

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

FOIA Number:
2005-0336-F

FOIA MARKER

**This is not a textual record. This is used as an
administrative marker by the George Bush Presidential
Library Staff.**

Record Group/Collection: George H.W. Bush Presidential Records
Collection/Office of Origin: Science and Technology Policy, Office of (OSTP)
Series: O'Neil, John F., Files
Subseries: Reports and Publications Files

OA/ID Number: 62104
Folder ID Number: 62104-003

Folder Title:
Office of Administration Handbook

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

Dena Sutherland

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

June 2, 1992

MEMORANDUM FOR OSTP STAFF

FROM: BARBARA ANN FERGUSON *BAF*
ADMINISTRATIVE OFFICER

SUBJECT: Office of Administration Handbook

Attached please find a copy of the Office of Administration Handbook. This is the most recent guidance on EOP services and procedures. Please note that this handbook is written primarily for Office of Administration employees. OSTP staff would contact the OSTP Administrative Office for the purpose of making arrangements for the following:

Health Unit routine physicals - OSTP is allotted three per fiscal year. This is only for staff on OSTP payroll. Arrangements are made in September prior to the start of a new fiscal year.

Newspaper and magazine subscriptions and publication orders.

Office moves and all other facilities requests.

Office space.

Office Supplies - The OSTP Administrative Office makes an OEOP supply run once a week. The supply request sheet is in the Xerox room on the refrigerator. Any special supply runs may be made by the individual divisions after having the Administrative Officer sign the supply request form (forms are available in 431).

Procurement/purchases.

Personnel and Security matters.

Any Requests for Tickets (non-travel) - for example, Congressional Tours (semi-private tours).

Travel Requests and Imprest Fund (Local Travel) Requests.

Typewriter repairs.

John O'Neil

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

June 2, 1992

MEMORANDUM FOR OSTP STAFF

FROM: BARBARA ANN FERGUSON *BaF*
ADMINISTRATIVE OFFICER

SUBJECT: Office of Administration Handbook

Attached please find a copy of the Office of Administration Handbook. This is the most recent guidance on EOP services and procedures. Please note that this handbook is written primarily for Office of Administration employees. OSTP staff would contact the OSTP Administrative Office for the purpose of making arrangements for the following:

Health Unit routine physicals - OSTP is allotted three per fiscal year. This is only for staff on OSTP payroll. Arrangements are made in September prior to the start of a new fiscal year.

Newspaper and magazine subscriptions and publication orders.

Office moves and all other facilities requests.

Office space.

Office Supplies - The OSTP Administrative Office makes an OEOP supply run once a week. The supply request sheet is in the Xerox room on the refrigerator. Any special supply runs may be made by the individual divisions after having the Administrative Officer sign the supply request form (forms are available in 431).

Procurement/purchases.

Personnel and Security matters.

Any Requests for Tickets (non-travel) - for example, Congressional Tours (semi-private tours).

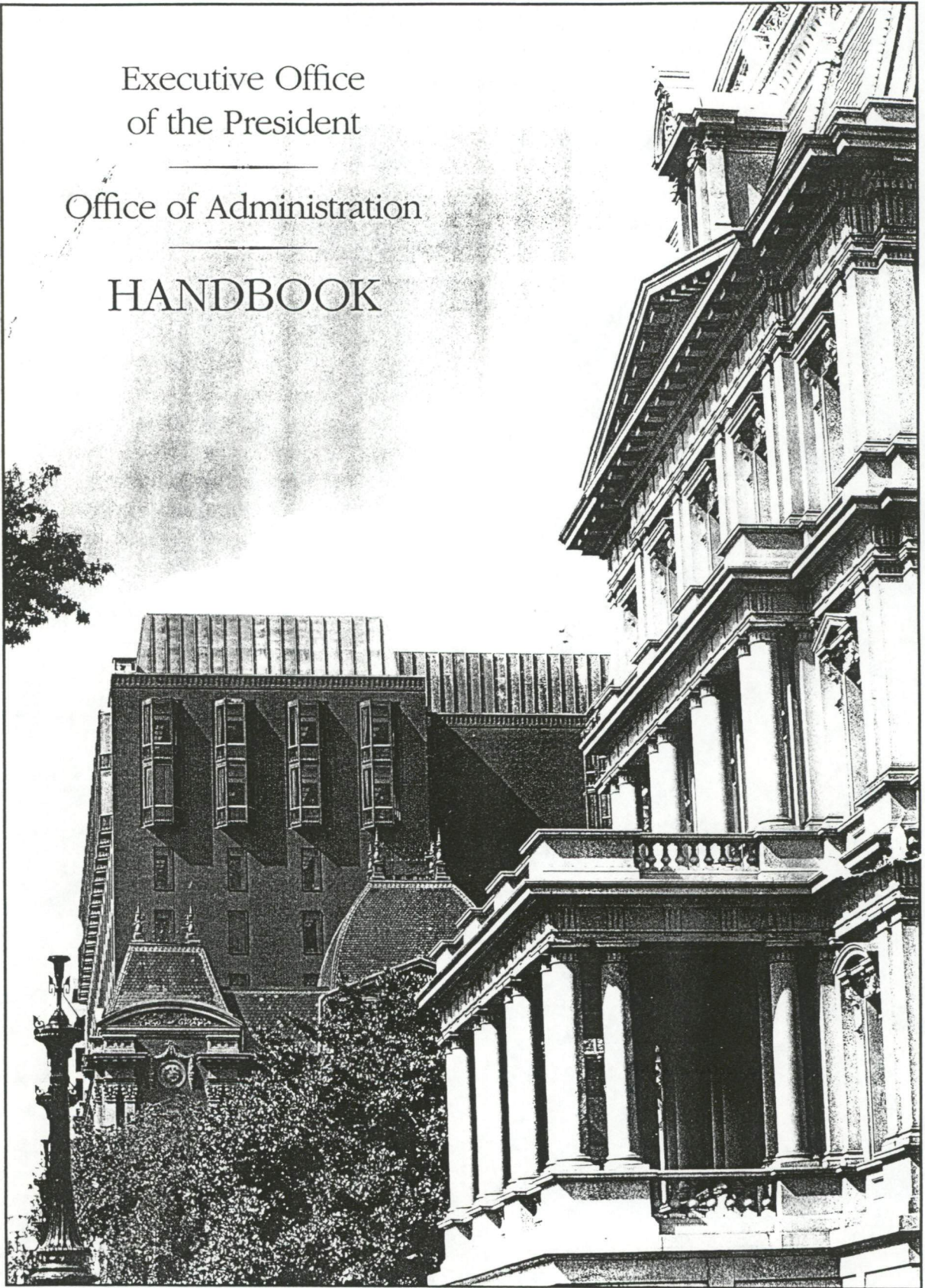
Travel Requests and Imprest Fund (Local Travel) Requests.

Typewriter repairs.

Executive Office
of the President

Office of Administration

HANDBOOK



MESSAGE FROM THE DIRECTOR

The Office of Administration is in its second decade of service to the agencies of the Executive Office of the President. Through commitment to high quality, we have made great strides in providing the best services.

Each day we are challenged to contribute our finest efforts so that the President and his staff are served well. Hard work and dedication have been the foundation of our growth.

Our continued success relies on each of us taking an active role to ensure our potential is met.

A handwritten signature in black ink, appearing to read "Paul Bateman", with a stylized flourish at the end.

Paul W. Bateman

*Deputy Assistant to the President
for Management and Director of the
Office of Administration*

November 1990

INTRODUCTION

This handbook is a guide to the services provided by the Office of Administration, together with other topics of special interest. All entries are listed alphabetically; each is described briefly. Telephone numbers and room designations are provided when appropriate. In instances where a subject is extensive, the reader is directed to more specific manuals or instruction books.

Suggestions or corrections regarding this handbook should be directed to the Administrative Operations Division (x7100).

CONTENTS

Overview	1
The Organization	2
Management	3
The Divisions	4
Alphabetical Directory	6
Appendices	
A. Forms	29
B. Correspondence	40
C. Conference Rooms	44
D. Directory of Services	47
E. Acronyms	50
Index	53

OVERVIEW

Prior to 1977, each agency within the Executive Office of the President (EOP) provided its own administrative services. This resulted in conspicuous inefficiencies: there was considerable duplication of effort, and some services were available only to the staff of one particular agency. Furthermore, the smaller agencies were unable to provide services for themselves.

In 1977, all EOP administrative services were consolidated into a single agency – the Office of Administration (OA) – under Executive Order 12028 (Reorganization Plan Number 1 of 1977; 42 Federal Regulation 56101). This centralization has generated significant operating efficiencies, and has made possible a reduction in staffing levels. Moreover, it has made possible the management of EOP administrative services within a single integrated agency, rather than in a scattered collection of disparate units.

OA's functional responsibilities are as follows: personnel management, financial management, facilities management, mail/messenger, printing/duplicating, graphics, procurement/contracting, automated data processing, computer training and software support, legal counsel, library services, and records management.

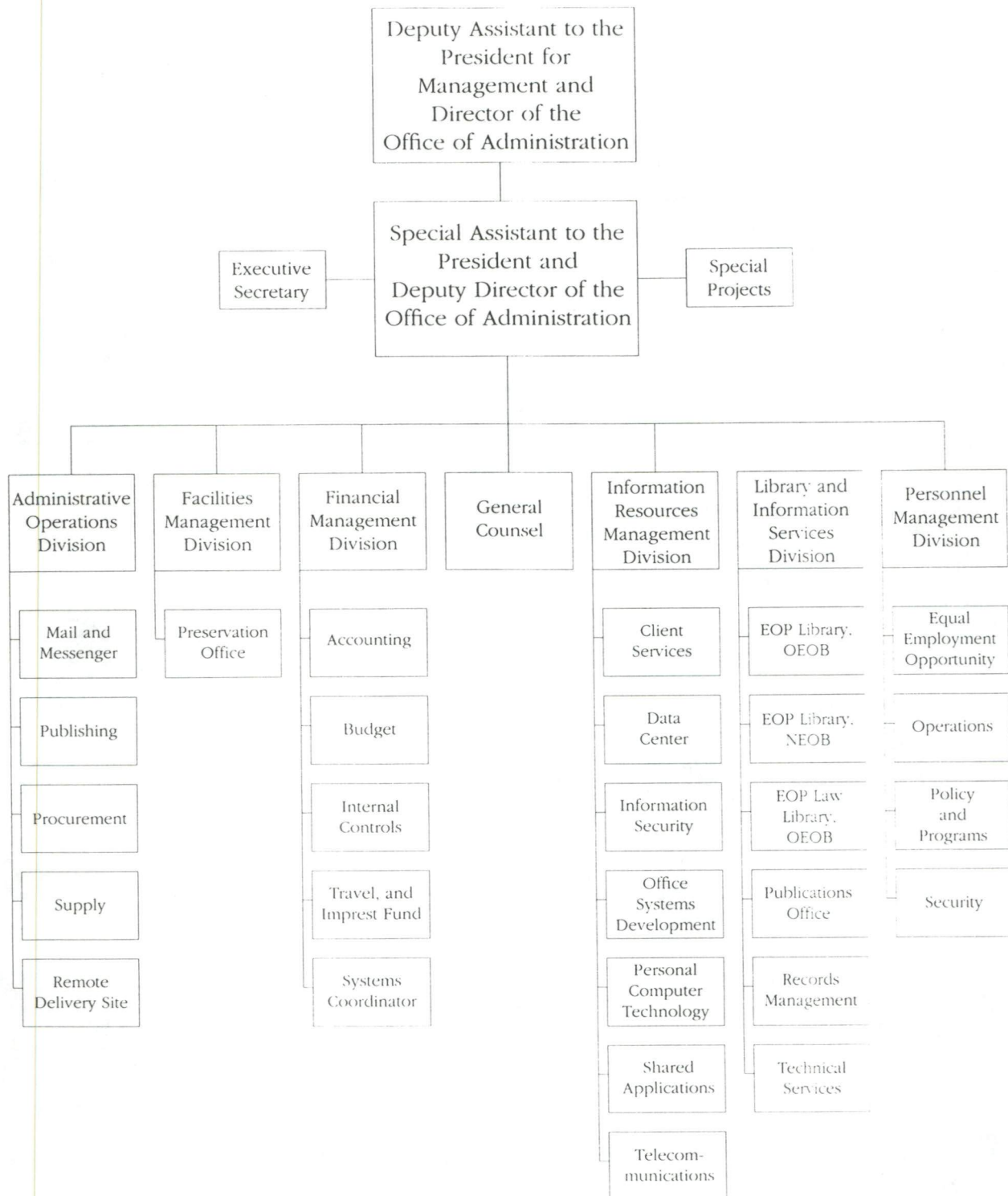
EOP agencies include the following:

- Council of Economic Advisers (CEA);
- Council on Environmental Quality (CEQ);
- Executive Residence (ER);
- National Critical Materials Council (NCMC);
- National Security Council (NSC);
- National Space Council (NSPC);
- Office of Administration (OA);
- Office of Federal Procurement Policy (OFPP);
- Office of Management and Budget (OMB);
- Office of National Drug Control Policy (ONDCP);
- Office of Policy Development (OPD);
- Office of Science and Technology Policy (OSTP);
- Office of the United States Trade Representative (USTR);
- Office of the Vice President (OVP);
- President's Foreign Intelligence Advisory Board (PFIAB);
- President's Intelligence Oversight Board (PIOB);
- Vice President's Residence (VPR); and
- White House Office (WHO).

