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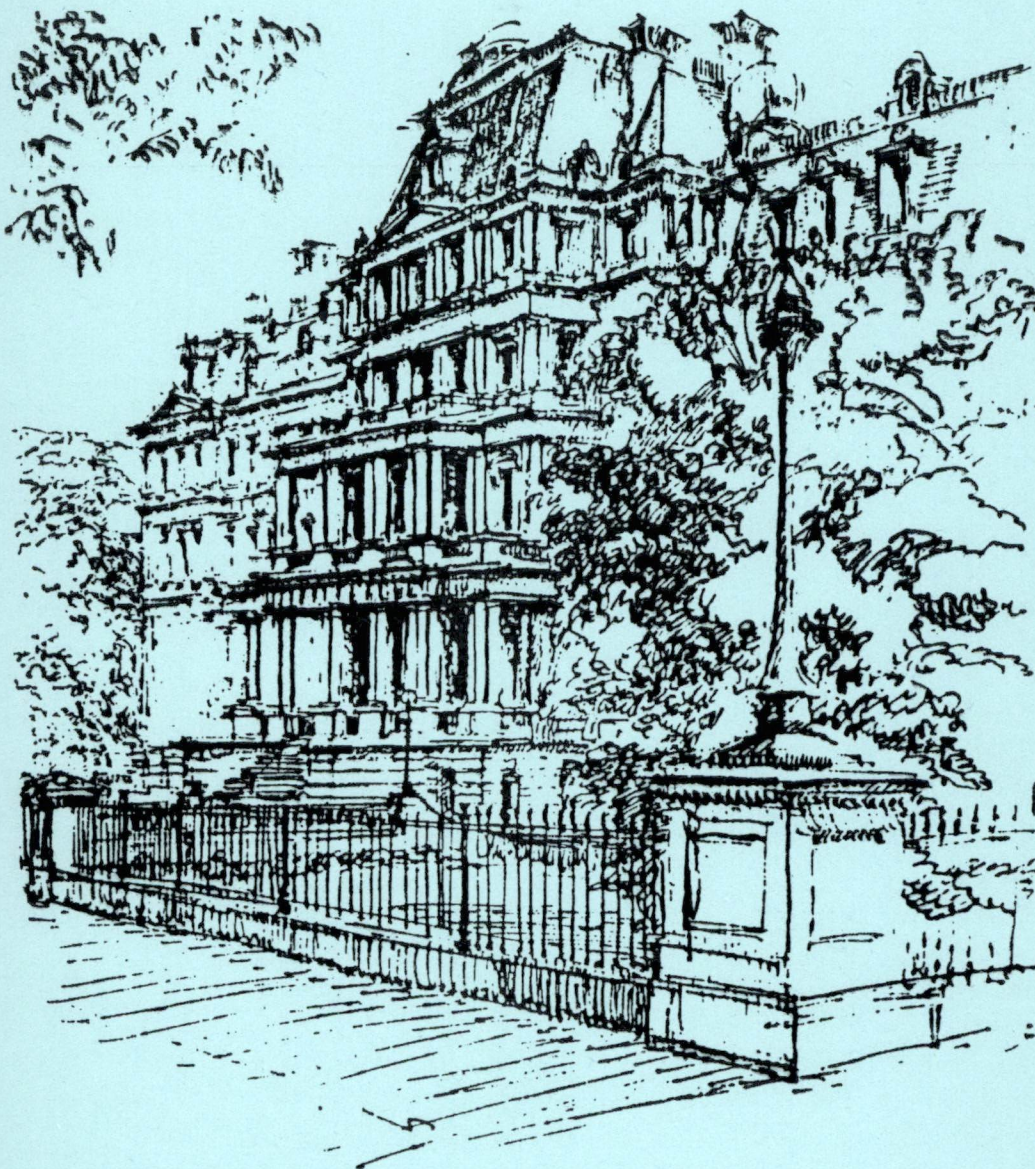
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Executive Office of the President

NSC ADMINISTRATIVE MANUAL



National Security Council

Prepared by: The NSC Administrative Office

THIS MANUAL
BELONGS TO:

ADMINISTRATIVE MANUAL

NATIONAL SECURITY COUNCIL

ADMINISTRATIVE MANUAL

September 1989

The following material is intended as a quick reference concerning internal procedures of the NSC Staff. It answers some of the more frequently asked questions that arise in the normal course of daily operations and directs attention to available sources of assistance and information.

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ADMINISTRATIVE OPERATIONS

Address (National Security Council)

The National Security Council
Old Executive Office Building
17th & Pennsylvania Ave., N.W.
Attn: _____, Room _____
Washington, D.C. 20506

Anniversary Cards

A Presidential anniversary card will be sent upon written request for 50th or subsequent wedding anniversaries. To ensure that cards arrive on time, send requests to the Greetings Office, Room 39, x7639, at least three weeks prior to the anniversary.

Arrival Ceremonies

For many White House events, such as arrival ceremonies greeting Presidential guests and dignitaries on the South Lawn, there is an opportunity for spectators to be present. The responsibility of inviting and admitting guests rests with the White House Visitors Office. Staff members having any questions or recommendations for groups or individuals to be included as guests to public White House events should contact the NSC Executive Secretary's Office, x6536.

Staff members and their guests attending arrival ceremonies who are not part of the official function, including West Wing and Residence pass holders, must enter through the Southwest Gate.

The proper courtesies should be observed by staff members at all White House ceremonial functions, in order to provide a source of leadership for other guests who may be unsure of themselves in these situations. The proper etiquette is as follows:

Civilian Personnel and Military not in Uniform

Honors:

Ruffles and Flourishes
Hail to the Chief
All National Anthems

Courtesy:

Stand at Attention
Stand and Applaud
Stand at Attention - may place
hand over heart*

- * Men wearing hats will remove them with right hand and place hand over heart with the hat at left shoulder.

Military Personnel in Uniform

Honors:

Ruffles and Flourishes
Hail to the Chief
All National Anthems

Courtesy:

Stand at Attention
Stand and Applaud
Stand at Attention and Salute,
if Outdoors**

- ** Indoors: Stand at attention; a salute is improper indoors.

Audio-Visual Support

Audio-visual equipment is available for NSC staff members from White House Communications Agency (WHCA) Operations, Room 593, x4040.

Birthday Greetings

A Presidential birthday card will be sent, upon written request, for 80th or subsequent birthdays. To ensure that cards arrive on time, send requests to the Greetings Office, Room 39, x7639, at least three weeks prior to the birthday.

Business Cards

While the NSC does not provide business cards to staff members, free of charge, the NSC Administrative Office can assist a staff member in obtaining desired business cards. The NSC and other EOP Agencies routinely deal with a printing firm called Bethesda Engravers.

The NSC Administrative Office, Room 397, has a sample book from which a staff member can decide what style of card he/she might want. The Admin staff will also provide you with an order form, pricing information and guidelines on obtaining business cards from Bethesda Engravers.

Cafeterias

There are two government cafeterias in the EOP complex:

- Old Executive Office Building, Ground Floor
- New Executive Office Building, Second Floor

These cafeterias are open for breakfast and lunch on weekdays and maintain the following hours:

	<u>OEOB</u>	<u>NEOB</u>
Continental Fare	6:30 am - 6:45 am	
Full Breakfast	6:45 am - 9:00 am	7:30 am - 9:30 am
Continental Fare	9:00 am - 10:30 am	9:30 am - 11:00 am
CLOSED	10:30 am - 11:00 am	
Lunch	11:00 am - 2:00 pm	11:00 am - 2:00 pm
Snack	2:00 pm - 3:00 pm	2:00 pm - 2:30 pm

Cars, NSC & White House

NSC CAR: The NSC car is to be used only for official business. Do not request the car for delivery or pick-up of personal items. If the NSC car is required for passports or visas, the requesting office must provide an individual to ride along and physically go into the buildings. In an emergency, the car will be used for transport of an NSC staff member, but scheduled medical appointments or luncheons should not be the rationale for use of the NSC car. For coordination call the Director, NSC Secretariat, Room 381, x7356.

WHITE HOUSE AUTOMOBILES: All staff members are authorized use of the White House Motor Pool for local transportation while conducting official business only. The staff cars may not be used for transportation to and from home. The White House has identified three different type of users:

- 1) Deputy Assistant to the President, and Above
- 2) Special Assistant to the President
- 3) Non-Commissioned Staff Members

Group 1) has top priority. The individual's secretary calls directly to the Garage and arranges the needed transportation.

Group 2) has second priority. The individual's secretary calls directly to the Garage (x2660) and arranges the needed transportation.

Group 3) is the third priority. The individual's secretary calls the NSC Administrative Office to request transportation. The Garage will only accept transportation requests from someone in the NSC Administrative Office who is on their authorization list. This is first come, first serve, on an as available basis.

Ceremonies, NSC & White House

NSC: All ceremonies must be coordinated with the NSC Administrative Office, at least one week in advance.

Submit a memorandum specifying the individual to be honored, the reason for the ceremony, time and date requested, place, and the presiding official (APNSA or DAPNSA) requested for the ceremony.

When the ceremony has been approved, all arrangements are the responsibility of the hosting office:

(1) Confirm the use of the meeting room. Refer to the EOP Meeting Room List at Tab 1.

(2) Notify the attendees.

(3) Arrange for any refreshments to be served. (The host office will inform NSC staff members as to the particulars of the upcoming ceremony, and coordinate all logistic requirements. A minimum amount may be collected by the host office from those staff members who respond to the RSVP.)

(4) Coordinate photography requirements with the Confidential Assistant to the National Security Advisor, x2255.

WHITE HOUSE: With the exception of arrival ceremonies, White House events are by invitation only. Staff members who are invited may not bring guests unless the invitation specifically includes them.

Invitation lists for events in the Residence are handled through the Office of the Social Secretary located in the Office of the First Lady. West Wing events are usually coordinated through the project officer for the particular event and the Office of the Executive Secretary.

Conference Rooms (Meeting Rooms)

A list of conference/meeting rooms available for NSC use is at Tab 1.

Credit Union (Room 41, OEOB, x2900)

The White House Credit Union is open Monday through Thursday, 10:00 a.m. to 3:00 p.m., Friday 10:00 a.m. to 4:00 p.m. and closed on weekends and holidays. Membership is open to all staff members who possess a permanent building pass.

Duplicating Equipment

Convenience copiers are available in the following locations:

Room 300	Room 368	Room 392
Room 302	Room 373	Room 393
Room 348	Room 372A	Room 397
Room 351	Room 375	Room 401
Room 361	Room 379	Room 479
Room 365	Room 386	Room 493

All of these copiers have collating capability.

Copiers with reducing capability are available in the following locations:

Room 300	Room 368	Room 393
Room 351	Room 379	Room 397
Room 361	Room 386	Room 479
Room 365	Room 392	Room 493

NOTE: The large duplicating machine in Room 381 should be used only for large packages; the Secretariat personnel will have priority in order to maintain their mission.

NSC copiers are for official business only.

Report copier malfunctions to the NSC Administrative Office (x4974). Once the repair person comes to the office, notify the NSC Administrative Office.

A color copier with enlarging capabilities is available in Room 208. Call x4282 for coordination.

Graphics

There are three sources for the preparation of graphics.

- The White House Communications Agency's (WHCA) graphic shop can produce large lettered charts and line drawings on large charts, camera-ready page-size proofs, or acetate transparencies. Since this facility is not in the White House complex, some lead time is required.

- The Office of Administration (OA) Graphics Office can provide a full range of graphic products. This office presently can handle classified material up to the Secret level.

- The White House Situation Support Staff (WHSSS) has some graphics capability. This office can handle classified material up to Top Secret and SCI.

Holidays

Paid legal holidays are:

New Year's Day (January 1)
Martin Luther King's Birthday (January 15)
Washington's Birthday (Third Monday of February)
Memorial Day (Last Monday of May)
Independence Day (July 4)
Labor Day (First Monday of September)
Columbus Day (Second Monday of October)
Veterans Day (November 11)
Thanksgiving Day (Fourth Thursday in November)
Christmas Day (December 25)
Inauguration Day is a holiday every fourth year.

If a holiday falls on a Saturday or Sunday, it is observed the preceding Friday or the following Monday.

Certain NSC offices are expected to be operational on holidays. Others may be requested to have a reduced staff present, depending upon the schedule of the President. Offices that must be open should operate with minimum staff.

Invitations to Official Events

Invitations to receptions, briefings, dinners and other events in the Executive Residence are handled through the Social Secretary's Office, located in the Office of the First Lady.

The particular office in charge of West Wing events will vary according to the nature of the activity (e.g., White House Legislative Affairs for bill signings). Presidential Appointments and Scheduling Office will identify which office is responsible.

Staff members wishing to suggest names to receive invitations should forward them to the NSC Executive Secretary.

Under no circumstances may any uninvited staff member or staff member not directly involved in an event attend, issue invitations on their own, or escort guests not on the official invitation list into an event. Invitations to events, including those to White House staff members, will indicate whether a spouse or guest is included.

Lobbies (for Meeting Visitors)

Lobbies in the White House complex where visitors can be met:

OEOB or Pennsylvania Avenue Lobby	x4445
17th Street Lobby	x4269
West Wing: Main Upstairs Lobby	x2606
West Wing: Ground Floor Reception Area	x2181
East Wing Lobby	x4474

Guests visiting West and East Wing staff must be escorted by a pass holder to and from the lobby.

Mail and Messenger Services

Mail within the EOP complex is handled through two systems: OA Mail and Messenger Service, and the U.S. Postal Service.

OA Mail and Messenger Service: Provides internal office pick-up and delivery service, as well as local courier service. This service is to be used for "official" mail only. OA messengers bring all mail to the NSC Secretariat, Room 379, for distribution. Individual NSC offices must pick up their mail in Room 379. All incoming mail and parcels from outside the complex are first routed through Reception and Security before being sent to the main mail room (Room 54) or the messenger unit for distribution.

NOTE: When using brown envelopes for NSC, use an unfranked envelope, and either use a mailing label or utilize the return and postage paid stamps in Room 379.
DO NOT USE WHITE HOUSE ENVELOPES.

Internal mail is picked up approximately every other hour (OEOB: 9:00, 11:00, 1:00, 3:00, 5:00; NEOB: 9:30, 11:30, 1:30, 4:00) and should reach its destination within the EOP complex within a few hours. External deliveries should arrive at their destination the same day if picked up before noon.

"Red Tag" messenger service is direct pick-up and delivery of material without waiting for regular service. It should be used sparingly and only when absolutely necessary. Red Tag service should be requested from the messenger room closest to the office from which the material will be picked up. There are three messenger rooms in the White House complex:

- OEOB Main Office, Room 52, x7005
- West Wing Basement, WW, x2615
- East Wing Basement, EW, x2114

The main OEOB and West Wing messenger rooms are open through 10:00 p.m. weekdays and 4:30 p.m. on Saturdays. The East Wing unit closes at 8:00 p.m. on weekdays.

The West Wing messenger office also provides telecopier service, i.e., transmission of documents over telephone lines to any recipient in the country that has a comparable telecopier machine. Classified information may not be sent by a telecopier.

U.S. Postal Section in Room 54 sells stamps and accepts personal parcels for mailing from 9:00 a.m. to 4:00 p.m., Monday through Friday. Stamps are also available from a machine in the vending room on the ground floor of the OEOB.

The U.S. Postal Service collection boxes located at various points in the White House complex are for the collection of mail with postage affixed only. The mail deposited in these boxes goes directly to the downtown Post Office for distribution. Any mail deposited in these boxes without postage attached will be returned to the sender marked, "Insufficient Postage." Neither internal materials nor official outgoing mail should be placed in these mailboxes.

A mailbox is located in the hallway near Room 54.

Federal Express: To send a package via Federal Express, go to the NSC Administrative Office (Room 397) for the appropriate form and envelope. After completing your package, deliver it to Room 54, OEOB.

