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Folder ID Number: 62024-002

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THE WHITE HOUSE

WASHINGTON

November 6, 1990

MEMORANDUM FOR GOVERNOR SUNUNU

FROM: D. ALLAN BROMLEY *Alan*
SUBJECT: CELEBRATION OF 215th BIRTHDAY OF MARINE CORPS

November 10 is the Birthday of the United States Marine Corps, an event celebrated by Marines around the world. There are ten Marines assigned to the White House Compound and four who stand guard outside the West Wing. The Senior Marine is in OSTP.

This year is the 215th Birthday of the Corps. There will be a cake-cutting ceremony in my office (Room 360, OEOB) at 3:15 p.m. on Friday, November 9, to commemorate the event. It should last approximately 30 minutes.

I would be pleased if you could join us for this celebration.

The President has been invited to attend.

THE WHITE HOUSE
WASHINGTON

August 9, 1990

MEMORANDUM FOR JOHN H. SUNUNU

FROM: D. ALLAN BROMLEY *Alan*

SUBJECT: VACATION PLANS

You requested information on our vacations plans.

I expect to be out of the office from Friday, August 17 to Monday, September 3.

THE WHITE HOUSE

WASHINGTON

December 21, 1990

MEMORANDUM FOR OSTP STAFF

FROM:

D. ALLAN BROMLEY

SUBJECT:

Requests for Memoranda and Briefing Materials

There are several outstanding memoranda due the President and Governor Sununu. Some were requested weeks ago and have not been completed. In addition, I have not received adequate written briefing materials on several recent meetings.

We all know that the pace of activity here is quite fast. This is especially true in the West Wing, where your value is measured in terms of credibility, effectiveness, and responsiveness. When we are tasked with a request for information, we are being complimented for our knowledge and helpfulness. However, if we are not going to be responsive then we should not take on the responsibility.

For those of you that have been timely and efficient with these memos, I thank you. This is especially important for the briefing materials that should be prepared the day before any meeting that is put on my schedule. I do not want to be surprised about the contents of any discussion, which makes it imperative for you to thoroughly investigate any and all issues that are being considered for discussion. Please refer to the memorandum sent to you several weeks ago by Ken Yale to ensure you are familiar with the proper procedures. This is not considered additional steps or bureaucratic red tape. It is merely the minimal requirements for any meeting requested of me. Future meetings will be cancelled if the requisite materials are not provided.

Any memoranda requested for the President, Governor Sununu, or that I require immediately should take priority over any other activity that is contemplated -- including meetings or other activities outside of the office. In particular, memoranda for the President should be done immediately. In any case, some form of draft material should be available for review within 48 hours after the request is issued.

I have asked the Chief of Staff, Ken Yale, to monitor these activities and report to me on the status of these documents. Please notify him immediately if there are any extenuating circumstances. He will also ensure that all interactions with the West Wing are of the highest quality and at the highest professional standards. This includes formal and informal contacts with the West Wing. This is the least we can do for the President.

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF SCIENCE AND TECHNOLOGY POLICY
WASHINGTON, D.C. 20506

October 31, 1990

MEMORANDUM FOR OSTP STAFF

FROM: KEN YALE *KY*
SUBJECT: Briefing Materials

Dr. Bromley would like to ensure that he has appropriate information concerning the people and issues that he may face in meetings he attends or formal contacts he may make in the course of a day. As a result, he has approved of a systematic way in which he can be briefed. These procedures should be implemented immediately.

Schedule requests will be coordinated by Damar Hawkins through Marian. Requests should be given to Damar as early as possible before the date of the meeting. These requests can be written or oral. If Damar is not available, Marian can take the information. However, it should be given to Damar as soon as possible to ensure overall coordination of Dr. Bromley's schedule.