OA also provides services to the following non-EOP agencies:

- General Services Administration (GSA);
- National Park Service (NPS);
- President's Commission on Executive Exchange (PCEE);
- U.S. Secret Service (USSS);
- White House Communications Agency (WHCA); and
- White House Fellows (WHF).

THE ORGANIZATION



MANAGEMENT

Deputy Assistant to the President for
Management and Director of the
Office of Administration Paul W. Bateman

Special Assistant to the President and
Deputy Director of the
Office of Administration Hector F. Irastorza, Jr.

Director, Administrative Operations
Division Paul N. Romani

Director, Facilities Management
Division Lewis M. Pearson

Director, Financial Management
Division Ron Rasmussen

General Counsel Bruce L. Overton

Director, Information Resources
Management Division David L. Stonehill

Director, Library and Information
Services Division Mary Hester Anton

Director, Personnel Management
Division Phillip D. Larsen

Executive Secretary Jonathan H. Mertz

THE DIVISIONS

Administrative Operations

Administrative Operations Division (AOD) personnel are responsible for the management of the following services to agencies within the EOP: mail/messenger; publishing and printing; graphics, visual aids, and typesetting; procurement; office supplies; and, remote security screening (mail, newspapers, and incoming goods).

Facilities Management

Facilities Management Division (Facilities) personnel are responsible for space allocation and utilization in the White House Complex, and are the principal liaisons between EOP agencies and GSA.

Facilities staff receive, review, and coordinate requests for repairs, renovations, and alterations. The division's Preservation personnel oversee the restoration and the appearance of the Old Executive Office Building (OEOB) in order to preserve its historic, architectural integrity. They direct and manage the receipt of gifts and loans in support of the preservation mission, and they provide tours of the OEOB.

Financial Management

Financial Management Division (FMD) personnel provide financial services such as accounting, budget, imprest fund, and travel. FMD staff ensure EOP compliance with statutory, regulatory, and internal control requirements for financial management. They also represent EOP agencies before Congress, the Treasury Department, OMB, General Accounting Office (GAO), and GSA on matters pertaining to financial management.

General Counsel

General Counsel personnel furnish legal advice to the Director and other OA officials. This responsibility includes representing OA's interest in litigation and review of legislative proposals. The General Counsel serves as the Designated Agency Ethics Officer.

Information Resources Management

Information Resources Management Division (IRMD) personnel provide the EOP with personal information systems and services. IRMD staff plan, create, manage, and operate information resources that are common to EOP agencies. These include data networking, electronic mail and document transfer, data bases and computers shared among agencies, office systems, and support to clients who use

these resources. In addition, they assist in planning, constructing, and operating cost-effective information resources serving the missions of individual agencies.

Library and Information Services

Library and Information Services Division (LISD) personnel provide research, information services, publication acquisitions, records management, and public document distribution to EOP agencies. Document distribution and information services are provided to other government offices and to the general public when appropriate.

Personnel Management

Personnel Management Division (PMD) staff direct the personnel management program of the EOP and provide authoritative advisory services on all aspects of personnel management in the federal service to EOP officials and staff. PMD staff assist managers in the EOP with personnel services, payroll, security, and Equal Employment Opportunity programs and processes.



ALPHABETICAL DIRECTORY

Address

The official address is: *Office of Administration*
Washington, DC 20503

When a street address is needed, the following should be used:

Office of Administration
725 17th Street, NW
Washington, DC 20503

Appointments

Requests to clear visitors into the White House Complex are called appointments. These may be made by calling the USSS Worker and Visitor Entrance System (WAVES) Center (x6742). Appointments are valid for 60 minutes before or after the time given. Technicians may not be cleared as appointments (see Work Orders on page 26).

White House pass holders may clear appointments to the White House, OEOB, and New Executive Office Building (NEOB); OEOB pass holders may clear appointments for the OEOB and NEOB; NEOB pass holders are authorized to clear appointments for the NEOB only. Temporary/Volunteer pass holders may not clear appointments into the Complex.

When calling the WAVES Center, the pass holder should provide the following information about the visitor:

1. last and first name;
2. date of birth;
3. date of appointment and time expected;
4. name of person being visited;
5. caller's name (if different); and
6. building, room number, and phone extension.

A Request for Appointments (Secret Service Form (SSF) 2037) is required when more than five visitors are to be cleared. These forms are available in the WAVES Center (see page 31). The names of visitors should be typed onto the form in alphabetical order. The form should be forwarded to the WAVES Center, OEOB 065, at least four hours in advance of the meeting.

Visitors must provide photo identification (e.g., driver's license, passport, or government identification). Packages and briefcases will be x-rayed or opened for inspection. East and West Wing visitors must be escorted at all times by a White House pass holder. Visitors attending events for which they received official invitations will be on a gate list and need not be cleared individually. Therefore, it

is important to advise visitors of the correct gate to enter. Entry points to the White House Complex are as follows:

NEOB:	17th Street
OEOB:	17th & G Streets Pennsylvania Avenue Southwest Gate
West Wing:	Northwest Gate Southwest Gate
East Wing:	East Entrance East Gate Visitors' Entrance
Residence:	Northwest Gate East Entrance East Gate

NOTE: A White House Complex map can be found on the inside back cover of this handbook.

Arrival Ceremonies

Foreign Dignitaries, Prime Ministers, and Heads of State are welcomed regularly to the White House by the President. Frequently, these events are accompanied by arrival ceremonies on the South Lawn. While the responsibility for inviting guests rests with the Visitors Office, it is customary that all pass holders may attend and may invite guests. On such occasions, employees and guests must use the Southwest Gate to enter and exit the South Lawn; guests do not need to be cleared in.

Athletic Center

See White House Athletic Center on page 26.

Audio-Visual Equipment

The Supply Branch provides slide projectors, overhead projectors, and screens. Contact the OEOB Supply Store (x2622) or the NEOB Supply Store (x3532) one day in advance to ensure availability and delivery.

Blanket Purchase Agreements

Blanket Purchase Agreements (BPAs) are open-ended purchase orders which enable agencies to expedite orders of supplies or services from local vendors. Each agency's administrative officer must contact the Procurement Branch (x3570) for a call number and a purchase order number prior to purchasing the item. Most BPAs are limited to \$500 per call.

The AOD Director's Office processes invoices from vendors and forwards them to appropriate agencies with an Agency Approval Form (OA-37A) for certification and payment.

Bulletin Board

The Office of Administration System for Information Services (OASIS) Bulletin Board can be utilized to display information regarding administrative issues affecting EOP employees.

Information to be displayed on the bulletin board should be forwarded to the IRMD Assistant Director (NEOB 4202, x4982). The information should include the text of the notice, with start and end dates.

Questions should be directed to IRMD on x4982 or refer to OA Directive, *OASIS Bulletin Board Management, IRMD.04-0*.

Business Cards

Employees requiring business cards should contact the Publishing Branch (x4745). Printing usually takes two weeks. Government regulations prohibit the use of public funds for this purpose.

Cafeterias/Snack Bars

Cafeterias:

OEOB 32

6:30 A.M.	-	6:45 A.M.	Continental Fare
6:45 A.M.	-	9:00 A.M.	Full Breakfast
9:00 A.M.	-	10:30 A.M.	Continental Fare
10:30 A.M.	-	11:00 A.M.	Closed
11:00 A.M.	-	2:00 P.M.	Lunch*
2:00 P.M.	-	3:00 P.M.	Snack

**Grill closes at 1:30 P.M.*

NEOB Second Floor

7:30 A.M.	-	9:30 A.M.	Full Breakfast
9:30 A.M.	-	11:00 A.M.	Continental Fare
11:00 A.M.	-	2:00 P.M.	Lunch
2:00 P.M.	-	2:30 P.M.	Snack

Snack Bars:

OEOB 38

Monday - Friday, 8:00 A.M. - 4:00 P.M.

NEOB 5113

Monday - Friday, 8:00 A.M. - 5:00 P.M.

Classified Information

Normally, OA employees do not generate or handle classified material. Executive Order 12356 and 5 C.F.R. 2500 prescribe a uniform information security system regarding the classification, declassification, and safeguarding of national security information. They specify also that classified material found unsecured will be confiscated by the USSS and a Security Violation Form will be issued to the employee entrusted with the materials.

Questions regarding violations or classified information should be directed to the OA Security Officer (x6206).

Computer Services

All inquiries should be directed to the IRMD Help Desk (x7260).

Repairs: IRMD staff coordinates the repair of computer equipment (including personal computers, terminals, printers, and modems) for EOP agencies.

Security: Maintaining proper security for automated information systems is an important concern shared by computer support personnel and computer system users. To ensure proper protection of EOP computer systems, IRMD personnel provide an Information Security Program. This program ensures that proper computer access controls are established and that security monitoring is performed. Computer security training and assistance is available by contacting the IRMD Information Security Officer at x4784.

Technical Assistance: IRMD provides advice on software and hardware configurations, evaluations on the compatibility of new equipment with existing systems, and installation of hardware or software.

Telecommunications/OASIS: The OASIS electronic mail system is managed by IRMD. This division also provides information and advice on telecommunications issues.

Training: IRMD personnel provide training on a wide variety of software packages and hardware devices at the Computer Support Center (OEOP 483). Hours of operation are from 8:00 A.M. to 6:00 P.M. Monday through Friday. For additional information and class schedules call x7370.

Conference Rooms

Conference rooms in the OEOP are reserved through the White House Administrative Office (OEOP 1, x2500). Reservations for OEOP conference rooms may be made through the AOD Supply Branch (OEOP SB-227, x3532). To assure availability, please make reservations at least 24 hours before a scheduled meeting. See page 44 for the various rooms and configurations.

Conflict of Interest

A conflict of interest refers to any situation in which a government official has an actual or apparent personal interest in the outcome of a matter which that person is in a position to influence through decision, recommendation, advice, or other formal or informal action.

Intent to favor one's personal interest in a matter is not necessary for a violation of the law to occur and demonstrating absence of intent will not serve to defend against such a violation. Participation alone in a matter in which one may have a personal interest is unlawful. In addition, the interests and activities of all members of an employee's household are regarded as the employee's own.

Employees must recognize that even the appearance of acting on behalf of a private interest can be damaging. Matters relating to conflicts of interest are regulated by civil and criminal statutes, Executive Orders, and the Standards of Conduct. Staff members should familiarize themselves with these regulations and consult PMD or General Counsel. For additional information refer to 3 C.F.R. 100.735.

Copier Repairs

For copier repairs, call AOD (x7100) and have the following information ready:

1. type of equipment and its serial number;
2. requestor's name, agency, room number, extension; and
3. nature of the equipment problem.

Correspondence

Correspondence includes all letters and memoranda. See page 40 for examples of standard correspondence or refer to OA Directive, *Correspondence Standards and Procedures*, DO.02-0.

Credit Unions

There are two credit unions in the White House Complex. The White House Federal Credit Union (OEOP 42, x2900) is open Monday through Thursday, 10:00 A.M. to 3:00 P.M., and Friday from 10:00 A.M. to 4:00 P.M. Its loan department is located in OEOP 41 (x7080).

The Budget Federal Credit Union (NEOB 7217, x4882) is open Monday through Friday, 9:00 A.M. to 3:00 P.M.

Deliveries to the White House Complex

For security reasons, all deliveries to the White House Complex must be directed to the Remote Delivery Site (RDS) at the Washington Navy Yard. With the exception of courier envelopes, which must be received at 725 17th Street, NEOB G-1; no exemptions will be granted.

Departures

Employees permanently departing the EOP must endorse a Request for Personnel Action Standard Form (SF) 52, complete an Employee Clearance Checklist (see page 38), and return building passes. For additional information, contact PMD (x3765).

Directives System

Directives and bulletins are official policies which initiate or govern action, conduct, or procedures for the operation of OA. Each division, as well as the two reference libraries, has a complete set of current directives and bulletins.

Directives: Directives are official policies, procedures, and guidelines that establish OA's organization and functions; explain essential standard procedures; and state individual and organizational responsibilities.

Bulletins: Bulletins provide immediate (short term) policy direction and guidance, and generally are in effect for not more than six months.

For more information call the Executive Secretary's Office (x6963) or refer to OA Directive, *Office of Administration Directives System* DO.01-0.

Disclosure of Information to the Public

The Executive Secretary serves as both the Freedom of Information Act (FOIA) and Privacy Act Officer. He is responsible for logging, tracking, and coordinating responses to public requests.

There are five classifications of public requests for information. They are as follows:

Privacy Act Requests: The provisions of the Privacy Act apply when a request by an individual for information pertains to that individual's records. For example, when a request for information concerns an individual's Official Personnel File. 5 U.S.C. 552(a) and 5 C.F.R. 2504 prescribe the regulations regarding this subject.

Freedom of Information Act Requests: The provisions of the Freedom of Information Act apply when an individual requests to inspect and obtain agency records. 5 U.S.C. 552 and 5 C.F.R. 2502 prescribe regulations regarding this subject.

