

Los Angeles Area
Jim Shaffer
(213) 946-3565, 699-0464
Home: (714) 592-5616
Beeper: (213) 715 7975 (key number for return call, enter #)

GSA Motor Pool

Richard Lee
Bell, California
FTS 798-5245

GSA Field Office (Contact for building support services)

Patrick Clear
Manager
West Los Angeles Field Office
11000 Wilshire Blvd.
Suite 11200
LA 90024
FTS 793-7581

**REAGAN PRESIDENTIAL MATERIALS MOVEMENT
CONTACT LIST**

National Archives and Records Administration

David S. Van Tassel, Office of Presidential Libraries
(202) 523-3073, Home: (703) 250-5471

NL FAX: 523-6914

Lawrence A. Oberg, Administrative Services Division
(202) 523-3225, Home: (301) 855-8243

Ken Slarb, Security, 523-3225

Douglas Thurman, Office of Presidential Libraries
(202) 523-3051, Home: (703) 548-7058

Stephen E. Hannestad, Systems Mgmt. Division
(202) 523-3214

Dottie Carpenter, Labor Services
(202) 523-3194

At White House:

Clarence (Biff) Henley, Office of Presidential Libraries
(202) 456-2440

Richard R. Soubers, Office of Presidential Libraries
(202) 456-2483

James J. Hastings, Office of Presidential Libraries
(202) 456-2496

NARA line at Andrews AFB (301) 420-3231

Laguna Niguel:

Sharon Roadway FTS 796-4220, (714) 643-4220

Guard Office, Reagan Space: FTS 796-4697, (714) 643-4697

West Los Angeles Facility: FTS 983-2125, (213) 215-2125, 2158 (Guard)

White House Office of Records Management

Terry Good, 456-2240

Lee Johnson, 456-2240

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**DEPARTMENT OF THE TREASURY
UNITED STATES SECRET SERVICE**

May 17, 1989

WILLIAM PARR
Assistant Special Agent in Charge

I am very pleased to provide your team with my observations and problems associated with the out-going transition of Ronald Reagan. However, due to the uniqueness of each former president's selection of a residence, (i.e. type, grounds, locale, etc.); the sensitivity of the subject matter; and the eventual classification of any project of this nature from the Secret Service's standpoint, I'll refrain from commenting on the technical aspects.

To begin with, my specific role in this particular transition began in August, 1987, while I was still assigned in Washington, D.C. My initial responsibility was to coordinate the surveys of our Technical Security Division, Administrative Division, and GSA interaction and further to organize these different entities into a single project. I was the center or focal point for all questions and answers so as to prevent duplication of effort. This initial phase of the project was best handled from Washington, D.C.

Once all the data was collected from the different entities within the Secret Service, it was collated and coordinated with GSA and eventually put out for bids to companies in the private sector. This was an extremely time consuming process because of the classified nature of the project, i.e. waiting for bids to be returned from companies that specialized in this type of work.

Because of the length of time involved in conducting site surveys, drawing of plans, putting the project out for bid, letting of the contract, and the actual construction, it is of paramount concern to the Secret Service that the selection of a particular residence and office space be made at the earliest possible moment so that the facilities will be ready for occupancy on time.

At the time the project went out for bids by GSA, I was transferred to the Los Angeles area and was physically in place by June, 1988, in order to oversee the construction phase.

A unique problem encountered on this project was the presence of two separate contractors on site at the same time. One contractor was hired by the owners to recondition the residence and the other was hired by the U.S. Government to install the Command Post and security systems. I was informed by numerous members of the construction industry that this is usually avoided if at all possible. In this case, it was unavoidable because of the due date for completion and the amount of work to be done.

Most of my problems centered around the installation of the security systems without ruining the esthetics and insuring a timely completion of the project. All of these problems are not out of the ordinary in the construction industry because of certain

on-site problems that are both unforeseeable and unavoidable. The important point is to have a representative on site that can answer questions and solve problems when they arise.

RECOMMENDATION

The strongest recommendation I can make concerning a future on-going transition is a timely decision on selection and written designation of a primary residence and office space. Only after these locations have been officially designated and permission given to the Secret Service for construction can the actual work begin.

A suggestion that goes hand-in-hand with the preceding is the naming of a transition spokesman as soon as possible to work closely with the Secret Service. Both the Secret Service and the transition team have a single goal and that is to ensure that a residence and office space are available for the outgoing President when it is needed. It would be to everyone's advantage if this representative could be located "on-site" which would enable a close coordination of efforts and speed up the solving of any questions and problems.

I wish I could have gone into more detail in the preceding, but most of the problems I encountered in this project were contractor related. At the risk of sounding redundant, I feel the most important factor involved in a transition is the communicating of ideas and possibilities at the earliest possible moment.



PRESIDENTIAL TRANSITION
MANUAL

OUTGOING
ADMINISTRATIONS

GENERAL SERVICES ADMINISTRATION

OFFICE OF THE COMPTROLLER

**General Services Administration, Region 9
525 Market Street
San Francisco, CA 94105**

March 14, 1989

ROSS A. BIATEK
Deputy Regional Administrator

I wish to offer the following comments, on Region 9's efforts regarding the outgoing transition of President Reagan.

1. My specific role in the transition is to coordinate all services provided by GSA to establish the former President's office. These services include space, telecommunications, furniture, equipment, and supplies. Other administrative functions under my jurisdiction, which will be provided to the former President's staff after the transition period, are personnel, budget, and financial services.

Because of my past experience with the offices of Presidents Nixon and Ford, I approve or reject unique or unusual services that may be requested.

My role also includes overseeing that the related space requirements for the Secret Service are provided timely.

In addition, I serve as the liaison with our Washington office officials, who determine matters of policy.

2. Normally GSA cannot prepare for establishing an office prior to the Presidential election in November. Because President Reagan served two full terms, GSA knew, of course, that an office would someday be provided for him. Nevertheless, until an office location was specifically designated, the Regional Office could do very little actual work. Preliminary contacts were made with the White House staff in January 1988 to discuss transition matters. Official designation of the office space was made by President Reagan on August 12, 1988, and development of a lease began about that time. Procurement of furniture and equipment began in October 1988, when the transition funds were appropriated by Congress.

3. Seven regional people with varying degrees of responsibility were involved in setting up President Reagan's office.

4. Since the President could not be re-elected, this was one of the easier offices to set up because there was more time to plan. Usually there is a crash project after the November election. Also, by designating one person early on, i.e. Fred Ryan, as the White House contact, the Region was able to respond more effectively.

RECOMMENDATION

The major recommendation that has been made by both GSA and the General Accounting Office in the past is that, for the outgoing President, the Former Presidents Act and the Transition Act provisions be combined into one law. This would eliminate changing the rules of the game after July 20 (six months after the President leaves office).

General Services Administration

Washington, DC 20405

May 19, 1989

RAYMOND A. FONTAINE
Comptroller

I am happy to provide you with this report concerning our role in establishing and supporting the transition of former President Reagan. Since you also requested that Ross Biatek provide the same information from his prospective in Region 9 and since his response thoroughly covered Region 9's responsibilities regarding the outgoing transition of President Reagan we will limit our comments to matters applicable to the Central Office of GSA.

In response to your observations concerning the lack of guidelines, briefing books or reports left by previous Administrations which could be used to facilitate the transition activities of an outgoing Administration, we have compiled an administrative manual which we believe will be of assistance to future outgoing transitions.

My specific role in the outgoing transition is to (1) submit a budget request to the Congress which provides funding for transition activities and necessary funding under the Former-Presidents Act of August 25, 1958, as amended (3 U.S.C. 102 note); and (2) to authorize the obligation and expenditure of funds to carry out the provisions of Section 4 of the Presidential Transition Act of 1963, as amended (3 U.S.C. 102 note), at the request of the persons designated to represent the former President and the former Vice President in these matters, in order to provide necessary services and facilities for use in connection with winding up the affairs of the respective offices of the outgoing Administration. The carrying out of this function requires the signing on behalf of GSA the Memorandum of Understanding between the General Services Administration and the Office of The Former President and serving as a liaison with duly designated officials of the former President and the former Vice President in carrying out these functions.

Preliminary contacts were made with the White House staff in January, 1988 to discuss transition matters. The appropriate budget submissions were prepared in July, 1987 and submitted to the Office of Management and Budget September 1, 1987, and to Congress in January, 1988.

In the Central Office I was the primary person involved; while routine administrative and technical support was provided by existing staff as a part of their ongoing activities.

No major problems were encountered during the planning or execution of the Reagan Transition.

RECOMMENDATION

I agree with the recommendation made by Ross Biatek which is supported by both GSA and the General Accounting Office that, for the outgoing President, the Former

Presidents Act and the Transition Act provisions should be combined into one law. This would facilitate the orderly budgeting, funding and provision of support services to the outgoing administration as a function of our ongoing operations without the necessity of establishing special financial and administrative relationships which are limited to a seven month time frame.

Introduction

1. The purpose of this manual is to provide a source for initial guidance to members of a former President's transition staff and those Central Office and regional GSA employees who are responsible for providing administrative support to the Office of the Former President and the Office of the Former Vice President during the transition period.

2. The Presidential Transition Act of 1963, P.L. 88-277, (3 U.S.C. 102 note), as amended, authorized the appropriation of up to \$1,500,000 to the Administrator of General Services for:

(a) Suitable office space, appropriately equipped with furniture, furnishings, office machines and equipment, and office supplies;

(b) Compensation for members of office staffs;

(c) Expenses for procurement of services from experts and consultants;

(d) Allowances for travel and subsistence, including rental of Government or hired motor vehicles;

(e) Communications services; and

(f) Payment of expenses for necessary printing and binding, and for postage (reimbursement to the Postal Service for the cost of penalty mail used by the former President and the cost of franked mail used by the former Vice President).

3. Each former President and former Vice President may designate to the Administrator of General Services an assistant authorized to make on his behalf such designation or findings of necessity as may be required in connection with the services and facilities to be provided under the Transition Act. Since the Act only authorizes the Administrator to provide services and facilities upon request, GSA has no authority to initiate support activities unless they have been requested by the former President or former Vice President or their duly designated representatives. It follows therefore that the designation of the authorized assistant referred to above is the first step in the provision of support services by GSA. It is recommended that the appropriate designations be made as soon as practical to ensure that GSA has the opportunity to provide the required services in an orderly and cost effective manner.

4. Funds are available for expenses of the outgoing President and Vice President from 30 days before, until 6 months after their terms of office expire. The appropriation enacted is available for new obligation only during this period. The Transition Act did not make a division of amounts between the outgoing President and outgoing Vice President; however, House Report 94-1442, August 27, 1976, accompanying P. L. 94-499, October 14, 1976, which amended the Presidential Transition Act of 1963, P. L. 88-277 (3 U.S.C. 102 note) clearly shows congressional intent that the Administrator of General Services use his best judgement in determining the allocation between the former President and the former Vice President. Further, if an incumbent President is reelected, there is no transition of power, and the appropriation is returned unspent to the Treasury. If an incumbent Vice President is elected President any amount appropriated in excess of \$1,250,000 shall be returned to the general fund of the Treasury.

5. The Transition Act further provides that the amount authorized to be appropriated shall be increased by an inflation adjusted amount, based on increases in the cost of transition services and expenses which have occurred in the years following the most recent Presidential transition, and that this amount shall be included in the proposed appropriation transmitted to the Congress by the President.

6. The Former Presidents Act of 1958, P.L. 85-745, (3 U.S.C. 102 note), as amended authorizes the Administrator of General Services to pay, or provide for the payment of, the following entitlements:

(a) A pension for each former President, paid monthly, by Treasury, at an annual rate equal to the highest annual rate of pay for the head of an executive department (Executive Level 1). The allowance is not paid for any period during which the former President holds an elective or appointive office in the Federal Government or the government of the District of Columbia.

(b) An annual allowance of \$20,000 for each surviving spouse of a deceased former President, starting the day after the former President dies, and ending the last day of the month before the spouse either dies (allowances are paid at the end of the month, and would not be paid for the month in which the spouse died), or remarries before having reached 60 years of age. The allowance is not paid for any period that the spouse holds any elective or appointive office in the Federal Government or the government of the District of Columbia.

(c) Suitable office space for each former President, appropriately furnished and equipped, at a place within the United States specified by the former President.

(d) An office staff, to be selected by and responsible only to the former President. The total cost of salaries may not exceed \$96,000 per year, except for the first 30-month period after expiration of office, when the annual limit is \$150,000. Under the Former Presidents Act the annual salary for an individual staff member may not exceed the highest annual rate of basic pay provided by law for Executive Level II; however, the Transition Act provides that during the transition period the annual rate of pay may not exceed that authorized for a GS-18.

7. A former President or surviving spouse may send nonpolitical mail within the United States, its territories, and possessions as franked mail. Reimbursement to the U.S. Postal Service for the cost of franked mail is authorized by 39 U.S.C. 3214. Title 39 U.S.C. 3214 authorizes a former President to send all his mail within the United States and its territories and possessions as franked mail. Since this provision of law is not a part of the Former Presidents Act, it becomes effective immediately upon expiration of the term of office. For the first six months after the expiration of the term of office, therefore, a former President may use penalty mail under the authority of the Transition Act, and franked mail under the authority of Title 39. Funds available under the Transition Act may be used to reimburse the Postal Service for both types of mailings provided they are used for the purpose of winding up the affairs of office. Beginning six months after the expiration of the term of office, funds available under the Former Presidents Act may be used to reimburse the Postal Service for franked mail.

8. Travel and related expenses of former Presidents and no more than two members of their staffs is permanently authorized in the Supplemental Appropriation Act, 1969, P.L. 90-608.

9. Since the Allowances and Office Staff for Former Presidents appropriation finances many of the same type of expenses as the Expenses, Presidential Transition appropriation, the Presidential Transition Act provides that, except for pensions, entitlements under the Former Presidents Act do not become effective until 6 months after the Presidential term expires.

CHAPTER 1
EMPLOYMENT

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CHAPTER 1. EMPLOYMENT

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CHAPTER 1. EMPLOYMENT

1. Scope. The Administrator of General Services Administration is authorized by the Presidential Transition Act of 1963, as amended, to provide payment of compensation to members of the office staffs designated by the Former President. Members of office staffs receiving compensation under this Act, other than those detailed from Agencies, are not held or considered to be employees of the Federal Government.

2. Salary. The staff may be paid at any rate determined by the Former President, not to exceed the rate provided for by the Classification Act of 1949, as amended, for GS-18.

3. Appointment Documents. To appoint an individual to the office staff two copies of a Request for Personnel Action (Standard Form 52, figure 1-A) and the appropriate tax form (figures 1-B-1 and 1-B-2) need to be submitted. The Form 52 must be approved by an individual authorized to represent the former President in the approval of personnel actions. In cases where the approving official is someone other than the assistant authorized to represent the former President or former Vice President the authorized representative shall notify GSA of such designation by submission of GSA Form 19 Designation of Authorized Representative to approve employment appointments (see figure 1-C). To expedite the appointment process the Request for Personnel Action will be precoded to the maximum extent possible. Only the following data must be completed:

(REQUEST FOR PERSONNEL ACTION, STANDARD FORM 52)

PART A

1. Actions Requested (Appointment - [Full Time, Part Time, Experts and Consultants], Change of Pay, Termination)
6. Action Authorized, approved by the designee in paragraph 3 above (Signature and Date)

PART B

1. Name (Last, First, Middle)
2. SSN (Social Security Number)
3. Date of Birth
4. Effective Date
10. Grade or Level
11. Step or Rate
12. Salary

o Processing Appointment Documents. The original Request for Personnel Action is forwarded to the GSA Office of Personnel, Washington, D.C. The duplicate copy is to be maintained by the approval designee.

o Certification of Employment. A Notification of Personnel Action (Standard Form 50) will be issued to the employee, to formally certify their employment.

4. Benefits. Individuals appointed to a position on the Transition Office staff of a former President or a former Vice President under section 4 of the Presidential Act of 1963, as amended, including those appointed from current Federal positions, are not considered Federal employees and do not earn annual or sick leave. An individual so appointed who immediately before the date of such appointment was a Federal employee is covered under a, b, c, d and e below; while, an individual who was not a Federal employee immediately before the date of appointment to the Transition office staff is only covered under a, and b as follows:

a. Federal Insurance Contribution Act (FICA) - The deduction for FICA is 7.51% of gross salary or the new base established for FICA deductions. This is matched by the employer's contribution of 7.51% which is a charge to Transition Act funds.

b. Federal Employees' Compensation Act (Workman Compensation) - Each employee is entitled to the benefits of the Federal Employees' Compensation Act. No deductions are made from the employee's salary for this purpose. No charge will be made to Transition Act funds due to the fact that by the time these charges are received from the Department of Labor Transition Act funds would no longer be available for obligation.

c. Federal retirement which is a charge to Transition Act funds.

d. Life insurance which is a charge to Transition Act funds.

e. Health benefits which is a charge to Transition Act funds.

5. Federal and Local Taxes. Each member of the Office of the Former President and each expert and consultant of the Former President must complete the applicable Federal and local tax forms. (See figures 1-B-1 and 1-B-2.)

a. Form W-4 (Federal tax); all employees

b. Form MW-507 (Maryland tax); if residing in Maryland

c. Form VA-4 (Virginia tax); if residing in Virginia

d. Form D-4 (District of Columbia tax); if residing in the District of Columbia

e. Form D-4-A (Nonresidence in D.C.); residents of other states working in the District of Columbia, if not a resident of the District of Columbia, and not having Maryland or Virginia tax withheld.

f. Form from another state or locality, as appropriate, if the employee is not working in the Washington metropolitan area.

g. A Wage and Tax Statement (W-2) will be prepared by GSA. Since the forms will be mailed, it is important that GSA be notified in writing of any change in address that occurs after the employees are separated.

6. Experts and Consultants. The employment of experts and consultants for the transition is authorized. The rate of pay, based on the level of difficulty and importance of the assignment for which the individual is hired, is determined by the Former President but the rates allowed by law cannot exceed (the maximum daily rate for a GS-18) per day. Experts and consultants may not be employed by use of personal service contracts. This limitation is not applicable to contracts with other than individuals.

7. Detail of Federal Employees. Any employee of any agency or branch of the Federal Government may be detailed but only on a reimbursable basis with the consent of the head of the agency. The detailed employee shall continue to receive compensation at his/her regular employment pay rate and shall retain all rights and privileges of such employment without interruption.

To detail an employee a letter must be submitted to the head of the agency. The request should state that the detail is on a reimbursable basis, the salary, and the period of time for the detail. (See figure 1-D.)

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office - (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39)

1. Action Requested	2. Request Number
Additional Information Call (Name and Telephone Number)	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Executive Director Former President Transition Office DATE

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 296-7. Show all dates in month-day-year order)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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First Action		Second Action	
5-A. Code 199	5-B. Nature of Action Transition Appt. NTE	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority PL 88-277 DTD 3-7-64 as amended	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	15. TO: Position Title and Number Transition Staff Member										
8. Pay Plan AD	9. Oct. Code 0000	10. Grade or Level	11. Step or Rate	12. Salary	13. Pay Basis PA	16. Pay Plan AD	17. Oct. Code 0000	18. Grade or Level	19. Step or Rate	20. Salary/Award \$	21. Pay Basis PA
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization FORMER PRESIDENT (NAME) ADDRESS OF TRANSITION OFFICE					

Employee Data

23. Veterans Preference 1 - None 2 - 5 Point 3 - 10 Point/Disability 4 - 10 Point/Compensable 5 - 10 Point/Other 6 - 10 Point/Compensable/30%	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for AIF YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
27. FEGLI A - Ineligible	28. Annuity Indicator 9	29. Pay Rate Determinant 0	30. Retirement Plan 2 - FICA
31. Service Comp. Date (Leave) N/A	32. Work Schedule F - Full-time P - Part-time I - Intermittent G - FT Seasonal Q - JT Seasonal J - NT Seasonal M - FT On Call R - JT On Call	33. Part-Time Hours Per Week: P1y P2y P3y	

Position Data

34. Position Occupied 2 - Excused Service	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code (Assigned By GSA) 108. U. 0100000. 10114	37. Bargaining Unit Status N/A
38. Duty Station Code Assigned By GSA	39. Duty Station (City—County—State or Overseas Location) Assigned By GSA	40. Agency Data	41. 42. 43. 44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class
		49. Citizenship 1 - USA 3 - Other	50. Vietnam Era Vet V - Yes N - No
		51. Supervisory Status	

PART C - Reviews and Approval (Not to be used by requesting office)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A. CPSE			D.		
B.			E.		
			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature _____ Approves Case

PART D—Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? If "YES", please state these facts on a separate sheet and attach to SF 52.)

 YES NO**PART E—Employee Resignation/Retirement****Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 3506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and the records, while section 3506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day—midnight—unless you specify otherwise.)

2 Effective Date 3 Your Signature

4 Date Signed 5 Forwarding Address (Number, Street, City, State, ZIP Code)

PART F—Remarks for SF 50

Ineligible to Earn Leave—Ineligible to enroll in Health Benefits & FEGLI
Ineligible for CSRS or FERS Retirement System

Under law this appointment may not exceed, July 20, _____.

Transition Staff Members

...shall not be held or considered to be employees of the Federal Government and are ineligible for the above benefits under 5 U.S.C. 8347(o), as enacted by Section 108 of Public Law 100-238, dated January 8, 1988.