Medical Unit (Room 107, x6024)

The Medical Unit is a small dispensary office for treatment of emergencies and minor maladies. It is open Monday through Friday 9:30-11:00 a.m. and 1:30-3:00 p.m. The medical unit can provide immunizations for those traveling overseas on official business.

Notary Public

Notary services are available for NSC staff members by contacting the Office of the Legal Adviser, Room 372A, x3854.

Notary services are also available from the White House Administrative Office, Room 1, x2500.

NSC Organization

See Tabs 2 and 3.

Paging

Paging equipment ("pager") is available through the NSC Administrative Office, Room 397, x5127. NSC staff members are on-call at all times, and pagers should be carried whenever away from home or office.

To page someone, call the Signal Board, either directly at 395-2000, or through the White House Operator, and request the page. Giving the individual's page boy number, as well as their name will assist.

Parking

The National Security Council has a fixed allotment of parking permits which are distributed by the NSC Administrative Office, Room 397, on a monthly basis.

Individual applications, requests and inquiries regarding parking should be directed to the NSC Administrative Office (x5127). Applicants are listed on a waiting list in the order they became employees of the NSC; when a support person turns in a pass, the next support person on the waiting list will receive that pass. The same holds true for the professional staff.

Upon approval, the applicant is notified as to the area in which he or she is to park and is issued an appropriate permit, which must be visible at all times. It is now White House policy that lost parking permits will not be replaced; therefore, utmost care must be taken to protect your parking permit.

Female employees who are required to work after dark, and whose automobiles are parked outside the confines of the White House complex, may use the established escort system. A Uniform Division (USSS) Officer will escort the employee to her automobile. Call the Watch Commander, Uniform Division (x4366).

Photographs

The White House photographers cover most events in which the President or First Lady participate. Requests from NSC staff members for copies of these photos must be channeled through the Executive Secretary to the Photo Liaison Office. Limited numbers of photographs of certain events, particularly if the staff member is depicted, will be available whenever possible.

Requests for autographs on official Presidential photographs should be submitted through the Executive Secretary's office, x2224.

Printing

The Publishing Branch of the OA Administrative Operations Branch provides printing and duplicating services through its Print Shop.

The OA Publishing Branch has the capability of producing most printing requirements. If a request cannot be completed in-house, the request will be met through utilization of the U.S. Government Printing Office or private sector resources.

The NSC Administrative Office, Room 397, x5127, should be consulted before contacting the Publishing Branch, to ensure that this is the most efficient/economical way to handle each particular printing requirement.

Records Management

All materials received or developed by an employee, detailee, or consultant during his/her tenure with the NSC staff are official records of either the NSC or the President, and may not be removed or destroyed. Under no circumstances are copies of any classified documents to be removed from the White House complex. Classified material brought to the NSC by detailees from other agencies predating their service with the NSC staff must be maintained separately and may be removed only in accordance with established security procedures authorized by the Office of Information Policy, Room 392, x3103.

Most staff members maintain "Chron" or "Convenience" files, i.e., copies of materials that have been processed through the Secretariat in the various systems, and/or copies of other material. None of this material should be destroyed.

These files include both, copies of NSC institutional documents and Presidential material. They are traditionally sent to the appropriate Presidential Library, documenting the employee's contribution as a member of the President's staff. It is obviously in the staff member's best interest to ensure that these files are in good order for historical research and also in the event the staff member later wishes to gain access to the files. Such access is limited to files created and maintained by the individual staff member.

The following procedures should be followed with regard to all files maintained by each individual:

1. All originals of logged items, NSDs, NSRs, NSC or subordinate body minutes, and other NSC institutional documents must be separated and sent to the Secretariat. The originals are Federal Records and must, by law, be included in either the NSC institutional records, which will remain with the NSC, or Presidential records, which will be sent to the National Archives for the President's Library.

2. To ensure a complete record remains in the chron files, should the staff member later want to apply for official access to them, copies may be substituted where originals were turned over to the Secretariat, under paragraph 1., above.

3. All serial-numbered intelligence documents, especially publications coming from the intelligence community such as NIEs or DIA appraisals, must be returned to the Secretariat for disposition. They should not be destroyed by the staff member or left in the chron files.

4. All Freedom of Information/Executive Order (FOI/EO) cases must be returned to the Office of Information Policy with recommendations completed.

5. Unclassified, wholly personal items, i.e., not related to White House or NSC business, should be filed separately and may be removed and retained, after review by the Office of Information Policy. Unless otherwise restricted, employees may retain copies of unclassified documents originated by that particular individual, provided that the original is turned over to the Secretariat and a copy remains with the chron files. Such material must also be reviewed by the Office of Information Policy prior to removal.

6. The remaining files should be boxed according to established procedures (Tab 4) and turned over to the Secretariat.

Secretarial Assistance

Secretarial/typing support may be requested through the NSC Administrative Office, x6961, which will coordinate the assignment of our secretarial pool.

The NSC has a secretarial pool which can be utilized to fill in for secretaries on annual or sick leave. Priority will be given to those Directorates that only have one secretary permanently assigned.

The secretarial pool may also be used to assist in large, short term projects.

Special Events Open to the Public

Christmas Candlelight Tour: Is scheduled either for the week before or after Christmas. For three consecutive evenings the White House (Ground and State Floors) is open to the public. The lights are dimmed to show off the candlelight, and all of the rooms are decorated for Christmas. The tour is scheduled for 6 - 8:00 p.m. The line for entrance to the Candlelight Tour begins on the Ellipse. Anyone who is in line prior to 8:00 p.m. will get inside. There are no tickets or reservations for this event. No special arrangements are made for pass holders.

Spring & Fall Garden Tours: Each Spring and Fall, the visitor's office schedules a Garden Tour. There is no exact schedule for these tours, except that they are held on a Saturday and Sunday from 2 - 5:00 p.m. The tour includes the South Grounds, East Garden, Rose Garden and an inside tour of the White House (Ground and State Floors). The line for entrance to the Garden Tour begins on the Ellipse. Anyone who is in line prior to 5:00 p.m. will get inside. There are no tickets or reservations for this event. No special arrangements are made for pass holders.

White House Easter Egg Roll: Has been held Easter Monday on the White House Lawn since 1878. It is open to the public for children 8 years of age and younger accompanied by an adult. Entrance is through the Southeast Gate from 10 a.m. until 2 p.m. There are no tickets or reservations for this event. For pass holders and their guests, another entrance is set up, usually through the West Garden Room.

Staff Mess Privileges

The White House Staff Mess, due to physical limitations, may be used only by specific persons designated by the Chief of Staff. These privileges are reserved for only Commissioned Officers (i.e., Special Assistants). If a person below the Special Assistant level, is physically located in the White House, he/she is given the opportunity to use the White House Mess on a take-out basis only. Blue Pass holders DO NOT automatically qualify for this service.

Supplies

The OA Supply Room is open 8:00 a.m. to 6:00 p.m., Monday through Friday.

The OA Supply Room maintains a complete inventory of office supplies. Supplies may be obtained using the following procedure: (1) complete the "Requisition for Supplies" form (Tab 5); (2) bring the form to Room 397, where one of the Administrative staff will sign the "Approving Official" line; (3) sign out the "Supply Credit Card"; (4) take the approved form and Supply Card to Room 082; (pick up the requested supplies; however, you will not be authorized to add items to the form when picking up supplies); (5) return the Supply Card to Room 397.

Items not available from the OA Supply Room may be purchased by the NSC Administrative Office, Room 397. The request should be in writing and specify the quantity, size, model, number, price, source and delivery date, person to whom it should be delivered, name of person to contact if there are any questions, and any other information needed to process the request promptly.

Stationery: Will be maintained in Room 397:

NSC Letterhead	Large (8 1/2x11)
	Small (5 1/2x8)
NSC Mailing Labels	
NSC Note Pads (4x5 and 5x8)	
NSC Franked Envelopes (large and small)	
WH Letterhead	Large
(Azure)	Second Sheet
	Small
	Second Sheet
	Azure Envelopes (large and small)

Reimbursement for Supplies or Items: In exceptional cases, NSC staff members may be required to purchase supplies or other items used in an official capacity by using the following steps:

1. Receive approval from the Director of Administration, prior to making any outside purchase.

2. Complete Standard Form 1164 (Claim for Reimbursement for Expenditures on Official Business) (Tab 6). Forward the completed form along with the receipt to the Administrative Office.

3. The Administrative Office will check the form to make sure it has been completed and calculated correctly. The Administrative Office will make routine trips (Monday, Wednesday, Friday) to the OA Imprest Window. The staff member will be advised if the claim will be processed for a check. If a check is required, OA Accounting processes the SF-1164 and receives the check. They will then notify the NSC Administrative Office and the check will be picked up and delivered to the appropriate staff member.

Tours

Public tours of the White House (more precisely of the Executive Residence) are given Tuesday through Saturday mornings throughout the year. Occasionally, the Residence is closed on these days for an official event; therefore, it is best to double check the day before.

All tours begin at the East Gate, continue halfway through the ground floor of the Residence; upstairs to the State Floor; through the East Room, Green Room, Blue Room, Red Room, State Dining Room; exit from the North Portico through the Northeast Gate.

These tours, other than during the summer, are on a first-come, first-serve basis, starting at 10:00 a.m. No tickets or reservations are necessary. Public tours officially end at 12:00 noon. Everyone in line by the official closing time are generally assured admission. In the summer, tours are handled by the National Park Service, distributing free tickets, on the Ellipse; these tickets are required for admission.

Special semi-private tours (called Congressional tours) by special reservations 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 done in smaller groups and are conducted by tour guides. NSC staff may request reservations for Congressional tours for family and special guests, through the Administrative Office, x4974. School vacation times, i.e., Thanksgiving, Christmas, and Easter, are particularly busy, and any request for Congressional tour tickets during this period should be limited to immediate family and scheduled 30 days in advance. The NSC is limited to ten tickets per week and they are distributed on a first-come, first serve basis. Contact the Administrative Office, x4974 for ticket requests.

It is very important that White House staff not schedule tours for Congressional staff as each Hill office receives an allotment and must call the White House Visitors Office to schedule tours.

General information on White House public tours can be obtained by dialing x7041.

Training Courses

Requests for training courses are to be submitted, through the Director of Administration. Any training request should be made as far in advance as possible so that the Administrative Office can fill out and send the necessary registration forms in a timely fashion.

Fifteen working days or more are needed in order to obtain advance registration funding.

FACILITIES

Equipment (Procurement and Repair)

Requests for procurement and replacement of office equipment including typewriters, copying machines, etc., should be made through the NSC Admin Office via VAX. This will help to insure timely processing and provide a record of your request.

Repairs for typewriters, copying machines, etc., should also be made through the NSC Admin Office via VAX; serial number of typewriter will be required.

Telephone repair requirements should be reported to the Telephone Repair Service (x9611). Requests for a new or different telephone service should be directed to the NSC Admin Office via VAX.

Repair requests for pageboys, radios, televisions and other communication equipment should be reported to the NSC Admin Office via VAX. However, batteries for the pageboys are located in the Admin Office, Room 397.

Word processing equipment is provided by WHCA and the White House Situation Support Staff (WHSSS). For service calls, the moving of equipment, or requests for additional units, contact the WHSSS, Room 201, x5132.

Furniture and Furnishings

All requests for additions, substitutions, repairs, modifications or moving should be directed to the NSC Admin Office via VAX. Do not move furniture between offices without contacting the NSC Administrative Office, x4974.

Staff members using personal property to furnish their offices (e.g., paintings, photographs, books, etc.) should have the articles clearly labeled as such. These procedures will avoid confusing personal items with government property.

General Services Administration (GSA)

The General Services Administration (GSA) manages the buildings and most of the furnishings and support facilities in the East and West Wings and the OEOB.

Requests for construction, carpentry, painting, repairs, moving, maintenance services such as replacement of burned-out lights, pick-up of trash, vacuuming or air conditioning problems should be directed through the NSC Admin Office via VAX.

Maintenance

Any general service requests for building maintenance are to be referred to the NSC Admin Office via VAX. Requests include removal of burned-out lights, air conditioning problems, insect control, etc.

Office Space

All inquiries with respect to office space should be directed to the NSC Director of Administration, Room 397, x6868.

INFORMATION SERVICES

Libraries

The libraries available for use in the White House complex are the White House Library & Research Center (Room 308, OEOB), the White House Law Library (Room 528, OEOB), and the Executive Office of the President Library (NEOB, x3654).

Checkout and research services are available to permanent EOP staff.

White House Library/Research Center: This is the general library collection located in Room 308, x7000. Operating hours are 8:00 a.m. to 6:00 p.m., Monday through Friday. This collection is primarily standard reference tools of many disciplines and of public policy information with an emphasis on the presidency and the presidents. Other subjects are covered either by a sister library or through interlibrary loan. Librarians handle questions and in-depth research.

Databases are the mainstay of this library. NEXIS is heavily used for news coverage and for some business inquiries. DIALOG offers support for business and the social sciences. LABSTAT covers statistics released by the Department of Labor. DTIC, BRS, and DIALCOM are also available.

There are also more than 200 newspapers, journals and newsletters available for browsing.

There are on-site facilities for photocopying limited pages. Items not owned by the library and needed for official use may be borrowed from other libraries for permanent EOP staff. The limit is three items at one time per staff member.

White House Law Library: This is the legal library collection located in Room 528, x3397. Operating hours are 8:30 a.m. to 5:30 p.m., Monday through Friday. This collection includes the U.S. Code, Statutes-at-Large, federal case law books, legal treatises and horn books, Congressional hearings, select loose leaf services, and the Federal Register. The librarians can assist in the preparation of legislative histories and can handle both quick questions and in-depth reference. JURIS and LEXIS are the primary databases for the Law Library. LEGI-SLATE tracks congressional bills, resolutions, and committee activity. Interlibrary loan services are available.

Press Releases

Press releases for which the date and/or the specific occasion is known can be obtained from the EOP Publication Services office, Room 2200, NEOB, x3610.

Inquiries from staff members requiring research to identify the specific press release should be directed to the White House Library and Research Center, Room 308, x7000.

The first source in attempting to locate a press release should be the Weekly Compilation of Presidential Documents (The Weekly Comp), published by the Office of the Federal Register, or if from previous years, the Public Papers of the President. These documents contain most (though not all) press releases, nominations, announcements, speeches, etc. Offices not on the regular "Weekly Comp" distribution list can contact the White House Library and Research Center.

The White House Library and Research Center also has indices and microfiche of the Press Secretary's daily press briefings, which are not otherwise published.

Proclamations

Proclamations are formal Presidential documents with roughly the effect of an Executive Order. There are two types of proclamations: regulatory (usually with budget implications) and commemorative.

Commemorative proclamations are typically observances of a day, week, or month, such as Thanksgiving Day, Fire Prevention Week, or Red Cross Month. There are approximately 60 recurring ceremonial proclamations that are issued annually. In addition, there are many others that Congress requests the President to issue throughout the course of a year.

Although proclamations may originate in any government department or agency, they must pass through OMB's Office of General Counsel before proceeding to the President for his signature. After signature, they are numbered in sequence and published in the Federal Register and released simultaneously by the White House Press Office. They are also printed in the Weekly Compilation of Presidential Documents.

Additional information concerning proclamations can be obtained from the Office of the Executive Clerk. Copies from the current Administration may be obtained from the EOP Publication Services (Room 2200, NEOB, x3610) or the White House Information Center (Room 308, x7000).

Publications (Books, Newspaper and Magazine Subscriptions, etc.)

Requests for publications should be made through the NSC Administrative Office. If the publication is needed on a one-time basis to extract information, you should first check with the White House Library, Room 308, OEOB.

Requests must be made in writing and specify the name and mailing address (room number) of the requesting staff member, and the name and cost of the publication. Whenever possible, publications should be shared by staff members.