Subpoenas or Other Court Requests: Requests by a court of law in any form, generally through subpoena, should be brought immediately to the attention of the Deputy Director and the General Counsel. These officials will provide guidance appropriate to the specific instance. 5 C.F.R. 2502.30 (as amended) prescribes regulations regarding this subject.

Congressional Requests: These requests are in reference to the Administration's or OA's position on legislation.

Phone requests regarding the Administration's position should be referred to the White House Office of Legislative Affairs, and OA's position should be referred to the Executive Secretary.

Written requests regarding the Administration's position on legislation should be forwarded promptly to the Executive Secretary for appropriate disposition.

Any written request by a Congressional committee, member of Congress, or staff of a committee or member of Congress — pertaining to OA — should be forwarded immediately to the Executive Secretary for assignment of action and distribution of information copies.

Media Requests: These requests are generated by newspapers, radio, or TV journalists. All media requests, written or oral, will be forwarded to the Executive Secretary. If the media request does not pertain to OA, the Executive Secretary will forward it to the appropriate office.

Employees may refer to OA Directive, *Disclosure of Information to the Public*, DO.03-0 for more information on processing procedures. In addition, questions regarding this subject may be directed to the Executive Secretary (x6963).

Docent Program

Preservation Office staff sponsors a Docent Program for volunteers who are interested in the construction and the history of the OEOB. Docents are trained by the Preservation staff to give Saturday public tours of the OEOB. Periodically, receptions and field trips are organized for the docents. Persons interested in this program should contact the Preservation Office at x3680.

Document Preparation

Document Preparation Section personnel (NEOB 5013, x5163) provide high-quality typesetting for reports, manuscripts, booklets, newsletters, calendars, and schedules. A variety of fonts is available. A Publishing Branch Requisition Form must be submitted along with draft materials (see page 35).

Drug Free Workplace Plan

The Drug Free Workplace Plan is applicable to all agencies of the EOP. It sets forth the policy and procedures for: (1) employee assistance; (2) supervisory training; (3) employee education; and (4) identification of illegal drug use through drug testing on a carefully controlled and monitored basis. Contact PMD on x3765 for further information.

Employee Assistance Program

The Employee Assistance Program (EAP) is a confidential counseling service for EOP employees who need help with personal or work-related issues. The EAP helps identify problems and makes referrals to appropriate professional services.

Immediate help is available by dialing 301-762-4260; the EAP has a 24-hour answering service. An appointment will be scheduled for a time and place of the employee's convenience. There is no charge to consult with an EAP counselor. To obtain a copy of the EAP brochure, contact PMD (x3765).

Employee Recognition and Incentives Program

The purpose of the Employee Recognition and Incentives Program is to reward employees whose performance exceeds normal job requirements. Awards made under this program are as follows:

Director's Award for Distinguished Service may be granted to employees for outstanding and unusual leadership or service in the work of OA.

Exceptional Service Award may be granted to employees or groups of employees for consistent service in an exceptional manner.

Special Performance Award may be granted to employees for exemplary performance based on an appraisal rating of outstanding. This award recognizes exceptional accomplishment of assigned work in the critical elements of the performance plan.

Exceptional Accomplishment Award may be granted to employees for a one-time, special accomplishment or an action which deserves special recognition.

Special Award for Distinguished Service may be granted to an OA employee or other Federal agency employee for outstanding service to the EOP in the area of administration.

OA grants two honor awards:

Director's Honor Award is presented in recognition of outstanding service to OA and to the Office of the Director.

Meritorious Service Award is presented to those who distinguish themselves by meritorious service within or beyond their required duties

For additional information call PMD (x3765) or refer to OA Directive, *Employee Recognition and Incentives Program*, PMD. 10-0.

Equal Employment Opportunity Program

The purpose of the Equal Employment Opportunity (EEO) program is to promote equal opportunity in the work-place throughout the EOP.

The EEO Office, recently approved for establishment, is designed to enforce EEO regulations, coordinate special emphasis programs, manage the EEO grievance process, and inform managers and staff on EEO issues.

The EEO working team includes an EEO Director, EEO Counselors, a Federal Women's Program Coordinator, and an Hispanic Employment Program Coordinator. For further information, call PMD (x3765).

Escort System

For employees who work after dark, an escort system is available. A USSS officer will escort employees to automobiles parked outside the confines of the White House Complex. Call the Watch Commander (x4366) to arrange for this service.

Excessing Equipment and Furniture

The agency must complete a Report of Excess Personal Property, SF 120 (see page 39) for surplus property. The procedure for excessing is as follows:

1. complete and send a Facility Request (OA Form 36) and an SF 120 to Facilities (OEOP 484, x2335) to have the property removed; and
2. Facilities will forward the original SF 120 to AOD (NEOB 5001, x7100); for coordination with GSA and for transportation.

For additional information, contact Facilities (x2335).

Executive Secretary

Personnel in the Office of the Executive Secretary (OEOP 481, x6963) maintain the organization's policy directives, track goals and objectives, and establish uniform guidelines for correspondence.

Fax Machines

See Telecopiers on page 24.

Financial Disclosure

Title II of the Ethics In Government Act of 1978 requires high level federal executives to disclose their personal financial interests and thereby demonstrate that they are able to carry out their public duties without compromising the public trust. Generally, personnel who hold positions equivalent to General Schedule (GS) 16 or higher are required to file annual disclosure statements which can be made available to the public, upon request. Copies of these statements may also be filed with the Office of Government Ethics. These statements are filed by designated personnel upon initial appointment, upon leaving the agency, and annually during one's tenure. Annual reports are due to the Designated Agency Ethics Official on May 15th of each year.

Personnel who serve in positions in pay grades GS 13 through GS 15 and certain procurement officials also are subject to annual financial reporting requirements.

These statements, however, are confidential and are not available for public inspection, nor are they filed with the Office of Government Ethics. These statements are filed annually by June 15th.

The Designated Agency Ethics Official (in the case of OA, the General Counsel) will notify, in writing, each employee in these categories and provide the appropriate forms. Questions should be directed to the General Counsel (x2273) or refer to OA Directive, *Financial Disclosure, GC.03-0*.

Financial Services

FMD personnel (x7244) provide accounting, budget, imprest fund, and travel services. They ensure compliance with statutory and regulatory requirements for financial management. FMD is composed of the following offices:

Accounting Office: Accounting Office personnel (x3793 or x4714) are responsible for maintaining the EOP's automated accounting system. This system serves as the custodian of official financial records, and is the source for all financial reports.

Budget Office: Budget Office personnel (x7244) formulate and coordinate the preparation of the various EOP agency budget submissions to OMB and the Congress, oversee the execution of EOP agency budgets, and analyze financial positions of divisions and agencies.

Imprest Fund: Imprest Fund personnel (x3175) provide cash reimbursements for local travel claims, small purchases, emergency travel advances, and travel voucher claims under \$15. The limit for cash transactions is \$250. A sample Claim for Reimbursement is shown on page 34. The Imprest Fund is open daily from 12:30 P.M. to 3:00 P.M. Employees may refer to OA Directive, *Imprest Fund, FMD.02-0* for additional information on processing reimbursement claims.

Travel Office: Travel Office personnel (x7247) review travel vouchers in accordance with GSA regulations and provide travel assistance to all employees. For additional information, refer to the *Official Temporary Duty Travel Procedures and Guidelines Handbook, Financial Management 5-02 (revised March 1989)* and to OA Directive, *Travel Authorization and Guidelines, FMD.05-0*.

Graphics

Graphics Section personnel (x3624) prepare a wide range of visual aid materials (artwork design and reproduction, camera enlargements/reductions, computer-assisted calligraphy, color slides, and transparencies). This staff produces charts, graphs, and posters; they also oversee the printing of letterhead stationery, programs/invitations, newsletters, and brochures.

A Publishing Branch Requisition describing requirements must be completed (see page 35). Background material (rough sketches, diagrams, notes, and existing art work) should accompany each request.

Requisition forms, work samples, and proofs may be submitted to Graphics and Document Preparation by fax at 395-1155. Copies of requisition forms are available from administrative officers; the OEOB and NEOB supply stores also carry these forms.

For those without an office fax, a telecopier is available in the duplicating shop, Room 15, OEOB.

Hatch Act

The Hatch Act prohibits participation in partisan political activities by most employees in the Executive Branch. The provisions of the Hatch Act do not apply to employees paid from the appropriation for the White House Office, to heads and assistant heads of executive or military departments, and to officials who develop and implement national or foreign policy, and who are appointed to such positions by the President, subject to confirmation by the U.S. Senate. Detailees to the White House, paid from agency payrolls, remain subject to Hatch Act restrictions on political activity.

Employees permitted to engage in partisan political activities may not use government property or facilities for this purpose, solicit contributions on federal property, or solicit contributions from federal employees. Questions concerning permissible political activity should be directed to General Counsel on x2273 or refer to OA Directive, *Hatch Act Restrictions, GC.01-0*.

Health Units

The health units treat minor injuries and provide routine medical examinations.

OEOB 107 (x2182) Monday - Friday 9:00 A.M. - 11:30 A.M.
and 1:00 P.M. - 4:00 P.M.

NEOB 6101 (x5064) Monday - Friday 8:30 A.M. - 5:00 P.M.

Holidays

Paid legal holidays are as follows:

New Year's Day	January 1st
Martin Luther King, Jr.'s Birthday . . .	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 11th
Thanksgiving	Fourth Thursday in November
Christmas.	December 25th

If a holiday falls on a Saturday or Sunday, it is observed the preceding Friday or the following Monday. Inauguration Day is a holiday every fourth year.

Injuries

There are health units in the NEOB (x5064) and OEOB (x2182). After any job-related injury, contact PMD (x3765) for information pertaining to Workmen's Compensation procedures.

Interagency Agreements

Section 601 of the Economy Act of June 30, 1932, as amended by 31 U.S.C. 1535 and 1536, gives authority to Federal agencies to provide services on a reimbursable basis. FMD (x7244) provides assistance to all agencies in the formulation of these agreements and will provide a complete schedule of reimbursable services upon request.

Library Services

Libraries: The EOP Library, OEOB (OEOB 308, x7000) serves White House and EOP personnel. Special interest areas include the presidency, past and current administrations, American history and politics, government policy, and national security. Extensive vertical files are available and an in-house newsclipping service maintains subject and chronological news files.

The EOP Law Library (OEOB 528, x3397) maintains a legal and legislative collection, with a strong emphasis on administrative and federal case law. The collection includes Congressional materials, such as bills, laws, committee hearings, prints, and reports.

The EOP Library, NEOB (NEOB G-102, x3654) serves White House and EOP personnel. Special interest areas include economics, the budget, and other areas relating to the management of federal government activities.

An online catalog shared by all sites provides easy access to holdings in any of the three libraries. Reference librarians with experience in locating information in printed and electronic media are available.

Document Distribution: Publications Office (NEOB 2200, x3610) is the principal liaison with the public and federal agencies requesting publications from EOP offices. Items frequently requested include White House press releases, OMB Circulars, bulletins, and memoranda. Public inquiries should be directed to 395-7332.

Records Management: Records Management (NEOB 2200, x3367) provides guidance in the creation, maintenance, and retirement of official records for agencies. The staff handles retrieval services for records.

Technical Services: In addition to ordering, cataloging, and processing material for the libraries, Technical Services staff (NEOB G-220, x3420) process book orders and subscriptions.

Lost and Found

Inquiries regarding lost items may be directed to the USSS by calling the numbers listed below.

OEOB	x2020
NEOB	x4496
White House	x4480

Mail/Messenger Services

Mail/Messenger Branch staff makes regular floor runs throughout the White House Complex. Mail room telephone numbers are as follows:

Handwritten: K. G. 3. 1

Handwritten: 4480, 4496, 2020

OEOB 52	x7005
NEOB LD-1	x4722
Courier Receiving Facility (NEOB G-1)	x3332
West Wing Ground Floor	x2615
East Wing Basement	x2918

Courier Deliveries: All couriers must take deliveries to the NEOB lobby, Room G-1, 725 17th Street, NW. Following x-ray inspection, Mail/Messenger Branch employees make distribution in the White House Complex. Personnel in this mailroom process outgoing Federal Express and AirBorne packages. For additional information, call the NEOB Courier Receiving Facility on x3332.

Metro Area Deliveries: Mail/Messenger Branch has a fleet of vehicles which makes deliveries to and pick-ups from most federal agencies in the Washington area. Contact the OEOB Mailroom for details (x7005).

Postage - Official Mail: Mail/Messenger Branch staff will affix postage on a refundable basis for OEOB, NEOB, Jackson Place, and off-site organizations. Packages also may be sent via United Parcel Service. Mass mailing or delivery services are provided on an overtime basis.

Red Tags: Red Tags are express deliveries made within the White House Complex by Mail/Messenger Branch employees. Call the nearest mailroom for pick-up (NEOB - x4722; OEOB - x7005; West Wing - x2615; or East Wing - x2918). This service may be used only for time or content sensitive items.

Maintenance and Cleaning

GSA staff is responsible for the daily cleaning and maintenance of EOP offices. GSA personnel also provide facility-related services such as utilities, electricity, heating, air conditioning, plumbing, and elevator service.

Service call requests regarding the items listed below may be made directly to GSA on x3675.

1. replacement of light bulbs for ceiling fixtures;
2. room temperature problems;
3. restroom maintenance;
4. office cleaning; and
5. pest control.