This form is used to facilitate payroll processing only

(EXAMPLE FOR EMPLOYEE WHO HAS NO PRIOR FEDERAL SERVICE OR A BREAK IN FEDERAL SERVICE)

Figure 1-A-2

5

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 7-22, 32, 33, 36 and 39)

1. Actions Requested	2. Request Number
Additional Information Call (Name and Telephone Number)	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Executive Director Former President Transition Office DATE

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 425. Show all dates in month/day/year order)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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First Action				Second Action							
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action	5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority				
199	Transition Appt. NTE				PL 88-277 DTD 3-7-64 as amended						
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority								
7. FROM: Position Title and Number				15. TO: Position Title and Number							
				Transition Staff Member							
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Salary	13. Pay Base	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Salary Award	21. Pay Basis
						AD	0000				PA
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization					
						FORMER PRESIDENT (NAME) ADDRESS OF TRANSITION OFFICE					

Employee Data

23. Veterans Preference 1—None 2—3 Point 3—10 Point/Disability 4—10 Point/Compensable 5—10 Point/Other 6—10 Point/Compensable/30%	24. Tenure 0 1—None 2—Permanent 3—Intermittent	25. Agency Use	26. Veterans Preference for YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
27. FEGLI	28. Annuity Indicator 9	29. Pay Rate Determinant 0	
30. Retirement Plan	31. Service Com. Date (Leave)	32. Work Schedule 1—Permanent 2—Part-time 3—Part-time	33. Part-Time Hours Per Week Per Hour

Position Data

34. Position Occupied 2 1—Commodore Service 2—Escorted Service 3—SES General 4—SES Career Reserved	35. FLSA Category E E—Exempt N—Nonexempt	36. Appropriation Code 108. U. 010000. 10114	37. Bargaining Unit Status N/A
38. Jury Station Code Assigned By GSA	39. Jury Station (City—County—State or Overseas Location) Assigned Based on Location Of Transition Office		
40. Agency Code	41.	42.	43.
44. Educational Level	45. Year Degree Attained	46. Academic Discipline	47. Functional Class 1—USA 3—Other
48. Citizenship 1—USA 3—Other		49. Vietnam Era Vet V—Yes N—No	50. Supervisory Status

PART C - Review and Approval (Not to be used by requesting office)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A. CPSE			D.		
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature	Approval Date	

PART C - Reasons for Resignation/Retirement

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES

NO

PART D - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 3506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 3506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary or Lessor of a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

Reason for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day—midnight—unless you specify otherwise.)

2 Effective Date	3 Your Signature	4 Date Signed	5 Forwarding Address (Number Street City State ZIP Code)
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PART E - Remarks for SF 52

ITEMS CODED TO FACILITATE AUTOMATIC PAYROLL PROCESSING ONLY.
INELIGIBLE TO EARN LEAVE—ELIGIBLE TO ENROLL IN HEALTH BENEFITS.
UNDER LAW THIS APPOINTMENT MAY NOT EXCEED, JULY 20, _____.

"...SHALL NOT BE HELD OR CONSIDERED TO BE EMPLOYERS OF THE FEDERAL GOVERNMENT EXCEPT FOR PURPOSES OF THE CIVIL SERVICE RETIREMENT ACT, THE FEDERAL EMPLOYEES' COMPENSATION ACT, THE FEDERAL EMPLOYEES' GROUP LIFE INSURANCE ACT OF 1954, AND THE FEDERAL EMPLOYEES' HEALTH BENEFITS ACT OF 1959." - PRESIDENTIAL TRANSITION ACT OF 1963, AS AMENDED (P.L. 88-277, 3 U.S.C. 102 NOTE) AND P.L. 100-679

(EXAMPLE FOR EMPLOYEE WHO HAS NO BREAK IN FEDERAL SERVICE)

Employee's Withholding Allowance Certificate

1989

► For Privacy Act and Paperwork Reduction Act Notice, see reverse.

1 Type or print your first name and middle initial _____ Last name _____ 2 Your social security number _____

Home address (number and street or rural route) _____
 City or town, state, and ZIP code _____

3 Marital Status Single Married
 Married, but withhold at higher Single rate.
 Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.

4 Total number of allowances you are claiming (from line G above or from the Worksheets on back if they apply) 4 _____

5 Additional amount, if any, you want deducted from each pay 5 \$ _____

6 I claim exemption from withholding and I certify that I meet ALL of the following conditions for exemption:
 • Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND
 • This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability; AND
 • This year if my income exceeds \$500 and includes nonwage income, another person cannot claim me as a dependent.
 If you meet all of the above conditions, enter the year effective and "EXEMPT" here 6 19 _____

7 Are you a full-time student? (Note: Full-time students are not automatically exempt.) 7 Yes No

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

Employee's signature ► _____ Date ► _____, 1989

Form **MW 307** Employee's Maryland Withholding Exemption Certificate

Rev. 7/1/88
 Comptroller of the Treasury, Income Tax Division, Annapolis, Maryland 21411 • Phone (301) 974-3729

Print your full name _____ Your social security number _____

Address (including ZIP code) _____ Resident of County or Baltimore City _____

1. Total number of exemptions you are claiming from worksheet below 1 _____

2. Additional withholding per pay period under agreement with employer 2 \$ _____

3. I claim exemption from withholding because (see instructions below and check boxes below that apply)
 I did not owe any Maryland income tax and had a right to a full refund of all income tax withheld and I do not expect to owe any Maryland income tax and expect to have a right to a full refund of all income tax withheld.
 If I checked both boxes above, enter "EXEMPT" here _____
 I entered "EXEMPT", are you a full-time student? yes no

4. Certification of Non-Residence in the State of Maryland (see instructions on reverse side)
 I certify that I am not domiciled in the State of Maryland and that I do not maintain a place of abode within Maryland. I further certify that my permanent residence is:
 City, town, or post office address _____ County _____ State _____

Enter "EXEMPT" here _____

Under the penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on Line 1 above or if claiming exemption from withholding, that I am entitled to claim the exempt status on Line 3 or Line 4 (whichever applies).

Employer's Signature _____ Date _____

Employer's name and address (including ZIP code) (For Employer's Use Only) _____ Employer Identification No. _____

FORM VA-4 (Rev. 3/87) VIRGINIA EMPLOYEE'S INCOME TAX WITHHOLDING EXEMPTION CERTIFICATE

Print full name _____ Social Security No. _____
 Print home address _____ City _____ State _____ Zip Code _____

PART I PERSONAL EXEMPTIONS

1. If SINGLE, and you claim an exemption, write the figure "1" _____

2. If MARRIED, one exemption each for husband and wife if not claimed on another certificate
 (a) if you claim both of these exemptions, write the figure "2" _____
 (b) if you claim one of these exemptions, write the figure "1" _____
 (c) if you claim neither of these exemptions, write "0" _____

3. Exemptions for age and blindness (applicable only to you and your spouse but not to dependents)
 (a) if you or your spouse will be 65 years of age or older at the end of the year, and you claim this exemption, write the figure "1"; if both will be 65 or older, and you claim both of these exemptions, write the figure "2" _____
 (b) if you or your spouse are blind, and you claim this exemption, write the figure "1"; if both are blind and you claim both of these exemptions, write the figure "2" _____

4. If you claim exemptions for one or more dependents, write the number of such exemptions _____

5. Add the number of exemptions which you have claimed above and write the TOTAL _____

6. Additional withholding per pay period under agreement with employer 6 \$ _____

NOTE: PART 2 MUST BE COMPLETED EACH YEAR IN WHICH IT APPLIES

PART II EXEMPTION FROM WITHHOLDING FOR TAXABLE YEAR: (Check appropriate line)

A. I incurred no Virginia individual income tax liability for the last taxable year and anticipate that I will incur no liability for Virginia individual income tax for the taxable year entered above.

B. 1. For SINGLE employees, My Virginia Adjusted Gross Income will be less than \$5,000.
 2. For MARRIED employees,
 a. If my spouse and I were to file a Virginia individual income tax return we would use the "Joint" or "Combined" filing status and our total Virginia Adjusted Gross Income will be less than \$8,000.
 b. If I were to file a Virginia individual income tax return I would use the "Separate" filing status and my Virginia Adjusted Gross Income will be less than \$4,000.

I CERTIFY that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.
 (Date) _____ 19 _____ (Signed) _____

EMPLOYEE: Keep exemption certificate with your records. Certificate may be on this form, or a similar form if the employee is deemed to have claimed no other exemption, notify the VIRGINIA DEPARTMENT OF TAXATION, Telephone (800) 367-8008.

District of Columbia ★ ★ ★ Department of Finance and Revenue	Employee's Withholding Allowance Certificate		Form D-4
	Type or print your full name		Your social security number
Home address			
FILING STATUS <small>(Check only one)</small> <input type="checkbox"/> Single <input type="checkbox"/> Head of Household <input type="checkbox"/> Married Filing Jointly <input type="checkbox"/> Married Filing Separately			
1 Total number of allowances you are claiming (from the Worksheet above)			
2 Additional amount, if any, you want deducted from each pay period		\$	
3 I claim exemption from withholding because (check boxes below that apply):			
a <input type="checkbox"/> Last year I did not owe any District income tax and had a right to full refund of ALL income tax withheld AND			
b <input type="checkbox"/> This year I do not expect to owe any District income tax and expect to have a right to a full refund of ALL income tax withheld. If both a and b apply, enter the year effective and "EXEMPT" here		Year 19	
c If you entered "EXEMPT" on line 3b, are you a full-time student?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or, if claiming exemption from withholding, that I am entitled to claim the exempt status.</small>			
Employee's signature		Date	

EMPLOYER: Keep this Certificate with your records. If the employee is observed to have claimed too many allowances, the Department of Finance and Revenue should be so advised.

Form D-4-A (Rev. 1/78)
 Government of the District of Columbia
 Department of Finance and Revenue
 Washington, D. C. 20001

CERTIFICATE OF NON-RESIDENCE IN THE DISTRICT OF COLUMBIA
 (See instructions on reverse side)

PRINT FULL NAME	SOCIAL SECURITY NUMBER
PRINT STREET ADDRESS, CITY, STATE, ZIP CODE	

EMPLOYEE:

I, _____, of your employer, file this form with him so records may show clearly that you are not a resident of the District of Columbia. Otherwise, he must withhold D. C. income tax from your wages.

I certify under penalties provided by law that my permanent residence is:

STREET ADDRESS
CITY, STATE, ZIP CODE

EMPLOYER:

Keep this certificate with your records. If you believe the employee should have filed Form D-4 in lieu of Form D-4-A, the Department of Finance and Revenue should be so informed. (see instructions on reverse)

and I do not have a place of abode within the District; I do not reside within the District; nor am I domiciled within the District.

SIGNATURE	DATE
-----------	------

XX			XX
NAME OF DESIGNEE (Print above, last name first)		CORRES. SYM.	SIGNATURE OF DESIGNEE
NAME OF ALTERNATE (Print last name first)		CORRES. SYM.	SIGNATURE OF ALTERNATE
XX			XX
ORGANIZATIONAL AREA OF RESPONSIBILITY (Payroll block no., if applicable)			
OFFICE OF FORMER PRESIDENT (NAME)			
ITEM NO.	DESIGNEE (or Alternate) IS AUTHORIZED TO:	ADMINISTRATIVE LIMITATIONS	
<input type="checkbox"/>	1. DISTRIBUTE SALARY CHECKS AND SAVINGS BONDS		
<input type="checkbox"/>	2. ACT IN THE CAPACITY OF TIME AND ATTENDANCE CLERK		
<input type="checkbox"/>	3. APPROVE REQUISITIONS FOR SPACE AND/OR TELE-COMMUNICATIONS SERVICES		
<input type="checkbox"/>	4. APPROVE REQUISITIONS FOR EQUIPMENT, SUPPLIES AND SERVICES		
<input type="checkbox"/>	5. APPROVE REQUISITIONS FOR SERVICES PROVIDED BY GSA PRINTING AND DUPLICATING PLANTS		
<input checked="" type="checkbox"/>	6. OTHER (Specify) <u>AUTHORIZED TO APPROVE</u> <u>TRANSITION APPOINTMENT, SF52</u>		
SIGNATURE AND TITLE OF OFFICIAL AUTHORIZED TO DESIGNATE REPRESENTATIVE			DATE
XX			X

GENERAL SERVICES ADMINISTRATION
DESIGNATION OF AUTHORIZED REPRESENTATIVE

GSA FORM NOV 63 19

SAMPLE LETTER --- REQUEST FOR DETAIL OF AN EMPLOYEE

Dear (Agency Head)

Pursuant to the provisions of Public Law 88-277, the Presidential Transition Act of 1963, I hereby request that _____ (Name) be officially detailed to the Office of Former President _____ (Name) at their current grade and salary (GS __/__, \$ _____) for the period of _____ to _____.

Please concur on the line below and return the original to this office. Send a Standard Form 1081 to this office to receive reimbursement. Please include the name and telephone number of a contact in your agency for questions regarding the reimbursement.

Sincerely,

Office of Former President _____ (Name)
Transition Office

Concur: _____ Date: _____
(Title and agency)

cc: General Services Administration
Office of Finance - BC
18th & F Streets, NW
Room 3131
Washington, DC 20405

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CHAPTER 2. ADMINISTRATIVE SERVICES

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CHAPTER 2. ADMINISTRATIVE SERVICES

1. Scope. The General Services Administration will provide administrative services for the Office of the Former President; however, before this administrative support can begin the Former President needs to designate to the Administrator of GSA an assistant authorized to make on behalf of the Former President such designations or findings of necessity as may be required in connection with the services and facilities to be provided under the Transition Act. The following are the primary services that are available.

2. Ordering Supplies, Services and Equipment. GSA Form 49 will be the document to request additional supplies and services provided by GSA. GSA will establish and supply activity address codes for the Office of the former President to maintain control and accountability. No GSA Form 49 will be processed without these codes included.

3. Office Space. The cost of office space provided for the former President and the former Vice President is exempted from Public Buildings Service RENT charges in accordance with 40 U.S.C. 490(j) pursuant to a waiver issued by the Commissioner, Public Buildings Service on October 28, 1976, and the accompanying transmittal memorandum dated November 3, 1976, if: (1) the assigned space is in GSA's inventory at the time the request for space is received; or (2) if the space to be acquired for use after January 20, is to be designated by the former President as the permanent location for his office under the Former Presidents Act of August 25, 1958, as amended (3 USC 102 note). This exemption does not cover the costs of space and related services acquired specifically for transition purposes, which are to be charged to the Transition Act Appropriation.

A location needs to be designated by the former President specific to an area of a city. GSA prefers to use an existing Federal Building for the former President's office but a competitive leased location may be provided. Space charges are based on GSA Public Buildings Service RENT rates for leased space rather than the actual cost paid for the leased location.

GSA will provide any required space planning and layout services, repairs and alterations.

4. Furniture and Office Equipment. GSA will make available for use by the Office of the former President, furniture and office equipment available in stock from the GSA supply distribution inventory. The only charge to transition funds will be for the cost of moving the furniture and equipment into transition offices and for returning it at the end of the transition period.

Furniture and office equipment deemed necessary and not available from GSA inventory will be rented or procured commercially and charged to transition funds.

5. Office Supplies. Standard forms, GSA forms, pencils, paper, calendar pads, and similar common-use items are available from the GSA Customer Supply Center. All supplies are to be obtained through GSA and not commercially, except when absolutely necessary. All office supplies for the Transition Office procured through GSA or commercially will be charged to transition funds.

6. Telephone Services. Telephone services include technical assistance and planning. Orders and change orders are obtainable on request by submitting a GSA Form 49.

The Office of the former President may use the Federal Telecommunications System (FTS) only for official business. Any other use of the system is prohibited. Transition funds will be billed for all telephone services and equipment.

7. Travel. The Transition Act permits the payment of travel expenses and subsistence allowances, including rental of Government or hired motor vehicles, to staff members enroute; and at their duty station if it is different than their principal place of business or residence. No allowances are available for movement of household goods or for the transportation of family members.

All official travel by transition employees of the Office of the Former President and persons not on the payroll but invited to travel at transition expenses shall be in accordance with GSA Internal Travel Regulations and Control of Official Travel, PFM P 4290.1.

Prior to the performance of official travel, a GSA Form 87, Official TDY Travel Authorization, must be prepared and authorized by the former President or his designee.

8. Office Automation Equipment. GSA will assist in designing and obtaining office automation systems. Use GSA Form 49 to request hardware, software, lease, purchase, and maintenance of office automation equipment.

9. Printing. All printing and binding services are available from GSA printing facilities. The services include assistance in design and preparation of copy, graphics, art work, duplication and distribution of materials. Photographic services are also provided. Printing services can be requested on GSA Form 50, Requisition for Reproduction Services. Photographic services can be requested on GSA Form 135, Requisition for Photographic Services. (See figures 2-A and 2-B.)

10. Library Services. The GSA Central Office Library provides general references and bibliographical services as well as loan privileges.

The National Archives and Records Administration is responsible for handling records disposition for the former President at the close of his term of office. It is also responsible for managing the Presidential Libraries system.

11. Mail Service. For incoming mail, a post office box or a separate zip code may be established for the Office of the former President. All mail should be delivered to and security screened at a remote delivery site, before delivery to the transition offices.

For outgoing mail former Presidents are authorized to use franked mail (i.e. mail with their signature in lieu of postage) or penalty mail (i.e. mail sent in envelopes without a stamp and bearing a notice of the penalty for private use); however, the law requires that the Postal Service be reimbursed for the equivalent amount of postage. Postal charges are determined through the use of actual manual counts, mail sampling techniques or the use of postal meters.

12. Records Management. GSA will also provide assistance relating to forms, records and correspondence management.

13. Delivery Service. Contact GSA to arrange for a contract with a messenger service. Overnight air delivery service may be arranged by GSA with the GSA schedule contractor who will provide for pickup and delivery on site.

14. Hire of Motor Vehicles. The Office of the Former President Transition employees on official travel status away from their duty stations may rent commercial vehicles if they are authorized to do so on their travel authorizations. Commercial rental vehicles under contract by GSA are the first source of supply in lieu of GSA fleet management cars. The Federal Travel Directory gives a complete listing of all rental car companies under contract to the Government. They should be used whenever possible because various insurance coverages are included in their rates. Travelers will not be reimbursed for collision damage waiver, personal accident insurance or any other type of insurance obtained when renting vehicles.

15. Security. Physical security of the former President and the former Vice President is the sole responsibility of the U.S. Secret Service. The Public Buildings Service of GSA is responsible for making whatever building alterations that are required by the Secret Service to accommodate the security needs of the Office of the Former President.

Secret Service Protection 18 USC 3056: "Subject to the direction of the Secretary of the Treasury, the United States Secret Service, Treasury Department, is authorized to protect the person of the President of the United States, the members of the immediate family, the President-elect, the Vice President or other officer next in the order of succession to the Office of President, and the Vice President-elect; protect the person of a former President and his wife during his lifetime, the person of the widow of a former President until her death or remarriage, and minor children of a former President until they reach sixteen years of age, unless such protection is declined;..." (Emphasis added)

Public Law 90-331, approved June 6, 1968, Section 2: "Hereafter, when requested by the Director of the United States Secret Service, Federal Departments and agencies, unless such authority is revoked by the President, shall assist the Secret Service in the performance of its protective duties under section 3056 of Title 18 of the United States Code and the first joint resolution."