INQUIRIES/REQUESTS FOR INFORMATION

Congressional Requests for NSC Documents

It is the President's policy to cooperate fully with the Congress, consistent with Presidential duties and authorities, in order to assist Congress in meeting its legislative responsibilities. At times, it is appropriate and in the best interest of the Executive Branch to make certain NSC documents available to the Congress. In most cases, however, providing controlled access to NSC documents -- rather than turning over copies of such documents -- is the preferred approach.

All document requests must be made in writing on behalf of a Committee. Requests made by individual Members are treated only as requests from the public and are processed under the Freedom of Information Act. If a Member of Congress asks you for a particular NSD or other NSC document, you should ask that the request be made by a committee or subcommittee chairman in writing and addressed to the Executive Secretary. You should not make any commitment regarding its availability.

Once the written Congressional request is received, it will be staffed to the Office of Information Policy/Security Review for action. This office will in turn coordinate its response with the Directorate responsible for the issues addressed in the requested documents. The concerned Directorate, Legislative Affairs, Legal Adviser, and the Office of Information Policy will concur in the recommended course of action. When considered appropriate, a representative from Legislative Affairs will deliver our response to the Member of Congress or staff member.

The Executive Secretary, in consultation with the National Security Advisor, when necessary, must approve any decision to release NSC documents to Congress. The NSC Legal Adviser must consult with, and obtain concurrence from, White House Counsel prior to releasing Presidential documents that are in the custody of the NSC.

As a general rule, if the NSC has decided to grant Congress access to NSC documents, the NSD or other NSC document will be made available for review only under the following conditions:

- The NSC Security Assistant must receive certification that any congressional staff to be accorded access hold the requisite security clearance.
- In the case of congressional staff, the document(s) will be made available for review at NSC offices. If a Member wishes personally to read a document, a representative from Legislative Affairs and the relevant staff officer from the NSC will meet with the Member on Capitol Hill for that purpose.

- No copy of the document(s) may be made.
- Any notes taken concerning the document(s) must be reviewed by the NSC staff and, if they contain classified information, appropriately marked before being returned to the Member.
- Portions of any resulting report citing classified NSC material should be submitted to the NSC staff for review prior to publication.

Freedom of Information/Privacy Act/Executive Order 12356

The Freedom of Information Act provides that the public may request non-exempt agency records by submitting a written request. The Privacy Act provides that individuals may request any information pertaining to themselves by submitting a written request. Executive Order 12356 permits the public to request, in writing, that classified records be reviewed for declassification purposes. All requests for information citing the Freedom of Information Act, Privacy Act, or Executive Order 12356 should be referred to the Office of Information Policy, Room 392, x3103.

Since the Freedom of Information Act applies only to agency records, it is important that the White House files not be commingled with agency files.

Press Inquiries

Relations between the Administration and the Press are extremely important. It is important, therefore, that we have a structured, coherent approach that the NSC will play in press relations. The National Security Advisor and his Deputy will be the only NSC staff members to speak on-the-record with the press. The following guidelines have been worked out with the Press Office, and all NSC staff members are expected to follow.

Press Contacts/Backgrounders: Queries for the media should be directed to the Deputy Press Secretary for Foreign Affairs or his Assistants. Members of the press may reach them on 456-2947 or through the duty press spokesman after hours (reachable through the White House Operator 456-1414). Their office is located in Room 487, OEOB.

That office will recommend and coordinate whatever response is appropriate. That may include arranging meetings with members of the press. Such meetings should be conducted by the appropriate Senior Director "on background" with a member of the Press Office staff sitting in whenever possible. This will serve to protect your interests and to insure that our spokesmen are at least as well informed as the media. Staff members should be careful that reporters not turn encounters at social events into press interviews. In no case are NSC staffers to set up press meetings without Press Office concurrence.

Press Guidance: The Press Office will also call upon members of our staff for assistance in preparing press guidance for use by the spokesman at the regular White House press briefings. Be sure to give these requests your full attention. Whatever the spokesman says becomes the President's policy. It is incumbent on all staff members to insure that whatever we provide the Press Office is in complete accord with existing policy, that it is factually correct and that it is timely.

Announcements/Statements: The NSC staff should arrange inter-agency clearance for all statements and announcements and provide them to the National Security Advisor for final clearance for forwarding to the office of the White House Staff Secretary. A copy of the forwarding memorandum should be sent to the Press Office for information purposes. Final clearance for use by the spokesman will be given by the White House Staff Secretary's Office. Any statement issued in the name of the President should be in the hands of the Press Office at least 48 hours in advance. Statements issued in the name of the spokesman must be delivered at least 24 hours in advance. These are minimums.

Where statements are made on complex issues, the Press Office may require that the appropriate Senior Director, or his designate, be standing by to back up the spokesman at the briefing. Any explanation provided by an NSC staffer in the Press Briefing Room will be on background.

Interviews/Speeches/Op-eds and Other On-the-Record Statements: Proposed speeches or other appearances by Senior Directors and others need clearance by the Press Office. Op-ed pieces and letters to the editor can make a useful contribution to the understanding of certain issues. If you have an idea, discuss it first with the National Security Advisor or his Deputy, and if approved in principle, then with the Press Office. The Press Office will coordinate tasking with the Executive Secretary and will handle eventual placement of the piece.

High Level Visitors: Any substantial meeting of the President with foreign head of government/state should be preceded by an appropriately cleared announcement several weeks before the meeting. Pre-brief (usually the day before) and readout (immediately following) backgrounders will be arranged by the Press Office, usually employing the appropriate Assistant Secretary of State. Less substantive meetings (photo opportunities) will usually be announced shortly before the event and the NSC control officer responsible will provide a brief written readout for use by the spokesman.

PERSONAL CONDUCT

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.

A violation of law does not require an intent to favor one's personal interest, and cannot be overcome by showing of the absence of such an intent. Participation, by itself, in a matter in which you have an interest, is unlawful.

The interests of all members of a staff member's family living within his/her household are regarded as his/her own.

Finally, employees must be ever sensitive to avoid the appearance of acting on behalf of some private interest or of a conflict or other impropriety, which can be fully as damaging as an actual conflict.

Matters relating to conflicts of interest are regulated by civil and criminal statutes, Executive Order and the Standards of Conduct for White House employees, which are at Tab 7. Staff members should familiarize themselves with these regulations.

Consult with the National Security Council Legal Adviser (x6538) on any questions.

Financial Disclosure

The Ethics in Government Act requires NSC staff paid at the GS-16 level, or equivalent and above, and military officers in the grade of O-7 and above, to file a Financial Disclosure Report (SF-278) annually. Statements are filed on May 15 each year, but new staff members must file within 30 days of arrival and departing staff must file a supplemental statement. Likewise, those paid at the GS-13 through GS-15 levels must file a Confidential Statement of Employment and Financial Interests (SF-849). Questions relating to disclosure should be addressed to the NSC Legal Adviser (x6538). Forms are available in the NSC Admin Office.

Gifts

Acceptance of gifts from foreign governments, other government employees, or from those doing business with the government is strictly regulated by law. Please contact the NSC Legal Adviser (x6538) before accepting such gifts.

The Gift Unit receives, acknowledges, returns, packs, disposes of and maintains records on all gifts received at the White House for the President and First Lady. The Gift Unit can perform similar services for NSC staff members. Please submit requests to the NSC Legal Adviser, x6538.

Hatch Act

The Hatch Act prohibits participation in partisan political activities by most employees of the Executive Branch. This restriction does not apply to persons appointed by the President with Senate confirmation or to persons paid from the White House Office Appropriation. Individuals paid by the NSC and detailees to the National Security Council paid from agency payrolls remain subject to restrictions on political activity.

Employees permitted to engage in partisan political activities may not use government property or facilities for political activities, solicit contributions on Federal property, or solicit contributions from Federal employees. Refer questions concerning permissible political activity to the NSC Legal Adviser, x6538. (For more specific guidelines, see Tab 8.)

Jury Duty

Staff members receiving a summons to appear for jury duty or as a witness should send a memorandum to the NSC Legal Adviser with the following information:

- A. Date of court appearances.
- B. What kind of duty.
 - 1. Jury Service
 - a. U.S. or D.C. Court
 - b. State or Local Court
 - 2. Witness Service
 - a. On behalf of U.S. or D.C. Government
 - b. On behalf of State or Local Government
 - 3. On behalf of Private Party
 - a. In official capacity
 - b. Not in official capacity
 - (1) If the party is U.S., D.C., State or Local Government
 - (2) If the party is not U.S., D.C., State or Local Government

If appropriate, and feasible, the NSC Legal Adviser will undertake to request the indulgence of the court in releasing the staff member from jury duty.

Standards of Conduct

(See Tab 7.)

Stationery

The importance of maintaining the integrity of the use of both White House and NSC letterhead cannot be overemphasized. They should be used ONLY FOR OFFICIAL purposes, and correspondence should always be sent out unsealed. Sealed White House envelopes may be opened for inspection.

In answering the question: Who can use/sign White House stationery?, the simple policy to follow is that ONLY White House staff members use White House stationery. If you are considered to be an NSC staff member, use NSC stationery...no matter what building you sit in.

Azure (pale green) stationery is for the use of the PRESIDENT ONLY. No one else is permitted to use this stationery. IT IS CONSIDERED A VERY SERIOUS OFFENSE to be "caught" using azure stationery...it is really unwise to try and do so.

PERSONNEL

Building Passes

A temporary building pass, bearing a black and white photo, will be issued upon completion of initial security in-processing, with a permanent pass being granted after a full field background investigation is concluded by the FBI.

PASSES MUST BE DISPLAYED AT ALL TIMES WHILE INSIDE THE COMPLEX.

Passes vary as follows:

- WHS - White House Staff
- EOB - Individuals requiring access to the OEOB and NEOB
- NEOB - Individuals requiring access to the NEOB only
- MIL - Military
- MAC - GSA Maintenance and Cleaning
- NGS - Non-Government Service
- USSS - U.S. Secret Service
- OGA - Other Government Agency
- LE - Law Enforcement
- RES - Individuals who work in the White House Residence, with the Usher's Office or National Park Service

- Blue/Orange Passes
When this pass is worn together with an EOB (orange) pass, the individual is then considered to be wearing a Blue WHS pass. This means that the individual is able to move freely within the West and East Wings, and is also allowed to escort visitors for Presidential or NSA meetings. There are a limited number of these passes located in the Administrative Office. Whenever an NSC staff member needs to perform a task requiring a WHS pass, that staff member should stop by the Administrative Office and pick up a Blue/Orange pass. (Anyone in the Administrative Office will be able to provide you with one of these passes.) The pass is to be returned to the Administrative Office upon completion of the assigned task. (There is one restriction associated with the Blue/Orange pass. AT NO TIME is this pass to leave the White House Complex. If a Uniformed Officer sees one of these passes going through an outside gate (either coming or going), the pass will be immediately confiscated.)

Lost, misplaced, stolen or mutilated passes should immediately be brought to the attention of the Security Assistant (x4907). Outside of normal working hours, problems such as stolen passes (which should not wait until the next regular work day) should be reported to the U.S. Secret Service Duty Desk (x4005).

All visitor and temporary passes that do not bear a photograph must be returned to the officer at the gate upon departure from the complex.

Classification of Employees

Although NSC employees are not part of the competitive career service, they are assigned equivalent General Schedule (GS) grades and are treated as if they were career government employees for the purposes of compensation, scheduled step increases and leave accrual. Such classification does not, however, convey any rights as competitive career employees.

Consultant Procedures

(See Tab 9)

Detailees

Detailees are employees of other Government agencies who perform their work as part of the NSC staff.

The use of professional staff detailees by the NSC is subject to specific statutory reporting and reimbursement requirements. Accordingly, the use of employees of any outside agency (including other EOP agencies) by any NSC staff office must be approved in advance by the Deputy National Security Advisor.

Inprocessing (See Tab 10 for Inprocessing Checklist)

A. Personnel

The procedure for adding any new NSC personnel, including detailees and consultants, is to (a) complete a request for personnel action (usually in a decision-paper format) and attach an updated SF-171 to that request, (b) complete a pre-hire security interview, provided by the NSC Security Officer (c) for professional staff, obtain approval from the Deputy National Security Advisor; for support staff, forward the approval to the NSC Director of Administration.

No commitments should be made until final confirmation is received from the appropriate approving authority.

The NSC Administrative Office will coordinate the orientation of the new employee both through the Office of Administration Personnel Division's orientation program (Room 4013/NEOB) and a walk-through of the complex by NSC Administrative personnel.

The actual starting dates will be coordinated with the upcoming pay period. The NSC Administrative Office will use the approval date as the basis for determining the starting date.

B. Security

An FBI Namecheck is required before access to the complex is granted. This check will be initiated by the NSC Security Assistant and will usually require 10 working days. Upon completion of a favorable namecheck, an interim Top Secret clearance may be granted by the NSC Security Officer.

A full-field background investigation is required before a permanent building pass is issued. This includes an updated investigation, even if one were recently completed by an agency other than the FBI. An NSC TS clearance will be granted, and SCI accesses will be requested, upon completion of a favorable full-field.

Forms required:

- SF-86: Original and 2 copies; copies must bear original signature. Amendments to submissions older than one year will not be accepted.
- Tax Check Waiver

C. Classification of Documents

All new NSC personnel must schedule a briefing concerning classification of documents. Contact the Security Officer, Room 397, X5127.

Interns

The following are guidelines applicable to the employment of interns at the NSC.

- The NSC does not have an internship program as such, although we have welcomed and benefited from the assistance of Interns in the past. The NSC does not formally sponsor any interns; they must be sponsored by another Agency and detailed to the NSC on a non-reimbursable basis.
- The main reason for not using interns on a more regular basis is the time and expense involved in obtaining the security clearance.
- Interns are used when they bring with them some unique skill or experience not otherwise available to the NSC.
- The initial contact usually comes from another Agency, trying to find a job for someone they want to bring on as an intern, but do not currently have a position open.

- Interns are not sent on travel paid for with NSC funds. Money is not the only issue here; it has been NSC policy for interns not to attend high level meetings, nor speak for or represent the NSC in interagency deliberations.

Leave

Annual Leave: Leave for civilian employees is accrued at the rate of 4, 6, or 8 hours per pay period, depending upon length of government service (6 hours after three years, 8 hours after fifteen years). For professional staff members, a memorandum requesting annual leave must be approved by the Executive Secretary. For support staff, a memorandum requesting annual leave must be approved by their immediate supervisor and the NSC Director of Administration. After annual leave has been approved a leave slip (SF-71, see Tab 11) must be submitted to NSC Admin prior to taking the leave, unless it is an emergency situation. Support staff detailees must also submit a leave request to the NSC Director of Administration. Do not report any leave in 1/2 hour increments; it can only be reported in full hours. Upon termination of government service, employees are paid for unused annual leave in a lump sum. Government employees remaining until retirement have their annual leave applied to their retirement.

Compensatory Time (for Support Staff): This is time earned or used in lieu of overtime payment. Compensatory time is calculated on the basis of one hour off for each hour of overtime worked. Within a calendar quarter, an employee may accumulate no more than 40 hours of compensatory time. Compensatory time must be used by the end of the current fiscal year; IF NOT, THE LEAVE IS FORFEITED. Any compensatory time to be taken must be approved and a leave slip (SF-71, see Tab 11) submitted prior to taking compensatory time. Compensatory time earned and taken must be reported in full hour increments.

Sick Leave: Accrues at 4 hours per pay period, with no maximum limit. No payment is made for any sick leave balance upon termination of government service. However, if the employee returns to government service within three years of departure, sick leave balance is restored. Sick leave is applied to retirement for employees remaining in the government until retirement. All sick leave must be reported by submitting a leave slip (SF-71, see Tab 11). Report sick leave in full hour increments only.

