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FOIA MARKER

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Record Group/Collection: George H.W. Bush Presidential Records
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: 62024-004

Folder Title:
Administration: General [1992]

Stack:	Row:	Section:	Shelf:	Position:
	0	0	0	0

"Document Control"

TYPE: ACTION
ORIGINATOR: 02

DOCUMENT NUMBER: 9203582
DIRECTORATE STATUS

STATUS I

FROM: WILSON, Don W.: NATIONAL ARCHIVES

TO: DR. D.A. BROMLEY

DATE OF
CORRESPONDENCE: 12/09/92

SUBJECT: HE IS WRITING REGARDING DR. BROMLEY'S INVITATION TO
SERVE ON THE WORKING GROUP ON SCIENTIFIC AND
TECHNICAL INFORMATION.

DIRECTORATE STAFF
ASSIGNED: FCCSET ASSIGNED:

ACTION STAFF
REQUIRED: AS/IF NECESSARY ACTION:

SENDER'S DUE DATE:
OSTP DUE DATE: 12/30/92 STAFF DUE DATE
DATE COMPLETED: DATE COMPLETED/DEPT:

COPIES TO: ADMINISTRATION

WHITE HOUSE TRACKING #: CONTACT PERSON:
REMARKS: PHONE: EXT:

No action needed.



OSTP RECEIVED: 12/14/92
FILE: P-ADMINISTRATION

DEPT RECEIVED:

CENTRAL FILES:

3582

National Archives



Washington, DC 20408

Honorable Dr. D. Allan Bromley
Assistant to the President for Science
and Technology and Director
Office of Science and Technology Policy
Executive Office of the President
Washington, DC 20508

Dear Dr. Bromley:

Thank you for your invitation to participate in the Ad Hoc Working Group on Scientific and Technical Information (WGSTI). I believe that the National Archives and Records Administration (NARA) can both gain from and contribute to the efforts of the WGSTI.

NARA's concerns with the proper management of Federal records and with the preservation of records with enduring value encompass records containing scientific and technical information. In fact, we attach such importance to this area that we have recently signed an agreement with the National Research Council (NRC) asking NRC to advise NARA on the long-term value for science of data resulting from large-scale Federal scientific programs. Participation in the WGSTI will help to broaden our perspective and deepen our understanding of the issues related to scientific and technical information. While NARA is not an R&D agency, we can bring to the Working Group a broad perspective and extensive knowledge and experience in managing diverse forms of recorded information, over both the short and long term.

I will serve as the NARA representative on the WGSTI, and I am naming Raymond A. Mosley, Acting Deputy Archivist, and Kenneth Thibodeau, Director of the Center for Electronic Records, as my alternates. I can be reached at 202-501-5130. Mr. Mosley's telephone number is 501-5502, and Mr. Thibodeau's 501-5575. We look forward to constructive and fruitful cooperation on this project.

Sincerely,

DON W. WILSON
Archivist of the United States

"Document Control"

TYPE: ACTION

DOCUMENT NUMBER: 9203376

ORIGINATOR: 02

STATUS I

DIRECTORATE STATUS

FROM: ⁵POTTE, Stephen: OFFICE OF GOVERNMENT ETHICS

TO: DR. D.A. BROMLEY

DATE OF
CORRESPONDENCE: 10/19/92

SUBJECT: HE IS WRITING TO ASK FOR DR. BROMLEY'S PERSONAL
GUARANTEE FOR SUPPORT AND FOR THE RESOURCES NEEDED
TO MAINTAIN THE HIGHEST ETHICAL STANDARDS FOR OSTP
EMPLOYEES.

DIRECTORATE *Michelle Van Cleave*
ASSIGNED: ADMINISTRATION

STAFF
ASSIGNED:

ACTION
REQUIRED: FOR DAB'S SIGNATURE

STAFF
ACTION:

OSTP DUE DATE: 11/16/92
DATE COMPLETED:

SENDER'S DUE DATE:
STAFF DUE DATE
DATE COMPLETED/DEPT:

COPIES TO: D. Allan Bromley
Admin

WHITE HOUSE TRACKING #:

CONTACT PERSON:
PHONE:

EXT:

REMARKS:

OSTP RECEIVED: 10/30/92
FILE: P-ADMINISTRATION

DEPT RECEIVED:

CENTRAL FILES:



Charlie B.

"Document Control"

TYPE: ACTION DOCUMENT NUMBER: 9203376
ORIGINATOR: 02 STATUS I DIRECTORATE STATUS

FROM: POTTS, Stephen: OFFICE OF GOVERNMENT ETHICS

TO: DR. D.A. BROMLEY

DATE OF
CORRESPONDENCE: 10/19/92

SUBJECT: HE IS WRITING TO ASK FOR DR. BROMLEY'S PERSONAL
GUARANTEE FOR SUPPORT AND FOR THE RESOURCES NEEDED
TO MAINTAIN THE HIGHEST ETHICAL STANDARDS FOR OSTP
EMPLOYEES.

DIRECTORATE STAFF
ASSIGNED: Michelle Van Cleave ASSIGNED:

ACTION STAFF
REQUIRED: FOR DAB'S SIGNATURE ACTION:

SENDER'S DUE DATE:
OSTP DUE DATE: 11/16/92 STAFF DUE DATE
DATE COMPLETED: DATE COMPLETED/DEPT:

COPIES TO: D. Allan Bromley
ADMINISTRATION

WHITE HOUSE TRACKING #: CONTACT PERSON:
PHONE: EXT:
REMARKS: Reassigned to General Counsel per BAF 11/12/92.

*No response necessary -- This is a form letter that
went out to all agency & department heads. cnbr 11/17*

OSTP RECEIVED: 10/30/92
FILE: P-ADMINISTRATION-ETHICS
CENTRAL FILES:

DEPT RECEIVED:

*National Security
Received this action
on 11/16/92. J*



United States
Office of Government Ethics

1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

RECEIVED

92 OCT 30 P 1: 11

October 19, 1992

MAIL ROOM

The Honorable D. Allan Bromley
Assistant to the President for Science
and Technology and Director
Office of Science and Technology Policy
Old Executive Office Building
Washington, DC 20500

Dear ~~Mr.~~ *alla* Bromley:

In one of his first Executive orders, President Bush made a commitment to maintain a high level of ethical standards for all employees of the executive branch (Executive Order 12674, as amended by 12731). In accordance with that order and the Ethics Reform Act of 1989, the Office of Government Ethics (OGE) published three major regulations this year affecting the ethics community. Programs created by these rules will increase significantly the responsibilities of the Designated Agency Ethics Officials (DAEO) at each agency.