1. ACT # Label		REQUISITION FOR REPRODUCTION SERVICES		FORM NO.	
2. DATE PREPARED 12/5/88		3. DATE WORK REQUIRED 12/8/88		CHARGES	
4. AGENCY OR DEPARTMENT Former President (name)		5. BUREAU		6. DIVISION AND BRANCH	
7. LOCATION (ADDRESS, ROOM, AND PHONE NO.)		8. CITY Washington		9. STATE DC	
				10. ZIP CODE XXXX	
11. FOR INFORMATION CALL (PHONE AND PHONE NO.) John W. Smith 395-5391		12. APPROPRIATION AND ALLOTMENT CHARGEABLE (GSA will provide appropriate coding) 108.9.0000100.10.24.000.410 30AC 476108			
13. TYPE OF SERVICE		14. MAILING OFFICE ADDRESS CODE (BOAC)			
<input type="checkbox"/> PRINTING AND/OR BINDING <input type="checkbox"/> ADDRESSING AND/OR MAILING <input type="checkbox"/> DISTRIBUTION <input type="checkbox"/> MAILING LIST MAINTENANCE <input type="checkbox"/> OTHER		15. CUSTOMER CONVERSION CODE (GSA OML 7)			
16. SPECIFICATIONS		17. FORM NUMBER AND TITLE OR DESCRIPTION OF MATERIAL TO BE PRINTED			
QUANTITY REQUIRED 400		Letter and attachment			
NUMBER OF PAGES OF COPY SUBMITTED 6		18. SPECIAL INSTRUCTIONS IF APPLICABLE (SEE OTHER SIDE SHEET, OTHER FORMS)			
COLOR INK - COVER White - 400		SAMPLE			
COLOR INK - TEST					
PRINTS <input type="checkbox"/> ONE SIDE ONLY					
<input type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT					
<input type="checkbox"/> HEAD TO LEFT <input type="checkbox"/> HEAD TO RIGHT					
COMPLETED SIZE <input type="checkbox"/> 8" x 11"					
<input type="checkbox"/> 11" x 14"					
<input type="checkbox"/> 11" x 17"					
<input type="checkbox"/> 17" x 22"					
<input type="checkbox"/> 17" x 25"					
FOLD TO <input type="checkbox"/> TOP <input type="checkbox"/> PER AST					
<input type="checkbox"/> LEFT <input type="checkbox"/> PER SAMPLE					
ASSEMBLY <input type="checkbox"/> AS PER CTG					
<input type="checkbox"/> AS POLICED <input type="checkbox"/> PER QUANTITY					
BINDING <input type="checkbox"/> SADDLE WIRE					
<input type="checkbox"/> PLASTIC COVER <input type="checkbox"/> SCREW POST					
<input type="checkbox"/> ACED <input type="checkbox"/> LOOSELEAF					
STAPLING <input type="checkbox"/> ON TOP <input type="checkbox"/> LEFT SIDE					
NO. OF STAPLES <input type="checkbox"/> ONE <input type="checkbox"/> TWO <input type="checkbox"/> THREE					
BROKEN NO. IMPETS PER 100					
FINISHES <input type="checkbox"/> TOP <input type="checkbox"/> RIGHT SIDE					
<input type="checkbox"/> BOTTOM <input type="checkbox"/> LEFT SIDE					
NO. OF HOLES DIAMETER POSITION OF HOLES					
19. CERTIFICATION		20. DELIVERY			
IF THIS REPRODUCTION HAS BEEN CLASSIFIED AS CONFIDENTIAL OR SECRET, CERTIFICATION IS REQUIRED FOR PUBLICATION.		NUMBER OF COPIES 400		NAME OF PERSON TO WHOM WORK IS TO BE DELIVERED John W. Smith	
THIS FORM IS AUTHORIZED BY REGULATION AND IS NECESSARY TO THE CONDUCT OF FEDERAL BUSINESS AND THE SPECIFICATIONS ARE THE MINIMUM NECESSARY TO MEET AGENCY REQUIREMENTS.		BUILDING		ROOM NO. 102	
THE USE OF MORE THAN ONE COLOR IS IN ACCORDANCE WITH DEPARTMENT REGULATIONS. THE ILLUSTRATIONS USED IN THIS PUBLICATION ARE PLAIN, TRUTHFUL AND RELATE ENTIRELY TO THE PUBLIC BUSINESS.					

Figure 2-A

GSA FORM 58 (REV. 12-79)

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CHAPTER 3. PAYROLL SERVICES

Paragraph Titles	Paragraph Numbers
Scope.....	1
Time and Attendance Reporting.....	2
Delivery of Paychecks and Savings Bonds.....	3
Remittance of Payroll Deductions.....	4
Employee Clearances.....	5
Former President's Pension.....	6

CHAPTER 3. PAYROLL SERVICES

1. Scope. GSA will maintain payroll and retirement records and furnish the Department of the Treasury Disbursing Office with required documentation for the preparation and issuance of employee salary checks and savings bonds. Payroll accounts are maintained by group according to the agency code assigned by GSA and by numerical sequence of employees' social security numbers. Therefore, it is essential that all payroll forms, documents, letters, inquiries, etc. which are forwarded to GSA always show the employee's social security number prefixed by the Office of the Former President agency code _____.

2. Time and Attendance Reporting.

a. The Office of the Former President shall designate one or more employees as Time and Attendance Clerks and notify GSA of such designation by submission of GSA Form 19, Designation of Authorized Representative. The GSA Form 19 provides for the signature of the Transition Office official authorized to certify the attendance report for each pay period. See figure 3-A for examples of GSA Form 19.

b. Since employees of the Office of the Former President do not earn annual or sick leave and are not subject to any leave regulations, time and attendance reporting requirements have been simplified. A certified listing indicating the total hours (or days if experts or consultants paid at a daily rate) for the pay period shall be sent to the General Services Administration, National Payroll Center (6BCY), Room 1118, 1500 East Bannister Road, Kansas City, Missouri 64131 via an overnight delivery service. (See figure 3-B.) The certified listing must be transmitted on the last Friday of each pay period. The employees of the Office of the Former President will be paid biweekly; based on the written certification of payroll documents by the former President's designee. If more than one page is required to report all employees, each page must be certified.

c. Form 873, Annual Attendance Record, may be used for daily attendance reporting. (See figure 3-C.) The biweekly totals can then be transferred to the format described in "b" above.

3. Delivery of Paychecks and Saving Bonds.

a. The paychecks for all employees will be deposited to the employee's designated account or mailed to the employee's home. A Special Handling Request-Check And/Or Bond, GSA Form 1373, must be completed. (See figure 3-D.)

b. Savings bonds will be mailed to the employee's home.

c. There is an eight workday lag in the issuance and distribution of paychecks between the end of the pay period and the payday on every other Wednesday.

4. Remittance of Payroll Deductions.

a. Payroll deductions will be made for FICA and Federal and State tax withholding. Deductions will also be made for savings bond purchases when authorized by employees.

b. GSA will maintain records and prepare the required payroll deduction reports. GSA will also remit the amounts of withholding to the appropriate Federal and State taxing authorities and other authorized recipients of employee's payroll deductions.

5. Employee Clearances. GSA Form 1655, Employee Clearance Record, must be prepared for each employee prior to separation. The Payroll Office will not release an employee's final paycheck until this form is received. It is mandatory that Items 1, 2, 6, 7, and 8 be completed, other items are optional. (See figure 3-E.) The completed forms should be forwarded to the General Services Administration, National Payroll Center (6BCY), Room 1118, 1500 East Bannister Road, Kansas City, Missouri 64131, via an overnight delivery service.

6. Former President's Pension. The Former Presidents Act of August 25, 1958, (3 U.S.C. 102 note), as amended authorizes a pension for each former President that is equal to the annual rate of basic pay for the head of an executive department. This annual rate is currently \$99,500. The pension begins immediately upon leaving office at noon on January 20. The amount of the annual pension is included in an appropriation for "Allowances and Office Staff for Former Presidents" and is transferred to the Secretary of the Treasury who is responsible for making monthly pension payments in arrears. The former President's pension is administered within the Department of Treasury by the Chief, Program Accounting Section, Financial Management Service, Liberty Center 243A, 401 14th Street S.W., Washington, D.C. 20227, 202-287-3904. Questions concerning direct deposit, withholding etc. should be directed to that office.

XX		XX
NAME OF DESIGNEE (Print above, last name first)	CORRES. SYM.	SIGNATURE OF DESIGNEE
NAME OF ALTERNATE (Print last name first)	CORRES. SYM.	SIGNATURE OF ALTERNATE
XX		XX
ORGANIZATIONAL AREA OF RESPONSIBILITY (Payroll block no., if applicable)		
OFFICE OF FORMER PRESIDENT (NAME)		
ITEM NO.	DESIGNEE (or Alternate) IS AUTHORIZED TO:	ADMINISTRATIVE LIMITATIONS
<input type="checkbox"/>	1. DISTRIBUTE SALARY CHECKS AND SAVINGS BONDS	
<input type="checkbox"/>	2. ACT IN THE CAPACITY OF TIME AND ATTENDANCE CLERK	
<input type="checkbox"/>	3. APPROVE REQUISITIONS FOR SPACE AND/OR TELECOMMUNICATIONS SERVICES	
<input type="checkbox"/>	4. APPROVE REQUISITIONS FOR EQUIPMENT, SUPPLIES AND SERVICES	
<input type="checkbox"/>	5. APPROVE REQUISITIONS FOR SERVICES PROVIDED BY GSA PRINTING AND DUPLICATING PLANTS	
<input checked="" type="checkbox"/>	6. OTHER (Specify) <u>AUTHORIZED TO APPROVE</u> <u>TRANSITION APPOINTMENT, SF52</u>	
SIGNATURE AND TITLE OF OFFICIAL AUTHORIZED TO DESIGNATE REPRESENTATIVE		DATE
XX		X

GENERAL SERVICES ADMINISTRATION

GSA FORM 19
NOV 65

DESIGNATION OF AUTHORIZED REPRESENTATIVE

Figure 3-A

(SAMPLE)

PAGE _____ of _____

To: General Services Administration
National Payroll Center (6BCY)
1500 East Bannister Road (Room 1118)
Kansas City, Missouri 64131

From: The Transition Office of Former President _____
Agency Code _____.

Attendance Report for Pay Period _____ through _____

<u>Employee Name</u>	<u>Social Security Number</u>	<u>Regular Hours</u>	<u>Overtime Hours</u>	<u>Days Worked Experts and Consultants</u>
----------------------	-------------------------------	----------------------	-----------------------	--

I certify that the above attendance records are correct and that the employees are to be paid accordingly.

(CERTIFYING OFFICIAL)

Figure 3-B

NAME OF EMPLOYEE <i>(Print last name first)</i>		OFFICE OR SERVICE/DIVISION	DATE
TO: DESIGNATED AGENT		TO: PAYROLL PROCESSING BRANCH	
Mail salary check for pay date	<p>▶</p> <p><i>Start name and address one space below the left DOT. All lines must be kept between the two DOTs.</i></p>	<p>For Designated Agent: Submit original and one copy. Please type or print, signing original only. A new authorization is required each time you desire your salary check or bonds to be delivered other than to your work place unless you've authorized permanent mailing of either check or bonds.</p>	
Hold bonds due me.			
Mail bonds to address shown.			
Permanent mailing of salary check.			
Cancel permanent mailing of check.			
<p>EMPLOYEE TO TYPE OR PRINT HIS (HER) NAME, OR THE NAME OF OTHER DESIGNATED PERSON, OR NAME OF BANK OR OTHER INSTITUTION, AND DESIRED ADDRESS, INCLUDING ZIP CODE. <i>(Checks mailed to banks, are for deposit only to payee's account.)</i></p> <p><i>(See Privacy Act Information on reverse.)</i></p>			
SIGNATURE OF EMPLOYEE	OFFICE PHONE	PREFIX CODE	SOCIAL SECURITY NO.
		C.O. REGION NO.	BLOCK NO.

GENERAL SERVICES ADMINISTRATION

SPECIAL HANDLING REQUEST -
CHECK AND/OR BOND

GSA FORM 1373 (REV. 5-84)

Figure 3-D

EMPLOYEE CLEARANCE RECORD	INSTRUCTIONS AND PRIVACY ACT ARE ON REVERSE.	<input type="checkbox"/> SEPARATED (Use Inmate Name for Type Codes)	<input type="checkbox"/> REASSIGNED (C.O./Inmate Name)	<input type="checkbox"/> C.O.									
		TYPE NO. _____	REGION _____										
SECTION I - EMPLOYEE DATA													
1. EMPLOYEE NAME (Last, first, middle initial)		2. SOCIAL SECURITY NO.	3. GRADE	4. BLOCK NUMBER									
5. POSITION TITLE		6. SERVICE, STAFF OFFICE, DIVISION AND BRANCH		7. POSITION SENSITIVITY									
8. LOCATION (Building, City, State, ZIP Code)			9. LAST WORKDAY										
10. FORWARDING ADDRESS AFTER SEPARATION (No. St., City, State, ZIP Code)			11. MAILING ADDRESS (No. St., City, State, ZIP Code)										
<p>12. EMPLOYEE'S STATEMENT - I hereby make the following statement in connection with my transfer within or separation from GSA and submit only to the extent, if any, which I have fully explained in Section V, on this form:</p> <p>a. I have returned, and have surrendered to the responsible GSA official, all Government property, classified documents and all other official documents and materials with which I was charged, for which I was accountable, or which I had in my possession.</p> <p>b. I <input type="checkbox"/> have <input type="checkbox"/> do not have <input type="checkbox"/> an unexpired period of obligated service for either regular (Federal) or non-Government (Federal) military service.</p> <p>c. I am aware that without disclosure of classified information to any unauthorized person or persons may be punishable under Federal Criminal Statutes. Therefore, I certify that I shall not communicate or transmit classified information orally or in writing to any unauthorized person or persons and</p>													
<p>d. I agree that my leave status is correct and that I have used advance leave as follows:</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">AS OF (Date)</td> <td style="width:20%;">ANNUAL LEAVE</td> <td style="width:20%;">SICK LEAVE</td> <td style="width:30%;">IF NONE, MARK HERE <input type="checkbox"/></td> </tr> <tr> <td></td> <td style="text-align: center;">HRS.</td> <td style="text-align: center;">HRS.</td> <td></td> </tr> </table> <p>NOTE: Title 5, United States Code, Section 1081, makes it a criminal offense, punishable by a maximum of five years imprisonment, \$10,000 fine, or both, knowingly and willfully to make a false statement or representation in any department or agency of the United States, or to any officer within the jurisdiction of any department or agency of the United States.</p>						AS OF (Date)	ANNUAL LEAVE	SICK LEAVE	IF NONE, MARK HERE <input type="checkbox"/>		HRS.	HRS.	
AS OF (Date)	ANNUAL LEAVE	SICK LEAVE	IF NONE, MARK HERE <input type="checkbox"/>										
	HRS.	HRS.											
<p>SECTION II - EMPLOYEE'S ADMINISTRATIVE OFFICIAL'S CLEARANCE</p> <p>All items checked below are necessary for the clearance of this employee. Clearance is approved for all items checked in Section III provided the appropriate administrative officials checked each item checked. I have advised the Bureau Chief or Manager of the employee being processed from or transferred within GSA.</p>		<p>EMPLOYEE SIGN HERE <input type="checkbox"/></p> <p>TITLE (Administrative Official)</p> <p>SIGNATURE _____</p>		<p>DATE SIGNED _____</p> <p>TELEPHONE NO. _____</p> <p>DATE _____</p>									
SECTION III - CLEARANCE BY AUTHORIZED OFFICIALS													
X	ITEM	NOTES: Notify Payroll Office by telephone if a memorandum reports in a financial obligation clearance required for	CLEARED										
			YES	NO	SIGNATURE								
	(1) Official Files and Office Reference Material												
X	(2) Relief from Accountability of Classified Material												
X	(3) Security Manager (CSL 3-24, ADSP P 9732, LA)												
	(4) Obligated Service for Moving Expenses Allowance												
X	(5) Obligated Service for Non-Government Training Received												
X	(6) Personal Charge Items - Administrative												
X	(7) Personal Charge Items - Operating												
X	(8) Relief from Personal Property Accountability - Administrative												
X	(9) Relief from Personal Property Accountability - Operating												
	(10) Library Material												
X	(11) Credit cards or Pass (Close name number and letter, if appropriate)	OP 58 GSA: 18 22 208 7751 777 A C C I J K											
X	(12) FEMA Form 11-12 (FBI, Error, Error, IO) or Other FEMA Passes												
	(13) SF 48, U.S. Government Motor Vehicle Operator's ID Card												
	(14) Other Permits/Passes (Parking, etc.) Special:												
	(15) Credit Cards												
	(16) Travel Credit Cards (Drivers Club or other)												
	(17) Purchase Authorizations												
	(18) Transportation Requests Official Passports												
	(19) Tools and Other Nontransferable Property												
	(20) Uniforms and Unexpired Uniform Allowance												
	(21) Keys												
	(22) Credit Union												
	(23)												
SECTION IV - CLEARANCE BY APPROPRIATE FINANCE DIVISION													
X	ITEM	NOTES: Notify Payroll Office by telephone if a memorandum reports in a financial obligation, CLEARANCE REQUIRED FOR	CLEARED										
			YES	NO	SIGNATURE								
	1. Unexpended funds, including bonds, currency												
	2. Advances of funds, (i.e., interest, travel expenses, etc.)												
	3. Debts arising from obligations of individual departments												
	4. Advances made												
	5.												

GENERAL SERVICES ADMINISTRATION

GSA Form 1655 (REV. 3-68)

Figure 3-E-1

FULLY EXPLAIN EXCEPTIONS

SECTION V - EMPLOYEE'S STATEMENT OF EXCEPTIONS

FULLY EXPLAIN EXCEPTIONS

SECTION VI - AUTHORIZED OFFICIAL'S STATEMENT OF EXCEPTIONS

REMARKS

PRIVACY ACT STATEMENT

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of this information is authorized by the Federal Privacy Administrative Service Act of 1948, as amended (43 Stat. 377, Part III, Title 5, USC, and 511052. Purpose is to ensure that you have stated all notifications to the Government under your transfer or other status with GSA. This information may be transferred to appropriate Government agencies, when relevant to Civil, Criminal or regulatory investigations or prosecutions, Disclosure by you is mandatory. Failure to provide requested information will prevent processing of final check of retirement status.

INSTRUCTIONS

General. The employee's administrative official is to indicate the form in which the information is to be provided. The form is to be provided in the same form as Standard Form 52, "Request for Information Act," to meet the requirements of the Privacy Act of 1974. The form shall consist of employee's identification or "transfer from USA" category. Government-owned property held by the employee for the purpose of... Since the form is to be provided in the same form as Standard Form 52, the information must be given in the same form as Standard Form 52.

Type of exception number. A number corresponding to one of the following items is required when the exception is stated under "exception" on the form: 1. Information 2. Information 3. Information 4. Information 5. Information 6. Information 7. Information 8. Information 9. Information 10. Information

Definitions

Administrative official. The administrative official is the person who is responsible for the processing of the information. The administrative official is the person who is responsible for the processing of the information. The administrative official is the person who is responsible for the processing of the information.

Information. Information is any data, regardless of the form or medium, which is recorded, stored, retrieved, or transmitted by an agency of the Government. Information is any data, regardless of the form or medium, which is recorded, stored, retrieved, or transmitted by an agency of the Government.

Section 1. The information is to be provided in the same form as Standard Form 52, "Request for Information Act," to meet the requirements of the Privacy Act of 1974. The form shall consist of employee's identification or "transfer from USA" category. Government-owned property held by the employee for the purpose of... Since the form is to be provided in the same form as Standard Form 52, the information must be given in the same form as Standard Form 52.

Section 11. The administrative official, in addition to the information stated above, shall indicate the form in which the information is to be provided. The form is to be provided in the same form as Standard Form 52, "Request for Information Act," to meet the requirements of the Privacy Act of 1974. The form shall consist of employee's identification or "transfer from USA" category. Government-owned property held by the employee for the purpose of... Since the form is to be provided in the same form as Standard Form 52, the information must be given in the same form as Standard Form 52.

Section 12. The administrative official, in addition to the information stated above, shall indicate the form in which the information is to be provided. The form is to be provided in the same form as Standard Form 52, "Request for Information Act," to meet the requirements of the Privacy Act of 1974. The form shall consist of employee's identification or "transfer from USA" category. Government-owned property held by the employee for the purpose of... Since the form is to be provided in the same form as Standard Form 52, the information must be given in the same form as Standard Form 52.

Section 13. The administrative official, in addition to the information stated above, shall indicate the form in which the information is to be provided. The form is to be provided in the same form as Standard Form 52, "Request for Information Act," to meet the requirements of the Privacy Act of 1974. The form shall consist of employee's identification or "transfer from USA" category. Government-owned property held by the employee for the purpose of... Since the form is to be provided in the same form as Standard Form 52, the information must be given in the same form as Standard Form 52.

Section 14. The administrative official, in addition to the information stated above, shall indicate the form in which the information is to be provided. The form is to be provided in the same form as Standard Form 52, "Request for Information Act," to meet the requirements of the Privacy Act of 1974. The form shall consist of employee's identification or "transfer from USA" category. Government-owned property held by the employee for the purpose of... Since the form is to be provided in the same form as Standard Form 52, the information must be given in the same form as Standard Form 52.

Section 15. The administrative official, in addition to the information stated above, shall indicate the form in which the information is to be provided. The form is to be provided in the same form as Standard Form 52, "Request for Information Act," to meet the requirements of the Privacy Act of 1974. The form shall consist of employee's identification or "transfer from USA" category. Government-owned property held by the employee for the purpose of... Since the form is to be provided in the same form as Standard Form 52, the information must be given in the same form as Standard Form 52.

GSA FORM 1655 BACK (REV. 7-64)

Figure 3-E-2

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CHAPTER 4. ACCOUNTING SERVICES

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Appropriation Obligations.....	3
Delegation of Authority and Separation of Duties.....	4
Accounting Coding.....	5
Commercial Payments.....	6
Government Payments.....	7
Imprest Fund.....	8
Travel.....	9
Financial Reports.....	10

CHAPTER 4. ACCOUNTING SERVICES

1. Scope. GSA will provide all accounting services required by the Office of the Former President and the former Vice President. Assistance is available from the GSA Regional Office on travel documentation, obligating and accrual procedures, report interpretation and control of funds.

2. Control of Obligations.

a. Legislative Guidelines. Section 3679 of the Revised Statutes (31 U.S.C. 1341) provides that obligations or expenditures shall not be incurred in excess of amounts available under an appropriation or fund, apportionment or allotment, and that any such violation must be reported to the President through the Office of Management and Budget. Penalties are imposed for willful violation of this provision.

b. Policy. No obligation shall be authorized or created unless an allotment or equivalent authority has been issued and;

(1) the allottee has ascertained the availability of funds, or;

(2) appropriate official documentation has been processed to GSA for obligation.

3. Appropriation Obligations. Section 1501 of Title 31 U.S.C. directs that no amount shall be recorded as an obligation unless it is supported by documentary evidence of a binding agreement in writing between the parties thereto, including Government agencies; or any other legal liability of the United States against an appropriation or fund legally available therefore.

a. All documents representing valid obligations should be forwarded to the regional Budget Division.

