

Originally Processed With FOIA(s):
2005-0336-F

FOIA Number:
2005-0336-F

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Collection/Office of Origin: Science and Technology Policy, Office of (OSTP)
Series: Bromley, D. Allan, Files
Subseries: Administration Files

OA/ID Number: 62024
Folder ID Number: 62024-001

Folder Title:
Administration - General [1989]

Stack:

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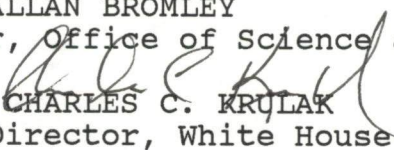
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THE WHITE HOUSE

WASHINGTON

June 2, 1989

MEMORANDUM FOR DR. D. ALLAN BROMLEY
Director, Office of Science and Technology Policy

FROM: COLONEL CHARLES C. KRULAK 
Deputy Director, White House Military Office

SUBJECT: White House Staff Mess Membership

I am pleased to inform you that your name has been placed on the White House Staff Mess membership list. As a new member, you are requested to deposit \$100.00 with the Mess Treasurer. This sum is used to provide working capital for the Mess and will be refunded upon your departure. Checks should be made payable to the "White House Staff Mess" and sent to the Mess Treasurer in Room 404, OEOB. A copy of the Mess Regulations is attached to familiarize you with the operations.

It is a pleasure to welcome you to the White House Staff Mess. If you have any questions or comments concerning the Mess operation, please contact my office.

ATTACHMENT

THE WHITE HOUSE

WASHINGTON

WHITE HOUSE STAFF MESS REGULATIONS

The White House Staff Mess provides meal service as a convenience for designated key personnel whose duties require that they be available in the vicinity of the White House Offices.

Meal hours in the Mess, Monday through Saturday, are as follows:

BREAKFAST - 7:00 to 9:00 a.m.

LUNCH - 11:30 a.m. to 2:30 p.m.

Evening carry-out meal service for late working West Wing members is normally available from 6:00 to 9:00 p.m., Monday through Friday. Except in emergency situations, carry-out meal service for other than West Wing members must be arranged for in advance by calling the Staff Mess Office on extension 4192.

The Mess is normally closed on Sundays and holidays.

Billing

During the first week of each month, a bill will be sent to your office for the previous month's charges. Payment should be by personal check, payable to the White House Staff Mess, and forwarded to the Staff Mess Office in Room 404, OEOB. PLEASE DO NOT SEND CASH.

All bills clearly identify current charges, payments received during the billing period and previous balance due. Members are required to pay Mess bills promptly. Any member who has not paid their bill within 60 days from the date of billing shall have his or her Mess privileges terminated and the required \$100.00 deposit shall be applied to the outstanding obligation. Members having lost privileges may have privileges restored by paying the account in full (current charges included) plus a deposit in the amount of \$200.00.

Guest Privileges

Mess members may bring guests to the Mess if prior reservations have been made. Reservations may be made by calling the Staff Mess on extension 6377 ("M-E-S-S"). If there are no tables available for the time requested, and if your schedule permits, the Mess office will take your name on a standby basis and call you when a table is available. It will be extremely helpful to other members, and assure maximum use of the Mess facilities, if members call and cancel reservations promptly when meal plans have changed or a table reservation is no longer required.

One of the purposes of the Mess is to provide a pleasant atmosphere in which working conversations can take place. Since guests may be in a

position to overhear conversations which should not be public knowledge, members are urged to use discretion in inviting guests to the Mess. For this reason, members of the press or the foreign diplomatic corps may not be brought to the Staff Mess.

Guests shall not be seated until the member making the reservation is in attendance with the guests.

Members may reserve only one table.

Miscellaneous

The Staff Mess consists of three (3) dining rooms. The Staff Dining Room, the Executive Dining Room, and the Wardroom. In addition to regular meal service, the Wardroom is also available for private meetings and may be reserved during morning, afternoon, and evening hours that do not conflict with regularly scheduled meal service.

There may be occasions when Staff Mess personnel are needed to provide meal service for other functions. On such occasions, service in the Mess will be curtailed and it may not be possible to accommodate guests. Should this occur, those having reservations will be so advised in order that they may seek meal service elsewhere. Meal service for Mess members will be available, but may not be as rapid during a period of reduced staffing.

The Mess provides room service only to designated members. Carryout service is available only for members with offices in the West Wing.

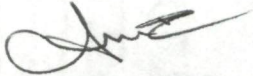
With your cooperation, we will be able to provide excellent food and service in a pleasant atmosphere and convenient location. Any suggestions which will help us improve this service will be most sincerely welcomed.

THE WHITE HOUSE

WASHINGTON

September 25, 1989

MEMORANDUM FOR DR. D. ALLAN BROMLEY
ASSISTANT TO THE PRESIDENT FOR
SCIENCE AND TECHNOLOGY

FROM: CAPTAIN C. T. MOYER, III, USN 
DEPUTY DIRECTOR, WHITE HOUSE MILITARY OFFICE

SUBJECT: White House Staff Mess

I am pleased to inform you that your membership has been extended to include Executive Dining Room privileges. This is in addition to the regular Staff Dining Room.

The purpose of the Executive Dining Room is to provide a private room and a quiet, pleasant atmosphere where senior members may conduct business during meals with officials and guests who are not on the White House Staff.

Tables are available on a "prior reservation" basis. Members are encouraged to use the Staff Dining Room when they do not actually have outside guests.

You must actually be present in order to reserve a table in the Executive Dining Room or the Staff Dining Room. In other words, you may not reserve space for others unless you accompany them.

The same menu will be used in the Executive Dining Room and the Staff Dining Room.

If you have any questions or comments concerning the Mess operation, please contact my office.

DIRECTOR
OFFICE OF THE
JOINT CHIEFS OF STAFF

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THE WHITE HOUSE
WASHINGTON

OFFICE OF THE
DIRECTOR

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