The three new regulations establish uniform standards of ethical conduct for executive branch employees, create a new uniform confidential financial disclosure system, and mandate executive branch ethics training. The uniform standards of conduct oblige DAEOS to learn a new foundation for ethics counseling and enforcement, covering employee rules on gift acceptance, conflicting financial interests, outside activities, impartiality in performance of official duties, and misuse of Government position and assets. Under the financial disclosure rule, DAEOS must implement and administer a new confidential financial disclosure system, and they are required to establish written procedures for both the public and confidential disclosure systems. The training regulation requires that DAEOS plan and conduct initial ethics training for all executive branch employees and annual supplementary training for certain categories of employees. These new rules will require DAEOS to assess the need for supplemental agency regulations, maintain close liaison with OGE for legal and procedural guidance, and oversee major changes in the administration of their agency's ethics program.

The Ethics Reform Act of 1989 also required OGE to promulgate several other ethics regulations which will impact heavily on DAEO responsibilities. Under that authority, OGE has issued rules on the honoraria ban and certificates of divestiture for tax rollover relief, has assisted GSA in establishing rules on agency acceptance of travel-related gifts, and will soon promulgate regulations implementing two criminal statutes on conflict of interest and a criminal statute on post-employment restrictions. Each of these

The Honorable D. Allan Bromley
October 19, 1992
Page 2

rules requires implementation by DAEOS in training, counseling, administration, and enforcement.

Section 301(e) of Executive Order 12674 directs agency heads to ensure that their DAEO has sufficient rank, responsibilities, authority, staffing and resources to ensure the effectiveness of the agency ethics program. I request that through your leadership you personally guarantee the support and resources needed by the DAEO at your agency to maintain the highest ethical standards for your employees. If you would like to discuss the ethics program at your agency or the changes occurring in the ethics community, please contact me at (202) 523-5377.

Sincerely,

A handwritten signature in dark ink, appearing to read "Steve", is positioned above the printed name.

Stephen D. Potts
Director

ORIGINATOR: 02 STATUS I DIRECTORATE STATUS

FROM: WEINMANN, John Giffen: U.S. DEPARTMENT OF STATE

TO: OSTP

DATE OF
CORRESPONDENCE: 09/08/92

SUBJECT: HE IS FORWARDING A MEMORANDUM REGARDING THE
SUBMISSION TO THE DEPARTMENT OF STATE OF LISTINGS OF
GIFTS OF MORE THAN MINIMAL VALUE GIVEN TO FOREIGN
INDIVIDUALS DURING FISCAL YEAR 1992.

DIRECTORATE STAFF
ASSIGNED: DIRECTOR'S OFFICE ASSIGNED:

ACTION STAFF
REQUIRED: AS NECESSARY ACTION:

SENDER'S DUE DATE: 10/31/92
OSTP DUE DATE: 10/06/92 STAFF DUE DATE
DATE COMPLETED: DATE COMPLETED/DEPT:

COPIES TO: ADMINISTRATION

WHITE HOUSE TRACKING #: CONTACT PERSON:
REMARKS: PHONE: EXT:

OSTP RECEIVED: 09/22/92 DEPT RECEIVED:
FILE: P-ADMINISTRATION

CENTRAL FILES:



BF
Do you know of any instance that we have given a gift valued at \$200 or more?

I think we have not!
D

If you agree, close out w/ Charlie

Charlie, please close out. We have not given any such gifts. Barbara

United States Department of State

The Chief of Protocol
Washington, D.C. 20520-2317

RECEIVED

92 SEP 21 A9:59

September 8, 1992

OSTP
MAIL ROOMMEMORANDUM

TO: Heads of All Departments, Independent Agencies
and Offices of the Executive, Legislative and
Judicial Branches

FROM: John Giffen Weinmann *John G. Weinmann*

SUBJECT: Submission to the Department of State of Listings
of Gifts of More Than Minimal Value Given to
Foreign Individuals during Fiscal Year 1992

The Secretary of State, under Section 515(b) of Public Law 95-105, 91 Stat. 866, 22 USC 2694, approved August 17, 1977, is required to transmit annually to the Speaker of the House of Representatives and the Chairman of the Committee on Foreign Relations of the Senate, a report containing details on:

- (1) any gifts of more than minimal value (\$200) purchased with appropriated funds, which were given to foreign individuals during the previous fiscal year, and
- (2) any other gifts of more than minimal value given by the United States Government to a foreign individual which were not obtained using appropriated funds.

PL 95-105 also prohibits the use of appropriated funds to purchase any tangible gift of more than minimal value (\$200) for any foreign individual unless such gift has been approved by the Congress. Note that the second part of the report includes all official gifts of more than minimal value, regardless of their origin (donation, non-appropriated funds, etc.).

In order to ensure compliance with PL 95-105, each agency should:

include the prohibition on purchase of gifts for foreign individuals of more than minimal value without Congressional approval in their fiscal regulations, designate a central point for reporting of all such gifts by October 31 of each year, and advise the Office of Protocol of this designation.

In order to enable the Secretary of State to discharge his responsibility under the law, each agency must transmit a compilation listing all gifts given to foreign individuals which fall under one of the two categories listed above. Each agency should prepare its compilation for Fiscal Year 1992 in the format of the enclosed report sheet. Reports may be classified if necessary, and should be addressed to: Office of Protocol, CPR/V, Room 1238, Department of State, Washington, D. C. 20520, ATTN: Constance Dierman. In submitting the report, please provide the name and telephone number of the individual who may be contacted, if necessary, concerning its contents.

This year all responses should be made by October 31, 1992. Agencies whose responses have not been received by this date will be presumed not to have given any reportable gifts during Fiscal Year 1992.

Inquiries regarding this report should be directed to the Office of Protocol, Constance Dierman -- telephone number (202) 647-4169.

Enclosure:

Reporting sheet

REPORT OF GIFTS TO A FOREIGN INDIVIDUAL OF MORE THAN MINIMAL VALUE

____ PURCHASED WITH APPROPRIATED FUNDS (Describe Congressional approval), OR

____ ACQUIRED FROM OTHER SOURCES (describe below)

GIVEN DURING FISCAL YEAR _____

AGENCY _____ INTERAGENCY REPORTS CONTROL NO. 0324-DOS-AN DATE _____

Identification of Gift Given _____ Date and Recipient of Gift _____ Cost and Value of Gift* _____

*Value is Retail Value in the United States, actual or estimated.

Form State/CPR-1. 6/91

"Document Control"

TYPE: ACTION DOCUMENT NUMBER: 9202689
ORIGINATOR: 02 STATUS I DIRECTORATE STATUS

FROM: BATEMAN, Paul W.: OFFICE OF ADMINISTRATION

TO: DR. D.A. BROMLEY

DATE OF
CORRESPONDENCE: 08/17/92

SUBJECT: HE IS FORWARDING A MEMORANDUM REGARDING AGENCY
APPENDIX TO THE DRUG FREE WORKPLACE PLAN.