Examples of obligating documents are:

- (1) GSA Form 300, Purchase Order
- (2) Contracts
- (3) GSA Form 50, Requisition for Reproduction Services

(4) GSA Form 87, Official TDY Travel Authorization

(5) GSA Form 2134, Training Authorization and Record.

b. The documents listed above must contain the following:

(1) accounting classification

(2) amount

(3) ACT number label

(4) original or carbonized signature of authorizing official.

4. Delegation of Authority and Separation of Duties.

a. The name and signatures of individuals authorized to perform the following duties will be set forth on GSA Form 19, Designation of Authorized Representative. The GSA Form 19s should be given to the GSA Regional Budget Division.

(1) approve requisitions to GSA Regional Administrative Services Division

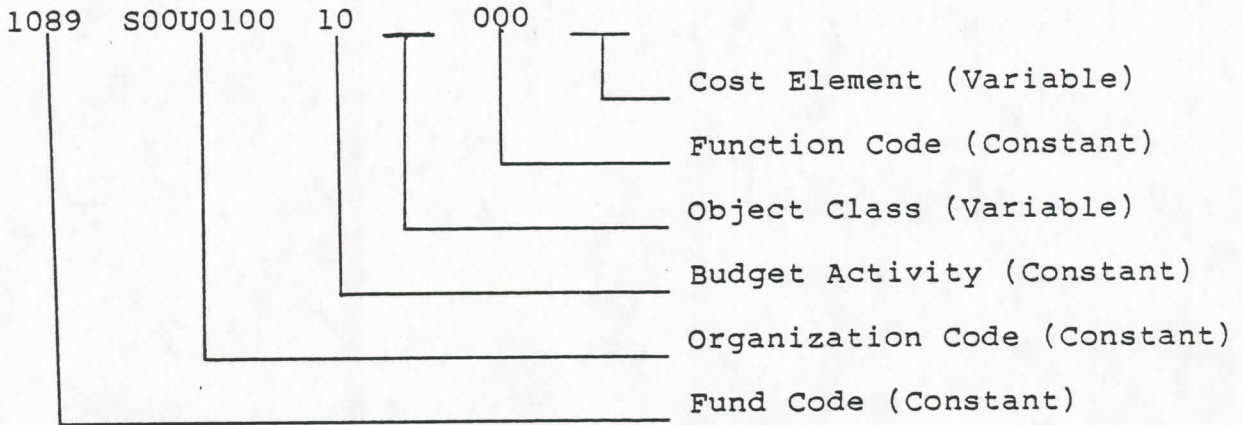
(2) approve official travel authorizations, travel advances and travel vouchers

(3) approve certified invoices

(4) approve SF 1164, Claim for Reimbursement for Expenditures on Official Business.

b. If GSA prepares a Purchase Order in response to a requisition from the Office of the Former President, the person signing the Receiving Report cannot be the same individual who signed the Purchase Order.

5. Accounting Coding. All documents will cite an accounting classification comprised of six parts.



See Figure 4-A for a list of object classes and cost elements.

6. Commercial Payments. Advance payments to commercial contractors are prohibited except for subscriptions.

a. Certified Invoices. Certified invoices (oral procurements of \$2,000 and under for which no purchase order is required) must be approved for payment by the designated official. Oral purchases of \$500 or more must be certified by a warranted contracting officer. Invoices must be stamped with the following notation:

I certify that these goods and/or services have been received on _____ (date) and accepted on _____ (date).						
Is this an oral authorized purchase without a confirming order?						
Yes <input type="checkbox"/> No <input type="checkbox"/>						
Type of Business: Corporation <input type="checkbox"/> Sole Proprietorship/Partnership <input type="checkbox"/> Other <input type="checkbox"/>						
Signature Contracting Officer <input type="checkbox"/> Second Certification Required by PMS <input type="checkbox"/>						
Print name & phone no.			Print name & phone no.			
ACT NUMBER (AGENCY LABEL)						Date Invoice received
FUND	ORG CODE	3/A	3/C	3/G	3/E	
OPTIONAL CODING ELEMENTS						
COST CENTER 3	COST CENTER 4	PROJ/PAGE NO.	W/S	C/S		

b. Documentation. The following documents are needed to support the payment of non-Government invoices:

- (1) original invoice from vendor
- (2) GSA Form 300, Purchase Order (paying office copy), or contract or procurement document
- (3) GSA Form 3025, NEAR Receiving Report or copy 6 of the GSA Form 300, Purchase Order.

c. Blanket Purchase Orders. Blanket Purchase Orders may be written covering services for a period of time. Individual orders cannot exceed \$5,000.

7. Government Payments. An interagency agreement must be signed by both parties for payments over \$2,000. It must include a brief description of the work to be performed, the time period involved and the authority for entering into the agreement.

8. Imprest Fund. The transition staff may maintain a cash fund to reimburse transition employees for taxi fares and small miscellaneous items purchased for official business which are not obtainable from GSA. Standard Form 1164 (Figure 4B-1), Claim for Reimbursement for Expenditures on Official Business, will be used to request reimbursement. Figure 4-B-2, Imprest Fund Transaction Policy, will be given to members of the Office of the Former President to assist them in determining expenditures reimbursable through the imprest fund.

9. Travel.

a. Reference. All travel is performed under the guidelines established by the GSA Internal Travel Regulations and Control of Official Travel, PFM P 4290.1. Figure 4-C, Information on Temporary Duty Travel, will be given to members of the Transition Office.

b. Travel Authorizations. A GSA Form 87, Official TDY Travel Authorization, must be prepared to authorize employees to travel on official business. Each GSA Form 87 must be authorized by the head of the Office of the Former President or by an official to whom such authority has been delegated in writing, covering one employee for a specific trip, itinerary, dates of travel, and estimated cost. For fund control, the carbonized number 2 copy (Finance Division obligating copy) of the signed travel authorization should be delivered to the GSA Regional Budget Division, for obligating the estimated amount before each trip commences.

c. Travel Advances. Travelers requiring an advance of funds must prepare and submit an original and one copy of Standard Form 1038, Application and Account for Advance of Funds, along with the carbonized number 3 copy (travel advance copy) of the GSA Form 87. Each SF 1038 must be authorized by the head of the Office of the Former President or by an official to whom such authority has been delegated in writing. Travel advances may be obtained in the form of traveler's checks where they may be picked up personally and signed for by the traveler at the imprest fund.

(1) Diners Club cardholder/declinee - The travel advance will be limited to the estimated out-of-pocket expenses (i.e. meals and incidental expense allowance, tolls, parking, taxis) rounded up to the next \$50.00 increment with a minimum of \$100.00. The worksheet Travel Advance Calculation for a Diners Club Cardholder/Diners Club Declinee (Figure 4-U) should assist in this calculation. (If unusual circumstances exist which necessitate a larger advance in accordance with the HB, GSA Internal Travel Regulations and Control of Official Travel (PFM P 4290.1) ch. 11-4a(2), the worksheet for an infrequent traveler in (Figure 4-V) should be used to estimate the amount of advance.)

(2) Infrequent traveler - The travel advance will be limited to 80 percent of the traveler's estimated out-of-pocket expenses (i.e. hotels, meals and incidental expense allowance, tolls, parking, taxis) rounded up to the next \$50.00 increment with a minimum of \$100.00. The worksheet Travel Advance Calculation for an Infrequent Traveler (Figure 4-V) should assist in this calculation.

d. Travel Vouchers. Upon completion of the trip, a Standard Form 1012, Travel Voucher, must be prepared within five workdays, signed by the traveler, approved by an authorized official and forwarded to the GSA Regional Budget Division.

10. Financial Reports. The following financial reports will be furnished to the Office of the Former President as required.

a. Allowance Status Report - daily, weekly and monthly showing cumulative obligations and unobligated balance by object class and cost element.

b. Accounting History monthly, listing all transactions that effect obligations (daily reports available on the Financial On-Line Data System (FOLDS)).

c. Open Items Report - monthly, listing undelivered orders accrual and commitments (available on FOLDS).

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<u>Object Class</u>	<u>Cost Element</u>	<u>Title</u>
10*		Personnel Services and Benefits (Summary Object Class for O/C 11, 12, and 13)
11*	00X	Personnel Compensation (Summary)
11	003	Temporary Employment - GS
11	005	Part-Time/Intermittent - GS
11	008	Consultants/Expert Fees
11	011	Overtime Premium
11	014	Payment for Personnel on Reimbursable Detail
13*	030	Benefits for Former Personnel (Summary)
13	031	Unemployment Compensation
20		Contractual Services and Supplies (Summary)
81	110	Program Travel, Non-Motor Pool
81	111	Program Travel, Motor Pool
22	21X	Transportation of Things (Summary)
22	210	Materials and Equipment
22	212	Truckage, Motor Pool
23		Rent, Communications and Utilities (Summary)
23	37X	Space Rental (Summary)
23	370	Space Rental, Commercial
23	373	Space Rental, SLUC
23	375	Other Non-Recurring Cost - FBF
23	38X	Communications (Summary)
23	380	Local Telephone
23	381	Long Distance Telephone
23	382	Teletype and Telegram
23	383	Postage and Fees
23	384	Data Transmission
23	385	Intercity Service Telephone
23	386	Extended Use Telephone Service
23	387	Conference Telephone Calls
23	388	Other Communication Service
23	39X	Equipment Rental (Summary)
23	390	Rental, Operating Equipment
23	391	Rental, Reproduction Equipment
23	392	Rental, Office Machines

Figure 4-A-1

<u>Object Class</u>	<u>Cost Element</u>	<u>Title</u>
24	41X	Printing and Reproduction (Summary)
24	410	Printing, Publications
24	414	Copier Reproduction
25		Other Services (Summary)
25	51X	Commercial Service Contracts (Summary)
25	510	Research and Development Contracts
25	511	Consultant Contracts Advisory Only
25	516	Commercial Contracts, Other
25	53X	Government Services (Summary)
25	531	Other (Training - GSA Funds)
25	535	Payments to Other GSA Funds
26		Supplies and Materials
26	610	Office Supplies - Government
26	611	General Operating Supplies
26	612	Newspapers and Periodicals
26	614	Technical Publications
26	615	Operating Forms
26	619	Office Supplies - Commercial
31		Purchase of Equipment (Summary)
31	921	Office Equipment

*These codes are NOT to be entered on any personnel documents.
They are for report interpretation only.

Figure 4-A-2

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS	1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE Office of Former President (name)	2. VOUCHER NUMBER
		3. SCHEDULE NUMBER

Read the Privacy Act Statement on the back of this form.

CLAIMANT	2. NAME (Last, first, middle initial) Smith, Bill	3. SOCIAL SECURITY NO.
	4. MAILING ADDRESS (Include ZIP Code)	5. OFFICE TELEPHONE NUMBER
	5. PAID BY	

6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)

DATE	BOOK	Show appropriate code in col. (DE) A—Local travel B—Telephone or telegraph, or C—Other Expenses (itemized)	MILEAGE RATE	AMOUNT CLAIMED			
				MILEAGE	FARE OR TOLL	ACC. PER. SCNS	TIPS AND MISCEL. LANECUS
(a)	(b)	(c) FROM (d) TO	(e) NO. OF MILES	(f)	(g)	(h)	(i)
2/17/89	A	Taxi fare from Federal Building A to Federal Building B, February 15, 1989, 2 passengers.			\$10.00		
				SUBTOTALS CARRIED FORWARD FROM THE BACK			
7. AMOUNT CLAIMED (Total of cols. (f), (g) and (h)) \$				TOTALS		\$10.00	

If additional space is required continue on the back.

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 5801.)

Sign Original Copy

APPROVING OFFICIAL SIGN HERE **John Doe** DATE **12/15/88**

9. This claim is certified correct and proper for payment.
Sign Original Copy

AUTHORIZED CERTIFYING OFFICER SIGN HERE DATE

ROUTING CLASSIFICATION
108.9.S U0100.10.81.000.110
(GSA will provide appropriate coding)

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

PAYMENT DESIRED *Sign Original Copy*
 CHECK CASH
 CLAIMANT SIGN HERE **(signed) Bill Smith** DATE **2/17/89**

11. CASH PAYMENT RECEIPT	
4. PAYEE (Signature)	3. DATE RECEIVED
5. AMOUNT \$	
12. PAYMENT MADE BY CHECK NO.	

IMPREST FUND TRANSACTION POLICY

Expenditures reimbursable through the imprest fund:

Transactions of less than \$500
Local travel (on official business)
 Taxi fares (receipt required for fares of \$25 or more)
 Tips (not to exceed 15% of cost of service)
 METRO fare cards
 Use of privately owned vehicle (@ 22.5 cents per mile)
 Parking fees (receipt required, except for meters)
Postage
Books and periodicals
Minor repairs of equipment
Delivery charges (not to exceed \$100)
Office supplies (not otherwise available through GSA)
Travel advances
Signed receipts (required for all transactions of \$25 or more)

Figure 4-B-2

INFORMATION ON TEMPORARY DUTY TRAVEL

PRE-TRIP PLANNING

Contact the GSA contracted travel agency for reservations for common carrier tickets, hotel and rental car (if necessary) when notified that temporary duty travel is to be taken. Tell the travel agency representative that tickets should be charged to the Government Travel Systems (GTS) account for Former President (Name).

Prepare GSA Form 87, Official TDY Travel Authorization, in accordance with PFM P 4290.1, GSA Internal Travel Regulations and Control of Official Travel. Sample GSA Form 87s follow in this section of the manual.

Use the lodging and per diem rate for the locality where the temporary duty is to be performed.

In Block 22 of the GSA Form 87 include any exceptions authorized, such as, actual expenses, non use of contract carrier, return to official duty station during the TDY period, etc.

In Block 23B of the GSA Form 87 include estimated cost for authorized use of commercial rental car, taxi fares and public transportation.

Calculate the travel advance in accordance with the instructions contained in Chapter 4 (Paragraph 9(c)). The minimum advance is \$150.

Provide the travel agency with an authorized copy of the GSA Form 87 within 3 days of the scheduled travel to pickup common carrier tickets. The travel agency will also deliver the tickets.

Prepare an amended GSA Form 87 when:

- a. traveling to points not originally authorized;
- b. traveling 3 or more days beyond the travel dates authorized;
- c. a change is made in the mode of transportation;
- d. authorizing additional allowance not originally authorized due to an administrative error;
- e. the advance required is more than the amount requested.

DO NOT --

Purchase common carrier tickets for cash

Schedule first class travel unless authorized in advance

Purchase non-contract airline ticket without justification on the GSA Form 87

Perform any temporary duty travel without an authorized GSA Form 87

AFTER COMPLETING TRIP

The traveler must prepare a Standard Form 1012, Travel Voucher, handwritten in ink is acceptable, if legible. Sample Travel Vouchers follow in this section of the manual.

Submit the original Travel Voucher and one copy to the approving official within 5 workdays after the travel is completed.

Submit a Travel Voucher to the approving official within 5 workdays after the conclusion of a 30 calendar day period when travel is for an extended period. Partial vouchering may be submitted on a weekly basis and must be clearly marked as a partial of final voucher.

Submit a comparable Travel Voucher when time off is taken during the travel period or use of a different mode of transportation other than authorized, i.e. POV for personal convenience instead of air.

Show the same mailing address on the SF 1012 as shown on the GSA Form 87.

Indicate that the common carrier ticket was purchased on the Government Travel System account.

Submit lodging receipts with voucher for both lodging plus per diem and actual expenses regardless of amount.

Indicate origin and destination for official long distance phone calls and provide receipts, use of a coin box telephone should be stated on the voucher.

OFFICIAL TDY TRAVEL AUTHORIZATION <i>(Note: See Privacy Act Statement on reverse)</i>						1. AUTHORIZATION NO. 554321648				
2. TRAVELER'S NAME (Last, First, Middle Initial) Paul T. Traveler			3. TITLE Attorney		4. SOCIAL SECURITY NO. 218-40-1781					
5. ADDRESS TO WHICH REMITTANCE CHECKS WILL BE MAILED 1427 Maple Road Atlanta, GA 31041			6. OFFICE SERVICE AND DIVISION Smith, Johnson, and Jones		7. OFFICE SYMBOL 734					
			8. OFFICIAL DUTY STATION Atlanta, GA		9. OFFICE PHONE NO. (401) 242-0142					
			10. TYPE <input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDMENT		11. CATEGORY <input checked="" type="checkbox"/> SINGLE TRIP <input type="checkbox"/> LOA (<input type="checkbox"/> COST <input type="checkbox"/> NO COST)					
12. TRAVEL PURPOSE (check one) <input checked="" type="checkbox"/> SITE VISIT <input type="checkbox"/> INFORMATION MEETING <input type="checkbox"/> TRAINING ATTENDANCE <input type="checkbox"/> SPEECH OR PRESENTATION <input type="checkbox"/> CONFERENCE ATTENDANCE <input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> SPECIAL MISSION <input type="checkbox"/> OTHER (SPECIFY)										
13. SPECIFIC TRAVEL PURPOSE FOR A TEMPORARY ASSIGNMENT TO THE OFFICE OF FORMER PRESIDENT (Name): in the position of Staff Advisor. Place of business and residence is Atlanta, GA.										
14. AUTHORIZED OFFICIAL ITINERARY										
NOTE: DO NOT include any personal sidetrips or modes of transportation that are for personal convenience and/or preference.										
DATE (a)	WEEK-DAY (b)	ITINERARY POINT (c)		PER DIEM RATE			ACTUAL EXPENSE RATE (e)	MODE OF TRANSPORTATION BETWEEN ITINERARY POINTS (f)	MODE OF LOCAL TRANSPORTATION (g)	
		CITY	STATE	BASE RATE (1)	MAXIMUM LODGING (2)	TOTAL MAXIMUM (3)				
		FROM:	Atlanta	GA						
11/20/88		TO:	Washington	DC	34	87	121	AIR	PUBLIC	
		TO:								
1/18/89		TO:	Atlanta	GA				AIR		
YES	NO	14. IS THE EMPLOYEE MAKING ANY DEVIATIONS FROM THE AUTHORIZED ITINERARY FOR PERSONAL CONVENIENCE, TAKING ANY ANNUAL LEAVE OR USING A DIFFERENT MODE OF TRANSPORTATION FOR PERSONAL CONVENIENCE? (If "YES", explain in item 22, "REMARKS") (Note: any deviations from the authorized itinerary requires a comprehensive cost statement on the SF 1012, Travel Voucher.)								
	X									
X		15. IF AIR TRANSPORTATION IS THE AUTHORIZED MODE OF TRAVEL BETWEEN ITINERARY POINTS, IS THE LOWEST PRICED CONTRACT CARRIER BEING USED BETWEEN ALL ITINERARY POINTS? (If "NO", justify in item 22)								
	X									
	X	16. IS EXTRA FARE AIR (first class, business class, etc.) OR RAIL (Metrolink, pullman, etc.) AUTHORIZED? (If "YES", justify in item 22)								
	X	17A. WILL POV BE USED FOR ANY TRAVEL BETWEEN ITINERARY POINTS? (If "YES", check one box below and complete item 17B) 17B. VEHICLE RATE AUTHORIZED PER MILE								
	X	<input type="checkbox"/> USE OF POV IS ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> USE OF POV IS NOT ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> USE OF POV HAS BEEN DETERMINED TO BE FOR PERSONAL CONVENIENCE AND REIMBURSEMENT LIMITED TO CONTRACTOR COST OF COMMERCIAL CARRIER.								
	X	18. IS ACTUAL EXPENSE UNUSUAL CIRCUMSTANCES AUTHORIZED? (If "YES", justify in item 22) 17C. VEHICLE RATE AUTHORIZED PER MILE								
	X	IF ACTUAL EXPENSE IS AUTHORIZED, THE FOLLOWING APPLY: <input type="checkbox"/> RECEIPTS ARE REQUIRED FOR LODGING AND EACH MEAL OVER \$25.00 <input type="checkbox"/> RECEIPTS ARE REQUIRED FOR MEALS AND SPECIAL AMENITIES EXCEPTING LUNARIES MAY NOT EXCEED 50% OF THE AMOUNT IN ITEM 17C. <input type="checkbox"/> THE PERIOD OF OBTAINING COMMERCIAL CARRIER TICKETS FOR THIS TRIP IS: _____								
19. TRAVELER IS (check one)		20. METHOD OF OBTAINING COMMERCIAL CARRIER TICKETS (check one)						21. FUNDS: A. INITIALS B. DATE		
<input type="checkbox"/> GOVT CHANGE CARD HOLDER		<input type="checkbox"/> GOVT CHANGE CARD OFFICER		<input checked="" type="checkbox"/> INDIVIDUAL TRAVELER		<input type="checkbox"/> INDIVIDUAL GOVERNMENT CHANGE CARD		<input checked="" type="checkbox"/> BLANKET GOVERNMENT CHANGE CARD		
						<input type="checkbox"/> GOVERNMENT TRANSPORTATION REQUEST		<input type="checkbox"/> OTHER (justify in item 22)		
22. REMARKS		23. EST. COST TO GOVERNMENT								
Travel advance to be disbursed by Treasury Check. Employee authorized return to Atlanta on 12/24-25/88.		A. TOTAL COMMON CARRIER COST						\$ 264.00		
		B. TOTAL PER DIEM AND OTHER						\$ 7,260.00		
		C. TOTAL ESTIMATED COST						\$ 7,524.00		
24. TRAVEL ADVANCE WILL BE OBTAINED BY (check one)		25. ADVANCE AUTHORIZED						\$ 5,350.00		
<input type="checkbox"/> GOVERNMENT ISSUED CHANGE CARD		<input checked="" type="checkbox"/> BY TRIP ADVANCE OR FUNDS APPLICATION AND ACCOUNT								
IMPORTANT: SAFETY BELT USE IS MANDATORY. DRIVE SAFELY										
A SF 1012, TRAVEL VOUCHER MUST BE SUBMITTED TO THE VOUCHER APPROVING OFFICIAL WITHIN 5 WORKING DAYS OF COMPLETION OF TRIP.										
76. FUND ACCOUNT	77. FUND	78. ORGANIZATION	79. BUDGET ACTIVITY	80. OBJECT CLASS	81. FUNCTION	82. COST ELEMENT	83. PROJECT / PROSPECTIVE	84. COST CENTER A	85. WORK ITEM	86. COST CENTER B
CLASS	108.91	S	00100	10	81	000	110			
77. NAME AND TITLE OF AUTHORIZING OFFICIAL John Doe Executive Director, Office of Former President (Name)										
GSA FORM 87 (REV 8/88)										