Questions regarding maternity leave should be addressed to the NSC Administrative Office, x6961.

Military Matters

Awards: Military members of the NSC staff may be recommended for the following awards based upon the criteria as stated in each Department of Defense (DOD) Directive. Recommendations for awards must be entered into administrative channels within one year of the achievement of service to be recognized. Award requests should be coordinated with the Administrative Office, in preparing the award memorandum which is submitted to the National Security Advisor or his Deputy.

Defense Distinguished Service Medal. DOD Directive 1348.23, dated December 6, 1982, "Awarded to officers whose exceptional performance of duty and contributions to national security or defense have been at the highest levels."

Defense Superior Service Medal. DOD Directive 1348.24, dated December 6, 1982, "Any military member of the Armed Forces of the United States who is assigned to a joint staff or other joint activity of the Department of Defense and who has rendered superior meritorious service in a position of significant responsibility shall be eligible for the medal."

Defense Meritorious Service Medal. DOD Directive 1348.26, dated February 16, 1978, "Recommendation will be restricted to the recognition of non-combat meritorious achievement/service that is incontestably exceptional and of a magnitude that clearly places an individual above his/her peers."

Joint Service Commendation Medal. DOD Directive 1348.14, dated February 7, 1977, "Recommendations will be restricted to the recognition of outstanding performances of duty and meritorious achievement that are incontestably exceptional and of a magnitude that clearly places an individual above his/her peers."

Joint Service Achievement Medal. DOD Directive 1348.28, dated March 29, 1984, "It is DOD policy to award the JSAM to service members assigned to joint activities for outstanding performance of duty and meritorious achievement." The JSAM may not be awarded for retirement.

Formats for Recommendation and Citation are at Tab 12.

Fitness Reports and Evaluations: In order to systematize our military fitness reports/evaluations, a plan was developed to identify each military member's chain of command in regard to his/her fitness report/evaluation. (See Tab 13)

To account for the performance of military personnel, the Administrative Office has forms for each branch of service, officer and enlisted. The NSC Administrative Office is in contact with all services, regarding when each of our military members is due an Evaluation or Fitness Report.

The NSC Administrative Office will coordinate, with the appropriate service, and individual supervisor, to assure the completion of required Evaluations and Fitness Reports.

Leave: To account for military personnel leaves, the NSC Administrative Office has leave forms for the different branches of service. The NSC Administrative Office will obtain control numbers and ensure that copies of the form are sent to the appropriate offices for processing.

It is the individual's responsibility to obtain and fill out the form and have it approved by his/her supervisor.

Outprocessing

Staff members should notify the NSC Administrative Office as soon as the departure date is known.

An NSC Check-Out Sheet is at Tab 14.

Payroll

Although the paychecks of NSC employees are processed by the Office of Administration, there is a point of contact located in the NSC Administrative Office. A staff member having questions about deductions or other aspects of their paycheck may call the Administrative Office, x6961.

Time and Attendance Reporting

Blue Time and Attendance Sheets (sample at Tab 15) are due in the NSC Administrative Office, Room 397, by close of business on the second Wednesday of each pay period, unless special instructions are sent out via Electronic Mail (i.e., early submission due to holiday). This initial (Blue) T&A Sheet should include any overtime/compensatory time worked, annual/sick leave taken and compensatory time used for the first week of the pay period through the close of business on the second Wednesday of the pay period.

Yellow T&A Sheets (sample at Tab 16) for the completion of the second week of the pay period (Thursday through Saturday) should be submitted at close of business Friday, or on Saturday (if worked). This will be added as a supplemental. The supplemental sheet need only be submitted if there was deviation from the scheduled work hours of an individual (i.e., overtime, annual or sick leave, comp time earned, or working on a holiday).

Any leave to be taken should be projected through the end of the pay period. Do not report leave in half-hour increments. All time sheets and leave slips must be signed by the supervisor before submission.

T&A Sheets must be filled out completely, listing exact times of overtime worked and leave taken.

Whereabouts of Staff Members

Professional staff members must be reachable at all times. It is their responsibility to do the following:

Business Meetings or Lunch: Leave the telephone number of the place where they may be reached, the person they will be with, the name of the restaurant, or other means of location (i.e., beeper) with their office.

Weekends: The "weekend whereabouts" form must be completed and returned to the Executive Secretary's Office (sample at Tab 17).

Evenings: If other than home, telephone number(s) must be left with the Situation Room, x6313, and the Executive Secretary's Office, x2224, indicating the hours at each number.

Out-of-Town Overnight: A memorandum must be sent to the Situation Room, NSC Administrative Office and the Executive Secretary.

Away for Official Business or Leave: An itinerary must be left with the Situation Room, Administrative Office and the Executive Secretary.

Change of Home Address and/or Telephone Number: All staff must notify the Administrative Office, in writing, of changes of address and/or telephone number.

White House Fellows

White House Fellows are a group of approximately 15 to 20 outstanding men and women selected by the President's Commission on White House Fellows to serve for one year in the Executive Branch of the Federal Government.

In the past the NSC staff has been offered one of these individuals for a one-year assignment. Currently, there is no White House Fellow assigned to the NSC staff.

Since there is a large expense attached to getting an investigation completed and the proper security clearances issued, the current NSC policy is to accept a White House Fellow only if the individual brings a unique background or military experience to the NSC staff.

SECURITY

Access List

The access list is issued daily by the Secret Service to the uniformed officers throughout the White House complex. The access list is used as a means of providing clearance for new employees on temporary assignment or those undergoing initial security processing.

Persons on the access list must stop at a regular entry gate, present identification, and pick up a temporary pass which must be returned to the uniformed officer's desk upon leaving the building.

The coordination of new NSC employees on the access list is provided by the Security Assistant, x4907. The full name, social security number, date and place of birth, home address, present Agency holding clearances, and assignment dates (beginning and ending) of the new employee are required.

Appointments (visitors)

Outside visitors (called appointments) to staff members' offices within the White House complex must be cleared by a valid building pass holder (temporary or permanent) by telephoning the WAVES Center (x6742) at least 30 minutes before the expected arrival.

In calling the WAVES Center, the pass holder should give the following information:

- Time and date expected.
- Visitor's last and first name, date of birth, and social security number.
- Name of person being visited.
- Caller's name (if different).
- Building, room number and phone extension.

When over five individuals require clearance for a specific appointment, the list of names should be submitted by filling out an Executive Protective Service (EPS) Form 25 (a sample is attached at Tab 18). This information should be provided to the WAVES Center at least four hours in advance. Names of visitors meeting with Secret Service protectees, such as the President, Vice President, First Family, should be submitted 48 hours in advance.

Appointments are good for 60 minutes before or after the time given. Clearance for visitors coming for more than three days in a row should be coordinated through the Security Assistant, x4907.

Visitors should be told that they will be asked for some form of identification, preferably with a photograph, such as a driver's license, passport, or government identification card, and that packages and briefcases will be either x-rayed or opened for inspection.

The major entry point for guests to the OEOb is:

- Pennsylvania Avenue Entrance

The major entry points for the West Wing are:

- Northwest Gate
- Southwest Gate

West Wing visitors having appointments with staff members must be escorted through the West Wing at all times by a WHS pass holder. Visitors attending events for which they have received and accepted official invitations will be on the gate list and need not be cleared individually.

Clearance Certification

When another agency requires verification of security clearance levels of NSC staff members, provide the Security Assistant (x4907) with the following information:

- Name (Last, first, middle initial) of the individual to be cleared.
- Social Security Number
- Level of clearances to be passed.
- Agency to be visited.
- Date, time and purpose.
- Point of contact (not the security office).
- Contact's phone number.

The Security Assistant will then verify the security clearance with the requesting agency.

One Day Work Orders

A one-day work order is a request to have an outside repairman (Xerox, IBM, etc.) enter the OEOb to work on office equipment. When calling the NSC Administrative Office (x4974) for equipment repair, the staff member must provide the room number, office point of contact and office phone number. The NSC Administrative Office will then call the respective company's service office and provide the machine serial number. The company will call the office point of contact once they know which repairman they will be sending. The point of contact must obtain the repairman's full name, social security number, date of birth, and date and approximate time of service call. That information must be called into the WAVES Center (x4311) in order for the repairman to enter the OEOb.

Physical Security

The U.S. Secret Service (USSS), Technical Security Division, in conjunction with other members of the intelligence community, is responsible for physical security (locks and alarms), pass issuance, electronic counterintelligence, and any other technical security matters.

The NSC Security Officer is the liaison for ensuring that the procedures and requirements as prescribed in various security directives are met by the NSC staff.

Reception and Security

The NEOB 17th Street Lobby Mail Room (Room G-1) is known as Reception and Security. All mail, parcels, packages, hand-delivered envelopes, etc., coming into the White House complex should pass through this room. Staff members expecting something to be hand-delivered and who want to pick it up should call x3332 and ask that they be called as soon as it arrives.

The entrance to Room G-1 is outside the 17th Street security desk, and thus persons delivering parcels to Room G-1 need not be cleared into the building as appointments.

Room G-1 is open from 7:30 a.m. to 7:30 p.m., Monday through Friday. After hours or during weekends, couriers should call Mail/Messenger Branch personnel (x7005) from the NEOB Lobby for acceptance of their deliveries.

Security Violations

Unsecured classified information found by the Uniformed Division of the Secret Service will be turned over, with a copy of the violation report, to the NSC Security Officer. The individual responsible will be required to provide a written explanation for the violation including what remedial steps have been taken to prevent a future occurrence. These reports will be forwarded to the Executive Secretary and maintained in the individual's personnel and security file. The discovery by staff members of unsecured classified documents or other violations of sound security practices should be reported to the NSC Admin Office (x6961) and the NSC Security Officer (x5127).

Classified information may be disclosed only to persons who hold security clearances for that particular level of classification and have a need to know the information. When in doubt, the Security Assistant (x4907) will verify the level of clearances.

Sensitive Compartmented Information

Following a determination of "Need to Know" and completion of a favorable background investigation, the NSC Security Officer will arrange for an approval and briefing for special accesses.

U.S. Secret Service

The United States Secret Service has four divisions at the White House:

- Presidential Protection Division (PPD)
- Vice Presidential Protection Division (VPPD)
- Technical Security Division (TSD)
- The Uniformed Division (UD)

The PPD and VPPD are responsible for the physical protection of the President, the Vice President, and members of their families.

The TSD is responsible for physical security (locks and alarms), pass issuance, electronic counterintelligence, and any other technical security matters. TSD can be reached through the White House Operator.

The UD controls and coordinates security at all entrances and various posts within the complex. This Division is also responsible for the management of the WAVES Center and for maintaining the physical security around the perimeter of the area. The senior officer of the UD can be reached through the Police Board.

Visitors

Visitors to White House staff offices must be cleared as appointments through the WAVES Center, x6742.

Visitors to the East and West Wing must be escorted by a White House pass holder to and from their appointments.

TELEPHONES

Directory, NSC

(See Tab 2.)

General Information

There are two basic telephone systems in the White House:

- The Administrative or "Admin" Switchboard
- The Signal Board

The Admin Board is the basic commercial telephone switchboard and is open 24 hours a day, seven days a week.

The Signal Board is the WHCA/Military Board, which is also open 24 hours a day, seven days a week.

The main Admin Board number is 456-1414 and the Signal Board number (395-2000) is unlisted.

456- is a prefix unique to the White House. In addition, there is the 395- exchange which services some EOB offices and all offices in the New Executive Office Building. Although internally the prefix does not matter and staff can dial all the four-digit exchanges in the complex directly, when calling from outside or giving out phone numbers, you must be careful to give the correct prefix.

Telephone malfunctions should be reported to the White House switchboard or telephone company repair (x9-611).

Requests for a new or different telephone service should be directed to the NSC Administrative Office, Room 397, x4974.

White House and city telephone directories can be requested from the NSC Administrative Office. White House directories have restricted distribution and should not be made available to outside agencies or individuals.

There are internal special telephone lines, described below:

- Private Lines, "PLs," are direct links between two offices. Thus, when a PL rings, the call can only be coming from one place. Ordinarily, a PL rings directly on the desk of the principal and calls are not screened by secretaries.

Long Distance Calls

For long distance calls within the United States, use the Federal Telephone System (FTS). You do this by dialing 8, area code, and the seven digit number that you are trying to reach. The NSC pays an annual fee for FTS in an effort to cut down on the large costs associated with long distance calls needed to conduct the work of the NSC staff.

Overseas Calls

When needing to make overseas calls it is important that you obtain an Autovon number for where you are trying to call. You then call the Signal Switch Board (x2000) and tell them that you wish to place an Autovon call, overseas. The operator will ask you for the number, and then place the call for you.

Police Board

The Police Board (x2020) is the internal telephone switchboard for the Uniformed Division of the U.S. Secret Service.

Secure Telephone

The White House Secure Telephone System provides the ability to discuss classified and sensitive information with other individuals in and outside this system through the use of various types of secure telephone equipment. As part of this system, the NSC is served by several types of secure instruments: ROLM secure telephones, STU-IIIs, and KY-78s. In the future, the ROLM secure telephones will be replaced with a new RED telephone system. For additional information, consult the White House Secure Voice Telephone Directory. Secure telephone service requests should be directed to the NSC Administrative Office, Room 397, x5127.

Signal Board

The Signal Board (395-2000--unlisted) may be used to contact staff traveling with the President and also members of the advance teams working in the field in advance of a Presidential trip. The Signal Board is also responsible for all mobile communications, including paging.

The Signal Board can be reached from the outside by either calling directly or by calling through the White House Administrative Switchboard (456-1414).

Telephone Threats/Crank Calls

Crank calls that threaten the President or a member of the First Family should be handled by the Secret Service.

Do not give out information. A person receiving a crank call should transfer the call immediately to the Secret Service Protective Intelligence Division by the following method:

Tell the caller to hold on the line. Depress the telephone switch hook. You will then receive either (a) a dial tone, or (b) a White House or Signal Operator.

- If a dial tone:
 - (a) Dial x2686 or x2687 (Secret Service Protective Intelligence Division) and identify the call.
 - (b) Receive acknowledgment from the Secret Service Agent and hang up.
- If a White House or Signal Operator: Ask the operator to transfer the call to x2686 or x2687 and then hang up.

TRAVEL

Advance Requests

In order to receive the maximum advance allowance (50% of the total estimated per diem), the NSC Administrative Office must be notified in writing as soon as possible, but no later than 5 working days before the travel is to take place. In cases where an emergency advance is needed, the Administrative Office is usually able to obtain up to \$250.00 in cash with one-day's notice, but cannot guarantee this amount since the request is made to the Office of Administration. The NSC Administrative Office will prepare the advance form for the traveler's signature (sample attached at Tab 19).

Requesting Approval for Official Travel

The staff member writes a memorandum to the National Security Advisor requesting approval for travel (sample at Tab 20). If NSC funds are used, the memorandum must show concurrence by the NSC Administrative Office. If travel is funded by non-governmental source, memorandum should include certification by the NSC Legal Adviser that the funding organization is a 501(C)(3), tax exempt corporation. For overseas travel, always attach a memorandum for the Executive Secretary's signature to the Executive Secretary, Department of State (sample at Tab 21), informing him of the countries to be visited. If other than Coach Class transportation is required, justification must be included in the travel request.

Due to federal regulations, the NSC is not authorized to use First Class transportation. However, requests for Business Class transportation will be handled on a case-by-case basis. There are two basic criteria applied to such requests:

- Will the traveller be going directly from the airport to a meeting/conference, in which case he/she needs to use the airborne time to prepare the necessary material?
- Is the traveller accompanying someone from another Agency who is using Business Class, and is it necessary for the NSC staff member to work with his/her fellow traveller during the flight?

Always include a completed travel authorization form (sample at Tab 20) with the memorandum, indicating who is paying for the expenses and a breakdown of all costs.