DIRECTORATE STAFF
ASSIGNED: DIRECTOR'S OFFICE ASSIGNED:

ACTION STAFF
REQUIRED: AS NECESSARY ACTION:

SENDER'S DUE DATE:
OSTP DUE DATE: 09/18/92 STAFF DUE DATE
DATE COMPLETED: DATE COMPLETED/DEPT:

COPIES TO: D. Allan Bromley
ADMINISTRATION

WHITE HOUSE TRACKING #: CONTACT PERSON:
REMARKS: PHONE: EXT:

OSTP RECEIVED: 09/10/92 DEPT RECEIVED:
FILE: P-ADMINISTRATION
CENTRAL FILES:

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

September 11, 1992

MEMROANDUM FOR PAUL BATEMAN

FROM: D. ALLAN BROMLEY
DIRECTOR

J. Thomas Ratchford / for

SUBJECT: DRUG-FREE WORKPLACE PLAN

We have reviewed the material transmitted by your August 17 memorandum and have no objections to the appendix as presented.

THE WHITE HOUSE

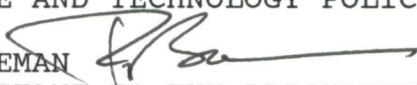
WASHINGTON

August 17, 1992

MEMORANDUM FOR D. ALLAN BROMLEY

ASSISTANT TO THE PRESIDENT FOR SCIENCE AND
TECHNOLOGY AND DIRECTOR OF THE OFFICE
OF SCIENCE AND TECHNOLOGY POLICY

FROM:

PAUL W. BATEMAN 

DEPUTY ASSISTANT TO THE PRESIDENT FOR MANAGEMENT
AND DIRECTOR OF THE OFFICE OF ADMINISTRATION

SUBJECT:

Agency Appendix to the Drug-Free Workplace Plan

Attached for your review and approval is an appendix to the Executive Office of the President (EOP) Drug-Free Workplace Plan for the Office of Science and Technology Policy.

In July 1988, the EOP Drug-Free Workplace Plan was adopted to meet the provisions of Executive Order 12564, which established the goal of a drug-free federal workplace. In November of last year, your agency approved the revised EOP Drug-Free Workplace Plan.

The attached appendix for your agency is designed to complement the revised EOP Drug-Free Workplace Plan by including areas not previously addressed. Specific paragraphs have been added to identify the agency decision level for administrative or disciplinary action, as well as the agency decision level for determining if testing is required following an unsafe practice or accident. The appendix also simplifies the identification of testing designated positions.

With your approval, the appendix will be made part of the revised EOP Drug-Free Workplace Plan, which will be reprinted and made available to EOP staff.

If you have any questions, please contact the Drug Plan Coordinator, Phil Larsen, at 395-1147. Changes to the appendix should be provided in writing to Mr. Larsen in Room 4013, New Executive Office Building.

You will be provided a copy of the revised Plan and appendices as soon as they are printed.

Attachment

OFFICE OF SCIENCE AND TECHNOLOGY POLICY

Appendix A.

A. Statement of Agency Mission

The Office of Science and Technology Policy (OSTP) was established within the Executive Office of the President by the National Science and Technology Policy Organization and Priorities Act of 1976 (90 Stat. 463; 42 U.S.C. 6611), approved May 11, 1976.

OSTP serves as a source of scientific, engineering, and technological analysis and judgment for the President with respect to major policies, plans, and programs of the federal government. In carrying out this mission, the Act provides that OSTP shall advise the President of scientific and technical considerations involved in areas of national concern, including the economy, national security, health, foreign relations, and the environment; evaluate the scale, quality and effectiveness of the federal effort in science and technology; provide advice and assistance to the President, the Office of Management and Budget, and federal agencies throughout the federal budget development process; and assist the President in providing leadership and coordination of the scientific research and development programs in the federal government.

B. Testing Designated Positions Listing and Justification Statement

All of the positions in OSTP have been identified as testing designated positions (TDPs). Positions have been determined to be sensitive as provided in Section 7(d) of Executive Order 12564 and under one or more of the following criteria adopted by the Executive Office of the President (EOP) Drug-Free Workplace Plan. OSTP has considered the extent to which the positions considered give employees access to sensitive information; require employees, as a condition of employment, to obtain a security clearance; or give employees access to areas that are frequented by the President or Vice President or areas to which access is controlled by the United States Secret Service in its role of protecting the work environment of the President and the Vice President.

C. Administrative Relief

Where a position is being newly designated as a TDP and an employee of OSTP believes that his or her position has been wrongly designated as a TDP, the employee may submit an administrative appeal to the OSTP Director in accordance with the provisions of Section VII.D. of the EOP Plan.

D. Decision Level for Deferral of Random Testing Because of Work Demands

The OSTP Director may authorize deferral of random testing for an employee whose immediate work demands require uninterrupted continuation in accordance with Section IX.A.6 of the EOP Plan. Approved requests for deferral shall be documented in writing as soon as possible after a decision to defer is made. Such documentation shall be sent to the Drug Program Coordinator for follow-up action to schedule the employee for unannounced testing within 60 days.

E. Decision Level for Reasonable Suspicion Testing

If an employee is suspected of using illegal drugs based on the conditions described in Section IX. of the EOP Plan, the facts and circumstances of that case shall be presented to the OSTP Director who shall decide whether to proceed with testing.

F. Applicant Testing

Preappointment drug testing of all applicants tentatively selected for all positions in OSTP is required pursuant to and in accordance with Section IX. of the EOP Plan.

G. Decision Level for Administrative and Disciplinary Action

The OSTP Director will receive all verified positive test results and will determine appropriate administrative and disciplinary action in accordance with Section VIII. of the EOP Plan.

H. Decision Level for Accident or Unsafe Practice Testing

The OSTP Director will receive all reports on the facts and circumstances of an accident or unsafe practice and shall decide whether to proceed with testing in accordance with Section IX. of the EOP Plan.