Figure 4-0 Example of GSA Form 87 authorizing lodging plus per diem travel for temporary assignment at the Office of the Former President

OFFICIAL TDY TRAVEL AUTHORIZATION <i>(Note: See Privacy Act Statement on reverse)</i>						1. AUTHORIZATION NO. S11225566					
2. TRAVELER (Print name, military grade, last name) John T. Traveler			3. TITLE Staff Assistant			4. SOCIAL SECURITY NO. 245-12-6780					
5. ADDRESS TO WHICH PAYMENTS/STATEMENT CHECKS WILL BE MAILED 1234 21st Street, NW Washington, DC 20020			6A. OFFICE SERVICE AND DIVISION Office of Former President (Name)			6B. CORR. SYMBOL AOPE					
			7. OFFICIAL DUTY STATION Washington, DC			8. OFFICE PHONE NO. 523-6113					
			9. TYPE <input type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDMENT		10. CATEGORY <input checked="" type="checkbox"/> SINGLE TRIP <input type="checkbox"/> LOA (<input type="checkbox"/> COST <input type="checkbox"/> NO COST)						
11. TRAVEL PURPOSE (check one) <input type="checkbox"/> SITE VISIT <input checked="" type="checkbox"/> INFORMATION <input type="checkbox"/> TRAINING <input type="checkbox"/> ATTENDANCE <input type="checkbox"/> SPEECH OR PRESENTATION <input type="checkbox"/> CONFERENCE <input type="checkbox"/> ATTENDANCE <input type="checkbox"/> ENTITLEMENT <input type="checkbox"/> SPECIAL MISSION <input type="checkbox"/> OTHER (specify)											
12. SPECIFIC TRAVEL PURPOSE To meet with State Governors, attending Governors Convention, and to conduct interviews in Kansas City, MO, for positions with the Office of Former President (Name).											
13. AUTHORIZED OFFICIAL ITINERARY											
NOTE: DO NOT include any personal sidetrips or modes of transportation that are for personal convenience and/or preference.											
DATE (a)	WEEK-DAY (b)	ITINERARY POINT (c)		PER DIEM RATE			ACTUAL EXPENSE RATE (e)	MODE OF TRANSPORTATION BETWEEN ITINERARY POINTS (d)	MODE OF LOCAL TRANSPORTATION (f)		
		CITY	STATE	BASE RATE (a)	MAXIMUM LODGING (b)	TOTAL MAXIMUM (c)					
		FROM: Washington	DC								
12/6/88	Tue	TO: Fort Worth	TX	34	74	108		AIR	CRV		
12/8/88	Thur	TO: Kansas City	MO	26	60	86		AIR	CRV		
12/9/88	Fri	TO: Washington	DC					AIR			
YES	NO	14. IS THE EMPLOYEE MAKING ANY DEVIATIONS FROM THE AUTHORIZED ITINERARY FOR PERSONAL CONVENIENCE, TAKING ANY ANNUAL LEAVE OR USING A DIFFERENT MODE OF TRANSPORTATION FOR PERSONAL CONVENIENCE? (If "YES", explain in item 22, "REMARKS") (Note: any deviations from the authorized itinerary requires a comparative cost statement on the SF 1012, Travel Voucher.)									
	<input checked="" type="checkbox"/>										
<input checked="" type="checkbox"/>		15. IF AIR TRANSPORTATION IS THE AUTHORIZED MODE OF TRAVEL BETWEEN ITINERARY POINTS, IS THE LOWEST PRICED CONTRACT CARRIER BEING USED BETWEEN ALL ITINERARY POINTS? (If "NO", justify in item 22)									
	<input checked="" type="checkbox"/>										
<input checked="" type="checkbox"/>		16. IS EXTRA FARE AIR (first class, business class, etc.) OR RAIL (MasterCard, pullman, etc.) AUTHORIZED? (If "YES", justify in item 22)									
	<input checked="" type="checkbox"/>										
<input checked="" type="checkbox"/>		17A. WILL POV BE USED FOR ANY TRAVEL BETWEEN ITINERARY POINTS? (If "YES", check one box below and complete item 17B) <input type="checkbox"/> USE OF POV IS ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> USE OF POV IS NOT ADVANTAGEOUS TO THE GOVERNMENT. USE OF POV HAS BEEN DETERMINED TO BE FOR PERSONAL CONVENIENCE AND REIMBURSEMENT LIMITED TO CONTRACTOR COSTS IN COMMON CASES.									
	<input checked="" type="checkbox"/>										
<input checked="" type="checkbox"/>		18. IS ACTUAL EXPENSE UNUSUAL CIRCUMSTANCES AUTHORIZED? (If "YES", justify in item 22) IF ACTUAL EXPENSE IS AUTHORIZED, THE FOLLOWING APPLY: 18a. EXPENSES MUST BE ITEMIZED EACH DAY OR RECEIPTS ARE REQUIRED FOR LODGING AND EACH MEAL OVER \$25.00 18b. REIMBURSEMENT FOR MEALS AND SPECIAL OCCASIONS SUBSISTENCE EXPENSE MAY NOT EXCEED 75% OF THE AMOUNT IN ITEM 22. (Note: If item 18b was checked and you check 20b or c, explain in item 22)									
	<input checked="" type="checkbox"/>										
19. TRAVELER IS (check one)								20. METHOD OF OBTAINING COMMON CARRIER TICKETS (check one) (Note: If item 18b was checked and you check 20b or c, explain in item 22)		21. FUNDS A. DETAILS OBLIGATED B. DATE	
<input type="checkbox"/> GOVT. CHARGE CARD HOLDER <input type="checkbox"/> GOVT. CHARGE CARD DECLINE <input type="checkbox"/> INDIVIDUAL TRAVELER <input type="checkbox"/> INDIVIDUAL GOVERNMENT CHARGE CARD <input checked="" type="checkbox"/> BLANCKET GOVERNMENT CHARGE CARD <input type="checkbox"/> GOVERNMENT TRANSPORTATION REQUEST <input type="checkbox"/> OTHER (specify in item 22)											
22. REMARKS								22. EST. COST TO GOVERNMENT			
								A. TOTAL COMMON CARRIER COST \$ 360.00			
								B. TOTAL PER DIEM AND OTHER \$ 424.00			
								C. TOTAL ESTIMATED COST \$ 784.00			
24. TRAVEL ADVANCE WILL BE OBTAINED BY (check one)								23. ADVANCE AUTHORIZED \$ 450.00			
<input type="checkbox"/> GOVERNMENT ISSUED CHARGE CARD <input checked="" type="checkbox"/> UP TO THE ADVANCE OF FUNDS APPLICATION AND ACCOUNT											
IMPORTANT: SAFETY BELT USE IS MANDATORY. DRIVE SAFELY											
A SF 1012, TRAVEL VOUCHER MUST BE SUBMITTED TO THE VOUCHER APPROVING OFFICIAL WITHIN 5 WORKING DAYS OF COMPLETION OF TRIP.											
76. HEAD ACCOUNT	FUND	ORGANIZATION	BUDGET ACTIVITY	OBJECT CLASS	FUNCTION	COST ELEMENT	PROJECT / PROSPECTUS	COST CENTER A	WORK ITEM	COST CENTER B	
CLASS	108.9	\$ 00100	10	81	000	110					
77a. NAME AND TITLE OF AUTHORIZING OFFICIAL John Doe Executive Director, Office of Former President (Name)							77b. SIGNATURE (PRESS HARD - USE BALL POINT PEN)		77c. DATE		

Figure 4-2 Example of GSA Form 87 authorizing lodging plus per diem travel to multiple cities

OFFICIAL TDY TRAVEL AUTHORIZATION (Note: See Privacy Act Statement on reverse)						1. AUTHORIZATION NO. 574589012				
2. TRAVELER'S NAME (Last, First, Middle Initial, and Suffix) William V. Traveler				3. TITLE Staff Advisor		4. SOCIAL SECURITY NO. 990-67-1278				
5. ADDRESS TO WHICH REIMBURSEMENT CHECK WILL BE MAILED 3245 Spring Street Alexandria, VA 33415				6. OFFICE SERVICE AND DIVISION Office of Former President (Name)		8. COAR SYMBOL				
				7. OFFICIAL DUTY STATION Washington, DC		9. OFFICE PHONE NO. 523-8415				
				10. CATEGORY <input type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDMENT <input checked="" type="checkbox"/> SINGLE TRIP <input type="checkbox"/> LOA (<input type="checkbox"/> COST <input type="checkbox"/> NO COST)						
11. TRAVEL PURPOSE (Check one) <input type="checkbox"/> SITE VISIT <input type="checkbox"/> RECONSTRUCTION MEETING <input type="checkbox"/> TRAINING <input type="checkbox"/> RECEPTION <input type="checkbox"/> SPEECH OR PRESENTATION <input type="checkbox"/> CONFERENCE ATTENDANCE <input type="checkbox"/> ENTITLEMENT <input type="checkbox"/> SPECIAL DESIGN <input type="checkbox"/> OTHER (Specify)										
12. SPECIFIC TRAVEL PURPOSE <p style="text-align: center;">To visit the United Nations Facilities</p>										
13. AUTHORIZED OFFICIAL ITINERARY										
NOTE: DO NOT include any personal sidetrips or modes of transportation that are for personal convenience and/or preference.										
DATE (a)	WEEK-DAY (b)	ITINERARY POINT (c)		PER DIEM RATE			ACTUAL EXPENSE RATE (g)	MODE OF TRAVEL BETWEEN ITINERARY POINTS (h)	MODE OF LOCAL TRANSPORTATION (i)	
		FROM: CITY	STATE	BASE RATE (1)	MAXIMUM LODGING (2)	TOTAL MAXIMUM (3)				
		FROM: Washington	DC							
11/14/88	Mon	New York	NY				212	ATR	TAXI	
11/17/88	Thu	Washington	DC					ATR		
YES NO		14. IS THE EMPLOYEE MAKING ANY DEVIATIONS FROM THE AUTHORIZED ITINERARY FOR PERSONAL CONVENIENCE, TAKING ANY ANNUAL LEAVE OR USING A DIFFERENT MODE OF TRANSPORTATION FOR PERSONAL CONVENIENCE? (If "YES", explain in item 22, "REMARKS") (Note: any deviations from the authorized itinerary requires a comparative cost statement on the SF 1012, Travel Voucher.)								
X										
X		15. IF AIR TRANSPORTATION IS THE AUTHORIZED MODE OF TRAVEL BETWEEN ITINERARY POINTS, IS THE LOWEST PRICED CONTRACT CARRIER BEING USED BETWEEN ALL ITINERARY POINTS? (If "NO", justify in item 22)								
Y										
Y		16. IS EXTRA FARE AIR (first class, business class, etc.) OR RAIL (Metrolink, pullman, etc.) AUTHORIZED? (If "YES", justify in item 22)								
Y										
Y		17A. WILL POV BE USED FOR ANY TRAVEL BETWEEN ITINERARY POINTS? (If "YES", check one box below and complete item 17B) USE OF POV IS ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> USE OF POV IS NOT ADVANTAGEOUS TO THE GOVERNMENT. USE OF POV HAS BEEN DETERMINED TO BE FOR PERSONAL CONVENIENCE AND REIMBURSEMENT LIMITED TO CONTRACTOR COST, IF APPLICABLE. <input checked="" type="checkbox"/>						17B. USAGE RATE AUTHORIZED PER MILE		
Y								C		
X		18. IS ACTUAL EXPENSE UNUSUAL CIRCUMSTANCES AUTHORIZED? (If "YES", justify in item 22) IF ACTUAL EXPENSE IS AUTHORIZED, THE FOLLOWING APPLY: 18A. EXPENSES MUST BE ITEMIZED EACH DAY. 18B. RECEIPTS ARE REQUIRED FOR LODGING AND EACH MEAL OVER \$25.00. 18C. REIMBURSEMENT FOR MEALS AND UNUSUAL CIRCUMSTANCES SUBSISTENCE EXPENSE MAY NOT EXCEED 75% OF THE AMOUNT IN ITEM 22E.								
X										
19. TRAVELER IS (Check one)								20. METHOD OF PAYMENT (Check one)		
<input type="checkbox"/> GOVT CHARGE CARD		<input type="checkbox"/> GOVT CHARGE CARD WORK-OVER		<input type="checkbox"/> INDIVIDUAL GOVERNMENT CHARGE CARD		<input type="checkbox"/> BLANKET GOVERNMENT CHARGE CARD		<input type="checkbox"/> GOVERNMENT TRANSPORTATION REQUEST		
<input type="checkbox"/> INDIVIDUAL TRAVELER		<input type="checkbox"/> INDIVIDUAL TRAVELER		<input type="checkbox"/> INDIVIDUAL TRAVELER		<input type="checkbox"/> INDIVIDUAL TRAVELER		<input type="checkbox"/> INDIVIDUAL TRAVELER		
21. REMARKS City wide conventions are being held, the only available lodging rate is \$125. No lodging is available at a cheaper rate.								22. EST. COST TO GOVERNMENT		
								A. TOTAL COMMON CARRIER COST \$ 116.00		
								B. TOTAL PER DIEM AND OTHER \$ 948.00		
								C. TOTAL ESTIMATED COST \$ 1,064.00		
24. TRAVEL ADVANCE WILL BE OBTAINED BY (Check one)								25. ADVANCE AUTHORIZED		
<input type="checkbox"/> GOVERNMENT ISSUED CHARGE CARD								<input checked="" type="checkbox"/> BY THIS ADVANCE OF FUNDS APPLICATION AND ACCOUNT		
IMPORTANT: SAFETY BELT USE IS MANDATORY. DRIVE SAFELY										
A SF 1012, TRAVEL VOUCHER MUST BE SUBMITTED TO THE VOUCHER APPROVING OFFICIAL WITHIN 5 WORKING DAYS OF COMPLETION OF TRIP.										
76. HEAD ACCOUNT CLASS	FUND	ORGANIZATION	BUDGET ACTIVITY	OBJECT CLASS	FUNCTION	COST ELEMENT	PROJECT / PROSPECTUS	COST CENTER A	WORK ITEM	COST CENTER B
	108.0	S 001001	10	87	000	110				
27. NAME AND TITLE OF AUTHORIZING OFFICIAL John Doe Executive Director, Office of Former President (Name)								28. SIGNATURE (Check one) <input type="checkbox"/> USE BALL POINT PEN		
								29. DATE		

Figure 4-7 Example of GSA Form 87 authorizing actual subsistence expense requiring full itemization

OFFICIAL TDY TRAVEL AUTHORIZATION <i>(Note: See Privacy Act Statement on reverse)</i>						1. AUTHORIZATION NO. S44137621				
2. TRAVELER (Print name, grade, and last name) Jack S. Travler				3. TITLE Staff Assistant		4. SOCIAL SECURITY NO. 569-12-4781				
5. ADDRESS TO WHICH REIMBURSEMENT CHECK WILL BE MAILED 1122 James Street Alexandria, VA 24312				6. OFFICE SERVICE AND DIVISION Office of Former President (Name)		7. CORA SYMBOL AOPE				
				8. OFFICIAL DUTY STATION Washington, DC		9. OFFICE PHONE NO. 523-7741				
				10. CATEGORY <input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDMENT <input checked="" type="checkbox"/> SINGLE TRIP <input type="checkbox"/> LOA <input type="checkbox"/> COST <input type="checkbox"/> NO COST						
11. TRAVEL PURPOSE (check one) <input type="checkbox"/> SITE VISIT <input type="checkbox"/> INFORMATION MEETING <input type="checkbox"/> TRAINING ATTENDANCE <input type="checkbox"/> SPEECH OR PRESENTATION <input type="checkbox"/> CONFERENCE ATTENDANCE <input type="checkbox"/> ENTITLEMENT <input type="checkbox"/> SPECIAL MISSION <input type="checkbox"/> OTHER (SPECIFY)										
12. SPECIFIC TRAVEL PURPOSE To meet with Faculty of Economic Department at the University of Richmond										
13. AUTHORIZED OFFICIAL ITINERARY										
NOTE: DO NOT include any personal sidetrips or modes of transportation that are for personal convenience and/or preference.										
DATE (a)	WEEK-DAY (b)	ITINERARY POINT (c)		PER DIEM RATE			ACTUAL EXPENSE RATE (e)	MODE OF TRANS. BETWEEN ITINERARY POINTS (f)	MODE OF LOCAL TRANSPORTATION (g)	
		CITY	STATE	MEAL RATE (1)	MAXIMUM LODGING (2)	TOTAL MAXIMUM (3)				
		FROM: Washington	DC							
11/21/88	Mon	TO: Richmond	VA	26*		26*		POV	POV	
11/21/88	Mon	TO: Washington	DC					POV		
22. EST. COST TO GOVERNMENT										
A. TOTAL COMMON CARRIER COST	\$ -0-									
B. TOTAL PER DIEM AND OTHER	\$ 76.00									
C. TOTAL ESTIMATED COST	\$ 76.00									
23. ADVANCE AUTHORIZED	\$ -0-									
25. HEAD ACCOUNT CLASS	FUND	ORGANIZATION	BUDGET ACTIVITY	OBJECT CLASS	FUNCTION	COST ELEMENT	PROJECT / PROSPECTIVE	COST CENTER A	WORK ITEM	COST CENTER B
	108.9	S 00100	10	81	000	110				

Figure 4-H Example of GSA Form 87 authorizing per diem for a one day trip using a privately owned vehicle