Completion of Travel

Upon completion of the official travel, it is important that the Worksheet (sample at Tab 21), along with all receipts and airline/railway stubs be submitted to the NSC Administrative Office as soon as possible. No new travel orders will be issued or advances requested until overdue travel worksheets have been submitted.

It is your responsibility to repay any outstanding balance you have because of an advance of funds. There is an interest penalty placed on that advance by the Office of Administration. Please note that regulations permit the Government to recover outstanding travel funds from your paycheck if you do not pay voluntarily.

Credit Card

For those NSC Staff members who will be travelling while assigned to the NSC, the Office of Administration has made it possible for them to obtain a Citicorp Diners Club credit card. The purpose of this credit card is to allow the traveller to charge large-item expenses (i.e., hotels, meals, etc.), instead of obtaining large cash advances prior to the trip. Upon prompt submission of the travel voucher to the NSC Administrative Office, the individual staff member may expect to receive any money due him/her in approximately three weeks, thus allowing the individual to pay the next Diners Club bill without being charged interest.

Applications for the Citicorp Diners Club credit card may be obtained from the NSC Administrative Office, Room 397.

Miscellaneous Information for Travel Orders

Charges for Official Telephone Calls, Telegrams, Cablegrams or Radiograms: These charges can be reimbursed, if a statement is furnished showing the points between which services were rendered, the date, the amount paid for each item, and certification that it was required for official business.

Receipts Required: Receipts are required for all reimbursable items over \$25.00. If you are unable to obtain a receipt, a signed statement explaining why must be attached to the worksheet.

Foreign Currencies Used: When travel is in a foreign country, itemized expenditures should be reported in the money of that country. Convert the total expenditures in foreign currency into U.S. currency at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown on the travel worksheet.

Reimbursement: NSC staff members are reimbursed on the basis of full per diem. This means that staff members are entitled to reimbursement only for allowable expenses actually incurred. Reimbursement for subsistence is not allowed for portions of travel spent either at a permanent duty station or at place of abode commuted from daily; therefore, no payment can be made for meals claimed prior to flight departure from this area, nor can meals be reimbursed as a separate claim when they are furnished by an air carrier as part of the cost of the air ticket. At no time should the cost of alcoholic beverages be claimed.

10-HOUR RULE: The 10-hour rule states that subsistence expense cannot be paid when travel begins and ends during the same calendar day and is 10 hours or less, unless travel is 6 hours or more and travel begins before 6:00 a.m. or terminates after 8:00 p.m.

Obtaining Travel Orders and Commercial Airline Tickets

Travel Orders: After written approval for official travel is obtained, the NSC Administrative Office will cut the travel orders (sample at Tab 22). After signatures are obtained from the Approving Official, the Funds Manager, and the traveler, the traveler will receive the original and the traveler's copy of the orders. If NSC will be paying for the travel, the traveler will also receive a worksheet to keep track of all expenses and the itinerary of the travel (sample at Tab 21).

Commercial Airline Tickets: If the traveler is going on a commercial airliner, he/she also receives the pink copy of the travel orders, which must be taken to the WH Travel and Transportation Office, Room 87, x2250, to obtain the airline ticket.

Passports

Diplomatic/Official Passports are for use while on official travel only, and may be obtained using the following procedures:

First-time Passport: (1) Staff member must fill out Department of State Passport Application, DSP-11 (brown), available from the Administrative Office, sample attached at Tab 23. (2) Attach 2 photographs (may be obtained from outside source; save your receipt and submit a reimbursement claim to recover the cost of the photographs), and proof of citizenship (birth certificate). (3) The NSC Administrative Office will write a memorandum requesting the passport (sample attached at Tab 24). (4) Staff member must appear in person at the Passport Office, 1425 K Street, N.W., Room 358, phone 326-6230. (5) The Passport Office will notify the NSC Administrative Office when the passport is ready for pickup. The staff member's secretary must then arrange for the NSC car with the Secretariat (x6926) and accompany the NSC driver to pick up the passport.

Reissue of Passport: (1) Staff member should fill out Department of State Passport Application, DSP-82 (pink), available from the Administrative Office, sample attached at Tab 25, only if all of the following provisions are met: (a) staff member has been issued a U.S. Passport within the past 12 years; (b) staff member's most recent passport was issued after his/her 16th birthday; (c) staff member can submit most recent passport with the application. (2) Attach 2 photographs (may be obtained from outside source; save your receipt and submit a reimbursement claim to recover the cost of the photographs), and most recent passport. (3) The NSC Administrative Office will write a memorandum requesting the passport (sample at Tab 26). The requesting office will then forward the paperwork to the Passport Office. Note: Use of the NSC car may be requested from the NSC Secretariat to deliver the paperwork. Also, a staff member is not required to appear personally at the Passport Office. (4) The Passport Office will notify the NSC Administrative Office when the passport is ready for pickup.

Tourist Passport: The NSC Administrative Office can provide the required forms. For questions concerning Tourist Passports, telephone the Tourist Section of the Passport Office at 326-6230.

Per Diem Rates

When available to the NSC Administrative Office, staff members will be furnished with listings of the high rate geographical areas (HRGA) for the United States, and the Department of State maximum rates of per diem allowances for travel in foreign areas.

To obtain per diem rates for both CONUS and overseas travel, contact the travel assistant in the NSC Administrative Office, x6961.

Taxi Reimbursement

Authorization: When other means of local transportation are unavailable, an NSC staff member, on official business may hire a taxicab. Additionally, in exceptional cases, employees may be reimbursed for cab fare between office and home when public transportation is not available at times when employees are required to work significantly beyond scheduled working hours.

Submitting Claims: When submitting a claim for reimbursement to or from locations that are not immediately identified as government facilities, the nature of the business must be noted.

Claims can be submitted for mileage of local travel, when using a private vehicle. The rate is 22.5 cents per mile. The one-way distance for local travel cannot exceed 50 miles.

Claims for the use of cabs between office and residence must include the time of travel, justification supporting the necessity of the expenditure, and approval by the employee's immediate supervisor.

Claims must be submitted within 60 days of date of the expense. When covering two fiscal years, a separate form must be used for each respective year.

Claims for cab fare while on TDY will be submitted with travel vouchers.

You may only claim for up to 15% of the fare for a tip. When putting in a claim for cab fare, it is very important to list the fare and the tip separately.

Reimbursement for cab fares may be obtained by utilizing the following procedures:

1. Complete Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business. (A sample SF-1164 is attached at Tab 6.) Forward the completed form (along with the receipt if one-way fare was more than \$15.00) to the NSC Administrative Office.

2. The NSC Administrative Office will check the form to make sure it has been completed properly and calculated correctly. The NSC Administrative Office will make routine trips (Monday, Wednesday, Friday) to the OA Imprest Window. The staff member will be advised if the claim will be processed for a check.

3. After OA Accounting processes the SF-1164 and receives the check, they will notify the NSC Administrative Office. Administrative personnel will then notify the staff member that the check is ready for pick-up in the NSC Administrative Office, Room 397.

Transportation Allowable

Contract Air Carriers: The use of discount fares offered by contract air carriers between certain cities (city-pairs) is considered advantageous to the Government and is mandatory for authorized air travel between those city-pairs.

Non-Contract Air Carriers: If travel cannot be performed via contract airlines, a full statement of the circumstances justifying the use of non-contract air must be included in the travel authorization. If advance authorization is impossible, the approval and justification must be stated on the travel worksheet and the travel voucher. Any additional costs for the use of non-contract airlines because of personal preference or leave in conjunction with official travel will be deducted from the travel voucher.

First/Business Class Accommodations: Federal travel regulations state that LESS-THAN-FIRST-CLASS ACCOMMODATIONS will be used for all modes of transportation. This applies to both domestic and foreign travel. If Business Class transportation is required, see the above section on Requesting Approval of Official Travel.

Automobiles: POV (Privately Owned Vehicle) - The authorized rate for use of a privately owned vehicle is 22.5 cents per mile.

Commercial Vehicle - Please note that even if a commercially-rented vehicle has been approved for your official travel, any additional cost of insurance accepted on the rental agreement is not a reimbursable item. Contracts for commercial vehicle rental usually include, at no extra cost, collision-damage insurance with a deductible provision which usually equals \$100.00. However, any additional fee for collision-damage waiver or collision-damage insurance (normally chargeable at a rate of \$2 or \$3 per day) is not an authorized expense and reimbursement will not be made.

AMTRAK: The National Railroad Passenger Corporation (AMTRAK) will not accept a GTR for travel under \$100.00. AMTRAK will accept personal checks or major credit cards, provided proper identification is shown when purchasing a ticket.

Fly America Act - Use of Foreign Air Carriers: GSA has been requested to emphasize the provisions of the Fly America Act to ensure that Federal travelers are aware of its requirements. The Act requires Federal travelers and others performing U.S. Government-financed foreign air travel to use U.S. flag air carriers whenever they are reasonably available. Foreign air carriers may be used only when a U.S. flag air carrier will not accomplish the agency's mission. If a foreign air carrier is used for any part of foreign travel, the traveler must furnish a justification statement on the worksheet and, in turn, the Director of Admin will provide the supporting justification on the travel voucher.

Military Aircraft: Military personnel (active and retired) and staff members on official White House missions are authorized to use military aircraft. Contact the Military Office at x2150 for information and arrangements.

Travel Office (Room 87, x2250)

The Travel Office is open from 9:00 a.m. to 5:30 p.m. weekdays and 9:00 a.m. to 1:00 p.m. on Saturdays.

The Travel Office can reserve airline and railway tickets, arrange automobile rentals, and issue airline and railway tickets for staff members' official and personal trips.

Visas

The NSC Administrative Office maintains forms of all countries requiring a visa. If the form is not available, the NSC Administrative Office will call the Passport Office, 326-6230, to ascertain visa requirements. The NSC staff car is available for the requesting office to accompany a Secretariat driver to pick up the visa forms. When a visa form is required:

- (1) The NSC Administrative Office will check the alphabetical folder (by country) for the form. After the staff member completes the form, return it to the NSC Administrative Office, Room 397.
- (2) The NSC Administrative Office will prepare the required memorandum or letter (samples attached at Tab 27) to the Passport Office, to accompany the passport and visa forms. The memorandum will include the traveler's name, date and place of birth, marital status, place(s) to be visited, length of trip, and reason for travel.
- (3) After the appropriate letter is completed, the staff member will then take the letter to the appropriate Embassy for receipt of the visa. The NSC staff car may be used for this purpose.

A staff member is required to go along with the driver of the NSC car, because there is no parking at the embassies, and NSC does not pay for parking tickets. NSC will reimburse for taxi fares, if the NSC car is not available.

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EOP Meeting Rooms

	Seating Capacity	Restrictions	Equipment Available	To Book Contact
1. Room 22 OEOB	50	U.S. citizens only NSC Priority	Overhead, 35mm, Cameras, monitors, microphones and VCR	Jean Lamb x2500 - WH
2. Room 180 OEOB	24			Jean Lamb x2500 - WH
3. Cordell Hull Room 208 OEOB	40 total with 18 seated at Table			Barry Kiernan x4282 - NSC
4. Room 248	30			x3080 - CEA
5. President's Briefing Room 450 OEOB	Without TV coverage: 227; with TV coverage: 177; with Video taping: 212	Table to remain in room	Microphones avail, reimbursable \$30.; \$10. ea additional; Labor additional.	Jean Lamb x2500 - WH
6. Treaty Room - 474 OEOB	110			Jean Lamb x2500 - WH
7. Room 476 OEOB	40 total with 16 seated at table			Jean Lamb x2500 - WH
8. Room 2010 NEOB (windows)	75			Facilities Office x2335 - OA
9. Roosevelt Room	35 - 40	Non-meal hours		Jean Lamb x2500 - WH
10. Ward Room (Conference Dining Room)	10 - 15			WH Staff Mess x4182 or x8377
11. Residence	Varies	President or 1st Lady in attendance		Linda Faulkner x7084 - EW WH

September 1, 1989

NATIONAL SECURITY COUNCIL

	EXT	ROOM	BLDG
<u>National Security Advisor</u>			
Assistant to the President for National Security Affairs.....Brent Scowcroft	(456) 2255	1stF1	WW/WH
Assistant to the President and Deputy for National Security Affairs.....Robert M. Gates	(456) 2257	1stF1	WW/WH
Special Assistant to the Assistant to the President...Florence E. Gantt	(456) 2255	1stF1	WW/WH
Confidential Assistant.....Wilma G. Hall	(456) 2256	1stF1	WW/WH
Secretary.....Diane L. Edwards	(456) 2257	1stF1	WW/WH
Secretary.....Dona F. Proctor	(456) 2255	1stF1	WW/WH
<u>Executive Secretary</u>			
Executive Secretary.....G. Philip Hughes	(456) 2224	GdF1	WW/WH
Deputy Executive Secretary.....William F. Sittmann	(456) 6534	GdF1	WW/WH
Special Assistant to the Executive Secretary.....Cathy L. Millison	(456) 2224	GdF1	WW/WH
Administrative Assistant.....Jackie A. Murphy	(456) 6534	GdF1	WW/WH
Administrative Assistant.....Brenda I. Hilliard	(456) 6536	GdF1	WW/WH
Administrative Assistant.....Diane G. Ross	(456) 6534	GdF1	WW/WH
Administrative Assistant.....Marilyn E. Wilson	(456) 6534	GdF1	WW/WH
<u>NSC Counselor/Planning</u>			
Special Assistant to the President and NSC Counselor.....Peter W. Rodman	(395) 6907	375	OEOB
Director.....A. Blair Dorminey	(395) 5756	374A	OEOB
Secretary.....Beverly L. Petchel	(395) 6907	375	OEOB
<u>Legal Adviser</u>			
Special Assistant to the President and Legal Adviser.....Nicholas Rostow	(456) 6538	372A	OEOB
Deputy Legal Adviser.....Daniel B. Levin	(456) 6538	374	OEOB
Deputy Legal Adviser.....Stephen Rademaker	(395) 5026	374A	OEOB
Secretary.....M. Kay LaPlante	(456) 3854	372A	OEOB
Secretary.....Joan Hunerwadel	(395) 3854	372A	OEOB
<u>Legislative Affairs</u>			
Special Assistant to the President and Senior Director...Virginia A. Lampley	(395) 3055	348	OEOB
Director.....E. Bret Coulson	(395) 3055	348	OEOB
Secretary.....Christina Funches	(395) 3055	348	OEOB

African Affairs

Special Assistant to the			
President and Senior Director...	David C. Miller	(395) 3393 302	OEOB
Director.....	David Passage	(395) 3391 373	OEOB
Secretary.....	Susan G. Bunch	(395) 3393 302	OEOB
Secretary.....	Norma D. Schillaci	(395) 3391 373	OEOB

European and Soviet Affairs

Special Assistant to the			
President and Senior Director...	Robert D. Blackwill	(395) 5112 368	OEOB
Director.....	Adrian A. Basora	(395) 5076 368	OEOB
Director.....	Robert L. Hutchings	(395) 5732 368	OEOB
Director.....	Condoleezza Rice	(395) 3912 372	OEOB
Director.....	Philip D. Zelikow	(395) 5646 368	OEOB
	Barry Lowenkron	(395) 7351 373	OEOB
Administrative Assistant.....	Mary Kay Stults	(395) 5112 368	OEOB
Secretary.....	Nancy A. Maxfield	(395) 3912 368	OEOB
Secretary.....	Mary K. Blair	(395) 5732 368	OEOB

Near East and South Asian Affairs

Special Assistant to the			
President and Senior Director...	Richard N. Haass	(395) 6900 351	OEOB
Director.....	C. David Welch	(395) 5194 351	OEOB
Director.....	Sandra Charles	(395) 3552 351	OEOB
Secretary.....	Barbara E. Browne	(395) 6900 351	OEOB
Secretary.....	Linda Crowell	(395) 3950 351	OEOB