"Document Control"

TYPE: INFORMATION

DOCUMENT NUMBER: 9202381

ORIGINATOR: 02

STATUS C

DIRECTORATE STATUS

FROM: POTTS, STEPHEN: OFFICE OF GOVERNMENT ETHICS

TO: DR. D.A. BROMLEY

DATE OF
CORRESPONDENCE: 08/05/92

SUBJECT: LETTER REGARDING THE ANNOUNCEMENT OF THE ISSUANCE OF
THE FINAL RULE ESTABLISHING THE STANDARDS OF ETHICAL
CONDUCT FOR EMPLOYEES OF EXECUTIVE BRANCH

DIRECTORATE STAFF
ASSIGNED: ASSIGNED:

ACTION STAFF
REQUIRED: ACTION:

SENDER'S DUE DATE:
OSTP DUE DATE: STAFF DUE DATE
DATE COMPLETED: DATE COMPLETED/DEPT:

COPIES TO: Michelle Van Cleave PHYSICAL SCIENCES
ADMINISTRATION LIFE SCIENCES
D. Allan Bromley ENVIRONMENT
INTERNATIONAL/POLICY

WHITE HOUSE TRACKING #: CONTACT PERSON:
PHONE: EXT:
REMARKS:

OSTP RECEIVED: 08/14/92
FILE: P-ADMINISTRATIVE

DEPT RECEIVED:

CENTRAL FILES:



United States

Office of Government Ethics

Suite 500, 1201 New York Avenue, N.W.
Washington, D.C. 20005-3917

2387
AUG 5 1992

The Honorable Allan Bromley
Assistant to the President
Office of Science and Technology Policy
Room 358, OEOB
Washington, DC 20500

Dear Mr. Bromley:

It is my pleasure to announce the issuance of the final rule establishing the Standards of Ethical Conduct for Employees of the Executive Branch. Through the contributions of agencies such as yours, our Office was able to assemble a uniform set of standards of conduct. The final rule addresses a broad range of ethical concerns, including those raised by gifts from outside sources, conflicting financial interests and circumstances that present appearance problems. It also provides guidance to employees who are involved in activities outside their Government jobs or who are seeking other employment.

Public service is a public trust. Our Federal Government depends for its success on the excellence and the integrity of those who serve the public. It is my hope that these standards will provide the type of guidance that Federal workers want and deserve in their commitment to the highest principles of ethical conduct.

For your convenience, I have enclosed a copy of the press release that I will be issuing today as well as the accompanying fact sheet that highlights the various sections of the standards. I look forward to continuing to work with you to ensure that every citizen can have complete confidence in the integrity of the Federal Government.

Sincerely,

Stephen D. Potts
Director

Enclosures



United States

Office of Government Ethics

Suite 500, 1201 New York Avenue, N.W.
Washington, D.C. 20005-3917

FOR IMMEDIATE RELEASE
August 6, 1992

92-1
Contact: Janet Roell
(202) 523-5757
ext. 1119

UNITED STATES OFFICE OF GOVERNMENT ETHICS DIRECTOR POTTS ANNOUNCES STANDARDS OF ETHICAL CONDUCT REGULATION

United States Office of Government Ethics Director, Stephen D. Potts, today announced the issuance of the Standards of Ethical Conduct for Employees of the Executive Branch. This final regulation establishes uniform standards of conduct that apply to all executive branch employees.

"For the past 26 years," said Potts, "employees of the executive branch have been governed by a jumble of differing and sometimes-conflicting agency-specific conduct regulations. I am very pleased to announce that the final regulation issued today will give all executive branch employees one source of written guidance for ethics questions that arise because of Federal service. The regulation is also more comprehensive than the agency-specific rules. Rather than guessing at how a general principle translates into an answer to a real-life question, employees will now have a working guidebook to help them respond to ethical issues they are likely to confront during the course of their Federal service."

One of President Bush's first executive orders set forth 14 basic principles of ethical conduct for executive branch personnel and directed the Office of Government Ethics to establish comprehensive standards of ethical conduct. Building on the 14 basic principles, the new rule implements this Executive Order. It sets forth rules to be followed by executive branch employees in seven areas: gifts from outside sources, gifts between employees, conflicting financial interests, impartiality in performing official duties, seeking other employment, misuse of position, and outside activities.

The regulation, which becomes effective in 180 days, in some respects represents a departure from the executive branch ethics program now in effect. Under the existing program, agencies have been allowed to develop their own standards of conduct applicable to their own employees, based on a 1966 model developed by the Civil Service Commission. The final regulation will replace these agency standards.

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[Fact Sheet Attached]

FACT SHEET

STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES OF THE EXECUTIVE BRANCH

Early in 1989, the President's Commission on Federal Ethics Law Reform recommended that the present system of individual agency ethics regulations be replaced with a single regulation applicable to all employees of the Executive Branch. Acting upon that recommendation, President Bush, on April 12, 1989, signed Executive Order 12674 setting forth 14 basic principles of ethical conduct for Executive Branch personnel and directing the Office of Government Ethics to establish a single, clear and comprehensive set of Executive Branch standards of ethical conduct. Tomorrow, August 7, those standards will be published in the Federal Register. When they become effective in 180 days, the new Standards of Ethical Conduct for Employees of the Executive Branch will for the first time bring all employees of the Executive Branch under a single set of standards governing ethical conduct.

GENERAL PROVISIONS - SUBPART A

Subpart A establishes the framework for the rest of the regulation. It includes definitions, provides authority for supplementation of the regulation when necessary by individual agencies and encourages employees to seek advice from agency ethics officials. It also:

- Restates the 14 principles of ethical conduct and instructs employees to apply them when considering situations not specifically addressed by the regulation; and
- For situations that involve appearances of conflicts, provides that the circumstances will be judged from the perspective of a reasonable person with knowledge of the relevant facts.

GIFTS FROM OUTSIDE SOURCES - SUBPART B

Subpart B prohibits employees from soliciting or accepting gifts from prohibited sources or gifts given because of their official position. The term "prohibited source" includes anyone seeking business with or official action by an employee's agency and anyone substantially affected by the performance of an employee's official duties. For example, a company bidding for an agency contract or a person seeking an agency grant would be a prohibited source of gifts to employees of that agency.

The term "gift" is defined to include nearly anything of monetary value. However, it does not include items that clearly are not gifts, such as publicly available discounts and commercial loans and it does not include certain inconsequential items, such as coffee, donuts, greeting cards and certificates.

There are several exceptions to the prohibitions against gifts from outside sources. For example, with some limitations, employees may accept:

- Unsolicited gifts with a market value of \$20 or less per occasion, aggregating no more than \$50 in a calendar year from any single source;

- Gifts motivated by a family relationship or personal friendship;
- Free attendance at certain widely-attended gatherings, such as conferences and receptions, when the cost of attendance is borne by the sponsor of the event; and
- Food, refreshments and entertainment at certain meetings or events while on duty in a foreign country.

The subpart also contains guidance on returning or paying for gifts that cannot be accepted.

GIFTS BETWEEN EMPLOYEES - SUBPART C

Subpart C prohibits employees from:

- Giving or soliciting for a gift to another employee who is an official superior; or
- Accepting a gift from a lower-paid employee, unless the two employees are personal friends who are not in a superior-subordinate relationship.

The following are among the exceptions to these prohibitions:

- On an occasional basis, employees may give and accept items aggregating \$10 or less per occasion, food and refreshments shared in the office, or personal hospitality at a residence. This exception can be used for birthdays and those holidays when gifts are traditionally exchanged.
- On infrequent occasions of personal significance, such as marriage, and on occasions that terminate the superior-subordinate relationship, such as retirement, employees may give and accept gifts appropriate to the occasion and they may make or solicit voluntary contributions of nominal amounts for group gifts.