OFFICIAL TDY TRAVEL AUTHORIZATION <i>(Note: See Privacy Act Statement on reverse)</i>						1. AUTHORIZATION NO. S64153289				
3. TRAVELER'S NAME (Include maiden and last names) Maria F. Traveler		4. TITLE Staff Advisor		5. SOCIAL SECURITY NO. 714-36-1117						
6. ADDRESS TO WHICH REIMBURSEMENT CHECK WILL BE MAILED 3114 Williams St., Falls Church, VA 22123		7. OFFICE SERVICE AND DIVISION Office of Former President (Name)		8. COAA SYMBOL AOPE						
		9. OFFICIAL DUTY STATION Washington, DC		6. OFFICE PHONE NO. 523-5543						
		10. TYPE <input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDMENT		10. CATEGORY <input checked="" type="checkbox"/> SINGLE TRIP <input type="checkbox"/> LOA (<input type="checkbox"/> COST <input type="checkbox"/> NO COST)						
11. TRAVEL PURPOSE (Check one) <input checked="" type="checkbox"/> SITE VISIT <input type="checkbox"/> INFORMATION USE (TRIP) <input type="checkbox"/> TRAINING & ATTENDANCE <input type="checkbox"/> SPEECH OR PRESENTATION <input type="checkbox"/> CONFERENCE & ATTENDANCE <input type="checkbox"/> ENTERTAINMENT <input type="checkbox"/> SPECIAL MISSION <input type="checkbox"/> OTHER (Specify)										
12. SPECIFIC TRAVEL PURPOSE To conduct interviews for positions with the Office of Former President (Name)										
13. AUTHORIZED OFFICIAL ITINERARY										
NOTE: DO NOT include any personal sidetrips or modes of transportation that are for personal convenience and/or preference.										
DATE (a)	WEEK-DAY (b)	ITINERARY POINT (c)		PER DIEM RATE			ACTUAL EXPENSE RATE (e)	MODE OF TRANS. BETWEEN ITINERARY POINTS (f)	MODE OF LOCAL TRANSPORTATION (g)	
		CITY	STATE	BASE RATE (d)	MEALS & LODGING (h)	TOTAL (i)				
		FROM: Washington	DC							
12/11/88	Sun	TO: Chapel Hill	NC	26	56	82		AIR	PUBLIC	
		TO: Washington	DC					AIR		
YES	NO	14. IS THE EMPLOYEE MAKING ANY DEVIATIONS FROM THE AUTHORIZED ITINERARY FOR PERSONAL CONVENIENCE, TAKING ANY ANNUAL LEAVE OR USING A DIFFERENT MODE OF TRANSPORTATION FOR PERSONAL CONVENIENCE? (If "YES", explain in item 22, "REMARKS") (Note: any deviations from the authorized itinerary requires a comparative cost statement on the SF 1012, Travel Voucher.)								
	X									
	NYA	15. IF AIR TRANSPORTATION IS THE AUTHORIZED MODE OF TRAVEL BETWEEN ITINERARY POINTS, IS THE LOWEST PRICED CONTRACT CARRIER BEING USED BETWEEN ALL ITINERARY POINTS? (If "NO", justify in item 22)								
	NYA									
	NYA	16. IS EXTRA FARE AIR (first class, business class, etc.) OR RAIL (Masterchuck, Pullman, etc.) AUTHORIZED? (If "YES", justify in item 22)								
	X	17A. WILL POV BE USED FOR ANY TRAVEL BETWEEN ITINERARY POINTS? (If "YES", check one box below and complete item 17B) <input type="checkbox"/> USE OF POV IS ADVANTAGEOUS TO THE GOVERNMENT <input checked="" type="checkbox"/> USE OF POV IS NOT ADVANTAGEOUS TO THE GOVERNMENT. USE OF POV HAS BEEN DETERMINED TO BE FOR PERSONAL CONVENIENCE AND REIMBURSEMENT LIMITED TO COST OF COMMERCIAL FARE.								
		17B. MILEAGE RATE AUTHORIZED PER MILE: 22.5¢								
	X	18. IS ACTUAL EXPENSE UNUSUAL CIRCUMSTANCES AUTHORIZED? (If "YES", justify in item 22) IF ACTUAL EXPENSE IS AUTHORIZED, THE FOLLOWING APPLY: 18A. EXPENSES MUST BE ITEMIZED EACH DAY. 18B. RECEIPTS ARE REQUIRED FOR LODGING AND EACH MEAL OVER \$2.00. 18C. REIMBURSEMENT FOR MEALS AND INCIDENTAL EXPENSES (TIP) MAY NOT EXCEED 15% OF THE MEAL OR TIP.								
19. TRAVELER IS ADVISED THAT: <input type="checkbox"/> GOVT. CHARGE CARD HOLDER <input type="checkbox"/> GOVT. CHARGE CARD DECLINE <input checked="" type="checkbox"/> INDIVIDUAL GOVERNMENT CHARGE CARD <input type="checkbox"/> BLANKET GOVERNMENT CHARGE CARD <input type="checkbox"/> GOVERNMENT TRANSPORTATION REQUEST		21. FUNDING A. ACTUALS B. DATE								
22. REMARKS Traveler will drive to and from Chapel Hill for personal convenience and excess travel time will be during non-duty hours.		22. EST. COST TO GOVERNMENT A. TOTAL COMMON CARRIER COST \$ 272.00 B. TOTAL PER DIEM AND OTHER \$ 480.00 C. TOTAL ESTIMATED COST \$ 752.00 23. ADVANCE AUTHORIZED \$ 450.00								
24. TRAVEL ADVANCE WILL BE OBTAINED BY (Check one) <input type="checkbox"/> GOVERNMENT TRAVEL CHARGE CARD <input checked="" type="checkbox"/> USE OF TRAVEL ADVANCE OF FUNDS APPLICATION AND ACCOUNT		25. IMPORTANT: SAFETY BELT USE IS MANDATORY. DRIVE SAFELY. A SF 1012, TRAVEL VOUCHER MUST BE SUBMITTED TO THE VOUCHER APPROVING OFFICIAL WITHIN 5 WORKING DAYS OF COMPLETION OF TRIP.								
26. HEAD ACCOUNT CLASS	FUND	ORGANIZATION	BUDGET ACTIVITY	OBJECT CLASS	FUNCTION	COST ELEMENT	PROJECT / PROSPECTUS	COST CENTER A	WORK ITEM	COST CENTER B
	108.9	S 00100	10	81	000	110				
27A. NAME AND TITLE OF AUTHORIZING OFFICIAL John Doe, Executive Director, Office of Former President (Name)	27B. SIGNATURE (Do not use ballpoint pen)	27C. DATE								

GSA FORM 87 (REV 5-98)

Figure 4-1 Example of GSA Form 87 showing a mode of transportation for personal convenience

OFFICIAL TDY TRAVEL AUTHORIZATION <i>(Note: See Privacy Act Statement on reverse)</i>						1. AUTHORIZATION NO. S22341521				
2. TRAVELER'S NAME, GRADE AND OLD NUMBER Paul M. Traveler				3. TITLE Staff Assistant		4. SOCIAL SECURITY NO. 597-32-1121				
5. ADDRESS TO WHICH REIMBURSEMENT CHECK WILL BE MAILED 7241 Jones Fall Avenue Falls Church, VA 22123				6. OFFICE SERVICE AND DIVISION Office of Former President (Name)		8. COAR SYMBOL AOPE				
				7. OFFICIAL DUTY STATION Washington, DC		9. OFFICE PHONE NO. 523-0011				
				10. CATEGORY <input type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDMENT <input checked="" type="checkbox"/> SINGLE TRIP <input type="checkbox"/> LOA <input type="checkbox"/> COST <input type="checkbox"/> NO COST						
11. TRAVEL PURPOSE (check one) <input type="checkbox"/> SITE VISIT <input type="checkbox"/> INFORMATION MEETING <input type="checkbox"/> TRAINING & ATTENDANCE <input type="checkbox"/> SPEECH OR PRESENTATION <input type="checkbox"/> CONFERENCE ATTENDANCE <input type="checkbox"/> ENTITLEMENT <input type="checkbox"/> SPECIAL MISSION <input type="checkbox"/> OTHER (Specify)										
12. SPECIFIC TRAVEL PURPOSE To meet with officials at the NATO Headquarters										
13. AUTHORIZED OFFICIAL ITINERARY										
NOTE: DO NOT include any personal sidetrips or modes of transportation that are for personal convenience and/or preference.										
DATE (a)	WEEK-DAY (b)	ITINERARY POINT (c)		PER DIEM RATE			ACTUAL EXPENSE RATE (e)	MODE OF TRAVEL BETWEEN ITINERARY POINTS (f)	MODE OF LOCAL TRANSPORTATION (g)	
		CITY	STATE	BASE RATE (d)	MAXIMUM LODGING (h)	TOTAL MAXIMUM (i)				
		FROM: Washington	DC							
11/13/88	Sun	TO: Brussels	Bel.			131		AIR	TAXI	
		TO: Washington	DC					AIR		
YES NO		14. IS THE EMPLOYEE MAKING ANY DEVIATIONS FROM THE AUTHORIZED ITINERARY FOR PERSONAL CONVENIENCE, TAKING ANY ANNUAL LEAVE OR USING A DIFFERENT MODE OF TRANSPORTATION FOR PERSONAL CONVENIENCE? (If "YES", explain in item 22, "REMARKS") (Note: any deviations from the authorized itinerary requires a comparative cost statement on the SF 1012, Travel Voucher.)								
X										
X		15. IF AIR TRANSPORTATION IS THE AUTHORIZED MODE OF TRAVEL BETWEEN ITINERARY POINTS, IS THE LOWEST PRICED CONTRACT CARRIER BEING USED BETWEEN ALL ITINERARY POINTS? (If "NO", justify in item 22)								
X										
X		16. IS EXTRA FARE AIR (first class, business class, etc.) OR RAIL (Metrolink, pullman, etc.) AUTHORIZED? (If "YES", justify in item 22)								
X										
X		17A. WILL POV BE USED FOR ANY TRAVEL BETWEEN ITINERARY POINTS? (If "YES", check one box below and complete item 17B) <input type="checkbox"/> USE OF POV IS ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> USE OF POV IS NOT ADVANTAGEOUS TO THE GOVERNMENT (USE OF POV HAS BEEN DETERMINED TO BE FOR PERSONAL CONVENIENCE AND REIMBURSEMENT LIMITED TO CONTRACTOR'S COST OF COMMERCIAL CARRIERS)						17B. MILEAGE RATE AUTHORIZED PER MILE ¢		
X										
X		18. IS ACTUAL EXPENSE UNUSUAL CIRCUMSTANCES AUTHORIZED? (If "YES", justify in item 22) IF ACTUAL EXPENSE IS AUTHORIZED, THE FOLLOWING APPLY: 18A. EXPENSES MUST BE ITEMIZED EACH DAY 18B. RECEIPTS ARE REQUIRED FOR LODGING AND EACH MEAL OVER \$25.00 18C. DEVELOPMENT FOR MEALS AND MISCELLANEOUS SUPPLIES (IF APPLICABLE) MAY NOT EXCEED 10% OF THE AMOUNT IN ITEM 22								
X										
19. TRAVELER IS (check one) <input type="checkbox"/> GOVT CHANGE CARD HOLDER <input type="checkbox"/> GOVT CHANGE CARD DECLINE <input type="checkbox"/> REIMBURSED TRAVELER				20. METHOD OF OBTAINING COMMON CARRIER TICKETS (check one) (Note: If item 19b was checked and you check 20b or c, complete item 22) <input type="checkbox"/> INDIVIDUAL GOVERNMENT CHANGE CARD <input checked="" type="checkbox"/> ELABORATE GOVERNMENT CHANGE CARD <input type="checkbox"/> GOVERNMENT TRANSPORTATION REQUEST <input type="checkbox"/> OTHER (Specify in item 22)				21. FUNDS: A. DETAILS: OBL. GATED A. DATE		
22. REMARKS				22. EST. COST TO GOVERNMENT						
				A. TOTAL COMMON CARRIER COST				\$ 820.00		
				B. TOTAL PER DIEM AND OTHER				\$ 755.00		
				C. TOTAL ESTIMATED COST				\$ 1,575.00		
24. TRAVEL ADVANCE WILL BE OBTAINED BY (check one) <input type="checkbox"/> GOVERNMENT TRAVEL CHANGE CARD <input checked="" type="checkbox"/> USE OF TRAVEL ADVANCE OF FUNDS APPLICATION AND ACCOUNT				24. ADVANCE AUTHORIZED				\$ 750.00		
IMPORTANT: SAFETY BELT USE IS MANDATORY. DRIVE SAFELY										
A SF 1012, TRAVEL VOUCHER MUST BE SUBMITTED TO THE VOUCHER APPROVING OFFICIAL WITHIN 5 WORKING DAYS OF COMPLETION OF TRIP.										
76. HEAD ACCOUNT CLASS	FUND	ORGANIZATION	BUDGET ACTIVITY	OBJECT CLASS	FUNCTION	COST ELEMENT	PROJECT / PROSPECTIVE	COST CENTER A	WORK ITEM	COST CENTER B
CLASS	108.9	\$ 00100	10	81	000	110				
77. NAME AND TITLE OF AUTHORIZING OFFICIAL John Doe Executive Director, Office of Former President (Name)							77C. DATE			

Figure 4-J Example of GSA Form 37 authorizing travel from the Con. U.S. to a location outside the Con. U.S.

ADVANCE OF FUNDS APPLICATION AND ACCOUNT	1. TYPE OF ADVANCE		2. TYPE OF TRAVEL		3. NAME (Last, first, middle initial)		4. ACCOUNT NO.	
	<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> PERMANENT	5. TELEPHONE NUMBER(S)		6. SOCIAL SECURITY ACCOUNT NO.	
In compliance with Privacy Act of 1974 the following information is provided: Submission of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11809 of July 22, 1971, E.O. 11012 of March 27, 1962, and E.O. 9337 of November 22, 1942. The primary purpose of the information is to authorize the review, approval, accounting, and advancement of funds for travel and certain restriction advance expenses to be incurred under temporary administrative authorization. The requested information will be used by officers and employees of the agency who have a need for such information in the performance of their official duties. The information will be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or proceedings, or when pursuant to a requirement by the agency in connection with the hiring or firing of an employee, security clearance, or other investigations of the performance of officials duty while in Government service. Your Social Security Number (SSN) is solicited for use as an employee identification number. Disclosure of the requested information is voluntary; however, failure to provide the information requested may result in delay or suspension of your advance of funds request.					7. DEPARTMENT OR ESTABLISHMENT		8. AGENCY DIVISION OR OFFICE	
					General Services Administration		Office of Former President (Name)	
9. APPLICATION - (For completion by applicant)								
An advance of funds is hereby requested for travel and other expenses to be incurred by me.					10. BALANCE DUE U.S. FROM PREVIOUS ADVANCE		11.	
12. UACRA AUTHORIZATION NUMBER					13. DATE OF ANNUAL DATE		14. AMOUNT HEREIN APPLIED FOR	
S11225566					12/2/88		\$ 300.00	
15. TRAVEL PERIOD					16. TOTAL		17.	
12/7/88 12/9/88					300.00			
18. MAIL CHECK TO: <input type="checkbox"/> OFFICE <input type="checkbox"/> RESIDENCE (Give address - number, street, apt, state, ZIP code)					19. Note: Outstanding advances not fully repaid by deductions from reimbursement vouchers must be promptly repaid. When travel is canceled or otherwise discontinued, the full amount of any outstanding advance shall be repaid immediately.			
Travelers Checks								
20. APPLICANT SIGN HERE					21. DATE		22.	
/s/ John T. Traveler					12/6/88			
23. APPROVAL					24. DATE APPROVED		25. APPROPRIATION TO BE CHARGED	
							108.9.S 00100.10.81.000.110	
26. REMARKS					27. CASH PAYMENT RECEIVED		28. DATE	

Figure 4-K Example of Request for Travel Advance in the form of travelers checks from the Imprest Fund

ADVANCE OF FUNDS APPLICATION AND ACCOUNT	1. TYPE OF ADVANCE		2. TYPE OF TRAVEL		3. NAME (Last, first, middle initial)		4. ACCOUNT NO.	
	<input type="checkbox"/> CASH	<input checked="" type="checkbox"/> CHECK	<input checked="" type="checkbox"/> TEMPORARY	<input type="checkbox"/> PERMANENT	Traveler, Paul T.		218-40-1781	
					5. TELEPHONE NUMBER(S)		6. SOCIAL SECURITY ACCOUNT NO.	
					(401) 242-0142			
<small>In compliance with Privacy Act of 1974 the following information is provided. Sections of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11652 of July 22, 1971, E.O. 11012 of March 27, 1962, and E.O. 12877 of November 22, 1981. The primary purpose of the information is to facilitate the review, approval, accounting, and advancement of funds for travel and certain recreation advance expenses to be incurred under appropriate administrative authorization. The requested information will be used by officers and employees of the agency who have a need for such information in the performance of their official duties. The information will be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, security clearances, or other investigations of the performance of official duty while in Government service. Your Social Security Number (SSN) is solicited for use as an employee identification number. Disclosure of the requested information is voluntary. However, failure to provide the information requested may result in delay or suspension of your advance of funds request.</small>					7. DEPARTMENT OR ESTABLISHMENT		8. BUREAU, DIVISION OR OFFICE	
					General Services Administration		Office of Former President (Name)	
9. APPLICATION - (For completion by requester)								
An advance of funds is hereby requested for travel and other expenses to be incurred by me.								
10. UNDER AUTHORIZATION NUMBER			11. DATE OF AUTHORIZATION		12. BALANCE DUE U.S. FROM PREVIOUS ADVANCE		13. AMOUNT HEREIN APPLIED FOR	
554721648			11/9/88				\$ 990.00	
14. TRAVEL PERIOD			15. TOTAL					
11/20/88 to 1/18/89								
16. MAIL CHECK TO <input type="checkbox"/> OFFICE <input checked="" type="checkbox"/> RESIDENCE					<small>Notes: Outstanding advances not fully recovered by deductions from reimbursements received must be promptly repaid. When travel is canceled or otherwise postponed, the full amount of any outstanding advance shall be repaid immediately.</small>			
1427 Maple Road Atlanta, GA 31041								
17. APPLICANT SIGN HERE					18. DATE			
/s/ Paul T. Traveler					11/9/88			
19. APPROVAL					20. DATE APPROVED		21. AMOUNT TO BE CANCELED	
							108.9.S 00100.10.81.000.110	
22. REMARKS					23. CASH PAYMENT RECEIVED		24. DATE	

10-6108

U.S. GPO 1988-481-122

STANDARD FORM 138-REV. 11-77.
Prescribed by GSA FPMR 101 CFR 101.7

Figure 4-L Example of Request for Travel Advance from Treasury Disbursing Office

TRAVEL VOUCHER <small>(Read the Privacy Act Statement on the back)</small>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE Office of Former President (Name)		2. TYPE OF TRAVEL <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO.	
4. TRAVELER(S)		5. MAILING ADDRESS (Include ZIP Code) 1427 Maple Road Atlanta, GA 31041		6. SOCIAL SECURITY NO. 218-40-1781		7. PERIOD OF TRAVEL a. FROM 11/20/88 b. TO 1/19/89	
8. PRESENT DUTY STATION Atlanta, GA		9. RESIDENCE (City and State) Atlanta, GA		10. OFFICE TELEPHONE NO. (401) 242-0142		11. TRAVEL AUTHORIZATION a. NUMBER: 55327628 b. DATE: 11/9/88	
12. TRAVEL ADVANCE		13. CASH PAYMENT RECEIPT		14. PAID BY			
a. Overadvance \$ 5,350.00		b. DATE RECEIVED		c. AMOUNT RECEIVED \$			
d. Amount to be claimed \$ 1,643.55		e. PAYEE'S SIGNATURE					
f. Amount due Government (Approved: <input type="checkbox"/> Check <input type="checkbox"/> Cash)		g. PAYEE'S SIGNATURE					
g. Balance outstanding \$ 4,206.39							
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number below and attach passenger receipt if such is used (show amount on receipt tab.))		I hereby agree to the United States any right I may have against any carrier in connection with transportation charges described below, purchased under such government procedures (FPMR 101-7) ▶ Traveler's Initial P.J.J.					
		AGENT'S VALUATION OF TICKET	ISSUING CARRIER	MODE OF SERVICE AND ACCOMMODATIONS	DATE ISSUED	POINTS OF TRAVEL	
		(\$)	(Initial)	(Initial)	(MM)	FROM (Initial)	TO (Initial)
Purchased with Government Blanket Charge Card		\$264.00	DL	YCA	11/17/88	Atlanta, GA	Washington, DC
						and return	
		(Partial Voucher for period of 11/20/88 thru 12/3/88)					
13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been requested by me, when appropriate, per data claimed is based on the average cost of lodging incurred during the period covered by this voucher.							
TRAVELER SIGN HERE ▶ /s/ Paul T. Traveler		DATE 12/5/88		AMOUNT CLAIMED ▶ \$ 1,643.55			
<small>NOTE: A maximum of \$5,000 in an advance against travel is authorized by law (28 U.S.C. 2514) and may result in a loss of up to \$50,000 of unallowable for pay more than 5 years of such (18 U.S.C. 257; L.S. 1001).</small>							
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are claimed, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 6504))				17. FOR FINANCE OFFICE USE ONLY - COMPUTATION			
APPROVING OFFICIAL SIGN HERE ▶ /s/ John Doe				DATE 12/6/88			
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION				TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION			
a. VOUCHER NO.		b. G.O. SYMBOL		c. MONTH & YEAR		d. CERTIFY CORRECT APPLIED TO TRAVEL ADVANCE (Appropriate symbol)	
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT				NET TO TRAVELER ▶ \$			
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶				DATE			
18. ACCOUNTING CLASSIFICATION 108.9.S 00100.10.81.000.110							

Figure 4-M Example of Travel Voucher for lodging plus per diem reimbursement showing a two week period for temporary assignment in the office of Former President (Name)

TRAVEL VOUCHER <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE Office of Former President (Name)		2. TYPE OF TRAVEL <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO.	
4. NAME (Last, first, middle initial) Traveler, John T.		5. SOCIAL SECURITY NO. 245-12-6780		6. PERIOD OF TRAVEL a. FROM 12/7/88 b. TO 12/9/88			
7. MAILING ADDRESS (Include ZIP Code) 1234 21st Street, NW Washington, DC 20020		8. OFFICE TELEPHONE NO. 523-6113		9. TRAVEL AUTHORIZATION a. NUMBERED S11225566 b. DATE(S) 12/2/88			
10. PRESENT DUTY STATION Washington, DC		11. RESIDENCE (City and State) Washington, DC		12. CHECK NO.			
13. TRAVEL ADVANCE		14. CASH PAYMENT RECEIPT		15. PAID BY			
a. Outstanding		b. DATE RECEIVED		c. AMOUNT RECEIVED			
1. Amount to be advanced 450.00		2. Amount received 450.00		3. PAYEE'S SIGNATURE			
4. Amount due Government (Amount: <input type="checkbox"/> Cash <input type="checkbox"/> Card)		5. PAYEE'S SIGNATURE					
6. Balance outstanding -0-							
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number below and attach passenger coupon; if cash is used show check or receipt only.)		I hereby accept to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) Traveler's initials <i>J. T. T.</i>					
		AGENTS VALUATION OF TICKET	REQUIRED CARRIER (Indicate)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS	DATE ISSUED	POINTS OF TRAVEL	
		(a)	(b)	(c)	(d)	FROM (a)	TO (b)
Purchased with Government Blanket Charge Card		360.00	BN	YCA	12/5/88	Washington, DC Fort Worth, TX Kansas City, MO	Fort Worth, TX Kansas City, MO Washington, DC
13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. Where applicable, pay data obtained is based on the average cost of lodging incurred during the period covered by this voucher.							
TRAVELER SIGN HERE		/s/ John T. Traveler		DATE 12/13/88		AMOUNT CLAIMED \$ 464.50	
NOTE: Reimbursement of an item as an expense account incurs a forfeiture of claim (28 U.S.C. 2514) and may result in a loss of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 257; L.A. 10011).							
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 5504.)				17. FOR FINANCE OFFICE USE ONLY COMPUTATION			
APPROVING OFFICIAL SIGN HERE				/s/ John Doe		DATE 12/14/88	
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION				16. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION			
a. VOUCHER NO.		b. D.G. SYMBOL		c. MONTH & YEAR		Certify correct: \$	
18. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT				19. APPLIED TO TRAVEL ADVANCE (Appropriate symbol): \$			
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE				DATE		NET TO TRAVELER \$	
18. ACCOUNTING CLASSIFICATION 108.9.S 00100.10.81.000.1101							

Figure 4-N Example of Travel Voucher for lodging plus per diem (Part 1 of 2) reimbursement for travel to multiple cities

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory) ...