Asian Affairs

Special Assistant to the			
President and Senior Director...	Karl Jackson	(395) 6173 493	OEOB
Director.....	Douglas H. Paal	(395) 5746 493	OEOB
Director.....	Peter S. Watson	(395) 5746 493	OEOB
Secretary.....	Patty A. Daniel	(395) 6173 493	OEOB
Secretary.....	Janet M. Jeffers	(395) 5746 493	OEOB

Latin American Affairs

Special Assistant to the			
President and Senior Director...	Everett E. Briggs	(395) 4592 361	OEOB
Director.....	David Pacelli	(395) 3860 361A	OEOB
Director.....	William T. Pryce	(395) 3860 361	OEOB
Secretary.....	Carole L. Morton	(395) 4592 361	OEOB
Secretary.....	Virginia Runion	(395) 3860 361	OEOB

Intelligence Programs

Special Assistant to the			
President and Senior Director...	William W. Working	(395) 3334	300 OEOB
Director.....	Lloyd D. Salvetti	(395) 3371	300 OEOB
Director.....	David V. Kitchen	(395) 4614	300 OEOB
Secretary.....	Patricia A. Rawson	(395) 3334	300 OEOB
Secretary.....	Vacant	(395) 3371	300 OEOB

International Economic Affairs

Special Assistant to the			
President and Senior Director...	Deane E. Hoffmann	(395) 3622	365 OEOB
Director.....	Timothy Deal	(395) 3550	365 OEOB
Director.....	Eric D. K. Melby	(395) 4985	365 OEOB
	Jerry Leach	(395) 5650	365 OEOB
Secretary.....	Pat A. Battenfield	(395) 3622	365 OEOB
Secretary.....	Betty A. Marshall	(395) 4985	365 OEOB

International Programs

Special Assistant to the			
President and Senior Director...	David C. Miller	(395) 3393	302 OEOB
Director.....	Robert R. Beers	(395) 5066	302 OEOB
Director.....	Nancy Bearg Dyke	(395) 5694	393 OEOB
Director.....	Richard LaMagna	(395) 3736	302 OEOB
Director.....	Christopher Needels	(395) 3736	302 OEOB
Secretary.....	Susan G. Bunch	(395) 3393	302 OEOB
Secretary.....	Baerbel K. Houck	(395) 3561	393 OEOB
Secretary.....	Wanda D. Lindsey	(395) 3736	302 OEOB
Secretary.....	Lori L. Pogash	(395) 3736	302 OEOB

Defense Policy/Arms Control

Special Assistant to the			
President and Senior Director...	Arnold L. Kanter	(395) 5865	386 OEOB
Director.....	John A. Gordon	(395) 3330	386 OEOB
Director.....	Eugene Ebner	(395) 6923	376 OEOB
Director.....	Heather A. Wilson	(395) 5004	382 OEOB
Director.....	Donald A. Mahley	(395) 5010	380 OEOB
Director.....	Judyt E. Mandel	(395) 5697	389 OEOB
Director.....	James F. Miskel	(395) 4970	376A OEOB
Director.....	Richard A. Davis	(395) 3975	380 OEOB
Director.....	William H. Tobey	(395) 3440	389 OEOB
Administrative Assistant.....	Sandra L. Kelly	(395) 5865	386 OEOB
Secretary.....	Rita P. O'Flinn	(395) 3330	386 OEOB
Secretary.....	Angelyn D. Moody	(395) 3975	380 OEOB
Secretary.....	Mary Quinn	(395) 5010	380 OEOB
Secretary.....	Corinne Thornton	(395) 5698	389 OEOB

WHITE HOUSE SITUATION SUPPORT STAFF

Senior Director.....	Michael B. Donley	(395) 6966	GdF1	WW/WH
Administrative Assistant.....	Wendy E. Gray	(395) 7310	303	OEOB

White House Situation Room

Director.....	Cornelius F. O'Leary	(456) 2291	WHSR	WW/WH
Deputy Director.....	Ralph H. Sigler	(456) 2292	WHSR	WW/WH
Administrative Assistant.....	Gilda L. Kay	(456) 2291	WHSR	WW/WH
Intelligence Analyst.....	Robert J. O'Hara	(395) 6313	WHSR	WW/WH
Senior Duty Officer.....	Vacant	(395) 6313	WHSR	WW/WH
Senior Duty Officer.....	Andre McGuire	(395) 6313	WHSR	WW/WH
Senior Duty Officer.....	Steven J. Baker	(395) 6313	WHSR	WW/WH
Senior Duty Officer.....	Daniel M. Rhea	(395) 6313	WHSR	WW/WH
Senior Duty Officer.....	Alan Peterson	(395) 6313	WHSR	WW/WH
Duty Officer.....	Kevin G. Barry	(395) 6313	WHSR	WW/WH
Duty Officer.....	Thomas R. Crompton	(395) 6313	WHSR	WW/WH
Duty Officer.....	Charles T. Graul	(395) 6313	WHSR	WW/WH
Duty Officer.....	Eric E. Herbst	(395) 6313	WHSR	WW/WH
Duty Officer.....	Mary T. Rogers	(395) 6313	WHSR	WW/WH
Duty Officer.....	David A. Radi	(395) 6313	WHSR	WW/WH
Duty Officer.....	William H. Owen	(395) 6313	WHSR	WW/WH
Duty Officer.....	Stephanie Sullivan	(395) 6313	WHSR	WW/WH
Duty Officer.....	Julian Wolfe	(395) 6313	WHSR	WW/WH
Communications Supervisor.....	Dennis Kirchdoerfer	(395) 7712	WHSR	WW/WH
Communications Assistant.....	Yvonne D. Doyle	(395) 7712	WHSR	WW/WH
Communications Assistant.....	Russell L. Gorrell	(395) 7712	WHSR	WW/WH
Communications Assistant.....	Roy A. Hamilton	(395) 7712	WHSR	WW/WH
Communications Assistant.....	Delores McNair	(395) 7712	WHSR	WW/WH
Communications Assistant.....	David Reyes	(395) 7712	WHSR	WW/WH

Intelligence Support

Director.....	Vacant	(395) 7310	303	OEOB
Intelligence Analyst.....	Brock E. Ayers	(395) 6921	303	OEOB
Intelligence Analyst.....	Stephen E. Benko	(395) 3684	303	OEOB
Intelligence Analyst.....	Vacant	(395) 3305	303	OEOB
Intelligence Analyst.....	Roderick A. Moore	(395) 6920	303	OEOB
Intelligence Analyst.....	Vacant	(395) 6922	303	OEOB
Intelligence Analyst.....	Daniel L. Snyder	(395) 6919	303	OEOB
Administrative Supervisor.....	Phyllis E. Peterson	(395) 7310	303	OEOB
Graphics & Administrative Specialist.....	Charles W. Chambers	(395) 7310	303	OEOB

		EXT	ROOM	BLDG
<u>Systems Support</u>				
Director.....	Richard E. Broome	(395) 5132	201	OEOB
Deputy Director.....	Bret T. Wilson	(395) 5132	201	OEOB
Systems Manager.....	David J. Hawes	(395) 5132	201	OEOB
Systems Manager.....	Daniel E. Vaughan	(395) 5132	201	OEOB
Graphics Manager.....	Lance W. Charnes	(395) 5132	201	OEOB
User Support.....	Peter Christensen	(395) 5132	201	OEOB
User Support.....	Barry P. Kiernan	(395) 4282	208	OEOB
User Support.....	Jeffrey P. Massa	(395) 5132	201	OEOB
Maintenance Manager.....	Bradley D. Andries	(395) 5132	201	OEOB
Facilities Manager.....	John Peggins	(395) 4282	208	OEOB

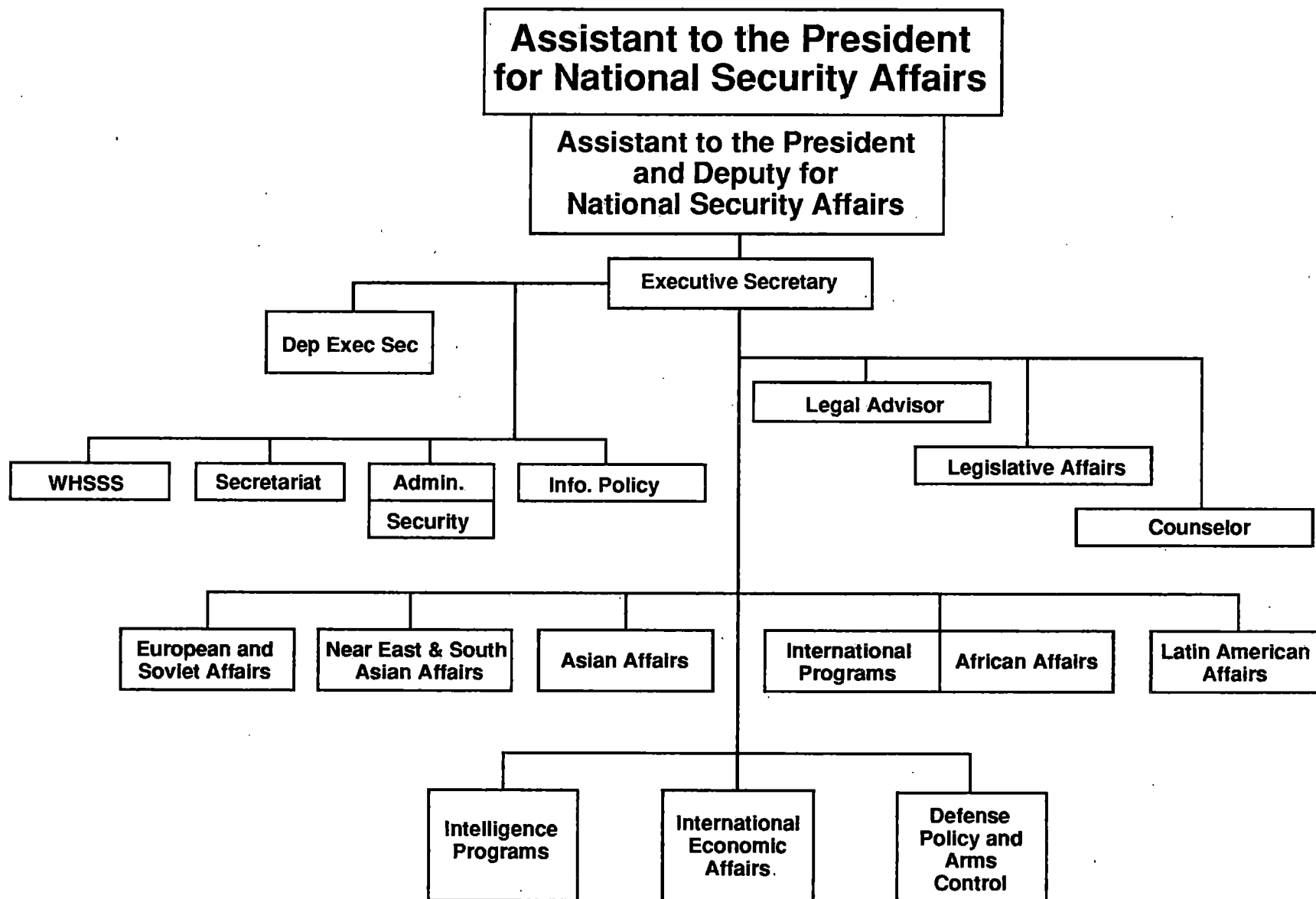
Emergency Planning

Director.....	Vacant	(395) 7310	303	OEOB
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Technical Planning

Director.....	Joseph E. Laposa	(395) 3306	303	OEOB
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National Security Council Staff



DISPOSITION OF CHRONOLOGICAL FILES

1. Material must be packed in GPO standard size boxes (available in Administrative Office or Secretariat). No bulges to the boxes please -- these boxes will reside in other storage sites which require exact measurements.
2. The boxes should be marked in the upper left hand corner with a black marker indicating (a) the staff member, (b) an unclassified keyword for the content, (c) a date(s) covered in the files, (d) the highest classification, and (e) whether the box contains SI, TK, B or RD.
3. An inventory shelf list (sample on next page) must accompany the boxes. Copies of list are available from the Secretariat.
4. The boxes should be turned over to Secretariat for processing. DO NOT SEAL THEM.

SEE INSTRUCTIONS ON REVERSE OF SET

[illegible]

16. COMPONENT RMO

DATE: _____

17. REVIEWING OFFICER _____

DATE _____

18. INPUT OPERATOR

DATE _____

REQUISITION FOR SUPPLIES

Executive Office of the President
Room 082, Old Executive Office Building

Date: 7 September 1984

DESCRIPTION/STOCK NO. OF SUPPLIES	QUANTITY	UNIT PRICE	AMOUNT
1-inch Binder	3		
Pen, Razor Tip, Blue	5		
Transparent Tape Refill	1		
Staples, Regular	1 pkg.		
Mailing Envelope, Brown, Unfranked, 8½x11	20		
Tabs, Gray Cloth, Adhesive Back	12 pkgs.		
Pencils, Medium Hard	6		
Folder, Accordion-type, 8½x14	5		
Paper Clips	4 pkgs.		
TOTAL			

SHOPPING PLATE IMPRINT

APPROVING OFFICIAL

PURCHASER'S SIGNATURE (I certify that the items listed on this slip are for official business of the U. S. Government.)

AGENCY/DIVISION
NSC/Admin

ROOM NO
397

EXT
x4963

ISSUED BY
(Clerk's Initials)

OFFICE COPY

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE National Security Council	2. VOUCHER NUMBER 3. SCHEDULE NUMBER
Read the Privacy Act Statement on the back of this form.			5. PAID BY
CLAIMANT	a. NAME (Last, first, middle initial) Doe, John A.	b. SOCIAL SECURITY NO. 123-45-6789	
	c. MAILING ADDRESS (include ZIP Code) National Security Council Room 000, Old Executive Office Building Washington, D.C. 20506	d. OFFICE TELEPHONE NUMBER 395-0000	

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	MOOD	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	(e)	(f)	(g)	(h)	(i)
July 26	A	OEOB	Capitol Hill			2 20		30
July 26	A	Capitol Hill	OEOB			2 20		30
Aug. 2	C	Replacement of Mirror broken by movers (Mirror personally owned by Mr. Doe)			12 00			
		Justification: Military Personnel and						
		Civilian Employees Claims Act of 1961 for						
		damage of personal property in connection						
		with official business.						
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).) \$ 17.00

TOTALS

12 00 4 40 60

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

DATE

APPROVING OFFICIAL SIGN HERE

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

Sign Original Only

DATE

AUTHORIZED CERTIFYING OFFICER SIGN HERE

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

DATE

CLAIMANT SIGN HERE

CASH PAYMENT RECEIPT

a. PAYEE (Signature)

b. DATE RECEIVED

c. AMOUNT

\$

12. PAYMENT MADE BY CHECK NO.

ACCOUNTING CLASSIFICATION

1. Introduction

The purpose of this discussion is to acquaint you with some of the ethical concepts and legal restrictions applicable to you as a member of the White House Office staff. It is hoped that by being aware of these standards of official conduct, you will be able to recognize and avoid conflict of interest and other improper conduct situations you may encounter, and will be alert to seek assistance in resolving any questions that may arise. Please note that this memorandum is not designed to cover all situations and problems with which you may be confronted; rather it is only intended to highlight in general terms some of the most recurring issues with which you may be confronted.

The official regulation governing the standards of conduct for the White House Office is set forth in 3 CFR Chapter V, Part 100. This regulation was issued pursuant to Executive Order 11222 which prescribes general standards of ethical conduct for all government officers and employees. Copies of the regulation and the Executive Order are included. It is strongly suggested that they be read thoroughly as soon as possible, and retained for your further reference. In addition, you should be familiar with the Federal criminal statutes relating to standards of conduct and conflicts of interest, which are also included in the materials provided.