Requests for other services must be forwarded on a Facilities Request Form (OA 36), see page 32 for a sample, to the Facilities Management Division (OEOB 484, x2335).

Newspapers

To order newspapers or magazines, complete a Subscription Request form and have it approved by the administrative officer in your division (see page 30). The form should be forwarded to the OEOB mailroom (OEOB 52, x7005). Federal government publications, such as the Congressional Record, Federal Register, and the Weekly Compilation of Presidential Documents can be ordered in this manner.

Notary Public

Notary services are available through AOD (NEOB 5001, x7100).

Office Moves

When requesting moving assistance, a Facilities Request Form (see page 32) must be completed and forwarded to the Facilities Management Division (OEOD 484). The form should include the following information:

1. location of the items (building and room);
2. general description and number of items;
3. telephone and computer cable requirements;
4. diagram (if needed);
5. final destination of items;
6. tentative start and completion dates;
7. contact person; and
8. extension.

For scheduling purposes, 48 hours advance notice should be given to enable Facilities to coordinate moves with GSA.

Questions should be directed to the Facilities Management Division on x2335 or refer to OA Directive, *Facility Requests, FAC.02-0*.

Office Space

Facilities Management Division personnel (OEOD 484, x2335) are responsible for both space assignment and utilization in the White House Complex. Please refer to OA Directive, *Acquisition of Additional Space, FAC.04-0*.

Office Supplies

OA operates two supply stores which maintain a complete inventory of office needs. Agency administrative officers have a catalog of current stock items available. Supplies may be obtained in person when using a charge card available from administrative officers. Supply store personnel will deliver bulk items. Requests for new supply items should be made to the AOD Director's Office (x7100).

The OEOD Supply Store (OEOD 082, x2622) is open weekdays from 8:00 A.M. to 6:30 P.M. and Saturdays from 8:00 A.M. to 1:00 P.M. The NEOD store (NEOD SB-227, x3532) is open weekdays from 8:00 A.M. to 5:00 P.M.

Outside Employment

Standards of Conduct (3 C.F.R. 110.735-15) state that an employee should not engage in outside activities that are not compatible with the proper discharge of his or her government employment duties.

An OA employee who intends to engage in outside employment must obtain approval, submitted through his or her supervisor, from the Director of OA. The authorization will be filed in the employee's official personnel folder.

Questions should be directed to PMD on x3765 or refer to the OA Directive, *Outside Employment, PMD.22-0*.

Parking

Color/Code	Designated Area	Restrictions
Gold/W	West Executive Avenue	Reserved Monday - Friday: 7:00 AM - 7:00 PM Saturday: 7:00 AM - 1:00 PM
Gold/I	South Court	Authorized Vehicles ONLY
Blue/F	East Executive Avenue	Reserved Spaces
Blue/H	East Executive Ave. or Ellipse	Unreserved Spaces ONLY
Green/C	17th Street Only	Authorized Vehicles ONLY
Green/N	North Court	Authorized Vehicles ONLY
White/S	State Place or Ellipse	NONE
Orange/J	Jackson Place	NONE
Yellow/E	Ellipse	NONE
Red/R	Ellipse, State Place, or East Executive Avenue	-Valid 10:30 AM to midnight -Parking not permitted in Dept. of Treasury spaces -Parking permitted on 17th St after 6:00 PM
NEOB Permit	NEOB Basement	-Requires the payment of a monthly fee to the NEOB parking attendant -Monthly passes are not issued for these spaces

To park in the Complex, one must be issued a permit. The OA Deputy Director reviews and allocates OA parking permits to each division. Employees should submit parking requests to their division director; division directors allocate parking permits within their allotments.

Monthly parking stickers are distributed by the White House Administrative Office through each agency's parking coordinator. The AOD Director's Office (x7100) receives and distributes monthly stickers to OA divisions. For more information regarding parking, refer to OA Directive, *Parking Permits, AOD-02.0*.

Parking Regulations: Valid parking permits and stickers must be attached to the rear-view mirror of all automobiles, with the designation facing outward. Permits are invalid after the third day of the next month. If the third day falls on a weekend, the following Monday is a grace day.

A permit will be revoked if used by an individual other than the person to whom it is assigned. The employee's office will lose that space from its allotment. A locked automobile is a secure one; permits have been removed from cars by unauthorized users. It is the employee's responsibility to comply with public parking regulations. Upon termination of employment, OA parking permits must be returned to the AOD parking coordinator.

Personnel Services

PMD staff provide personnel and payroll management assistance and services to all EOP agencies. The Division is organized as follows:

Operations: Staff in this section works with EOP Administrative Contacts and other agency officials to provide assistance covering the full range of personnel management. Staff members are assigned specific agencies to provide service in such areas as recruitment and staffing, employee relations, salary administration, organization analysis, ceiling control, personnel action processing, and payroll processing (x3768).

Policy and Programs: Staff of this section serves as policy specialists in a variety of areas that are a part of an agency's total personnel management program (i.e., position classification, performance and career development, and employee leave and benefit entitlement). In addition, they manage specific programs applicable to OA and the EOP, including Equal Employment Opportunity, retirement, training, the Employee Assistance Program, and incentive awards (x5980).

Security: The OA Security Officer conducts pre-employment interviews, coordinates the security clearance and building pass process, and interacts with local, state, and federal investigative units on security-related matters (x6206).

Post Office

A small post office (OEOP 54, x2636) offers stamp sales, certified/registered mail services, and package weighing. This facility is open Monday through Friday from 9:00 A.M. to 4:00 P.M. In addition, there are postage stamp machines located on the ground floor of the NEOB, near Room G-1, and in the OEOP snack bar.

Preservation Office

Preservation Office personnel oversee historic restoration of the OEOP. The staff compile photographic and documentary information to establish a center for future scholarship and research and are responsible for exhibits and collections within the OEOP. A tour program is administered by a Preservation Coordinator enabling the public to tour the building. Tours are conducted on Saturday from 9:00 A.M. to 11:40 A.M. by reservation only. For additional information call x5895.

Presidential Letters

Requests for Presidential Acknowledgement Letters are generally restricted to friends and relatives of EOP staff.

Employees are required to complete a Staff Request For Presidential Acknowledgement Letters Form (see page 36) for various forms of Presidential greetings. Two weeks notice is necessary to assure greetings arrive in time for an event. Staff

may request that birthday letters be sent only at the birth of a baby and to persons 50 years of age or older. Wedding anniversary letters may be requested for persons celebrating 20 years or more of marriage. Acknowledgement cards are available for persons not meeting these criteria. Wedding letters may be requested and can be either hand-carried or mailed. It is White House Policy not to include autographed photographs with Presidential letters.

Questions regarding Presidential Acknowledgement Letters should be directed to the Correspondence Office (x2276).

Presidential Photo Requests

A Requests for Photo/Mailing Form (see page 37) must be completed when requesting an autographed Presidential Photograph. These photos are for individuals who should receive more than a pre-signed lithograph, but who do not meet the criteria for a personally signed photograph (e.g., Members of Congress, selected VIPs, and personal friends of the President).

Someone who has done something special for the President may request the following inscription "Best Wishes and Appreciation." The standard inscription is "Best Wishes."

There are additional instructions available for requesting personally inscribed and personally signed photos.

More detailed information regarding Presidential Photos can be obtained through the Correspondence Office (x7610).

Printing/Publishing

There are two printing facilities in the complex. The OEOB printshop (Room 15, x2294) is open from 5:30 A.M. to 11:00 P.M. weekdays and 8:00 A.M. to 1:00 P.M. Saturdays. The NEOB printshop (SB-226, x3660) is open from 7:00 A.M. to 5:30 P.M. weekdays.

Offset presses and reprographic equipment are available, as well as 2-color presses, collating, stitching, and binding equipment.

For extremely large or complex printing jobs, contact the Publishing Branch Supervisor (x4745) for assistance.

Procurement and Contract Services

Procurement staff (NEOB 5001, x3570) provides procurement/contracting support to EOP agencies. They also maintain a library of product catalogs and vendor files.

Property Passes

A property pass is required for the removal of furniture and equipment on a temporary or permanent basis (see page 29). Passes are obtained and authorized by each division's administrative officer. The recipient retains a copy of the pass and, upon departure from the building, a second copy is collected by the USSS. For more information, refer to OA Directive, *Property Pass System*, AOD.01-0.

Repair and Alterations

For repairs or alterations, each agency's administrative officer must submit a Facilities Request form (OA Form 36 - page 32) to Facilities (OEOP 484, x2335). If GSA estimates that the work will cost more than \$500, the administrative officer must submit to FMD a Reimbursable Work Authorization (RWA). See page 33 for a sample of the form. FMD will certify the availability of funds and forward the RWA to GSA. See page 18 for details on general building maintenance or refer to OA Directive, *Facility Requests, FAC.02-0*.

Security Briefings

All new employees must attend a security briefing, conducted by the OA Security Officer and a USSS representative, prior to obtaining a permanent building pass. The briefings are held on the last Thursday of each month, unless otherwise stated.

Smoking Policy

Smoking in public areas will only be permitted in the lobbies of the OEOP, NEOP, and Winder Building. Smoking will be prohibited in all other public areas.

EOP Agency Heads may establish designated smoking areas in office space occupied by their agency.

Facilities (x2335) will arrange for the installation of designated smoking area sign upon request.

Speakers Forum

LISD sponsors a Speakers Forum on a quarterly basis. The forum features authors and other distinguished guests. For additional information or to recommend a speaker, call x2527.

Standards of Conduct

Standards of Conduct (3 C.F.R. 100.735 et seq) are regulations pertaining to the proper conduct of employees of the Executive Office of the President. A copy is provided to each new employee. Additional copies are available in each of the three libraries. Questions pertaining to Standards of Conduct should be directed to PMD and General Counsel.

Student Employment Programs

There are two student employment programs:

Stay-In-School Program: The stay-in-school program is designed to ease the impact of vacation schedules on supervisors by providing routine clerical support. The program creates part-time work opportunities for students while they attend school on a full-time basis.

Summer Employment Program: The purpose of the summer employment program is to provide an opportunity for students to become acquainted with the challenges and opportunities that exist within the Executive Branch of the government. The temporary help provided by summer students eases the impact

of heavy concentrations of leave generally used by full-time personnel during the summer months. It also develops a reservoir of potential recruits for occupations in short supply for subsequent permanent employment.

For more information, refer to OA Directive, *Student Employment Programs, PMD.01-0* or call PMD on x3765.

Suspicious Calls

Suspicious calls should be transferred to Secret Service by depressing the telephone switch hook. You will receive a dial tone. Dial x2687 (Secret Service Protective Intelligence Division), identify call, and receive acknowledgment from the USSS agent to hang up.

Switchboard

The Administrative Switchboard is the main White House switchboard (395-3000).

Telecopiers

Mail/Messenger personnel operate telecopiers in the NEOB (x4722), OEOB (x7005), and West Wing (x2615) mailrooms. Call the nearest mailroom for the telecopier number and further information.

In addition, there is a telecopier located in the printshop (OEOB 15, x2294) which directly transmits copies to Graphics.

Telephone Directories

Copies of the EOP Telephone Directory are available in each Mail/Messenger Branch Mailroom. C&P yellow and white page telephone directories are available for a limited time from the OA Supply Stores in the OEOB and the NEOB.

Telephone Policies

Long Distance Calls: Federal Telecommunications Systems (FTS) lines ('8') should be used for long-distance calls. These lines are not to be used for personal calls. If the FTS voice network is busy and it is necessary to make a call immediately, employees may use commercial lines (telephone calls accessed by dialing '9'). Employees who make such calls should record the date, place, and circumstances.

Employees on official travel within the continental United States who do not have access to telephones connected to FTS may make commercial long-distance calls. The calling party should pay the charges and submit a claim for reimbursement on the travel voucher. Employees on travel status may make one brief telephone call home per travel day and submit the claim on the travel voucher. Claims submitted on travel vouchers for telephone calls should be identified as either official or personal.

Employees placing long distance calls from home for official business should call the White House Administrative Switchboard on 395-3000 and an operator will place the call.

Personal Calls: Employees may make personal calls from government offices

when the calls are in the interest of the government.

Examples include the following:

An employee injured on the job may call to notify family members.

An employee required to work overtime without advance notice may call home to notify family or to make necessary child care arrangements.

An employee may call offices within the local commuting area which can be reached only during working hours (e.g., physician).

An employee may make a brief daily call to spouse or minor children.

Commercial long distance calls may be made if calls are not charged to the government. This requires the employee to place a collect call, use a personal phone credit card, charge the call to a home telephone, or dial an 800 toll-free number.

Authorized personal telephone calls should be made during lunch-time or other off-duty periods and be of brief duration.

Abuse of telephone privileges will result in disciplinary action. This disciplinary action will vary according to the circumstances, but may include reprimand, suspension, or dismissal. Certain actions are considered criminal violations.

For more information regarding this subject, refer to OA Directive, *Telephone Policies, AOD.03-0*.

Telephone Repairs and Installations

For telephone repairs, call x9611. To change numbers or equipment, submit a Facilities Request Form and diagram to Facilities (OEOP 484, x2335).