CONFLICTING FINANCIAL INTERESTS - SUBPART D

Subpart D contains two provisions designed to deal with financial interests that conflict with employees' official duties.

The first provision entitled "Disqualifying financial interests" prohibits an employee from participating in an official government capacity in a matter in which he has a financial interest or in which his spouse, minor child, employer or any one of several other specified persons has a financial interest. For example, an agency purchasing agent could not place an agency order for computer software with a company owned by his wife. The provision includes alternatives to nonparticipation, which may involve selling or giving up the conflicting interest or obtaining a statutory waiver that will permit the employee to continue to perform specific official duties.

The second provision, entitled "Prohibited financial interests," contains authority by which agencies may prohibit employees from acquiring or retaining certain financial interests.

Employees required by Subchapter D to sell financial interests may be eligible to defer the tax consequences of that divestiture.

IMPARTIALITY IN PERFORMING OFFICIAL DUTIES - SUBPART E

There may be circumstances other than those covered by Subpart D in which employees should not perform official duties in order to avoid an appearance of loss of impartiality. Subpart E contains two disqualification provisions addressing those appearance issues.

The first provision, entitled "Personal and business relationships," states that employees should obtain specific authorization before participating in certain government matters where their impartiality is likely to be questioned. The matters specifically covered by this standard include those:

- Involving specific parties, such as contracts, grants or investigations, that are likely to affect the financial interests of members of employees' households; or
- In which persons with whom employees have specific relationships are parties or represent parties. This would include, for example, matters involving employers of spouses or minor children, or anyone with whom employees have or seek a business or financial relationship.

There are procedures by which employees may be authorized to participate in such matters when it serves the employing agency's interests. The process set forth in Subpart E should be used to address any matter in which an employee's impartiality is likely to be questioned.

The second provision, entitled "Extraordinary payments from former employers," restricts employees' participation in certain matters involving former employers. If a former employer gave an employee an "extraordinary payment" in excess of \$10,000 prior to entering Federal service, it bars the employee from participating for two years in matters in which that former employer is or represents a party. A \$25,000 payment voted on an ad hoc basis by a board of directors would be an "extraordinary payment." A routine severance payment made under an established employee benefit plan would not.

SEEKING OTHER EMPLOYMENT - SUBPART F

Subpart F prohibits employees from participating in their official capacities in particular matters that have a direct and predictable effect on the financial interests of persons with whom they are "seeking employment" or with whom they have an arrangement concerning future employment.

The term "seeking employment" encompasses actual employment negotiations as well as more preliminary efforts to obtain employment, such as sending an unsolicited resume. It does not include:

- Sending an unsolicited resume, for example, to someone only affected by the employee's work on general rulemaking; or
- Requesting a job application or rejecting an unsolicited employment overture.

An employee generally continues to be "seeking employment" until he or the prospective employer rejects the possibility of employment and all discussions end. However, an employee is no longer "seeking employment" with the recipient of an unsolicited resume after two months have passed with no response.

MISUSE OF POSITION - SUBPART G

Subpart G contains four provisions designed to ensure that employees do not misuse their official positions. These include:

- A prohibition against employees using public office for their own private gain or for the private gain of friends, relatives or persons with whom they are affiliated in a nongovernment capacity, or for the endorsement of any product, service or enterprise.
- A prohibition against engaging in financial transactions using nonpublic information, or allowing the improper use of nonpublic information to further private interests;
- An affirmative duty to protect and conserve Government property and to use Government property only for authorized purposes; and
- A prohibition against using official time other than in an honest effort to perform official duties and a prohibition against encouraging or requesting a subordinate to use official time to perform unauthorized activities.

OUTSIDE ACTIVITIES - SUBPART H

Subpart H contains provisions governing employees' involvement in outside activities, including outside employment. These provisions are in addition to the provisions set forth in other subparts of the regulation. The provisions in Subpart H include:

- Synopses of statutes and a constitutional provision that may limit certain outside activities;
- A prohibition against engaging in outside activities that conflict with employees' official duties;
- Authority by which individual agencies may require employees to obtain approval before engaging in outside activities;
- Limitations on outside earned income applicable to certain Presidential appointees and certain noncareer employees;
- A prohibition against serving as an expert witness, other than on behalf of the United States, in certain proceedings in which the United States is a party or has a direct and substantial interest;

- A prohibition against receiving compensation for teaching, speaking or writing related to their official duties, which is in addition to the honorarium prohibition imposed by statute;
- Limitations on fundraising in a personal capacity; and
- A requirement that employees satisfy their just financial obligations.

Subpart H reserves the section which, in the proposed rule, had set forth standards for participation in the activities of professional associations.

RELATED STATUTORY AUTHORITIES - SUBPART I

Subpart I provides references to other statutes which relate to employee conduct.

"Document Control"

TYPE: ACTION DOCUMENT NUMBER: 9202541
ORIGINATOR: 02 STATUS I DIRECTORATE STATUS

FROM: PALLER, Alan and HOLMES, Edith: THE 1992 FEDERAL LEADERSHIP AWARDS

TO: DR. D.A. BROMLEY

DATE OF
CORRESPONDENCE: 07/14/92

SUBJECT: THEY ARE WRITING TO REQUEST DR. BROMLEY'S SUPPORT OF
A NEW INITIATIVE ON FEDERAL LEADERSHIP AWARDS.

DIRECTORATE STAFF
ASSIGNED: DIRECTOR'S OFFICE ASSIGNED:

ACTION STAFF
REQUIRED: AS APPROPRIATE ACTION:

SENDER'S DUE DATE:
OSTP DUE DATE: 08/04/92 STAFF DUE DATE
DATE COMPLETED: DATE COMPLETED/DEPT:

COPIES TO: ADMINISTRATION

WHITE HOUSE TRACKING #: CONTACT PERSON:
REMARKS: PHONE: EXT:

OSTP RECEIVED: 07/20/92 DEPT RECEIVED:
FILE: P-ADMINISTRATION
CENTRAL FILES:

RB
Would FCCSE?
be an area for
consideration?
D



The 1992 Federal Leadership Awards

2541

4610 Tournay Road
Bethesda, MD 20816
301-229-1062

RECEIVED
JUL 20 1992
MAIL ROOM

Executive Committee

Jack Arthur,
Committee Chairman
Office of
Management and
Budget

Robert Chartrand
Congressional
Research Service, ret.

Cynthia Kendall
Department of
Defense

Robert Woods
Department of
Veterans Affairs

Edith Holmes
Representing the
co-sponsor, Federal
Computer Week

Alan Paller
Representing the
co-sponsor, Open
Systems Conference
Board

July 14, 1992

D. Allan Bromley
Assistant to the President for Science
OEOP
17th St. & Penna. Ave., N.W.
Washington, DC 20506

Dear Dr Bromley:

The purpose of this letter is to describe a new series of Federal Leadership Awards, and request your support of this initiative.