As a general statement of guidance, it might be said that the statutes and regulations which are applicable to you as a member of the staff are directed to insuring the achievement of the following objectives:

- (a) the fair, impartial and equal treatment of those dealing with the government;
- (b) the assurance that government decisions will not be influenced by an employee's private interests;
- (c) the maintenance of public confidence in the integrity of government operations;
- (d) the prevention of use of public office for private gain; and
- (e) the prevention of any impediment to the efficiency and economy of government business.

At the outset you should be also aware of one very important factor which is relevant to every matter discussed in this document and which should always be part of your evaluation of any situation you encounter: It is just as important to avoid the *appearance* of a conflict or unethical conduct as an actual one. Conduct may be short of a legal infraction but if

it leads the public to question the integrity of the government and its officials, the harm is done. In such instances, even if there were no impropriety intended or practiced, the Administration or members of the staff may be required to spend an inordinate amount of time explaining or defending innocent actions rather than implementing the objectives of the President and a cloud may be cast over the merits of our decisions. All staff members must, therefore, be constantly aware of improper "appearances" as well as actual conflicts when dealing with others in or outside of the government.

For each area of conduct discussed herein, more detailed information and assistance can be obtained from the Office of the Counsel to the President. Whenever you have a problem or question in this regard, you should immediately contact that Office for a resolution of the matter.

2. Standards of Conduct

The standards of conduct applicable to White House personnel derive both from statute and regulation. The regulations generally governing the conduct of White House personnel are set forth in 3 CFR Part 100. These regulations were tailored to White House personnel from the standards of conduct regulations issued by the Office of Personnel Management found at 5 CFR Part 735 which have Government-wide applicability.

Please note that the regulations applicable to White House personnel (3 CFR Part 100) have, in part, been superseded by provisions of the Ethics in Government Act of 1978. The specific changes are set forth in the following section.

It is anticipated that the Office of Government Ethics will soon recommend a new Executive Order to supersede Executive Order 11222. Subsequent to its issuance, the White House regulations will be revised to incorporate changes in the law.

3. Financial Disclosure Requirements

The Ethics in Government Act of 1978 superseded the financial reporting provisions of Section 401(a) of Executive Order 11222, which required certain White House personnel to file financial disclosure reports with the Office of Personnel Management, as well as the reporting requirements set forth in 5 CFR §100.735-24(c)(1).

White House personnel whose positions are classified at GS-16 or above are required by the provisions of the Ethics in Government Act of 1978 to file an Executive Personnel Financial Disclosure

Report (SF-278) within 30 days of employment; annually on May 15 of each year, and within 30 days of terminating employment unless the reporting individual has accepted employment in another position for which filing is required.

All other White House personnel paid at a level equivalent to GS-13 through GS-15 are required to file a confidential financial disclosure report in accordance with the provisions of 5 CFR 735-24.

Any questions concerning the filing of financial disclosure reports should be addressed to the Counsel's office.

4. Political Activities of Federal Officers and Employees

Several statutes regulate the extent to which Federal officials and employees may engage in political activities. The primary statutes are the so-called "Hatch Act," 5 USC §7321-7327; the Federal Election Campaign Act, 18 USC 600-607; and the Civil Service Reform Act, 5 USC 2302. These statutes are implemented by regulations of the Office of Personnel Management, 5 CFR Part 733. This memorandum merely summarizes highlights of those laws and regulations. Specific questions should be addressed to Counsel.

Registration and Voting

All Federal officers and employees may register and vote in elections and be members of the political party in which they register.

Expression of Political Views

All Federal officers and employees may express their views on candidates and issues, in public or private, and may display bumper stickers, posters, pictures or buttons. Agency regulations may, however, prohibit displays on Federal property or the wearing of buttons by those in uniform. All officers and employees are also permitted to sign petitions.

Employees covered by the Hatch Act may not, however, endorse candidates by means of advertisements, broadcasts or campaign literature, address political rallies, or initiate or circulate petitions. Those restrictions of the Hatch Act do not apply to: (1) persons appointed by the President with the advice and consent of the Senate who have nationwide policy responsibility; (2) employees paid from the appropriation for the White House Office. (NOTE: The second exception applies only to the WHO appropriation. It does not extend to other elements of the EOP, such as the Office of Policy Development, nor does it extend to detailees to the White House paid from agency appropriations.)

Campaign Contributions

All Federal officers and employees are free to contribute to political parties. However, no officer or employee may solicit or receive contributions on Federal property, solicit contributions on a promise to use influence or appoint to Federal office, or knowingly solicit or receive contributions from another Federal employee.

A recent amendment to the Federal Election Campaign Act also prohibits all Federal officers and employees or persons receiving Federal salary or compensation from making a political contribution to the official responsible for his employment or a committee organized on that official's behalf. 18 USC §603.

Employees subject to the Hatch Act may not engage in political fund raising or sell tickets to fund raisers, although they may attend. Advice and consent appointees, persons on the White House Office payroll and part-time appointees may engage in fund raising, but part-time appointees may do so only on days they do not work for the Government.

Campaign Activities

Advice and consent officials with nationwide policy responsibilities and persons on White House Office payroll may engage in all forms of campaign activities. Persons serving the government less than full-time may also engage in campaign activities, but only on days they are not working for the government.

All other Federal officers and employees are forbidden to engage in *partisan* political activities. Specifically, they may not organize political clubs, hold office in political organizations, serve as convention or caucus delegates, serve as poll watcher or challenger, drive voters to the polls, or take a part in campaign management. They may, however, attend party functions.

This restriction does not prohibit active participation in campaigns relating to nonpartisan issues, such as constitutional amendments or referenda items. Moreover, Federal employees may serve as neutral election judges even in partisan campaigns.

Because of the high concentration of Federal employees in the D.C. Metropolitan Area, specific regulations permit these employees to run for local office as independent candidates or participate actively in campaigns for independent candidates for local office. The specific localities where this is permitted are listed in 5 CFR 733.124.

Prohibited Personnel Practices

Officials with authority over personnel decisions are forbidden to discriminate on the basis of political affiliation, coerce political activity or take reprisals for failure to engage in political activity with respect to personnel actions involving Federal employment. The statute, 5 USC 2302, excludes from this prohibition non-career SES appointees, other employees in confidential policy-making positions in the excepted service, and positions excluded from coverage by the President. However, recent Supreme Court decisions suggest that political tests for appointment or retention in office are impermissible unless there is a clear nexus between the duties of the office and political affiliation.

As noted at the outset, this memorandum summarizes only highlights of the relevant statutes and regulations. Before engaging in political activity, officers and employees should consult with the appropriate agency counsel.

There are other Federal laws dealing with political activity which apply without exception to the White House Office staff. The principal activities prohibited by these criminal statutes are:

- (1) Solicitation or receipt of political contributions by one Federal employee from another (18 USC 602).
- (2) The giving or handing over of a political contribution by one Federal employee to another (18 USC 607).
- (3) Solicitation or receipt of political contributions in a Federal building by any person, whether or not an employee of the government (18 USC 603).
- (4) Solicitation or receipt of anything of value, either for personal reward or as a political contribution, in return for the promise to use, or the use of, influence to secure an appointive office (18 USC 211).
- (5) Promising employment, compensation or other benefits made possible by act of Congress as consideration or reward for political activity (18 USC 600).
- (6) Discrimination by a Federal employee in favor of or against another officer or employee on account of political contributions (18 USC 606).

5. Travel Related Expenses

Acceptance of Transportation and Travel-Related Expenses. The following discussion is designed to provide general guidance regarding the circumstances under which you may or may not accept travel-

related expenses (transportation, lodging, food, entertainment), or reimbursement of same. Since such situations are often unique, guidelines must be general in scope. You are, however, strongly urged to seek specific advice in regard to any proposed trip prior to accepting the invitation or request.

A. Official Travel

In each instance for which you will seek Government payment of expenses, approval shall be obtained through the Special Assistant to the President for Administration *prior* to acceptance of the invitation or request.

Whenever you are traveling on official business of the Government, traveling to attend a function or give a speech as the representative of the White House or the Administration, all travel-related expenses *must* be paid from appropriated funds. These funds may be from the White House Office appropriations, or the appropriations of a particular Department or Agency, depending on the circumstances of your travel.

There is one major exception to this general rule. If you are traveling to attend a training seminar, meeting or conference sponsored by a non-profit organization granted tax-exempt status under the law (Section 501(c)(3) of the Internal Revenue Code), that organization may pay for your normal, reasonable travel expenses under most circumstances unless the acceptance of such expenses creates an actual or apparent conflict of interest with your official duties. Such payment shall never be solicited by a staff member. In *each* instance where such an offer of payment or reimbursement is made, you should check with the Counsel's office *before* acceptance of the invitation for a determination of (a) the tax exempt status of the organization, and (b) the propriety of accepting the proffered expenses.

You may, of course, accept food or refreshments of nominal value in the ordinary course of your meeting or while in attendance at functions where you are otherwise properly in attendance. Likewise, it is acceptable to stay at the private residence of your host if this would be appropriate under the circumstances of your visit.

Ordinarily, all official travel should be on commercial transportation. In a very unique circumstance, where private or chartered aircraft or other means of transportation is the only transportation available, the individual or corporation providing the transportation must be reimbursed. In this regard, please bear in mind that this restriction generally prohibits accepting free transportation while on official

business if someone offers you a ride on a private plane that is otherwise going to the same destination as yours.

B. Official Travel Abroad

Normally, the U.S. Government should pay the cost of official travel abroad. However, the Foreign Gifts and Decorations Act, 5 U.S.C. 7342, permits a Government official to accept transportation and lodging *while abroad* from a foreign government or international governmental organization *if* refusal to accept would embarrass the foreign government or the United States. This does not permit acceptance of travel expenses to or from the United States.

The rules applicable to officials also apply to an accompanying spouse except that Government funds may not be used to pay for the spouse's transportation to or from the United States unless the spouse is on official travel; nor may a foreign government do so, regardless of the travel status of the spouse.

C. Travel on Political Campaigns

If an official travels for a political committee or on behalf of a particular candidate, Government funds may not be used to cover travel or lodging expenses. These should be paid by the appropriate committee or campaign fund.

The Federal Election Commission has detailed rules on allocating costs when a trip combines both political and official activities. Staff should consult the Counsel's office before undertaking such trips.

D. Personal Travel

It is sometimes difficult to determine whether travel to and attendance at a particular event should be deemed to be "official" travel or personal travel. Very often you may be invited to attend a conference or meeting or to make a presentation where the circumstances do not make clear whether the invitation is being issued to you in your private or official capacity. Likewise, there are some instances where you may wish to attend a meeting, but you would not normally be officially requested or directed to attend.

As a rule of thumb, if your travel is in furtherance of your official duties or the Administration's policies, it should be considered as "official" travel for purposes of determining whether you may accept expenses. If not, your travel may be deemed personal.

When your travel is not official, but for personal business or pleasure, the law provides that you may

not accept or be reimbursed for normal, ordinary travel expenses from non-Government sources if the individual or organization so providing it:

(1) has, or is seeking to obtain, contractual or other business relations with your agency;

(2) conducts business or activities that are controlled or regulated by your agency;

(3) otherwise has interests that may be substantially affected by the performance or non-performance of your official duty.

In the case of all White House personnel, these prohibitions must be scrupulously observed. If there is *any* doubt as to the appropriateness of accepting travel expenses or reimbursement, *it must be resolved in favor of not accepting*. These limitations do not apply when the gift of transportation or travel expenses is a result of an obvious friend of the family or close personal relationship, and it is clear that the relationship is the motivation for the gift. Again, *any* doubt must be resolved in favor of not accepting. Remember that the appearance of a conflict often creates far greater problems and embarrassment than a true conflict.

Some other rules of thumb in regard to *personal* travel:

- You may accept normal and reasonable expenses in connection with travel to receive a personal award or honor, if not otherwise proscribed by the business activity of the individual or organization.

- If you hold an official position in a professional organization, or serve on a board or committee, you may accept reimbursement for travel expenses while attending meetings if reimbursement of such expenses is customary for others in similar positions, and the position is personal to you rather than by virtue of your position in the White House.

- Except under the most unusual or special circumstances, travel on corporate aircraft shall not be accepted. This is a constant and recurring source of embarrassment to Government officials.

- Questions of legality aside, you should not accept any gift of travel expenses which you are not willing to have discussed in the press.

E. Travel Expenses of Spouse/Family Members

Except in the most unusual circumstances, Government funds are not available to cover the travel expenses for a spouse or other family member accompanying a staff member on official business. Such expenses may not be accepted from the sponsor

of the event you are attending, or from any third party, except under those few circumstances where a personal gift would be acceptable.

Other than on official Government-paid travel, in evaluating whether travel expenses of your spouse or other family members may be accepted, you must be guided by the same restrictions that are applicable to your acceptance of such expenses or reimbursement. You must always be alert to avoid embarrassing appearances and if you accept such reimbursement, the amount must appear to be reasonable.

F. Honoraria

In connection with travel, it is the policy of the Administration that White House personnel should not accept an honorarium for any speaking, teaching, writing or appearance, on a subject which is in any way related to your official position, or to the operations or activities of the White House or the Administration. Further, you may not designate a charity to receive such honoraria.

This restriction does not preclude the acceptance of a personal award, honorary degree, etc., or from accepting a suitable memento of a function in which you were honored.

G. Public Reporting Requirements *(Not applicable to all Staff Members)*

Subject to certain exclusions you are required to report, on Schedule C of your annual Financial Disclosure Report (SF-278), "Gifts and Reimbursements," the source, description and approximate value of gifts of transportation, lodging, food, and entertainment aggregating \$250 or more in the preceding year from one source which were received by you, your spouse or dependent children, or the reimbursement for the same.

H. Additional Information

If you have any questions regarding the propriety of accepting transportation and/or travel-related expenses, you are urged to contact the Office of the Counsel to the President for further guidance. Except in emergency situations, such consultations and clearance should be obtained *prior* to accepting an invitation or request to travel.

6. Post Employment Conflict of Interest

I. General

A. The Ethics in Government Act (Pub. L. 95-521)(the Act) broadened and added new restric-

tions to the existing provisions of 18 U.S.C. §207, which generally prohibit a former Government employee from acting as another person's representative to the Government in matters in which the employee had been involved while in the Government.

1. **Post-Employment Generally.** It is important to note that nothing in the Act requires a former employee to decline employment with any organization regardless of dealings with that organization while a Government employee.

2. **Required Nexus.** With the exception of the 207(c) bar, what is prohibited depends upon the former employee's degree of involvement in the matter while with the Government and whether he or she was one of a specified group of high-ranking employees ("Senior Employees").

II. General Restrictions Applicable to All Former Employees

A. **Permanent Bar.** (5 C.F.R. 737.5) After leaving Government employment, a former employee may not serve as another person's representative to the Government on a case, contractual matter or other similar application or proceeding, formal or informal, in which he or she participated personally and substantially while a Government employee.

1. There are two important limitations to this prohibition which attacks "switching sides." First, the former employee is not restricted unless the matter in which he or she previously participated was (i) a "particular matter involving specific parties" and (ii) is the same matter in which he or she now attempts to represent another before the Government. Thus, where an employee's prior involvement was limited to, say, the design of a program policy, general rulemaking, or technical concepts, he or she is not restricted by this prohibition as to any specific matters which may involve his or her prior work. Second, this bar requires that the employees have been personally involved in the matter in a substantial way.

2. The kind of representation that is restricted includes not only acting as another's attorney or agent, but any other kind of representation or communication made with the intent to influence the United States. This includes promotional and contract representatives.