Tours

Congressional Tours: Special semi-private tours of the Executive Residence (called Congressional tours) are by special reservation and are given Tuesday through Saturday, 8:15 A.M. to 8:45 A.M., before the Residence opens to the public tour. These tours are conducted in small groups by officers of the USSS, Uniformed Division. OA staff may request reservations for Congressional tours for family and special guests through AOD (NEOB 5001, x7100). OA is allotted only 5 tickets per week; therefore, reservations should be made well in advance. Staff requesting Congressional tours for 10 to 50 persons must submit a letter to the AOD Director's Office one month in advance outlining the following information for scheduling purposes:

1. name of group;
2. number of people; and
3. possible tour dates.

The Congressional group tours are always early in the morning at times determined by the Visitors Office.

Employees should not request tours for Congressional and Senate staff as each Hill office receives a ticket allotment. Personnel from these offices call the White House Visitors Office directly to schedule their tours. Staff members may not place guests on the Congressional Tour without tickets.

Holiday Tours: The White House Visitors Office coordinates the Christmas Candlelight Tours, the Spring and Fall Garden Tours, and the White House Easter Egg Roll. Tickets are not required.

OEOB Tours: *See Preservation Office on page 21.*

Public Tours: In addition to the Congressional Tours, public tours of the Executive Residence are conducted. These tours are given Tuesday through Saturday, 10:00 A.M. to 12:00 noon, on a first-come first-serve basis. Occasionally the Residence is closed for an official function; therefore, it is best to check the day before by calling 456-7041.

Employees with a White House or OEOB pass may escort no more than ten guests to the head of the line at the East Wing Visitors Entrance for a public tour; guests are not to be taken to the entrance before 10:30 A.M.

During the summer months (Memorial Day to Labor Day), visitors not accompanied by a pass holder must acquire tickets on the Ellipse from the National Park Service, Tuesday through Saturday, beginning at 8:00 A.M.; however, during the fall, winter, and spring months (Labor Day through Memorial Day), tickets are not required.

Travel Reservations and Ticketing

The Travel Office in the OEOB is located in Room 87, x2250. It is open from 8:30 A.M. to 6:00 P.M., Monday through Friday. Travel staff provides assistance to all EOP agencies, through an automated reservation and ticketing system for air and rail travel. They also assist with rental car reservations and provide information on government rates.

An employee must have an approved travel authorization form in order to obtain government paid transportation tickets. Government paid tickets may not, however, be used if the trip is for anything other than official business.

Typewriter Repairs

For typewriter repairs, call AOD on x7100 and have the following information ready:

1. type of equipment and its serial number;
2. requestor's name, agency, room number, extension; and
3. nature of the equipment problem.

White House Athletic Center

The White House Athletic Center (NEOB 2008) is an exercise and fitness facility open for membership to pass holders (including detailees and contractors). The facility has locker rooms, showers, a sauna, and a spa. Equipment includes lifecycles, treadmills, rowing machines, and a cross-country skiing machine. Daily aerobic and exercise classes are offered, and individual fitness programs are developed by staff physiologists. The Center is open Monday - Thursday from 7:00 A.M. to 8:30 P.M.; Friday 7:00 A.M. to 8:00 P.M.; and Saturday 11:00 A.M. to 3:00 P.M. Call x5688 for information on membership.

Work Orders

Individuals who enter the White House Complex to perform work (e.g., construction, repairs, office duties) may not be cleared into the Complex as appointments. Workers who are entering the White House Complex for the first time must complete a Security Check Form (SSF 1888) at the post of entry.

White House pass holders may clear workers into the White House, OEOP, and NEOB. OEOP pass holders may clear workers into the OEOP and NEOB. NEOB pass holders are authorized to clear workers into the NEOB only. Temporary/Volunteer pass holders are not permitted to clear workers into the Complex.

One-To-Five Day Work Orders: A White House or OEOP pass holder may request a one-to-five day work order by calling WAVES (x4311) for work to be performed in the White House or the OEOP. If work is to be performed in the NEOB, the pass holder must call x4496.

The following information is needed:

1. company name or government agency;
2. worker's name;
3. worker's date of birth;
4. worker's social security number;
5. expected date and time of arrival;
6. pass holder's name;
7. location of work;
8. pass holder's telephone number; and
9. escort's name (must be a pass holder).

Work Orders Over Five Days: If the work to be completed will extend beyond five days, the authorized pass holder must submit a memorandum to the Technical Security Division, Pass Section (OEOP 23) covering the information listed below:

1. company name or government agency;
2. worker's name;
3. worker's date of birth;
4. worker's social security number;
5. pass holder's name;
6. location of work;
7. pass holder's telephone number;
8. starting date;
9. termination date;
10. description of work; and
11. escort's name (must be a pass holder).

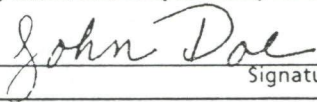
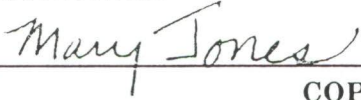
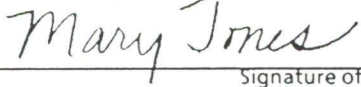
A Security Check Form (SSF 1888) must be included with the memo. After approval, the request then will be forwarded to the WAVES Center.

Zip Code

The official zip code for OA is 20503.

Appendix A

FORMS

PROPERTY PASS		No.
This Form is to be used whenever property is removed from the EOP. After it is completed and signed, please have your Authorized Agency Representative (AAR) approve it.		
Borrower's Name (please print): John Doe		Date: 6-1-90
Agency/Division: Office of Administration AOD	Room/Bldg: 5001, NEOB	Phone Ext.: x7100
I hereby assume full responsibility for the property described below.  _____ Signature of Borrower		Pass Expires: 6-5-90
Description of Property Removed: IBM Lap-top Computer Serial Number: 1232121		
Property Belongs To: Office of Administration, IRMD		
Reason for Removal: Employee requires computer for travel.		
Signature of AAR/Title:  _____ COPY A - USSS		
When the property has been returned, please have your AAR endorse Copy C of this Form. Copy C becomes your receipt.		
I HEREBY CERTIFY THAT THE PROPERTY HAS BEEN RETURNED IN THE SAME CONDITION DESCRIBED ABOVE.  _____ Signature of AAR		
_____ Date		
COPY B - AAR		

OFFICE OF ADMINISTRATION SUBSCRIPTION REQUEST

Staff Member:	John Doe	Date:	7-7-90
Agency:	OA	Division:	AOD
Effective Date:	7-14-90	Building and Room Number:	NEOB 5001

ADD (Circle items requested)

Daily Newspapers	☒ WP	☐ NYT	☐ WSJ	☐ WT	☐ USA	☐ BG	☐ BS	☐ CT	☐ CSM	☐ DMN	☐ FT	☐ LAT	☐ NYDN	☐ NYP	☐ PI
Saturday Newspapers	WP	NYT				BG	BS	CT				LAT	NYDN	NYP	PI
Sunday Newspapers	WP	NYT				BG	BS	CT				LAT	NYDN	NYP	PI
Magazines	Time	Newsweek			US News		Bus. Week		New Rep.		Fortune		People		Economist
Federal Publications	Cong. Records		Fed. Registers				Pres. Documents						Cong. Calendars		

CANCEL (Circle items to be canceled)

Daily Newspapers	WP	NYT	WSJ	WT	USA	BG	BS	CT	CSM	DMN	FT	LAT	NYDN	NYP	PI
Saturday Newspapers	WP	NYT				BG	BS	CT				LAT	NYDN	NYP	PI
Sunday Newspapers	WP	NYT				BG	BS	CT				LAT	NYDN	NYP	PI
Magazines	Time	Newsweek			US News		Bus. Week		New Rep.		Fortune		People		Economist
Federal Publications	Cong. Records		Fed. Registers				Pres. Documents						Cong. Calendars		

SPECIAL REQUESTS

AGENCY APPROVAL

Administrative Officer (Print or Type): Mary Jones Date: 7-7-90

Administrative Officer (Signature):

Mary Jones

Forward approved form to the O/A Mailroom (OEOB 52, x7005)

PUBLICATIONS KEY

WP = Washington Post	BG = Boston Globe	FT = Financial Times
NYT = New York Times	BS = Baltimore Sun	LAT = Los Angeles Times
WSJ = Wall Street Journal	CT = Chicago Tribune	NYDN = New York Daily News
WT = Washington Times	CSM = Christian Science Monitor	NYP = New York Post
USA = USA Today	DMN = Dallas Morning News	PI = Philadelphia Enquirer

REQUEST FOR APPOINTMENTS

To: Officer-in-charge
Workers and Visitor Entrance System
Room 065, OEOB

Please admit the following appointments on July 7, 19 90

for John Doe of OA, AOD :
(name of person to be visited) (agency)

<u>NAME</u>	<u>DATE OF BIRTH</u>	<u>SOCIAL SECURITY NUMBER</u>
Doe, Carl	12-12-45	111-11-1111
Doe, Mary	11-11-46	222-22-2222
Smith, Bernice	10-10-55	333-33-3333
Smith, Joseph	9-9-62	444-44-4444
Smith, Steven	8-8-60	555-55-5555
Taylor, Robert	7-7-58	666-66-6666

MEETING LOCATION

Building NEOB Requested by John Doe
Room No. 5001 Room No. 5001 Telephone 395-7100
Time of Meeting 9:00 Date of request 7-3-90

Additions and/or changes made by telephone should be limited to five (5) names or less.

WAVES Center: SIG/OEOB — 395-6046 or WHITE HOUSE — 456-6742

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 27017 2. Charged To: (GSA Use Only)		1. Org. Code	
I. ADMINISTRATIVE COORDINATOR					
3. Name Mary Jones		4. Office/Acct. OA, AOD		5. Room(s) No. 5001	
				6. Phone x7100	
II. WORK TO BE PERFORMED FOR					
7. Name James Smith		8. Office/Acct. OA, AOD		9. Room(s) No. 5001	
				10. Phone x7130	
III. WORK ORDERS					
11. CONSTRUCTION/CARPENTRY (Plans <u>must</u> accompany request) ☐ Shelves ☐ Chair Slide ☐ Desk/Chair Repair ☐ Locksmith Services ☐ Door Signs ☐ Other					
12. DECORATOR SERVICES ☐ Select Furniture ☐ Touch-up Furniture ☐ Reupholster Furniture ☐ Painting ☐ Carpet					
13. MOVING (Configurations/Drawings including required telephone changes <u>must</u> accompany request on a separate piece of paper) ☒ Furniture ☐ Safes ☐ Data Processing Equip. ☐ Other Please remove two chairs and one desk from NEOB 5001 and take to NEOB 5013.					
14. ELECTRICAL ☐ Outlet ☐ Coax cable ☐ Heating/Air Conditioning ☐ Other					
15. TELEPHONE SERVICES					
16. CLEANING					
17. AGENCY AUTHORIZATION <i>Mary Jones</i>		18. DATE 8/10/90		19. FACILITIES AUTHORIZATION	
				20. DATE	

OA FORM 36
Rev: Sept. 86

GSA COPY

GPO: 1988-225-154

1. BUILDING NUMBER		2. PROJECT NUMBER		3. BUDGET ACTIVITY CODE		4. ORGANIZATION CODE		5. WORK AUTHORIZATION NUMBER	
6. DESCRIBE PROJECT NATURE (Not more than 25 characters)						7. BOAC CODE			
E	L	E	C	T	R	I	C	A	L
U	P	G	R	A	D	E			