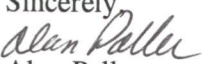
Thousands of information systems projects have been undertaken by government, but seldom is there recognition of those which made exceptional contributions to mission effectiveness. Meritorious projects distinguish themselves in one or more of three ways:

1. Making a measurable, positive impact on the ability of the organization to accomplish its mission.
2. Improving the quality of the service provided to the public.
3. Decreasing costs of government operation without harming mission effectiveness.

It is the goal of the Federal Leadership Awards to identify the 30 federal information systems projects which best exemplify such leadership and accomplishment. The emphasis is on **organizational** rather than individual achievement and contribution. Your older projects with a long history of proven value, are particularly good candidates.

Award winners will be invited to share the lessons they have learned with their peers throughout the government community at the Federal Leadership Conference, Washington Convention Center, December 1-2. Winning organizations will be notified by September.

It is our hope that you will encourage the appropriate officials in your organization to submit nominations for such recognition. The nomination requirements are very straightforward, as shown in the attached form. Your personal participation is deeply appreciated.

Sincerely,

Alan Paller
Program Chairman
Open Systems Conference Board


Edith Holmes
Editor
Federal Computer Week

Recognizing the federal projects and programs that have made exceptional contributions to mission effectiveness, cost-effectiveness, and service to the public through the use of information systems.

Federal Leadership Awards Program Nomination Form

Due: July 31, 1992

Return this form to: Federal Leadership Awards, 4610 Tournay Road, Bethesda, MD 20816, FAX: 301-229-1063

Use additional pages, if necessary.

1. Category of award: (choose the ones that best fit)

- ☐ 1. It made a measurable impact on the ability of the organization to accomplish its mission.
- ☐ 2. It improved the quality of the service provided to the public.
- ☐ 3. It decreased costs of government operation without harming mission effectiveness.
- ☐ 4. It advanced the effective use of open systems.

Person making the nomination: _____

Title: _____ Tel: _____

Organization: _____

FAX: (important): _____

2. Provide a brief, convincing summary of the impact of the project on mission-effectiveness, service to the public, cost-reduction, or open systems utilization. (Only the first 200 words from this section will be given to the judges.)

3. Provide a brief summary of the innovative technology used, the management techniques employed, or anything else that you believe helped accomplish the impact in mission effectiveness claimed for this project.

4. Provide a time line for the project:

What year/month was it first proposed? _____

When did it become operational? _____

When did the mission-effectiveness changes
take place? _____

5. Additional comments:

5. List the organizational units (provide the complete designation including parent organizations) that played a major role in designing and implementing the project. Include both Federal and contractor groups if you like. Provide a contact name, address and telephone contact for each.

Unit: _____

Contact person: _____ Title: _____

Address: _____

Tel: _____ FAX: _____

Unit: _____

Contact person: _____ Title: _____

Address: _____

Tel: _____ FAX: _____

Unit: _____

Contact person: _____ Title: _____

Address: _____

Tel: _____ FAX: _____

You may use additional pages, if necessary.

Please send this form to Federal Leadership Awards, 4610 Tournay Road,
Bethesda, MD 20816, FAX: 301-229-1063

"Document Control"

TYPE: INFORMATION

DOCUMENT NUMBER: 9202073

ORIGINATOR: 02

STATUS C

DIRECTORATE STATUS

FROM: BATEMAN, PAUL: OA

TO: DR. D.A. BROMLEY

DATE OF
CORRESPONDENCE: 06/30/92

SUBJECT: MEMORANDUM REGARDING SPACE REQUIREMENTS OF ROOM 572.

DIRECTORATE STAFF
ASSIGNED: ASSIGNED:

ACTION STAFF
REQUIRED: ACTION:

SENDER'S DUE DATE:
OSTP DUE DATE: STAFF DUE DATE
DATE COMPLETED: DATE COMPLETED/DEPT:

COPIES TO: D. Allan Bromley
Michelle Van Cleave
ADMINISTRATION

WHITE HOUSE TRACKING #: CONTACT PERSON:
REMARKS: PHONE: EXT:

OSTP RECEIVED: 07/27/92
FILE: P-DAB-ADMINISTRATION

DEPT RECEIVED:

CENTRAL FILES:

DAB
John will move in
Friday 10/31
Bateman & Co.
done a terrific
job!
D

2073

THE WHITE HOUSE

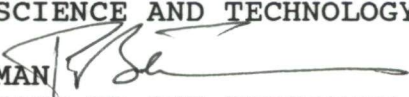
WASHINGTON

June 30, 1992

MEMORANDUM FOR D. ALLAN BROMLEY

ASSISTANT TO THE PRESIDENT FOR SCIENCE
AND TECHNOLOGY AND DIRECTOR OF THE
OFFICE OF SCIENCE AND TECHNOLOGY POLICY

FROM:

PAUL W. BATEMAN 
DEPUTY ASSISTANT TO THE PRESIDENT FOR MANAGEMENT
AND DIRECTOR OF THE OFFICE OF ADMINISTRATION

SUBJECT:

Space Requirements - Fifth Floor, Old Executive
Office Building

This refers to your June 25, 1992, memorandum concerning Office of Science and Technology Policy space on the fifth floor of the Old Executive Office Building. Specifically, you expressed concern regarding the crowding of staff and poor ventilation in Room 572, and requested the use of Room 571 to alleviate these problems.

I have asked Lewis Pearson, Director, Facilities Management Division, Office of Administration, to contact your staff concerning the ventilation problem in Room 572 and to make arrangements for your use of Room 571.

Please let me know if you require further information.

92 JUL 27 11:37 AM
RECEIVED
ADMINISTRATION

THE WHITE HOUSE
WASHINGTON

August 11, 1992

MEMORANDUM FOR PAUL W. BATEMAN

FROM: D. ALLAN BROMLEY



SUBJECT: SPACE

I have been travelling extensively so this is a belated note of appreciation of your effective assistance to us with respect to opening up Room 571. It really does make a tremendous difference to our group engaged in National Security related science and technology and I want to thank both you and Lou Pearson for your cooperation.

We still have, as I think some of my people have discussed with you, a very real problem with respect to space. As we tried to take on some of the new responsibilities that we are receiving both from the Congress and from the Administration I recognize that there simply is no additional space available in the OEOP and 744 Jackson Place is now absolutely jammed. We need two kinds of space: the first, and hopefully the easiest, is simply storage space so that this year, for example, we would be able to use some available funding to stockpile supplies for the coming year. Our problem at the moment is that we simply have no place to put such supplies. And any help that you could provide would be enormously valuable. Secondly, of course, we need additional space for people and recognizing that there is none in either the OEOP or 744 Jackson Place my question is whether there is additional space anywhere near by so that we could possibly acquire a few rooms for overflow. As I am sure you appreciate, once that overflow space gets too far removed from our base of operations, it becomes of relatively little value because the people in it lose all contact with our central operations and very rapidly become totally isolated intellectually as well as spatially.