Complete this information if this is a continuation of PAGE 1 PAGES OF 1 PAGES TRAVEL AUTHORIZATION NO. 31123556 TRAVELER'S LAST NAME

Complete this information if this is a continuation of PAGE 1 PAGES OF 1 PAGES TRAVEL AUTHORIZATION NO. 31123556 TRAVELER'S LAST NAME

DATE	TIME	DESCRIPTION	MEALS				ITEMIZED SUBSISTENCE EXPENSES			MILEAGE		AMOUNT CLAIMED				
			BRKFAST	LUNCH	DINNER	TOTAL	MISCELLANEOUS TRAVEL	LODGING	TOTAL SUBSISTENCE EXPENSE	NO. OF MILES	RATE	SUBSISTENCE	OTHER			
12/6	6:30am	Depart residence via FV														
12/6	7:30am	Arrive Dallas														
	9am	Depart Dallas														
	12pm	Arrive Dallas/Fort Worth														
12/7		In Fort Worth														
12/8	8am	Depart hotel for airport														
12/8	9am	Arrive airport														
12/8	10am	Depart airport														
12/8	12pm	Arrive Kansas City														
12/9	1pm	Arrive office														
12/9	11am	Depart office for airport														
12/9	12pm	Arrive airport														
12/9	1pm	Depart airport														
12/9	5pm	Arrive Dallas														
12/9	5:30pm	Depart airport via FV														
12/9	6:30pm	Arrive residence														
		Airport parking														
		(Round trip mileage & parking) done														
		USF backed round trip (air)														
		Rental car in Fort Worth														
		Rental car in Kansas City														
										SUBTOTALS	TOTALS	181.00	296.50	150.00	651.00	551.00

TOTAL AMOUNT CLAIMED \$464.50

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Figure 4-N Example of Travel Voucher for lodging plus per diem reimbursement for travel to multiple cities (Part 2 of 2)

TRAVEL VOUCHER <small>(Read the Privacy Act Statement on the back)</small>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE Office of Former President (Name)		2. TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO. 4. SCHEDULE NO.	
5. TRAVELER (PAYEE)	a. NAME (Last, first, middle initial) Traveler, William M.			b. SOCIAL SECURITY NO. 890-67-1234		6. PERIOD OF TRAVEL a. FROM 11/14/88 b. TO 11/17/88	
	c. MAILING ADDRESS (Include ZIP Code) 3245 Spring Street Alexandria, VA 22304			4. OFFICE TELEPHONE NO. 523-3415		7. TRAVEL AUTHORIZATION a. NUMBER(S) S34589012 b. DATE(S) 11/9/88	
	d. PRESENT DUTY STATION Washington, DC			1. RESIDENCE (City and State) Alexandria, VA		10. CHECK NO.	
	2. TRAVEL ADVANCE a. Outstanding 900.00 b. Amount to be repaid 639.76 c. Amount due Government (Attach <input checked="" type="checkbox"/> Check <input type="checkbox"/> Cash) 260.24 d. Balance outstanding		3. CASH PAYMENT RECEIPT a. DATE RECEIVED b. AMOUNT RECEIVED		11. PAID BY		
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number below and attach passenger receipt; if cash is used show check or receipt stub.)		I hereby accept to the United States any right I may have against any carrier in connection with transportation charges described below, purchased under cash advance procedures (FPMR 101-71) Traveler's Address 11/18/88					
		AGENT'S VALUATION OF TICKET (in)	ISSUING CARRIER (Initial)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS (in)	DATE ISSUED (in)	POINTS OF TRAVEL FROM (in) TO (in)	
Purchased with Government Blanket Charge Card		\$116.00	PA	YCA	11/11/88	Washington, DC	New York, NY and return
13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment of cash has not been received by me. Where applicable, pay data entered is based on the current rate of lodging charged during the period covered by this voucher.							
TRAVELER SIGN HERE /s/ William M. Traveler		DATE 11/18/88		AMOUNT CLAIMED \$ 639.76			
<small>NOTE: Information of an item as an expense account under a performance of duty (28 U.S.C. 2514) and may result in a fine of not more than \$75,000 or imprisonment for not more than 5 years or both (18 U.S.C. 207; L4, 10891).</small>							
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 5504))				12. FOR FINANCE OFFICE USE ONLY - COMPUTATION			
APPROVING OFFICIAL SIGN HERE /s/ John Doe				DATE 11/21/88		a. ORDER _____ INVOICE _____ IF ANY _____ (Station and other amounts) _____	
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION a. VOUCHER NO. _____ b. D.D. SYMBOL _____ c. MONTH & YEAR _____				13. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION _____ <small>Confirm receipt applied to TRAVEL ADVANCE (Appropriation symbol)</small>			
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT AUTHORIZED CERTIFYING OFFICIAL SIGN HERE _____				DATE _____		14. NET TO TRAVELER \$ _____	
18. ACCOUNTING CLASSIFICATION 108.9.S 00100.10.81.000.110							

Figure 4-0 Example of Travel Voucher for actual subsistence (Part 1 of 2) expenses requiring full itemization

TRAVEL VOUCHER <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE Office of Former President (Name)		2. TYPE OF TRAVEL <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO.	
4. NAME (Last, first, middle initial) Traveler, Susan A.		5. SOCIAL SECURITY NO. 098-67-4312		6. PERIOD OF TRAVEL a. FROM 11/13/88 b. TO 11/16/88			
7. MAILING ADDRESS (Under ZIP Code) 1733 19th Street, NW Washington, DC 20020		8. OFFICE TELEPHONE NO. 523-6717		7. TRAVEL AUTHORIZATION a. NUMBER(S) S98745612 b. DATE(S) 11/9/88			
9. PRESENT DUTY STATION Washington, DC		10. RESIDENCE (City and State) Washington, DC		10. CHECK NO.			
2. TRAVEL ADVANCE		3. CASH PAYMENT RECEIPT		11. PAID BY			
a. Outstanding 900.00		a. DATE RECEIVED		b. AMOUNT RECEIVED \$			
b. Amount to be repaid 648.25		c. PAYEE'S SIGNATURE					
c. Amount due Government (Advance) <input checked="" type="checkbox"/> Other <input type="checkbox"/> Cash 251.74							
12. GOVERNMENT TRANSPORTATION REQUEST, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH <i>(List by number below and attach supporting receipt if cash is used (your check or receipt will))</i>		1. NUMBER		2. AGENT'S VALUATION OF TICKET		3. MONTHLY CAR-RER (Amount)	
						4. MODE, CLASS OF SERVICE AND ACCOMMODATIONS	
						5. DATE ISSUED	
						6. POINTS OF TRAVEL	
						FROM TO	
Purchased with Government Blanket Charge Card		\$116.00		PA		YCA	
						11/11/88	
						Washington, DC and New York, NY return	
13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me, when applicable, for same claimed as based on the average cost of lodging observed during the period covered by this voucher.							
TRAVELER SIGN HERE /s/ Susan A. Traveler				DATE 11/17/88		AMOUNT CLAIMED \$ 648.25	
NOTE: A suspension of six years in an employee's career under a forfeiture of claim (28 U.S.C. 2514) may result as a result of not more than \$10,000 of unrepaid travel advances over a 5-year period (5 U.S.C. 287; 41 CFR 101-7).							
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (27 U.S.C. 680d).)				17. FOR FINANCE OFFICE USE ONLY - COMPUTATION			
APPROVING OFFICIAL SIGN HERE /s/ John Doe				DATE 11/18/88			
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION				16. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION			
a. VOUCHER NO.		b. G.O. SYMBOL		c. MONTH & YEAR		d. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION	
18. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT				19. NET TO TRAVELER			
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE				DATE		e. NET TO TRAVELER \$	
18. ACCOUNTING CLASSIFICATION 108.9.3 00100.10.81.000.1101							

Figure 4-2 Example of Travel Voucher for actual subsistence expenses requiring no itemization (Part 1 of 2)

TRAVEL VOUCHER <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE Office of Former President (Name)		2. TYPE OF TRAVEL <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO.	
4. NAME (Last, first, middle initial) Traveler, Jack S.		5. SOCIAL SECURITY NO. 569-12-4781		6. PERIOD OF TRAVEL a. FROM 11/21/88 b. TO 11/21/88			
7. MAILING ADDRESS (Include ZIP Code) 1122 James Street Alexandria, VA 24312		8. OFFICE TELEPHONE NO. 523-7781		9. TRAVEL AUTHORIZATION a. NUMBER(S) S44137621 b. DATE(S) 11/16/88			
10. PRESENT DUTY STATION Washington, DC		11. RESIDENCE (City and State) Alexandria, VA		12. CHECK NO.			
13. TRAVEL ADVANCE a. Outstanding b. Amount to be repaid c. Amount due Government (Attachment <input type="checkbox"/> Check <input type="checkbox"/> Cash) d. Balance outstanding		14. CASH PAYMENT RECEIPT a. DATE RECEIVED b. AMOUNT RECEIVED c. PAYEE'S SIGNATURE		15. PAID BY			
16. GOVERNMENT TRANSPORTATION REQUESTS OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (Last by number below and attach passenger receipts; if cash is used show check or receipt info.)		I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7)		Traveler's Initials J. S. T.			
		AGENT'S VALUATION OF TICKET (dd)	ISSUING CARRIER (dd)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS (dd)	DATE ISSUED (dd)	POINTS OF TRAVEL FROM (dd) TO (dd)	
Travel by POV							
17. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. Where applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.		TRAVELER SIGN HERE /s/ Jack S. Traveler		DATE 11/22/88	AMOUNT CLAIMED	\$ 70.50	
18. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 6504.)		APPROVING OFFICIAL SIGN HERE /s/ John Doe		DATE 11/23/88	19. FOR FINANCE OFFICE USE ONLY COMPUTATION a. DISPER. ENCS. IF ANY (Expense and show amount) b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION c. CERTIFY AMOUNT APPLIED TO TRAVEL ADVANCE (Appropriation symbol) d. NET TO TRAVELER		
20. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION a. VOUCHER NO. b. G.O. SYMBOL c. MONTH & YEAR		21. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT AUTHORIZED CERTIFYING OFFICIAL SIGN HERE		DATE			
22. ACCOUNTING CLASSIFICATION 108.9.3 00100.10.81.000.110							

Figure 4-Q Example of Travel Voucher for per diem for (Part 1 of 2) a one day trip using a privately owned vehicle

TRAVEL VOUCHER <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE Office of Former President (Name)		2. TYPE OF TRAVEL <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO.	
4. NAME (Last, first, middle initial) Traveler, Maria F		5. SOCIAL SECURITY NO. 714-36-4117		6. PERIOD OF TRAVEL a. FROM 12/11/88 b. TO 12/16/88		4. SCHEDULE NO.	
4. MAILING ADDRESS (Include ZIP Code) 3114 Williams Street Falls Church, VA 22123		5. OFFICE TELEPHONE NO. 523-5543		7. TRAVEL AUTHORIZATION a. NUMBER(S) S64153289 b. DATE(S) 12/8/88		10. CHECK NO.	
6. PRESENT DUTY STATION Washington, DC		7. RESIDENCE (City and State) Falls Church, VA		11. PAID BY			
8. TRAVEL ADVANCE a. Outstanding 450.00 b. Amount to be repaid 450.00 c. Amount due Government (Attach: <input type="checkbox"/> Check <input type="checkbox"/> Cash) d. Balance outstanding -0-		9. CASH PAYMENT RECEIPT a. DATE RECEIVED b. AMOUNT RECEIVED \$ c. PAYEE'S SIGNATURE					
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number below and attach passenger receipts if cash is used. Show class air received here.)		I hereby certify to the United States any right I may have against any parties in connection with reimbursement for transportation charges described below, purchased under cash payment procedures (FPMR 101-7)		Transfer's Initials <i>M. F. J.</i>			
		AGENT'S VALUATION OF TICKET (ml)		ISSUING CARRIER (ml)		MODE, CLASS OF SERVICE AND ACCOMMODATIONS (ml)	
				DATE ISSUED (ml)		POINTS OF TRAVEL	
						FROM (ml) TO (ml)	
Travel by POV						Washington, DC and Return Chapel Hill, NC	
13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, pay date claimed is based on the average date of lodging incurred during the period covered by this voucher.							
TRAVELER SIGN HERE /s/ Maria F. Traveler		DATE 12/19/88		AMOUNT CLAIMED		\$ 479.50	
NOTE: A violation of this rule is an expense account under a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 267; Ld. 10071).							
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 550a.)				17. FOR FINANCE OFFICE USE ONLY COMPUTATION			
APPROVING OFFICIAL SIGN HERE /s/ John Doe		DATE 12/20/88		a. DIFFERENCES, IF ANY (Explain and show amount)		\$	
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION				18. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION			
a. VOUCHER NO.		b. D.O. SYMBOL		c. MONTH & YEAR		\$	
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT				19. CARRIER'S MILEAGE APPLIED TO TRAVEL ADVANCE (Appropriate symbol)			
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE		DATE		20. NET TO TRAVELER		\$	
18. ACCOUNTING CLASSIFICATION 108.9.S 00100.10.81.000.110							

Figure 4-R Example of Travel Voucher for travel using a mode (Part 1 of 3) of transportation for personal convenience

Considerable information is available in this sheet. Complete this sheet on the reverse side of this form.

Page 1 of 2
 TRAVEL AUTHORIZATION NO. S64153289
 TRAVELER'S LAST NAME [Redacted]

INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)
 (a) Show amount incurred for each meal, including tax and tips, and daily total meal cost.
 (b) Show expenses, such as laundry, planning and packing of clothes, tips to bellhops, porters, etc., (other than for meals).
 (c) Complete for per diem and actual expense travel.
 (d) Show total subsistence expense incurred for actual expense travel.
 (e) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the factor of the amount from col. (f) or maximum rate.
 (f) Show expenses, such as: transportation fare, air fare (if purchased with cash), hotel or long distance telephone calls for Government business, car rental, collection other than subsistence, etc.

DATE	TIME (Hour and minute)	DESCRIPTION	MEALS				ITEMIZED SUBSISTENCE EXPENSES			MILEAGE RATE: 22.5¢	MILEAGE	SUBSISTENCE	OTHER
			BREAKFAST	LUNCH	DINNER	TOTAL	MISCEL. LAUNDRY	LODGING	TOTAL SUBSISTENCE EXPENSE				
12/10	6am 4pm	Actual Travel Depart residence via PIV Arrive Chapel Hill Tolls				19.50	50.00	69.50		72.00	69.50	1.00	
12/11-12/16		In Chapel Hill Depart Chapel Hill via PIV Arrive Residence Tolls				26.00	50.00	76.00		72.00	456.00	1.00	
12/17	6am 3:00P					19.50	50.00	69.50		72.00	19.50	1.00	
SUBTOTALS										144.00	545.00	2.00	

TOTAL AMOUNT CLAIMED \$691.00

Total Actual

Enter grand total of columns (d), (e) and (f), before and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED \$691.00

Total Actual

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Figure 4-2 Example of Travel Voucher for travel using a mode of transportation for personal convenience (Part 2 of 3)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED		INSTRUCTIONS TO TRAVELER (United Items as - all explanatory)		MISCELLANEOUS EXPENSES		MISCELLANEOUS EXPENSES		MISCELLANEOUS EXPENSES		MISCELLANEOUS EXPENSES		MISCELLANEOUS EXPENSES		MISCELLANEOUS EXPENSES	
DATE	TIME	DESCRIPTION	MEALS	MISCELLANEOUS	LODGING	TOTAL	MISCELLANEOUS	LODGING	TOTAL	MISCELLANEOUS	LODGING	TOTAL	MISCELLANEOUS	LODGING	TOTAL
to 11/11	How and when	(Departmental use, per diem, transportation, or other explanation of expense)	Breakfast (a) Lunch (b) Dinner (c) Total (d)	Miscellaneous (e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)
		Reconstructed Travel													
12/11	7am	Depart residence via Taxi													
	8am	Arrive National													
	9am	Depart National													
	10:30am	Arrive Durham		19.50	50.00	69.50									
	11am	Lines to Hotel													
12/12		In Chapel Hill													
12/13	2pm	Transportation		26.00	50.00	76.00									
12/16	3pm	Arrive airport													
	4pm	Depart airport													
	6pm	Arrive National		26.00	26.00	26.00									
	6:30pm	Depart airport via Taxi													
	7:30pm	Arrive residence													
													SUBTOTALS	399.50	8010

Figure 4-2 Example of Travel Voucher for travel using a mode of transportation for personal convenience (Part 3 of 3)

TRAVEL VOUCHER <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE Office of Former President (Name)		2. TYPE OF TRAVEL <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO.	
5. TRAVELER (PAYEE)		a. NAME (Last, first, middle initial) Traveler, Paul M.		b. SOCIAL SECURITY NO. 597-32-1121		6. PERIOD OF TRAVEL a. FROM 11/13/88 b. TO 11/18/88	
c. MAILING ADDRESS (Include ZIP Code) 7241 Jones Fall Avenue Falls Church, VA 22123		d. OFFICE TELEPHONE NO. 523-0011		7. TRAVEL AUTHORIZATION a. NUMBER(S) S22341521 b. DATE(S) 11/9/88			
e. PRESENT DUTY STATION Washington, DC		f. RESIDENCE (City and State) Falls Church, VA		10. CHECK NO.			
8. TRAVEL ADVANCE		9. CASH PAYMENT RECEIPT		11. PAID BY			
a. Outstanding		b. DATE RECEIVED		c. AMOUNT RECEIVED			
d. Amount to be cashed		e. PAYEE'S SIGNATURE					
f. Amount due Government (Attach: <input checked="" type="checkbox"/> Check <input type="checkbox"/> Cash)		g. PAYEE'S SIGNATURE					
h. Balance outstanding							
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by necessary below and attach passenger receipt; if cash is used show check or receipt with.)		I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-71)				Traveler's Initial	
		AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (b)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL FROM (e) TO (f)	
Purchased with Government Blanket Charge Card		\$820.30	TW	YCA	11/9/88	Washington, DC and Brussels return	
13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment of cash has not been received by me. When applicable, per diem claimed is based on the average cost of lodging observed during the period covered by this voucher.							
TRAVELER SIGN HERE /s/ Paul M. Traveler				DATE 11/21/88		AMOUNT CLAIMED \$ 724.25	
<small>NOTE: A violation of this item on an expense account warrants a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; Ld. 1001).</small>							
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 6504).)				17. FOR FINANCE OFFICE USE ONLY COMPUTATION			
APPROVING OFFICIAL SIGN HERE /s/ John Doe				DATE 11/22/88		a. DIFFERENTIAL, IF ANY (Explain and show amount)	
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION				b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION			
a. VOUCHER NO.		b. D.O. SYMBOL		c. MONTH & YEAR		c. CERTIFYING OFFICIAL APPLIED TO TRAVEL ADVANCE (Attach receipt symbol)	
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT				d. NET TO TRAVELER			
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE				DATE			
18. ACCOUNTING CLASSIFICATION 108.9.3 00100.10.31.000.110							

Figure 4-5 Example of Travel Voucher for travel from Con. U.S. to a location outside of the Con. U.S. (Part 1 of 2)

TRAVEL VOUCHER <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE Office of Former President (Name)		2. TYPE OF TRAVEL <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO.	
4. NAME (Last, first, middle initial) Traveler, Bruce M.		5. SOCIAL SECURITY NO. 641-20-1944		6. PERIOD OF TRAVEL a. FROM 11/14/88 b. TO 11/18/88			
7. MAILING ADDRESS (Include ZIP Code) 5412 Water Avenue Springfield, VA 22518		8. OFFICE TELEPHONE NO. 523-8413		7. TRAVEL AUTHORIZATION a. NUMBER(S) S24240136 b. DATE(S) 11/10/88			
9. PRESENT DUTY STATION Washington, DC		10. RESIDENCE (City and State) Springfield, VA		10. CHECK NO.			
11. TRAVEL ADVANCE		12. CASH PAYMENT RECEIPT		11. PAID BY			
a. Overadvance 150.00		a. DATE RECEIVED		b. AMOUNT RECEIVED \$			
b. Amount to be repaid		c. PAYEE'S SIGNATURE					
c. Amount due Government (Attach <input checked="" type="checkbox"/> Check <input type="checkbox"/> Cash) 150.00		d. Balance outstanding -0-					
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number, carrier and other passenger equipment; if cash is used show cash on reverse side.)		I hereby assign to the United States any right I may have against any carrier in connection with refundable transportation charges described below, purchased under such government procedures (FPMR 101-7)				Traveler's Initials	
		AGENT'S VALUATION OF TICKET	ISSUING CARRIER (Initials)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS	DATE ISSUED	POINTS OF TRAVEL	
		(in)	(in)	(in)	(in)	FROM	TO
Purchased with Government Blanket Charge Card		\$216.00	EA	TCA	11/11/88	Washington, DC and	Kansas City, MO return
					Trip cancelled - Airline ticket attached for credit and check attached for repayment of Travel Advance not used.		
13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, the date claimed is based on the average cost of lodging incurred during the period covered by this voucher.		TRAVELER SIGN HERE /s/ Bruce M. Traveler		DATE 11/15/88	AMOUNT CLAIMED	\$ NONE	
NOTE: Participation in an event in an executive account violates a prohibition of clause (2) U.S.C. 2514 and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 237; L.A. 10811)							
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 6504))		APPROVING OFFICIAL SIGN HERE /s/ John Doe		DATE 11/16/88	17. FOR FINANCE OFFICE USE ONLY COMPUTATION		
					a. DIFFER. ENCS. IF ANY (Explain and show amount)		
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION		16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT		18. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION			
a. VOUCHER NO.	b. O.G. SYMBOL	c. MONTH & YEAR	AUTHORIZED CERTIFYING OFFICIAL SIGN HERE	DATE	Comptroller's Initials		\$
					APPLIED TO TRAVEL ADVANCE (Appropriation symbol):		\$
					NET TO TRAVELER		\$
18. ACCOUNTING CLASSIFICATION 108.9.S 00100.10.81.000.110							

Figure 4-T Example of record Travel Voucher

TRAVEL ADVANCE CALCULATION FOR A
DINERS CLUB CARDHOLDER/DINERS CLUB DECLINEE

Traveler _____ Travel dates _____

TYPE OF EXPENSE _____ ESTIMATED COST _____

Meals and Incidental expense (M&IE)

---1st day M&IE (prorated by quarters)
 \$ _____ X _____

---Full days of M&IE
 \$ _____ X _____

---Last day M&IE (prorated by quarters)
 \$ _____ X _____

Transportation Home/Office/Common Carrier Terminals

---Taxi/limo/shuttle/bus/subway fares.....