8. SEND BILL TO (Complete address, including zip code)	SECTION 7 - ORDERING AGENCY REQUEST	9. BILLS WILL BE ISSUED FOR:	10. DATE OF THIS REQUEST																																																																
Office of Administration, A00 NEOB 5001 Washington, DC 20503	☒ AUTHORIZED AMOUNT IN ADVANCE ☐ OBLIGATIONS RECORDED SINCE THE LAST BILLING TO RECOVER ACTUAL COST		7-7-90																																																																
☐ PREPAID		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%; text-align: left; padding: 5px;">11. AGENCY BUREAU CODE</th> <th style="width: 40%; text-align: left; padding: 5px;">12. APPROPRIATION SYMBOL</th> <th style="width: 35%; text-align: left; padding: 5px;">13. ACTION TYPE</th> </tr> <tr> <td style="padding: 5px;"> 1 1 0 0 0 0 3 8 </td> <td style="padding: 5px;"></td> <td style="padding: 5px;">ADD</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> 16. AGENCY LOCATION CODE </td> <td colspan="2" style="padding: 5px;"> 17. FUND CODE </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> 1 1 0 0 0 0 0 0 </td> <td colspan="2" style="padding: 5px;">CHANGE</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> 18. AGENCY IDENTIFICATION NUMBER </td> <td colspan="2" style="padding: 5px;">DELETE</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> AGENCY CONTACT'S TELEPHONE NO. 895-7100 </td> <td colspan="2" style="padding: 5px;">COMPLETION</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> 19. WORK DESCRIPTION AND WORK LOCATION (If additional space is required, use plain sheet(s) of paper) </td> <td colspan="2" style="padding: 5px;">TERMINATION</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> Install new electric lines and outlets for new reprographic equipment in the Defense Printing Service facility in OEOB 15. </td> <td colspan="2" style="padding: 5px;">CHARGEBACK</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> 21. LEASE CONTRACT NUMBER </td> <td colspan="2" style="padding: 5px;">ACCEPTED</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> 1 1 0 0 0 0 0 0 </td> <td colspan="2" style="padding: 5px;">REBILL</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> 22. REQUESTED WORK/SERVICE DATES </td> <td colspan="2" style="padding: 5px;">COMPLETION</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: left; padding: 5px;">START DATE</th> <th style="width: 50%; text-align: left; padding: 5px;">COMPLETION DUE DATE</th> </tr> <tr> <td style="padding: 5px;"> 8 2 0 9 0 </td> <td style="padding: 5px;"> 8 2 2 9 0 </td> </tr> </table> </td> <td colspan="2" style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%; text-align: left; padding: 5px;">MO</th> <th style="width: 25%; text-align: left; padding: 5px;">DAY</th> <th style="width: 25%; text-align: left; padding: 5px;">YR</th> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> </table> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> 23. OPEN END AMOUNT (to nearest dollar) </td> <td colspan="2" style="padding: 5px;"> 24. ECONOMY ACT (25%) LIMITATION </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> ☒ CHECK IF PLANS ARE ATTACHED </td> <td colspan="2"></td> </tr> </table>		11. AGENCY BUREAU CODE	12. APPROPRIATION SYMBOL	13. ACTION TYPE	1 1 0 0 0 0 3 8		ADD	16. AGENCY LOCATION CODE		17. FUND CODE		1 1 0 0 0 0 0 0		CHANGE		18. AGENCY IDENTIFICATION NUMBER		DELETE		AGENCY CONTACT'S TELEPHONE NO. 895-7100		COMPLETION		19. WORK DESCRIPTION AND WORK LOCATION (If additional space is required, use plain sheet(s) of paper)		TERMINATION		Install new electric lines and outlets for new reprographic equipment in the Defense Printing Service facility in OEOB 15.		CHARGEBACK		21. LEASE CONTRACT NUMBER		ACCEPTED		1 1 0 0 0 0 0 0		REBILL		22. REQUESTED WORK/SERVICE DATES		COMPLETION		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: left; padding: 5px;">START DATE</th> <th style="width: 50%; text-align: left; padding: 5px;">COMPLETION DUE DATE</th> </tr> <tr> <td style="padding: 5px;"> 8 2 0 9 0 </td> <td style="padding: 5px;"> 8 2 2 9 0 </td> </tr> </table>		START DATE	COMPLETION DUE DATE	8 2 0 9 0	8 2 2 9 0	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%; text-align: left; padding: 5px;">MO</th> <th style="width: 25%; text-align: left; padding: 5px;">DAY</th> <th style="width: 25%; text-align: left; padding: 5px;">YR</th> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> </table>		MO	DAY	YR				23. OPEN END AMOUNT (to nearest dollar)		24. ECONOMY ACT (25%) LIMITATION		☒ CHECK IF PLANS ARE ATTACHED			
11. AGENCY BUREAU CODE	12. APPROPRIATION SYMBOL	13. ACTION TYPE																																																																	
1 1 0 0 0 0 3 8		ADD																																																																	
16. AGENCY LOCATION CODE		17. FUND CODE																																																																	
1 1 0 0 0 0 0 0		CHANGE																																																																	
18. AGENCY IDENTIFICATION NUMBER		DELETE																																																																	
AGENCY CONTACT'S TELEPHONE NO. 895-7100		COMPLETION																																																																	
19. WORK DESCRIPTION AND WORK LOCATION (If additional space is required, use plain sheet(s) of paper)		TERMINATION																																																																	
Install new electric lines and outlets for new reprographic equipment in the Defense Printing Service facility in OEOB 15.		CHARGEBACK																																																																	
21. LEASE CONTRACT NUMBER		ACCEPTED																																																																	
1 1 0 0 0 0 0 0		REBILL																																																																	
22. REQUESTED WORK/SERVICE DATES		COMPLETION																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: left; padding: 5px;">START DATE</th> <th style="width: 50%; text-align: left; padding: 5px;">COMPLETION DUE DATE</th> </tr> <tr> <td style="padding: 5px;"> 8 2 0 9 0 </td> <td style="padding: 5px;"> 8 2 2 9 0 </td> </tr> </table>		START DATE	COMPLETION DUE DATE	8 2 0 9 0	8 2 2 9 0	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%; text-align: left; padding: 5px;">MO</th> <th style="width: 25%; text-align: left; padding: 5px;">DAY</th> <th style="width: 25%; text-align: left; padding: 5px;">YR</th> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> </table>		MO	DAY	YR																																																									
START DATE	COMPLETION DUE DATE																																																																		
8 2 0 9 0	8 2 2 9 0																																																																		
MO	DAY	YR																																																																	
23. OPEN END AMOUNT (to nearest dollar)		24. ECONOMY ACT (25%) LIMITATION																																																																	
☒ CHECK IF PLANS ARE ATTACHED																																																																			

25. PRICE QUOTATION-ESTIMATE IS VALID FOR 30 DAYS IF \$10,000 OR LESS AND FOR 60 DAYS IF OVER \$10,000 FROM LATEST DATE IN BLOCKS 26 OR 27.

[illegible]

26. WORK PERFORM- ANCE AUTH- ORIZATION	SIGNATURE (Type name and title)	27. CONCURRENCE PBS	\$750 SIGNATURE (Type name and title)
TELEPHONE NO.	DATE	TELEPHONE NO.	DATE

28. I certify that this constitutes a valid obligation and an order for GSA to perform work described above, and that funds for the amount specified in Section II are available for that purpose. See 25i.	a. SIGNATURE OF ORDERING AGENCY OFFICIAL 	TELEPHONE NO. 395-7100	b. DATE 7-7-90
---	--	---------------------------	-------------------

SECTION IV-WORK COMPLETION CERTIFICATION		
29 NAME AND TITLE OF PBS OFFICIAL	SIGNATURE	DATE

GSA FORM 2957 (Rev. 3-88)

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE Executive Office of the President Office of Administration Administrative Operations Division	2. VOUCHER NUMBER 3. SCHEDULE NUMBER
Read the Privacy Act Statement on the back of this form.			
CLAIMANT 4.	a. NAME (Last, first, middle initial) Doe, John L.	b. SOCIAL SECURITY NO. 111-11-1111	5. PAID BY
	c. MAILING ADDRESS (Include ZIP Code) Administrative Operations Division NEOB 5001	d. OFFICE TELEPHONE NUMBER 395-7100	

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	CODE	Show appropriate code in col. (b): A—Local travel B—Telephone or telegraph, or C—Other Expenses (itemized)	MILEAGE RATE	AMOUNT CLAIMED			
				MILEAGE	FARE OR TOLL	ADD. PERSONS	TIPS AND MISCELLANEOUS
(a)	(b)	(c) FROM (d) TO (Explain expenditures in specific detail.)	NO. OF MILES (e)	(f)	(g)	(h)	(i)
19-90							
7-7	A	Reimbursement for taxi fare from the NEOB to 9999 Main St., Arlington, on Government business. Receipt attached.				6 00	90
If additional space is required continue on the back.			SUBTOTALS CARRIED FORWARD FROM THE BACK				
7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i).) \$ 6.90			TOTALS			6 00	90

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. 680a).)

Sign Original Only

APPROVING OFFICIAL SIGN HERE *Mary Jones* DATE 7-10-90

9. This claim is certified correct and proper for payment.

Sign Original Only

AUTHORIZED CERTIFYING OFFICER SIGN HERE DATE

ACCOUNTING CLASSIFICATION

1100038, DIV: 104

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.

Sign Original Only

CLAIMANT SIGN HERE *John L. Doe* DATE 7/10/90

11. CASH PAYMENT RECEIPT	
a. PAYEE (Signature)	b. DATE RECEIVED
	c. AMOUNT
	\$

12. PAYMENT MADE BY CHECK NO

PUBLISHING BRANCH REQUISITION Executive Office of the President Office of Administration				1. Control No.		REQ. NO. 9-1731	
2. For Reference Consult John Doe				3. Agency OA/AOD		4. Telephone No. (extension) x7100	
5. Appropriation Number (If Reimbursable) 1100038 Div(104)				6. Title listed below is: (☒ in the appropriate box) ☐ Draft ☐ 1st Revision ☐ 2nd Revision ☐ 3rd Revision			
7. Title: Budget Charts							
8. Date of Request August 9, 1990			9. Requested Delivery Date August 14, 1990			10. Scheduled Completion Date	
GRAPHICS							
11. Artwork							
Item	No. of Pieces	Item	No. of Pieces	Item	No. of Pieces	Item	No. of Pieces
a. Charts/Graphs	4	b. Posters/Signs		c. Tent Cards		d. Covers	
e. Viewgraphs	4	f. Certificates		g. Diagrams		h. Stationery	
i. Layout/Paste-up		j. Scrolls		k. Other (Describe below)			
COMPOSITION/DOCUMENT PREPARATION							
12. Word Processing				13. Photocomposition			
Item	No. of Pages	Item	No. of Pages	Item	No. of Pages	Item	No. of Pages
a. Labels		b. Form Letters		a. Typesetting		b. Forms	
c. Textediting		d. Tables		c. Calendars		d. Tables	
e. Other (Describe below)				e. Other (Describe below)			
ADDITIONAL INFORMATION							
Please create four pie charts using the attached data. Make viewgraphs of charts.							
PRINTING SPECIFICATIONS							
14. Pages of Copy	15. No. Copies	16. Finished Size _____ X _____	17. Paper:		Grade	Color	Weight
			a. Cover				
			b. Text				
18. Print: (☒ in the appropriate box) ☐ Head to Head ☐ One Side ☐ Head to Foot			19. Punch/Drill: ____ No. Holes ____ Diameter ____ Cntr - Cntr			20. Padding: No. Sheets to Pad _____	
21. Staple: (☒ in the appropriate box) ☐ Side ☐ UL ☐ Other			22. Collate: (☒ in the appropriate box) ☐ Yes ☐ No			23. Other: (specify)	
24. Deliver To:						25. Call When Ready? (☒ in the appropriate box) ☐ Yes ☐ No	
26. Authorizing Signature: 			27. Date 8/9/90		28. Received by:		29. Date

Today's Date: 7-16-90

Date of Event: 10-16-90

STAFF REQUEST FOR PRESIDENTIAL ACKNOWLEDGEMENT LETTERS

REQUEST TO: Ellen Strichartz/Tammy Bloom
Room 93
ext. 2276

FROM: (Name) John Doe
(Room) 5001
(Ext.) 7100

PROVIDE A MINIMUM OF 2 WEEKS FOR PROCESSING

ALL REQUESTS SUBJECT TO FINAL APPROVAL BY SHIRLEY M. GREEN

Mark ☐ in appropriate box and include any additional comments pertinent to request in information space below.

TYPE OF EVENT:

☐ RETIREMENT
(No. of yrs.; Name of Co./Org
or gov't agency.)

☐ CHURCH ANNIVERSARY
(No. of yrs.)

☐ BIRTHDAY
(No. of yrs.)

☐ FAMILY REUNION

☐ BAR OR BAT MITZVAH

☐ RELIGIOUS ANNIVERSARY
(No. of yrs.)

☐ CONDOLENCES
(Sent to next-of-kin only)

☐ ILLNESS
(Type: surgery, accident, cancer, etc.)

☐ BIRTH OF BABY
(Child's name & DOB)

☐ CLASS REUNION
(Include school name &
year of graduation)

☐ ADOPTION
(List parents & child's name)

☒ WEDDING ANNIVERSARY
(No. of yrs.)

☐ WEDDINGS
(Indicate first names)
(Refer to guidelines & procedures
available thru admin. contact in your
office.)

☐ GRADUATION
(List name of school, type of school:
high, college, advanced degree, other;
specify)

☐ OTHER
(Please specify)

INFORMATION:

Require 50th Wedding Anniversary Card

MAILING ADDRESS FOR LABEL (Include complete address & zip code to appear on envelope):

Mr. _____
Miss. _____
Mrs. _____
Mr. & Mrs. Robert M. Moore; 123 Branch Road; Upper Marlboro, MD 20702
Dr. _____
Ms. _____

INSIDE ADDRESS FOR LETTER (Complete address to appear on lower lefthand corner of letter):

Mr. _____
Miss. _____
Mrs. _____
Mr. & Mrs. Moore; 123 Branch Road; Upper Marlboro, MD 20702
Dr. _____
Ms. _____

Revised April 1990

REQUEST FOR PHOTO/MAILING

(PLEASE TYPE)

7-16-90

(Date)

TO: MARY INGALS

CORRESPONDENCE OFFICE, Room 94, OEOB, Ext. 7610

FROM: John Doe Room 5001 Ext. 7100

Description of photograph or photo number OA Employees with President

ATTACH PHOTO IF OTHER THAN OFFICIAL PORTRAIT

TO: CORRESPONDENCE REVIEW SECTION, Room 76, Ext. 2916

PHOTO TO BE SIGNED BY: President

- ☒ Return to originating office. Type name & address of recipient below
☐ Photograph is to be mailed.
Attach mailing label, any correspondence and include typed address here:

NAME: John Doe
ORGANIZATION: 121 Apple Gate Road
STREET: Upper Marlboro, MD 20772
CITY/STATE:

INSCRIBE TO: John Doe

MESSAGE SHOULD READ:

- ☒ With best wishes ☐ Congratulations and best wishes

DO NOT PACKAGE PHOTO. DO NOT SEND IT TO THE MAIL ROOM.