Again, any help you can give us would be much appreciated and I do understand the difficulties you face.

"Document Control"

TYPE: INFORMATION

DOCUMENT NUMBER: 9207927

ORIGINATOR: 02

STATUS C

DIRECTORATE STATUS

FROM: HERB, R.G.: NATIONAL ELECTROSTATICS CORPORATION

TO: DR. D.A. BROMLEY

DATE OF
CORRESPONDENCE: 06/18/92

SUBJECT: A THANK YOU FOR THE S&T REPORT AND AN EXPRESSION OF
ADMIRATION AND APPRECIATION FOR THE OUTSTANDING WORK
YOU ARE DOING.

DIRECTORATE STAFF
ASSIGNED: ASSIGNED:

ACTION
REQUIRED:

STAFF
ACTION:

SENDER'S DUE DATE:

OSTP DUE DATE:
DATE COMPLETED:

STAFF DUE DATE
DATE COMPLETED/DEPT:

COPIES TO: D. Allan Bromley
PHYSICAL SCIENCES

WHITE HOUSE TRACKING #:

CONTACT PERSON:

PHONE:

EXT:

REMARKS:

OSTP RECEIVED: 06/25/92
FILE: P-ADM-PUBLICATION

DEPT RECEIVED:

CENTRAL FILES:



National Electrostatics Corp.

7901
Grabber Road, Box 310
Middleton, WI 53562-0310

Tel. 608/831-7600
Telex 26-5430
Fax 608/256-4103

June 18, 1992

Dr. D. Allan Bromley
The White House
1600 Pennsylvania Avenue
Washington, D.C. 20500

Dear Allan:

Thank you for sending a copy of your Science & Technology Report to Congress. I must take this opportunity also to express my admiration and appreciation for the outstanding work you are doing. You are filling with great distinction the most important position in the world for the promotion of science.

The rate of advancement in unprecedented numbers of scientific areas is much beyond anything we could have imagined even ten years ago. You will have the privilege of supporting and stimulating and guiding this advance for at least another five years. I'm betting on George Bush getting 63% of the votes.

George Bush in Desert Storm masterminded the most brilliant operation of the century. Beneficial effects are worldwide and will be very long lasting. Even this achievement is not as important as his steady progress, quietly and without fanfare, toward a free trade agreement with Mexico. Beneficial effects will spread quickly to all of South America.

Prospects for the human race look much brighter than ever before in history.

We at NEC believe we are making a bit of a contribution toward this bright world of the future. Our Pelletron accelerators free of radiation and computer controlled are now becoming user friendly laboratory instruments and the activities at many material science laboratories are centered around one or several research areas opened up by these versatile instruments. As one example, nearly all of the high resolution proton microprobes use Pelletrons. We were pleased when the cover page of Science, Instruments Supplement showed a proton microprobe picture from Oxford University (Copy Enclosed). The Oxford system uses a 5S Pelletron.

I am having a great time with our interesting worldwide activities and I shall continue to follow with great interest the astonishingly rapid unfolding of scientific discoveries and technical developments that are so effectively supported and stimulated and guided by you and your office.