---Parking.....

---Mileage _____ miles X 22.5 cents/mile.....

POV use between/at itinerary points

---Use advantageous to Government
 _____ miles X 22.5 cents/mile.....

---POV use in lieu of Government vehicle
 _____ miles X _____ cents/mile.....

---Tolls.....

---Parking.....

---Use not advantageous and limited to constructive
 cost of common carrier (common carrier cost)....

Local transportation costs at itinerary point

---Public transportation (bus, subway, etc.).....

---Taxi/limo/shuttle fares.....

Other

_____

_____

TOTAL*.....

ADVANCE AUTHORIZED**..

*This amount should be rounded up to the next \$50 increment and entered in the advance authorized block.

**This amount should be entered in block 25 of the GSA Form 87, Official TDY Travel Authorization. A SF 1058, Advance of Funds Application and Account must also be prepared for a Diners Club declinee. No SF 1058 is necessary for a Diners Club cardholder.

TRAVEL ADVANCE CALCULATION FOR AN INFREQUENT TRAVELER

Traveler _____ Travel dates _____

<u>TYPE OF EXPENSE</u>	<u>ESTIMATED COST</u>
------------------------	-----------------------

Lodging and Meals and Incidental expense (M&IE)

---Lodging (do not include last day of travel)

\$	X	_____	_____
\$	X	_____	_____
\$	X	_____	_____

---1st day M&IE (prorated by quarters)

\$	X	_____	_____
----	---	-------	-------

---Full days of M&IE

\$	X	_____	_____
\$	X	_____	_____

---Last day M&IE (prorated by quarters)

\$	X	_____	_____
----	---	-------	-------

Transportation Home/Office/Common Carrier Terminals

---Taxi/limo/shuttle/bus/subway fares..... _____

---Parking..... _____

---Mileage _____ miles X 22.5 cents/mile..... _____

POV use between/at itinerary points

---Use advantageous to Government
_____ miles X 22.5 cents/mile..... _____

---POV use in lieu of Government vehicle
_____ miles X _____ cents/mile..... _____

---Tolls..... _____

---Parking..... _____

---Use not advantageous and limited to constructive
cost of common carrier (common carrier cost).... _____

Local transportation costs at itinerary point

---Public transportation (bus, subway, etc.)..... _____

---Taxi/limo/shuttle fares..... _____

---Commercial rental vehicle..... _____

Other

Subtotal..... _____

Subtotal amount multiplied by 80%*.. _____

ADVANCE AUTHORIZED**.. _____

*This amount should be rounded up to the next \$50 increment (minimum \$100) and entered in the advance authorized block.

**This amount should be entered in block 25 of the GSA Form 87, Official TDY Travel Authorization. A SF 1058, Advance of Funds Application and Account must also be prepared.

THE WHITE HOUSE

WASHINGTON

August 12, 1988

Dear Mr. Alderson:

In accordance with section 4 of the Presidential Transition Act of 1963, as amended, Frederick J. Ryan, Jr. is hereby authorized to make, on my behalf, such designations or findings of necessity as may be required in connection with the services and facilities to be provided under the Act.

In addition, I hereby designate the 34th floor of the building located at 2121 Avenue of the Stars, Los Angeles, California, to serve as both my transition and former President's office, as authorized under section 4 of the Presidential Transition Act and section (c) of the Former President's Act.

Sincerely,

A handwritten signature in cursive script that reads "Ronald Reagan". The signature is written in dark ink and is positioned below the word "Sincerely,".

The Honorable John Alderson
Acting Administrator
General Services Administration
Washington, D.C. 20405

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE GENERAL SERVICES ADMINISTRATION
AND
THE OFFICE OF THE FORMER PRESIDENT

Introduction

This Memorandum of Understanding (MOU) establishes guidelines for obtaining services made available by the General Services Administration (GSA) from December 20, 1988, through July 20, 1989, to the Former President and paid for out of funds appropriated by the Congress in accordance with the Presidential Transition Act of 1963, (Public Law 88-277, March 7, 1964, as amended).

The Administrator of General Services (the Administrator) is authorized to provide, upon request, to the Former President for use in connection with winding up the affairs of his office services and facilities including: suitable office space appropriately equipped with furniture, furnishings, office machines, equipment, and supplies; payment of the compensation of members of office staffs designated by the Former President; payment of expenses for the procurement of services of experts or consultants or organizations thereof; payment of travel expenses and subsistence allowances including lease of motor vehicles; communications services; payment of expenses for printing and binding; and reimbursement to the postal service in the amount equivalent to the postage that would otherwise be payable on mail matters.

Transition Funds

The Transition Act provides that the Former President may designate to the Administrator an assistant authorized to make on his behalf such designations or findings of necessity as may be required in connection with the services and facilities to be provided under the Act. President Reagan designated Frederick J. Ryan, Jr., as his designee, by letter to the Acting Administrator, GSA, dated August 12, 1988. The Act authorized that \$1,250,000 be available for use of the Former President.

See
2 memos
attached

In order that the needs of the Ronald Reagan Transition Office can be expeditiously provided and necessary financial and administrative controls maintained, the following procedures for obtaining services made available by the GSA are in effect. The

procedures outlined below do not attempt to be exhaustive and questions will arise from time to time with regard to handling specific matters. In those instances, Ronald Reagan Transition Office representatives should consult with Mr. Raymond Fontaine, Comptroller, GSA, in Washington, D.C. on (202) 535-7721, or Mr. Ross Biatek, Region 9 Deputy Regional Administrator, on FTS 454-9283 or Commercial (415) 974-9283 in San Francisco, California.

Control of Funds

The Anti-Deficiency Act (31 U.S.C. 1341) provides that obligations or expenditures shall not be incurred in excess of amounts available under an appropriation or fund, apportionment or allotment, and that any such violation must be reported through the Office of Management and Budget to the President. Penalties are imposed for willful violations of this provision.

Frederick J. Ryan, Jr., or his designee will serve as the focal point for the control of obligating documents which are entered into the GSA accounting system, will ensure that all transactions are documented and processed correctly, and will serve as the contact for GSA on financial matters.

No obligations to be paid with Transition Act funds shall be incurred by GSA Staff or Transition Staff on behalf of the Office of the Former President without the prior submission and approval from Frederick J. Ryan, Jr., or his designee. All procurements of \$500 or more must be handled by GSA contracting officers. Purchases of less than \$500 can be done by Transition Staff or GSA Staff.

Accounting Service

Accounting records for the Office of the Former President will be established and maintained by the Office of the Comptroller, GSA. Specifically, GSA's External Services Branch, Office of Finance, will process all accounting transactions and prepare all reports.

Reports from GSA

The following reports will be produced by the Office of Finance and sent to the Office of the Former President by the Region 9 Budget Office:

1. Allowance Status Report - daily, weekly, and monthly showing cumulative obligations by object class and cost element and the unobligated balance.

2. Accounting History - monthly, listing all transactions that effect obligation (daily reports available on the Financial On-Line Data Systems [FOLDS]).

3. Open Items Report - monthly, showing the balance of undelivered orders, accruals and commitments (available on FOLDS).

Purchases

All requisitions for the purchase of goods or services should be sent to the Region 9 Administrative Services Division (9CA). This division will do all the contracting for the Reagan Transition Office. The Administrative Services Division will send copies of the completed purchase orders or contracts to the Reagan Transition Office. Originals of all contracts to be paid with Transition Act funds, including reimbursable agreements with other government agencies, purchase orders, requisitions, leasing reports or other similar documents representing obligations of the Office of the Former President funds and/or accrual of costs will be submitted through the GSA Region 9, San Francisco Budget Office to the GSA, External Services Branch (6BCE) for entry into the accounts. Each obligating document, including all forms, submitted to GSA must have the gummed Accounting Control Transaction (ACT) number label attached and show the GSA assigned accounting classification chargeable. Preassigned, controlled, gummed ACT number labels will be provided by the GSA Region 9, San Francisco Budget Office (9BB).

Receipt of Materials or Services

Transition officials must prepare a receiving report (GSA Form 3025 or copy 6 of the GSA Form 300, Purchase Order) upon receipt of materials or services ordered by purchase order or contract, and forward it to the GSA, External Services Branch (6BCE). This document will be used to verify receipt and acceptance of the goods or services and as a basis for calculation of the date payment is due the vendor. The receiving report must be completed and sent no later than five (5) business days after receipt of goods or service. All invoices for goods and services procured with a purchase order or contract will be sent by the vendor directly to the GSA External Services Branch.

Certified invoices (oral procurements of \$2,000 and under for which no purchase order is required) must be approved for payment by a designated Transition official. Certified invoices of \$500 or more must also be certified by a GSA Warranted Contracting Officer, Region 9 Administrative Services Division. Certified invoices must also be sent to the GSA External Services Branch (6BCE) no later than five days after receipt of the invoice.

Personnel Services

The Administrator of General Services is authorized to provide, upon request, payment of the compensation of members of the office staffs designated by the Former President at rates determined by them not to exceed the rate provided for by the Classification Act of 1949, as amended, for GS-18. Persons receiving compensation as members of office staffs under the Act, other than those detailed from Federal agencies, are not held or considered to be employees of the Federal Government, except for the purpose of the benefits discussed below.

Any individual appointed to a position on the office staff of the Former President under Section 4 of the Presidential Transition Act of 1963, as amended (78 Stat. 153), who immediately before the date of such appointment was a Federal employee is entitled to retirement benefits - Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) - during such employment. These individuals are also eligible for other benefits programs - Federal Employees' Health Benefits (FEHB) and Federal Employees' Group Life Insurance (FGLI) programs.

The office staffs are also covered under the following:

1. Federal Insurance Contribution Act (FICA) - The deduction for FICA is 7.51% of gross salary up to \$45,000.
2. Federal Employees' Compensation Act - Each employee is entitled to the benefits of the Federal Employees' Compensation Act. No deductions are made from the employees' salary for this purpose.

In order to place any person on the transition staff payroll of the Former President, there must be completed for that person a Standard Form 52, Request for Personnel Action, in duplicate and signed only by Frederick J. Ryan, Jr. or his authorized designees.

The original must be submitted to the GSA Office of Personnel, Washington, D.C. A copy should be retained by the Transition Office of the Former President. GSA will prepare a Standard Form 50, Notification of Personnel Action, which must be approved by the GSA Personnel Office. A copy of the approved request will be transmitted to the Office of the Former President for the employees record.

Payroll Services

GSA will maintain payroll records and furnish the Department of the Treasury Disbursing Office documentation for the preparation and issuance of employee salary checks. The employees of the Office of the Former President will be paid biweekly; based on the written certification of payroll documents by Frederick J. Ryan, Jr., or his designee.

GSA will maintain records and prepare the required payroll deduction reports. Payroll deductions will be made for FICA and Federal and State tax withholding. GSA will also prepare and submit the amounts of withholdings to Federal and State tax authorities and others authorized by employee payroll deduction authorization forms. A Wage and Tax Statement (W-2) will be prepared for calendar years 1988 and 1989. Since the 1989 forms will be mailed, it is important that GSA be notified in writing of any change of address that occurs after the employees are separated.

See attachment for key payroll dates and deadlines.

Employment of Experts and Consultants

The Administrator is authorized to provide for the "payment of expenses of the procurement of services of experts or consultants or organizations thereof for the Former President, as authorized for the head of any department by Section 15 of the Administrative Expenses Act of 1946, as amended (5 U.S.C. 3109), at rates not to exceed \$277.92 per diem for individuals before January 1, 1989, and \$289.42 after January 1, 1989.

In order to employ any person as an expert or consultant a Standard Form 52 (Request for Personnel Action) must be completed in duplicate and signed only by the designees authorized to sign the Request for Personnel Action (Form 52).

Detail of Federal Employees

Any employee of any agency of any branch of the government may be detailed to Transition office staffs on a reimbursable basis with the consent of the head of the agency. Any employee so detailed shall be responsible only to the Former President for the performance of such duties. A detailed employee shall continue to receive compensation for their regular employment and retain the rights and privileges of such employment without interruption. A letter requesting the detail must be submitted to the head of the agency. A copy of the letter must be sent to the GSA, External Services Branch (6BCE).

Tax Forms

Each member of the Office of the Former President and each expert and consultant of the Former President must complete the applicable Federal and local tax forms:

1. All employees: Employee's Withholding Allowance Certificate, Form W-4.
2. California residents must complete a Form DE-4, California Employees' Withholding Allowance Certificate.
3. Residents of the District of Columbia: District of Columbia Employee's Withholding Exemption Certificate, Form D-4.
4. Maryland residents: Employee's Maryland Withholding Exemption Certificate, Form MW-507.
5. Virginia residents: Virginia Employee's Withholding Exemption Certificate, Form VA-4.

Furniture and Office Equipment

GSA will make available for use by the Office of the Former President, furniture and office equipment available in stock from the GSA supply distribution inventory. The only charge to Transition funds will be for the cost of moving the furniture and equipment into Transition offices and for returning it at the end of the transition period. Furniture and office equipment deemed necessary and not available from GSA inventory will be rented or procured commercially and charged to Transition funds.

Office Supplies

Standard forms, GSA forms, pencils, paper, calendar pads, and similar common-use items are available from the GSA Customer Supply Center. All supplies are to be obtained through GSA and not commercially, except when absolutely necessary. All office supplies for the Transition Office procured through GSA or commercially will be charged to Transition funds.

Travel

The Transition Act permits the payment of travel expenses to staff members at their duty station if it is different than their principal place of business or residence. No allowances are available for movement of household goods or for the transportation of family members.

All official travel by Transition employees of the Office of the Former President and persons not on the payroll but invited to travel at Transition expense shall be in accordance with GSA Internal Travel Regulations and Control of Official Travel, PFMP 4290.1.

Prior to the performance of official travel, a GSA Form 87, Official TDY Travel Authorization, must be prepared and authorized by Frederick J. Ryan, Jr., or his designee.

Travel Services

In Washington, DC, the Omega World Travel Agency will provide the support to arrange common carrier transportation, obtain tickets, reserve rental cars, make hotel reservations and generally perform the same services as a carriers agent for official travel. In Los Angeles, the Beverly Hills Travel, Inc, will provide these services. Whenever possible, arrangements will be made using government contract carriers, commercial rental vehicles under contract and government hotel/motel discounts. (The Federal Travel Directory lists fares, schedules, etc.)

Both travel agencies will have courier service to the Transition Offices.

Travel Voucher

Upon completion of the trip, Standard Form 1012, Travel Voucher, shall be prepared within five (5) workdays, signed by the traveler; approved by Frederick J. Ryan, Jr., or his designee; and be sent to the GSA Region 9 Budget Office.

Travel Advances

An advance of funds may be allowed in an amount not to exceed 80 percent of allowable reimbursable expense. The Standard Form 1038, Application and Account for Advance of Funds, must be signed by Frederick J. Ryan Jr., or his designee.

Requests should be made on Standard Form 1038, Application and Account for Advance of Funds, (original and one copy) accompanied by the carbonized number 3 copy (travel advance copy) of the GSA Form 87 and sent to the GSA External Services Branch (6BCE). A U.S. Treasury check for the advance amount will be sent to the traveler within 15 days from the date the External Services Branch receives the request.

Telephone Services

Telephone services, include technical assistance, planning initial installation, preparing floor plans, issuing necessary initial orders and change orders, are obtainable on request from the GSA.

The Office of the Former President may use the Federal Telecommunications System (FTS) only for official business. Any other use of the system is prohibited. Transition funds will be billed for all telephone services and equipment.

Hire of Motor Vehicles

The Office of the Former President Transition employees on official travel status away from their duty stations may rent commercial vehicles if they are authorized to do so on their travel authorizations. Commercial rental vehicles under contract by GSA are the first source of supply in lieu of GSA fleet management cars. The Federal Travel Directory gives a complete listing of all rental car companies under contract to the Government. They should be used whenever possible because various insurance coverages are included in their rates. Travelers will not be reimbursed for collision damage waiver, personal accident insurance or any other type of insurance obtained when renting vehicles.

Imprest Fund

The Transition staff may maintain a cash fund to reimburse Transition employees for taxi fares and small miscellaneous items purchased for official business.

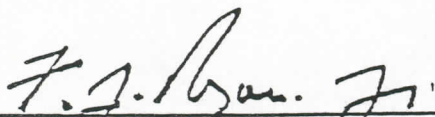
Effective Date

The facilities and services to be provided by GSA under this agreement are effective December 20, 1988, and terminate on or before July 20, 1989.

The terms and conditions of this MOU are concurred with and approved by:

For the Former President

For the General Services Administration



Frederick J. Ryan, Jr.
Office of the Former President



Raymond A. Fontaine
Comptroller

12/20/88
(Date)

12/30/88
(Date)

Attachment - Payroll

The following procedures should be followed by the Ronald Reagan Transition Office and the General Services Administration for payroll services.

The pay periods and paydays for the Ronald Reagan Transition for the period December 20, 1988, through July 20, 1989, will be:

<u>Pay Period</u>	<u>Time & Attendance Report Due to Payroll Center</u>	<u>Payday</u>
12/20/88	12/31/88	1/03/89
1/01/89	1/14/89	1/11/89
1/15/89	1/28/89	1/25/89
1/29/89	2/11/89	1/30/89
2/12/89	2/25/89	2/08/89
2/26/89	3/11/89	2/13/89
3/12/89	3/25/89	2/22/89
3/26/89	4/08/89	2/27/89
4/09/89	4/22/89	3/08/89
4/23/89	5/06/89	3/13/89
5/07/89	5/20/89	3/22/89
5/21/89	6/03/89	3/27/89
6/04/89	6/17/89	4/05/89
6/18/89	7/01/89	4/19/89
7/02/89	7/15/89	4/24/89
7/16/89	7/20/89	5/03/89
		5/17/89
		5/22/89
		5/31/89
		6/14/89
		6/19/89
		6/28/89
		7/12/89
		7/17/89
		7/25/89
		8/09/89

For an employee to be included in a payroll, the original copy of "Request for Personnel Action," SF 52, must be received in the General Services Administration (GSA) Personnel Office prior to Friday close of business before the pay period ending on Saturday. For example, employees you wish to receive a paycheck for the pay period ending January 28, 1989, must have a SF 52 in the GSA, Office of Personnel by close of business on Friday, January 20, 1989.

2.

Employees will be paid based on a Time and Attendance certification to be made by Frederick J. Ryan, Jr., or his designee. Attached as Exhibit A is a sample Time and Attendance Report to be certified in the space provided, and submitted to the General Services Administration, National Payroll Center (6BCY), Room 1118, 1500 East Bannister Road, Kansas City, Missouri 64131.

A form letter will be used to transmit the Time and Attendance Reports by the certifying official to the Chief, Payroll Center, General Services Administration, National Payroll Center (6BCY), Room 1118, 1500 East Bannister Road, Kansas City, Missouri 64131. The letter of transmittal as shown in Exhibit B provides primarily for transmittal and certification in accordance with the law.

EXHIBIT B

TO: General Services Administration
Chief, National Payroll Center (6BCY)
Room 1118
1500 East Bannister Road
Kansas City, MO 64131

SUBJECT: Transmittal of the Ronald Reagan Transition Office and
Attendance Certification

Attached are Time and Attendance Reports for the pay period ending _____. I hereby certify that this payroll is for services authorized under the Presidential Transition Act of 1963, (P.L. 88-277, March 7, 1964, as amended) and is for obligations incurred at the request of the Former President or his respective designee.

Ronald Reagan Transition Office