EXECUTIVE OFFICE OF THE PRESIDENT
EMPLOYEE CLEARANCE CHECKLIST

Name of Employee: John Doe	Date of Separation: August 12, 1990
Organization: Office of Administration/AOD	Room Number: NEOB 5001

INSTRUCTIONS

This clearance checklist must be completed prior to your departure from your organization. It is necessary for you to check with each unit listed on the form, with the Security Office being the final stop.

EOP LIBRARIES

Be sure all library materials checked out have been returned.

NEOB Room G-102, x3654	Signature and Date:
OEOB Room 308, x7000	Signature and Date:

WHITE HOUSE ATHLETIC CENTER

NEOB Room 2008, x5688	Signature and Date:
-----------------------	---------------------

CREDIT UNION (S)

Be sure your account is in order and that you understand the procedures to be followed in continuing or in closing out your account.

WHCU: OEOB Room 41, x2900	Signature and Date:
BFCU: NEOB Room 7217, x4882	Signature and Date:

HEALTH UNIT (S)

Be sure to close out medical records or pick them up to take to your forwarding agency.

NEOB Room 6101, x5064	Signature and Date:
OEOB Room 107, x6024	Signature and Date:

ADMINISTRATIVE OPERATIONS DIVISION

Ensure that any equipment issued to you is accounted for on the records.

OEOB Room 082, x2622	Signature and Date:
----------------------	---------------------

OFFICIAL OR DIPLOMATIC PASSPORT

OEOB Room 87, 2250	Signature and Date:
Winder Bldg. Room 122A, x5123	Signature and Date:

WHITE HOUSE COMMUNICATIONS AGENCY

Ensure that any equipment issued to you is accounted for on the records.

OEOB Room 592, x4040	Signature and Date:
----------------------	---------------------

Continue on Reverse

OA FORM 18
Rev. August 1990

**REPORT OF
EXCESS PERSONAL
PROPERTY**

1. REPORT NO.

FEDSTRIP Code
& Julian Date

2. DATE MAILED

PAGE 1 OF _____

3. TOTAL COST

\$ 1,100

4. TYPE
OF REPORT

(Check one only of
"a," "b," "c," or "d")

☒ a. ORIGINAL
☐ b. CORRECTED

☐ c. PARTIAL W/D
☐ d. TOTAL W/D

(Also check "e" and/or "f"
if appropriate)

☐ e. OVERSEAS
☐ f. CONTRACTORS INV

5. TO (Name and Address of Agency to which report is made) THRU

General Services Administration (3FBPU-W)
7th & D St., SW Washington, DC 20407

6. APPROP. OR FUND TO BE REIMBURSED (if any)

N/A

7. FROM (Name and Address of Reporting Agency)

Office of Administration (Division)
725 17th St., NW; Washington, DC 20503

8. REPORT APPROVED BY (Name and Title)

James Smith
Director, AOD

9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.)

Mary Jones, Administrative Officer
(Address same as #7) 202-395-7100

10. AGENCY APPROVAL (If applicable)

James Smith

11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)

Same as #7

12. GSA CONTROL NO.

13. FSC GROUP
NO.

74

14. LOCATION OF PROPERTY (If location is to be abandoned give date)

EOP/OA Warehouse 3rd & M St, SE
Washington, DC 20003 (484-1842)

15. REIM/REQD

YES NO

X

16. AGENCY CONTROL NO.

17. SURPLUS RELEASE
DATE

ASAP

18. EXCESS PROPERTY LIST

ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
					PER UNIT (f)	TOTAL (g)	
0001	Selectric II Typewriter S/N 26-98765	B5	ea	2	\$300	\$600	
0002	IBM Selectric III S/N 26-09678	B5	ea	1	\$500	\$500	
NOTES: #13. The FSC Group can be found in the <u>Personal Property Disposal Guide</u> available through GSA. #18 (A). Line item numbers must have 4 digits (ie, 0001). Double space between each line item. In addition to completing a SF-120, a red identification tag must be affixed to ADP equipment and office equipment Report all excess property to GSA as soon as possible; do not wait until vacating leased space.							

Appendix B

CORRESPONDENCE

EXECUTIVE OFFICE OF THE PRESIDENT OFFICE OF ADMINISTRATION						
ROUTING AND REMARKS TRANSMITTAL						
NAME OF ORIGINATOR John Doe			OFFICE OA/AOD		PHONE x7100	DATE 7-2-90
CODES A - Action C - Concurrence S - Signature O - Other:			Subject Budget Submission			
			Deadline Date 7-7-90			
CON- CUR. NO.	TO	CODE	DATE IN	DATE OUT	INITIALS	REMARKS (Use back of form for continuation of Comments)
1	Mary Jones	C				
2	James Smith	C				
3	Robert Taylor	S				
4						
5						
6						
7						
8						
9						
10						

Letter Format



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
Washington, D.C. 20503

(Date) (Center, 2 lines below
letterhead) (5 returns)

Dear (Salutation): (2 returns)

(Body of letter) (Note: Paragraphs are not indented.)
(2 returns)

Sincerely, (Center) (4 returns)

(Name) (Center)
(Title) (Center) (4 returns)

(Address)
(Address)
(Address) (2 returns)

Enclosure (2 returns)

cc: (Name)

Memoranda Format



EXECUTIVE OFFICE OF THE PRESIDENT OFFICE OF ADMINISTRATION Washington, D.C. 20503

(Date) (Center, 2 lines below
letterhead) (5 returns)

MEMORANDUM FOR (NAME) (All caps)
(TITLE) (All caps)
(TITLE) (All caps) (Indent 2 spaces if title is
2 or more lines)

FROM: (NAME) (All caps)
(TITLE) (All caps)
(TITLE) (All caps) (Indent 2 spaces if title is
2 or more lines)

SUBJECT: (Subject) (Underline, not all caps) (3 returns)

Purpose: (On lengthy, more complex issues, this section briefly
explains the purpose of the package in no more than six or seven
lines.) (2 returns)

Recommendation: (The originator lists the recommendation.)

Summary Memoranda Format



EXECUTIVE OFFICE OF THE PRESIDENT OFFICE OF ADMINISTRATION Washington, D.C. 20503

(Date) (Center, 2 lines below
letterhead) (5 returns)

MEMORANDUM FOR (NAME) (All caps)
(TITLE) (All caps)
(TITLE) (All caps) (Indent 2 spaces if title is
2 or more lines.)

FROM: (NAME) (All caps)
(TITLE) (All caps)
(TITLE) (All caps) (Indent 2 spaces if title is
2 or more lines.)

SUBJECT: (Subject) (Underline, not all caps) (3 returns)

(Body of memorandum.) (Note: Paragraphs are not indented.)
(If memorandum requires approval, add the following section at
the end of the memorandum after 3 returns.)

Approved _____ Disapproved _____ Date _____

Comments _____

(3-5 double-spaced lines for comments, depending on length of
memorandum) (2 returns)

Attachment (2 returns)

cc: (Name)