Best regards,


R. G. Herb
President

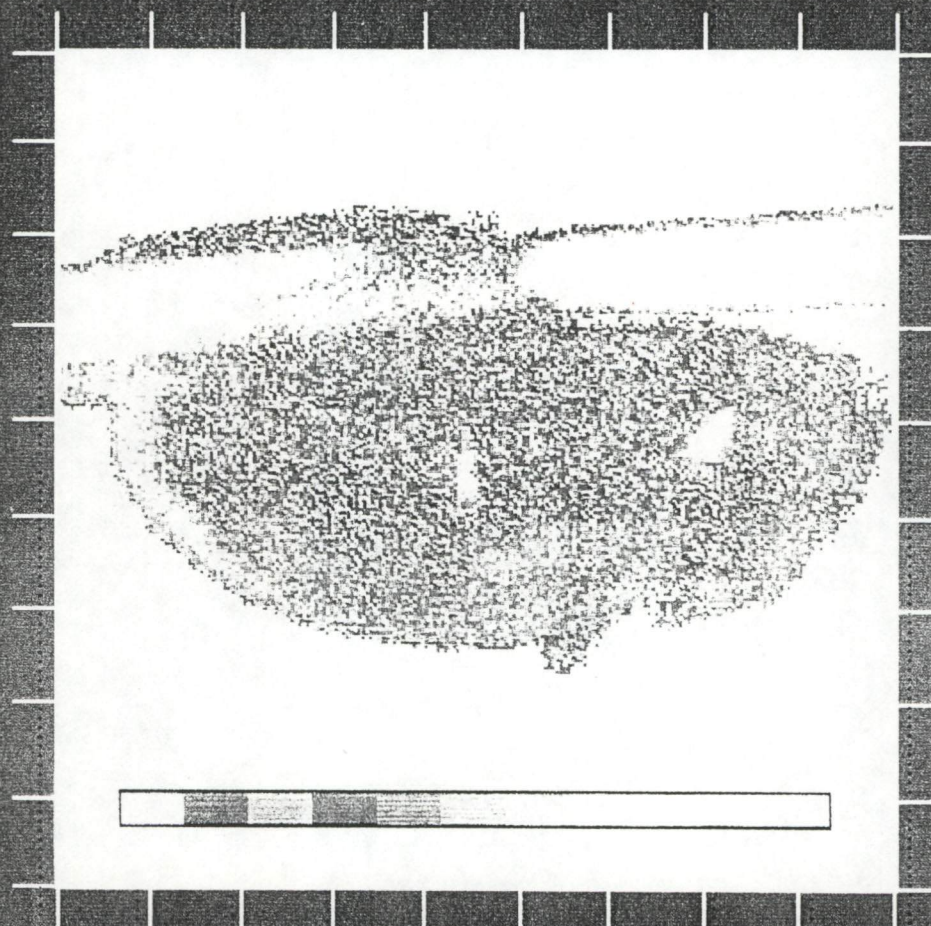
SUPPLEMENT TO SCIENCE

AMERICAN
ASSOCIATION FOR THE
ADVANCEMENT OF
SCIENCE

SCIENCE

22 MARCH 1991
VOL. 251 ■ PART II

\$20.00

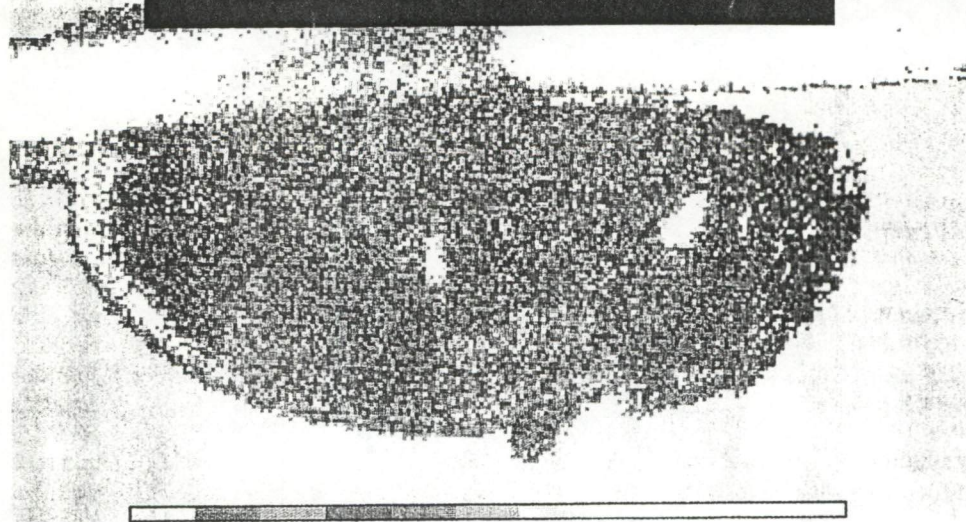


GUIDE 1991

.....
Guide to Biotechnology Products and Instruments

.....
Guide to Scientific Instruments
.....

SPM Oxford



Nitty gritty. A nit and a hair—both from an Egyptian mummy—as mapped by the proton microprobe for the presence of sulfur, which is especially high in the keratin of the hair.

Proton Microbeam Probes the Elements

A remarkable new instrument devised at Oxford University can magnify a specimen and analyze its elemental composition at the same time

IMAGINE AN INSTRUMENT WITH THE analytical power of a mass spectrometer and the imaging capacity of an electron microscope. It would not only show you what things look like, in microscopic detail, but would also measure and map what they were made of. How might you use such a device? How about unraveling the composition of the nerve cell tangles that characterize Alzheimer's disease? Or measuring how much heavy metal microbes can absorb? Or finding out how an artist—Rembrandt, say—used pigments?

This instrument is not some chemist's dream. It exists—in the basement of the Department of Physics at the University of Oxford. Called a proton microbeam, it has been used to try to answer all these questions and more.

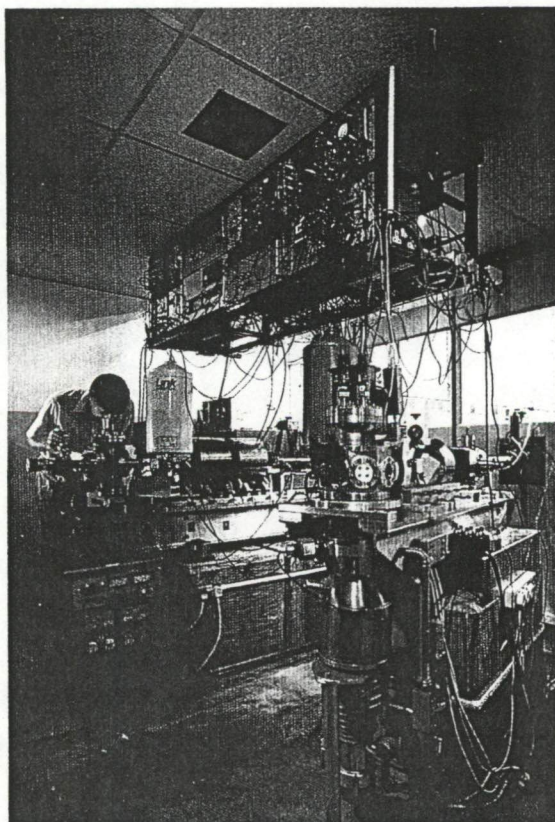
The basis of the microprobe is a beam of fast-moving protons that can be scanned across a sample. Occasionally a proton will smash into one of the atoms in the sample and dislodge an electron. As the remaining electrons reshuffle to

fill the hole, they emit an x-ray characteristic of that particular atom. Measure the energy of the x-ray and you know the identity of the atom. Link that to the beam's position, and you can build up a map of the sample. That technique, known as PIXE (proton-induced x-ray emission), is the microprobe's most commonly used method, but by no means the only one.

Sometimes the proton will bounce directly off an atomic nucleus. This happens infrequently, perhaps a thousand times less often than it hits an electron, but the energy of the rebounding particle can also reveal the identity of the atom it bounced off. The phenomenon—Rutherford backscattering—was discovered by the British physicist Lord Rutherford, who used it to formulate with

his picture of a heavy atomic nucleus surrounded by light electrons. For the microprobe, its beauty lies in the fact that it complements PIXE exquisitely: PIXE works best with heavy elements, those above about aluminum in the periodic table, whereas Rutherford backscattering is most informative about light elements.

The men largely responsible for putting these functions together in a single, usable machine are Frank Watt and Geoff Grime of Oxford's physics department. Beginning 20 years ago, Watt and Grime tackled the difficult problem of focusing a beam of protons—difficult because the particles are heavy and hence need very strong magnetic fields to focus them. By 1980 they had solved the problem, routinely getting a beam 1 micrometer across. After that, they encountered a different problem: funding. Although everyone thought the probe was a nice idea, it cut across disciplines and it wasn't easy to get



SPM Oxford

Beam me in, Scotty. Oxford University's scanning proton microprobe, which both magnifies objects and maps their elemental composition. Geoff Grime, a member of the team that developed the Oxford system, adjusts one of the powerful quadrupole magnets that focus the proton beam.

THE WHITE HOUSE
WASHINGTON

July 30, 1992

Dear Ray:

I was delighted to get your good letter of Jun 18 and greatly touched by your kind words.

Let me also say that your support of George Bush is much appreciated. We have a lot to do in the Republican Party between now and the election but I am confident that in fact the Bush-Quayle team will, by that time, have convinced the American public that they are the appropriate ones to lead the Nation for the next four years.

You must be extremely pleased with the success that you had with your company and with the elegant science that is being done with Teletrons worldwide.

I have just come back from 10 days in the Middle East having visited Jordan, Israel and Egypt and being the first American to walk across the Allenbee Bridge since 1948 with an Israeli stamp in his passport, I am convinced that even there the possibilities for peace are brighter than they have been at any time since 1948.

Again, my warmest thanks for your letter and good wishes.

Sincerely yours,



D. Allan Bromley
The Assistant to the President
for
Science and Technology

Professor Raymond G. Herb
President
National Electrostatics Corporation
Graber Road, Box 310
Middleton, Wisconsin 53562