The day before the scheduled meeting, a one page memo will be prepared for Dr. Bromley giving the details of the meeting. Attached is a sample memo, along with a description of each category of information Dr. Bromley needs to be minimally briefed. Memos are due by 4:30 PM the day before the meeting so Dr. Bromley can review the information the night before the meeting. The memos should be deposited by 4:30 PM in the box labeled "Briefing Materials" on the bookshelf in Room 360. If at all possible, please prepare a memo several days in advance so there is no last minute rush. If there are any changes in plans, such as a last minute schedule conflict or a decision to let someone else on the staff meet with the party, you will be informed as early as practicable before the meeting.

Please feel free to see me if you have any questions or problems in implementing these procedures. Thank you in advance for your attention to this matter.

October 15, 1990

MEMORANDUM FOR D. ALLAN BROMLEY

FROM: TOM RATCHFORD

SUBJECT: October 16, 10:00 AM Meeting

BOTTOMLINE: You are scheduled to meet with Jim Ellerby, Chairman and CEO of Matrix Corp. and Randy Relay, a lobbyist with Relay, Boney, Porter and Roellig. They want to tell us about their experiences with the Food and Drug Administration's (FDA) premarket approval system and give you an indication of the latest research and development efforts by their company.

BACKGROUND: Matrix is a small start-up company producing biomedical widgets for hospitals. They also do research and development in innovative permeable membrane technology. Last year they invested 25 percent of revenue into R&D. Relay, Boney, Porter and Roellig is a new law firm specializing in government relations and legal representation for a wide variety of corporate and academic clients. They recently brought on board Richard Porter, former DPC Executive Secretary, as a partner.

Matrix has had solid growth in the widget industry. Their venture into permeable membranes has also grown and they are the first in the world to develop an isomerically selective permeable membrane. Although commercialization of this product is years away, they are aggressively increasing their research activity to stay ahead of competition.

Matrix is currently involved in a dispute with the FDA over registration of their second generation widget product "Widgetease". Widgetease is a Class III medical device, subject to the greatest controls. Class III devices are those whose safety and efficacy cannot be assured by either general controls or performance standards. They must undergo an extensive premarket clearance process. This can take much time and money. Matrix is seeking to appeal the Class III designation.

The FCCSET Committee on Life and Health Sciences is monitoring the FDA approval process. There is much interest in this issue from the scientific perspective, although any changes will probably need to be considered and made at the policy level.

ISSUE: Matrix is concerned about the effect of the lengthy premarket approval system on the competitiveness of the Nation.

TALKING POINTS: The Vice-President's Competitiveness Council is reviewing this issue. The Council wants to study the delays caused by the FDA process. The issue of delays caused by the FDA process is an area of great interest to the Administration. We are assisting the Competitiveness Council in addressing these issues. I would be interested in your experiences and suggestions.

October 16, 1990, 10:00 AM
Matrix Corporation Meeting Attendees:

Jim Ellerby, Chairman and CEO of Matrix Corp.
Randy Relay, principal with Relay, Boney, Porter and Roellig

Tom Ratchford
Rachel Levinson
Alicia Dustira

(Month Date, Year)

MEMORANDUM FOR D. ALLAN BROMLEY

FROM: (PERSON RESPONSIBLE FOR MEETING)

SUBJECT: (Month, Date and Time of meeting)

BOTTOMLINE: (This should give the two to three sentence summary of the meeting, including participants and their backgrounds, and what they want, including if it is just a personal meeting)

BACKGROUND: (This should give all relevant background information. This may include, but is not limited to: who the people are, who they represent, previous contact with the organization or people, the issue that is to be discussed -- including relevant current laws, regulations and policies of the Administration, how this office is involved in the issue, and any other things to watch out for)

ISSUE: (A one or two sentence explanation of the major issue or issues that are to be the topic of the discussion)

TALKING POINTS: (Suggested talking points)

Attendees from OSTP can be included in the memo, in the "BOTTOMLINE" section, unless there is insufficient space. In that case, a separate piece of paper can be used to list all attendees. In either case, the attendees from outside the office should be listed in the "BOTTOMLINE" section, in order to maintain a complete, permanent record of the event.