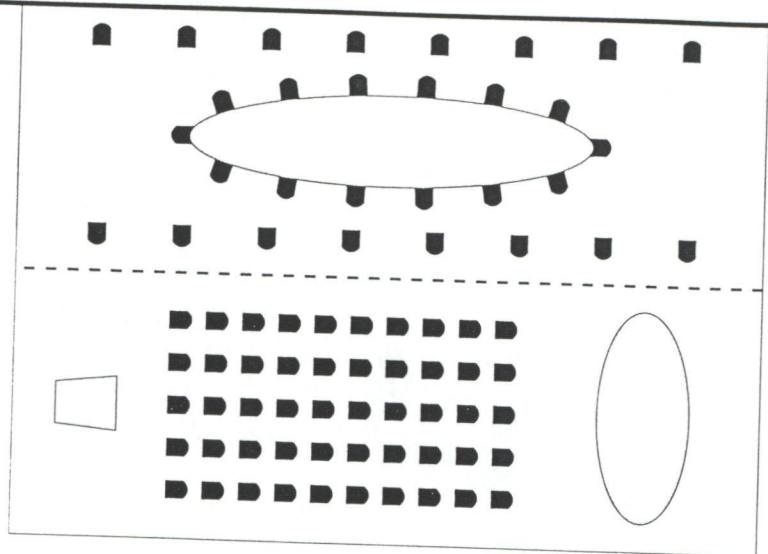
Appendix C

CONFERENCE ROOMS

OEOb 22

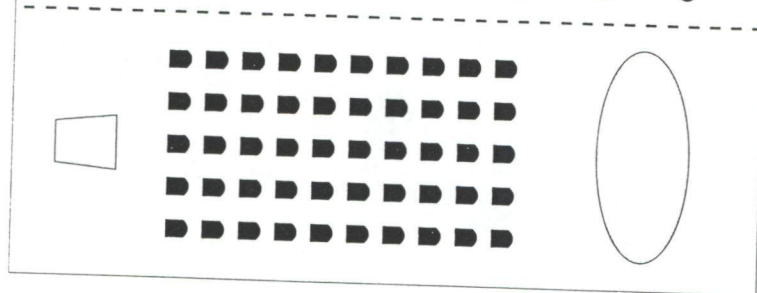
Option 1

Conference Style
Seating Capacity - 30
No Podium
Call WHAO, x2500



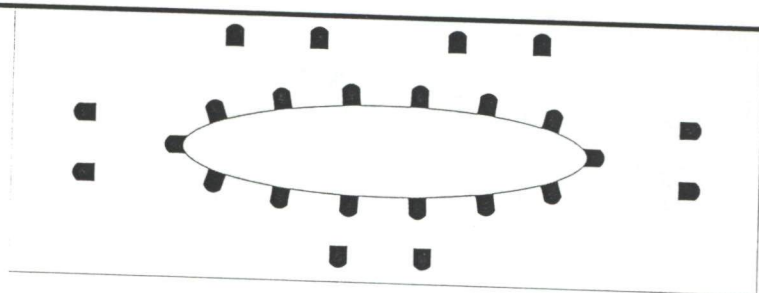
Option 2

Theater Style
Seating Capacity - 50
Podium
Call WHAO, x2500



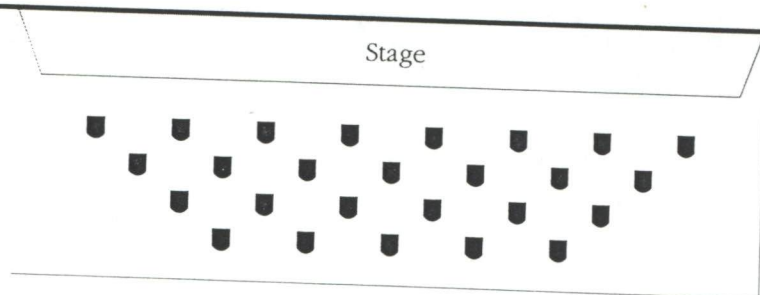
OEOb 180

Conference Style
Seating Capacity - 24
No Podium
Call WHAO, x2500



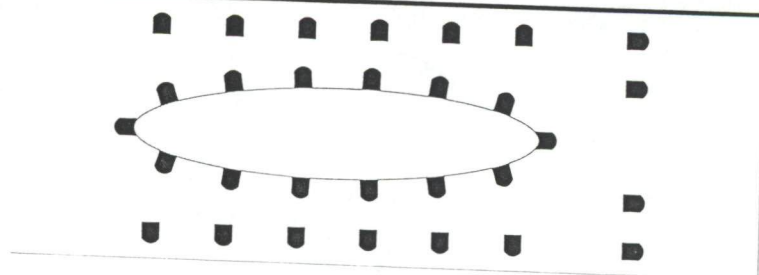
OEOb 450

Theater Style
Seating Capacity - 220
Stage
Call WHAO, x2500



OEOb 476

Conference Style
Seating Capacity - 30
No Podium
Call WHAO, x2500

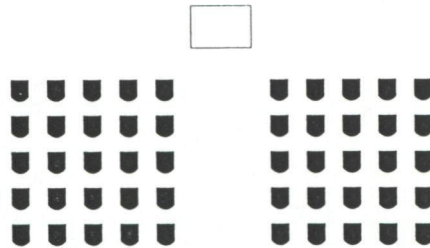


OEOb 474

Indian Treaty Room

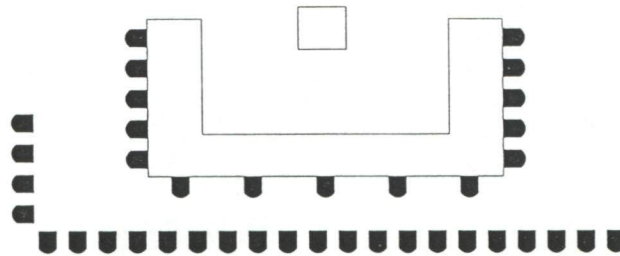
Option 1

Theater Style
Seating Capacity - 125
Podium
Call WHAO, x2500



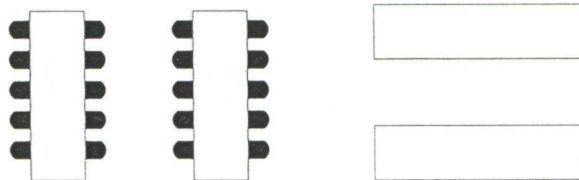
Option 2

U-Shaped Conference Style
Seating Capacity - 70
Podium
Call WHAO, x2500



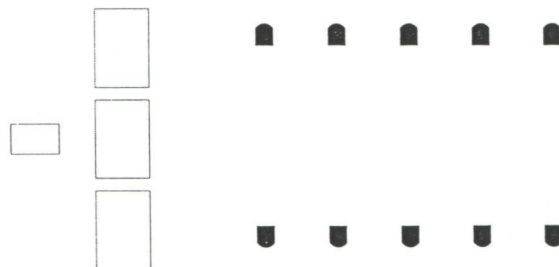
Option 3

Luncheon Style
Seating Capacity - 50
(only 20 at tables)
Call WHAO, x2500



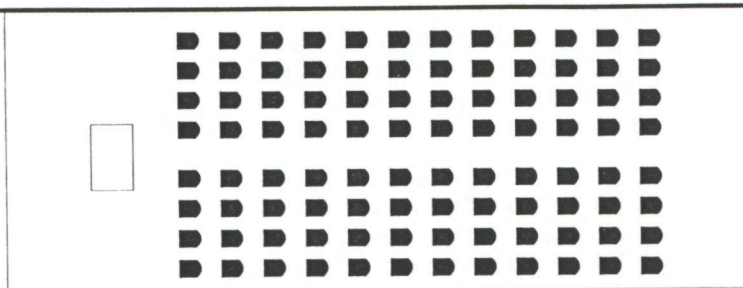
Option 4

Reception Style
Seating Capacity - 220
Podium
Call WHAO, x2500



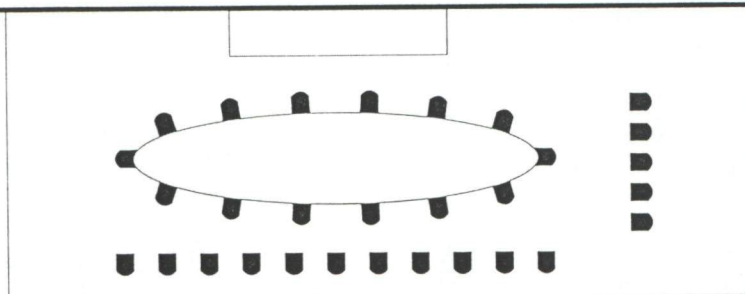
NEOB 2010

Theater Style
Seating Capacity - 110
Podium
Call Supply Branch,
x3532



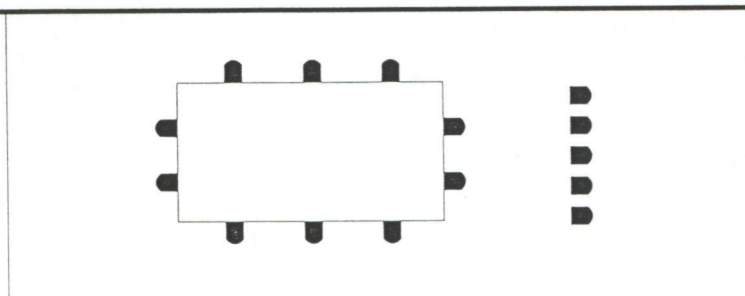
NEOB 5104

Conference Style
Seating Capacity - 30
No Podium
Call Supply Branch,
x3532



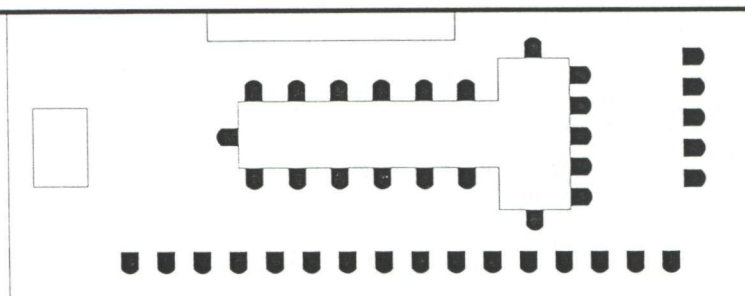
NEOB 8103

Conference Style
Seating Capacity - 15
No Podium
Call Supply Branch,
x3532



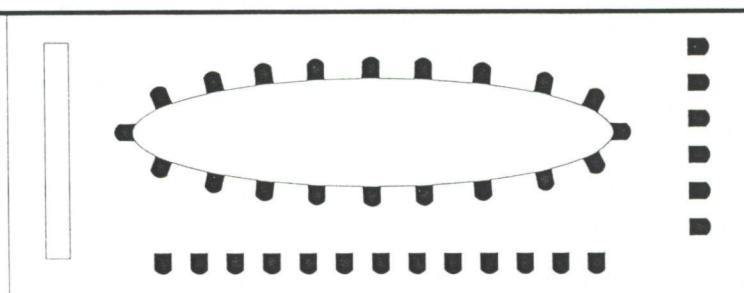
NEOB 9104

Conference Style
Seating Capacity - 40
Podium and Board
Call Supply Branch,
x3532



NEOB 10103

Conference Style
Seating Capacity - 30
Chalk Board
Call Supply Branch,
x3532



Appendix D

DIRECTORY OF SERVICES

Emergency Numbers

Health Units:	
OEOB.	456-2182
NEOB.	395-5064
U.S. Secret Service.	Dial "0"

General

Appointments:	
OEOB:	
Visitors (All Appointments)	395-6742
Workers	395-4311
NEOB:	
Visitors.	395-6742
Workers	395-4496
Athletic Center	395-5688
Audio/Visual Equipment:	
OEOB.	395-2622
NEOB.	395-3532
Building Maintenance and Cleaning	395-3675
After Hours	395-3364
	or WH Operator
Cafeterias:	
OEOB.	395-6133
NEOB.	842-3080
Computer Assistance:	
Help Desk	395-7260
Support Center	395-7370
Training Room	395-7338
Conference Rooms:	
OEOB (Rooms 22, 180, 450, 474,	456-2500
476 and Roosevelt Room)	
NEOB (Rooms 2010, 5104, 8103,	395-3532
9104 and 10103)	
Credit Unions:	
White House Federal.	456-2900
Budget Federal	395-4882
Document Preparation	395-5163

Duplicating/Printing:	
OEOB	395-2294
NEOB	395-3660
Equipment Repair (Typewriters and Copiers):	
WHO Staff	456-2500
Other EOP Staff	395-7100
Facilities	395-2335
Garage	456-2660
Graphics	395-3624
Imprest Fund:	
WHO Staff	456-2500
Other EOP Staff	395-3175
Libraries:	
OEOB	395-7000
NEOB	395-3654
Law (OEOB)	395-3397
Lost and Found:	
White House	395-4480
OEOB	395-2020
NEOB	395-4496
Mail and Messenger:	
West Wing	395-2615
East Wing	395-2918
OEOB	395-7005
NEOB	395-4722
Courier Receiving Facility	395-3333
Notaries Public:	
WHO: Lynn McKenzie	456-2100
Chris Vein	456-2500
OA: Stephanie Ridgely	395-7100
OMB: Bess Weaver	395-5044
NSC: Kay LaPlante	395-3854
Payroll	395-3584
Personnel:	
WHO Staff	456-2260
Other EOP Staff	395-3765
Post Office	456-2636
Procurement	395-3570
Publications	395-7332
Remote Delivery Site	484-1845
Supply:	
OEOB	395-2622
NEOB	395-3532
Switchboard:	
White House	456-1414
OEOB, NEOB, and Winder Bldg.	395-3000
Telecopier Service:	
West Wing	395-2615
OEOB	395-7005

NEOB	395-4722
Telephone Services:	
AT&T (equipment)	456-6400
C&P (circuits)	456-2600
Tours:	
White House.	456-2322
OEOB.	395-5895
Travel:	
Reservations and Ticketing	456-2250
Voucher Audit (WHO Staff).	456-2500
Voucher Audit (EOP Staff)	395-7246

Appendix E

ACRONYMS

AOD	Administrative Operations Division
BPA	Blanket Purchase Agreement
CEA	Council of Economic Advisers
CEQ	Council on Environmental Quality
CFR	Code of Federal Regulations
DPS	Defense Printing Service
EAP	Employee Assistance Program
EEO	Equal Employment Opportunity
EOP	Executive Office of the President
EOPDC	EOP Data Center
FERS	Federal Employees Retirement System
FMD	Financial Management Division
FTE	Full Time Equivalent
FTP	Full Time Permanent
FTS	Federal Telecommunication System
GAO	Government Accounting Office
GPO	Government Printing Office
GSA	General Services Administration
IAG	Interagency Agreement
IRMD	Information Resources Management Division
LISD	Library and Information Services Division
NCMC	National Critical Materials Council
NEOB	New Executive Office Building
NPS	National Park Service
NSC	National Security Council
OA	Office of Administration
OASIS	Office of Administration System for Information Services
OEOB	Old Executive Office Building
OES	Office of Executive Secretary
OFPP	Office of Federal Procurement Policy
OMB	Office of Management and Budget
ONDCP	Office of National Drug Control Policy

OPD	Office of Policy Development
OSTP	Office of Science and Technology Policy
OVP	Office of the Vice President
PCEE	President's Commission on Executive Exchange
PFIAB	President's Foreign Intelligence Advisory Board
PIOB	President's Intelligence Oversight Board
PMD	Personnel Management Division
RDS	Remote Delivery Site
RWA	Reimbursable Work Authorization
SF	Standard Form
SSF	Secret Service Form
TSD	Technical Security Division
TSP	Thrift Savings Plan
UD	Uniformed Division
USC	United States Code
USSS	US Secret Service
USTR	Office of the U.S. Trade Representative
VPR	Vice President's Residence
WAVES	Worker and Visitor Entrance System
WHAO	White House Administrative Office
WHCA	White House Communications Agency
WHF	White House Fellows
WHMO	White House Military Office
WHO	White House Office

INDEX

Accounting Office	15
Acronyms	50
Address	7
Appointments	7, 27, 31
Arrival Ceremonies	8
Athletic Center	8, 26
Audio-visual Equipment	8
Blanket Purchase Agreements	8
Budget Office	15
Bulletin Board	9
Business Cards	9
Cafeterias/Snack Bars	9
Claim for Reimbursement for Expenditures	15, 34
Classified Information	9
Computer Services	10
Conference Rooms	10, 44
Conflict of Interest	10
Congressional Requests	12
Congressional Tours	25
Copier Repairs	11
Correspondence	11, 40
Courier Deliveries	18
Credit Unions	11
Deliveries	11
Departures	11, 38
Directives System	11
Directory of Services	47
Disclosure of Information to the Public	12
Divisions	4
Docent Program	12
Document Distribution	17
Document Preparation	13, 35
Drug Free Workplace Plan	13
Employee Assistance Program	13
Employee Clearance Checklist	38
Employee Recognition and Incentives Program	13
Equal Employment Opportunity Program	14

Escort System	14
Excessing Furniture and Equipment	14, 32, 39
Executive Secretary	14
Facility Request	14, 18, 19, 32
Fax Machines	14, 24
Financial Disclosure	14
Financial Services	15
Freedom of Information Act Requests	12
Graphics	15, 35
Hatch Act.	16
Health Units	16
Holiday Tours	26
Holidays	16
Imprest Fund	15, 34
Injuries	16
Interagency Agreements	17
Letter Format.	41
Library Services	17
Long Distance Calls	24
Lost and Found	17
Mail/Messenger Services	17
Maintenance and Cleaning	18, 32
Management Staff	3
Media Requests	12
Memoranda Format	42
Metro Area Deliveries	18
Moving Services	19, 32
Newspapers	18, 30
Notary Public	19
OEOB Tours	12, 21, 26
Office Moves.	19, 32
Office Space	19
Office Supplies.	19
Organizational Chart	2
Outside Employment	19
Overview	1
Parking	20
Personal Calls	24
Personnel Services.	21
Post Office	21
Postage-Official Mail	18
Preservation Office	21
Presidential Letters	21, 36

Presidential Photo Requests	22, 37
Printing/Publishing	22
Privacy Act Requests	12
Procurement and Contract Services	22
Property Pass	22, 29
Public Tour.	26
Publishing Requisition	13, 15, 35
Records Management	17
Red Tags	18
Reimbursable Work Authorizations	23, 33
Repair and Alterations	22, 32, 33
Report of Excess Personal Property	14, 39
Request for Appointments	7, 31
Requests for Photo Mailing	22, 37
Routing and Remarks Transmittal	40
Security Briefings	23
Smoking Policy	23
Speakers Forum	23
Staff Requests for Presidential Acknowledgement Letter	21, 36
Standards of Conduct	23
Student Employment Programs.	23
Subpoenas of Other Court Requests	12
Subscription Request Form	18, 30
Summary Memoranda Format	43
Supplies	19
Suspicious Calls	24
Switchboard	24
Technical Services	17
Telecopiers.	24
Telephone Directories.	24
Telephone Policies	24
Telephone Repairs and Installations	25
Tours	25
Travel Office	15
Travel Reservations and Ticketing	26
Typewriter Repairs	26
Visitors.	7, 27, 31
White House Athletic Center	26
Work Orders	27
Zip Code	27

White House Complex Map