B. **Two-Year Bar.** (5 C.F.R. 737.7) This is basically the same bar as above, except that it applies for only two years and covers all particular matters

which were actually pending under the former employees "official responsibility" in his or her last year of Government service. An employee's official responsibility is usually defined by statute, regulation, written delegation of authority or job description.

1. There may be times when a former employee is in doubt as to whether a matter was under his or her official responsibility, whether it is the same "particular matter" as that with which he or she was involved or whether the United States still has an interest in the matter. His or her former agency has an obligation to advise promptly on those questions as provided in the regulations issued by the Office of Personnel Management (5 CFR 737).

III. Restrictions Applicable Only to Senior Employees

A. Two-Year Bar on Assisting in Representing. (5 C.F.R. 737.9) For two years after leaving Government employment, a former Senior Employee may not assist in the representation of another person by personal presence at an appearance before the Government on any particular matter in which he or she could not act as the person's actual representative because of his or her substantial personal participation in the matter while in Government.

1. It is important to note that this restriction does not bar a Senior Employee from assisting on a matter in which he or she participated while in Government but only from assisting "in representing" while personally present at a formal or informal appearance. Thus, such employee could work on a contract with which he or she was involved while in Government and could manage a company, institution or university where such former employee's decisions determine the manner in which his or her organization will perform under a Government contract or grant.

B. One-Year Bar on Attempts to Influence Former Agency. (5 C.F.R. 737.11) For one year after leaving Government employment, a former Senior Employee may not represent anyone in an attempt to influence his or her former agency on a matter pending before, or of substantial interest to, such agency.

1. This "revolving door" provision is different from the previous restrictions in the following ways:

a. It does not require that the former employee have had any prior involvement in the matter.

b. The matters covered are broader; they need not involve specific parties, so the former employee could not, for example, attempt to influence rulemaking or policy formation.

c. It is limited to contact with his or her former agency; he or she may appear before, or act to influence, any other part of the Government in regard to a matter not otherwise covered.

d. The matter must be pending before, or of substantial interest to, his or her former agency.

e. The restriction covers the former employee's self-representation.

2. There are a number of matters to which the restriction does not apply—among these are:

a. Purely social or informational communications.

b. Transmission of filings which do not require Governmental action.

c. Personal matters.

d. Representing oneself in any judicial or administrative proceeding.

e. Any expression of personal views where the former employee has no pecuniary interest.

f. Response to the former agency's request for information.

g. Participation as the principal researcher under Government grants.

IV. What Is A Senior Employee? (5 C.F.R. 737.25)

A. There are four groups of Senior Employees, two are named automatically by statute: (i) civilians paid at the Executive Level and (ii) active duty uniformed service officers serving in grades 0-9 and above. Two other groups, (iii) civilians at or equivalent to GS-17 or above and (iv) uniformed service officers in grades 0-7 and 0-8, having significant decision-making or supervisory responsibility, must first be designated by the Director of the Office of Government Ethics before they are chargeable as Senior Employees.

1. Those automatically covered by the statute were made subject to the Act's special restrictions on Senior Employees as of July 1, 1979.

2. Those designated by the Director, OGE, were covered as of February 28, 1980.

V. Limitation on Restrictions of 18 U.S.C. §207(e)(5 C.F.R. 737.13)

A. Methods. Two methods exist for limiting the application of 207(c) to less than the entirety of a department or agency.

1. Designation of separate statutory agencies or bureaus under the provisions of 18 U.S.C. §207(e).

2. Designation of non-statutory separate components under the provisions of 18 U.S.C. §207(d)(1)(C).

B. Designation Procedure. Designation of separate statutory agencies and bureaus as well as non-statutory components are to be made by the Director, Office of Government Ethics in consultation with the head of the agency concerned.

1. Agencies may recommend such designations to the Director, Office of Government Ethics.

2. Designations are discretionary.

3. Current designations are set forth in 45 Fed. Reg. 7407, 7419-7420 (1980).

C. Section 207(e) Designations. If a statutory component is designated as "separate," generally, Senior Employees of such component and Senior Employees of the parent agency are not subject to the 207(c) bar as to each others agency.

1. **Caveat.** The 207(c) bar remains applicable to the former head of a "separate" subordinate agency and to former "Senior Employees" of the parent agency whose official responsibility included supervision of the subordinate agency.

D. Section 207(d)(1)(C) Designations. If a non-statutory component is designated as "separate," then Senior Employees of such component are not subject to the 207(c) bar as to other agencies, bureaus or offices of the parent agency which have separate and distinct subject matter jurisdiction from the agency or bureau in which such Senior Employees served.

1. **Caveat.** The 207(c) bar remains applicable (i) to former Senior Employees designated by statute (207(d)(1)(A) and 207(d)(1)(B)), and (ii) to former Senior Employees of such component with respect to those bureaus and offices within the parent agency responsible for the supervision or control of such separate component.

2. Note additional qualifications in the designations set forth in §737.32.

3. Unlike separate agencies designated pursuant to §207(e), the limited application of §207(c) may be available for the head of a separate non-statutory component, as determined by the Director, Office of Government Ethics.

VI. Exemptions—General

A. Communications made solely for the purpose of furnishing scientific and technological information pursuant to agency procedures are exempt from the prohibition of §207 of title 18 U.S.C.

1. Agencies have the primary responsibility for developing acceptable procedures for such exemptions.

B. A former employee may personally be exempted from the restrictions on post employment activity if the agency head, in consultation with the Director, Office of Government Ethics, executes a certification, published in the *Federal Register*, that such former employee:

1. Possesses outstanding qualifications in a scientific, technological, or other technical discipline;

2. Is acting in respect to a particular matter requiring such qualifications; and

3. That the national interest would be served by such former employees participation.

VII. Exemptions—Specific

A. The one-year bar found in §207(c) shall not apply to representations on new matters by a former Senior Employee who is:

1. An elected State or local government official, acting on behalf of such government, or

2. Regularly employed by (i) an agency or instrumentality of a State or local government (ii) an accredited degree granting institution of higher education, or (iii) a non-profit hospital or medical research organization, acting on behalf of such organization(s).

VIII. Other Important Features

A. Fair Notice. There is a "fair notice" provision which ensures that employees who continue in Government employment in reliance on the regulations will not suddenly be made subject to any future changes. Changes which create greater restrictions do not become applicable to an employee unless he or she remains with the Government longer than 5 months after the new rule is first published in final form.

B. Effective Dates. The broadening of the provisions applicable to all employees became effective July 1, 1979. The new provisions applicable to Senior Employees took effect as to Executive level civilian employees and uniformed service officers of the grade of 0-9 and above on July 1, 1979.

Those civilians at GS-17 or above, or in the Senior Executive Service and uniformed service officers in grades 0-7 and 0-8 designated by the Director, OGE, are subject to the Senior Employee restrictions effective February 28, 1980.

Authority: Title V, Ethics in Government Act of 1978 (Pub. L. 95-521) 5 C.F.R. Part 737

7. Acceptance of Gifts, Loans, Entertainment, Favors, and Gifts From Foreign Governments

This memorandum outlines the law and White House policy concerning acceptance of gifts and entertainment which may be offered to members of the White House staff. The receipt of gifts from foreign governments or from subordinates is governed by statute as are the disclosure requirements related to gifts. Additional restrictions are imposed by Executive Order 11222 and the White House Standards of Conduct (3 C.F.R. 100.735-14)(which are currently being revised)..

This memorandum merely highlights the important aspects of those laws and regulations. Specific questions should be referred to the Counsel's Office.

I. Gifts

A. A member of the White House staff may not solicit or accept a gift, favor, entertainment, loan or any other thing of monetary value from a corporation or person he knows or has reason to believe—

1. has, or is seeking to obtain, contractual or other business dealings with any department or agency in the Executive branch;
2. conducts activities regulated by any department or agency in the Executive branch; or
3. has any interest which may be substantially affected by the staff member's performance of his job. Please note this latter group may include persons in the Federal government as well as those outside the government.

B. Unless circumstances would otherwise create an appearance of a conflict of interest, the limitations on acceptance of gifts do not preclude—

1. gifts, favors, entertainment, loans or other things of monetary value from friends or relatives when the circumstances make it clear that the family or personal relationship involved is the motivating factor;

2. acceptance of refreshments or entertainment of nominal value in the course of a luncheon or dinner meeting, provided there is no pattern of such entertainment from a single source;

3. acceptance of loans from financial institutions on customary terms to finance proper or usual activity of employees, such as funding the purchase of a house, automobile or similar expenditure;

4. acceptance of advertising or promotional items such as pens, calendars or other items of nominal value; or

5. acceptance of awards for meritorious service for achievement presented by a professional, civic, charitable or educational organization.

C. Federal law prohibits a staff member from giving a gift to another staff member of higher rank or soliciting funds for such a gift. This restriction does not prevent contributions for gifts on unique occasions such as a wedding or the birth of a child, or in case of illness, nor does it preclude exchanges of gifts of nominal value on traditional occasions.

D. Staff members who are required to file public financial disclosure reports are reminded that they are obligated to report annually—

1. gifts of transportation, lodging, food or entertainment aggregating \$250 or more from any one source (other than a relative); and
2. other gifts valued over \$35 received from any source (other than a relative) if the aggregate value is \$100.

II. Gifts From Foreign Governments

A. Federal law prohibits any government official from accepting a gift from a foreign government or subdivision or from a public multinational organization if the value is more than \$100 (judged by U.S. retail value). If the gift cannot be refused without embarrassment to the government of the foreign country or the United States, it may be accepted but it becomes the property of the United States.

B. Gifts over \$100 in value should be turned over to the White House Gift Unit where they will be recorded, for purposes of the annual report on foreign gifts, and subsequently turned over to the General Services Administration for disposition.

C. Gifts under \$100 received from a foreign government may be retained by the staff member but must be reported on the annual public financial disclosure form under the same conditions as domestic gifts.

III. Return of Proscribed Gifts

Any proscribed gift should be returned to the donor, accompanied by a written explanation of the reasons for its necessary return. It is recommended that you retain a copy of this letter in your files. When the return of a gift is not possible for any reason, the gift should be forwarded to the Office of the Counsel to the President with a written explanation of the infeasibility of its return. The gift will then be turned over to charity.

8. Contacts with Departments and Agencies

A. Contact with Independent Regulatory Agencies, Investigative and Intelligence Departments and Agencies, and Procurement Agencies

It is important that you be familiar with the standards of conduct governing the activities of the White House staff in its contacts with the independent agencies and Executive branch departments and agencies with investigative, intelligence and procurement responsibilities.

Regulatory Agencies: The cases that come before these agencies are of two general types: rulemaking and adjudicative. Both are normally extremely complicated, extremely important to the parties concerned, and involve large amounts of money. While there may be exceptional occasions when White House staff contact with agency personnel is justified in rulemaking proceedings, there is no justification for involvement in particular adjudicative proceedings. As a general rule, no member of the staff should make an *ex parte* contact with a regulatory agency in regard to any particular matter pending before that agency, regardless of whether the proceedings are deemed to be rulemaking or adjudicative, when such a contact may imply preferential treatment or the use of influence on the decision-making process.

Should you receive inquiries with regard to such matters, you should refer the inquiring party to the agency involved, and express no opinion on the issues raised. In short, White House staff members should avoid even the mere appearance of interest or influence—and the easiest way to do so is to avoid discussing matters pending before the independent regulatory agencies with interested parties and avoid

making *ex parte* contacts with agency personnel. Should an occasion arise in the course of your duties where it appears necessary to discuss general policy matters with the staff of an independent regulatory agency, to avoid any appearance of impropriety, you should first consult with the Office of the Counsel to the President to determine whether such contact would be appropriate under the circumstances. Such clearance is not required before contacting executive agencies on administrative or purely executive matters where no adjudicative, regulatory or procurement action is involved.

The following agencies, while not an exhaustive listing, are regarded by the Justice Department as independent and should not be contacted by White House staff (except for routine referrals of mail, and administrative matters) without prior clearance with the Counsel's office:

- Civil Aeronautics Board
- Commodity Futures Trading Commission
- Consumer Product Safety Commission
- Federal Communications Commission
- Federal Election Commission
- Federal Maritime Commission
- Federal Trade Commission
- Interstate Commerce Commission
- National Credit Union Administration
- National Labor Relations Board
- National Transportation Safety Board
- Nuclear Regulatory Commission
- Occupational Safety and Health
- Review Commission
- Securities and Exchange Commission
- U.S. International Trade Commission

The following agencies, or components of Executive departments or agencies, exercise certain regulatory or adjudicative functions which should be treated as independent. Accordingly, they should not be contacted with respect to the exercise of those functions without prior clearance with the Counsel's office:

- Environmental Protection Agency
- Equal Employment Opportunity Commission
- Federal Aviation Administration (Transportation)
- Federal Energy Regulatory Commission (Energy)
- Federal Labor Relations Authority
- Foreign Claims Settlement Commission (Justice)
- Merit Systems Protection Board
- Overseas Private Investment Corporation
- Pension Benefit Guaranty Corporation
- U.S. Parole Commission (Justice)

This list is merely illustrative. Many bureaus and divisions of agencies have authority to issue binding regulations or to decide specific claims, and White House staff should not attempt to influence these decisions on an *ex parte* basis.

Investigative and Intelligence Agencies: As set forth in Part B of this section, the ban on contacts extends to the litigating, investigative and adjudicatory divisions of the Department of Justice. The same rules apply to the Internal Revenue Service, the Inspectors General, the Special Counsel of the Merit Systems Protection Board, and similar components of departments and agencies with authority to investigate charges of misconduct, conduct audits of specific programs, or bring complaints before courts or other adjudicative bodies.

White House staff should also confer with the Counsel's office before making inquiries of agencies with respect to particular individuals. While the White House office is not bound by the provisions of the Privacy Act of 1974, 5 USC 552a, Federal agencies are restricted by that Act from disclosing information about individuals contained in their files. The White House staff should be sensitive to these constraints.

Agencies in the intelligence community, including CIA, NSA, DIA, the Intelligence Division of the FBI, and the intelligence components of the military services, report to the President through his Assistant for National Security Affairs. These agencies should not be contacted directly without coordinating first with the Assistant for National Security Affairs, and, where issues of individual privacy may be concerned, the Counsel to the President.

Procurement Agencies: In recent years, the public has become increasingly sensitive to the allegations of improper influence in the awarding of government contracts. Obviously, no member of the White House staff should contact any procurement officer about a contract in which he has a personal financial interest or in which a relative, friend, or business associate has a financial interest. This is true not only as to calls or contacts in which influence is directly exerted, but also as to so-called "status" calls or other communications which might direct the attention of the procurement officer to the fact that the White House staff member has an interest.

There are likely to be occasions when the White House has a legitimate interest in information about procurement matters; in such instances, the communication should be made by persons who have no direct interest themselves, and whose friends or associates have no such interests. It is advisable that

the lack of such interest be made known to those receiving the communication so that unintended inferences do not arise. To the extent that it can be done, information should be obtained *after* the contracting procedure is completed, or from persons not involved in the decision-making process. To avoid the appearance of conflict and subsequent embarrassment, White House staff members who feel they must contact procurement agencies with regard to pending matters should also first contact the Office of the Counsel to the President.

B. Communications with the Department of Justice

As we are all keenly aware, it is imperative that there be public confidence in the effective and impartial administration of the laws. To that end, after consultation between the President and the Attorney General, the following procedures have been established in regard to communications between the White House Staff and the Department of Justice.

1. All inquiries which concern or may concern particular pending investigations or cases being handled by the Department of Justice shall be directed to the Counsel to the President. If appropriate and necessary, the inquiry will then be transmitted to the Office of the Attorney General or the Deputy Attorney General.

2. All requests for formal legal opinions from the Department of Justice shall be directed to the Counsel to the President, who will direct such requests to the Office of the Attorney General or to the Assistant Attorney General—Office of Legal Counsel.

3. All comments between the White House Office and the Department of Justice in regard to policy, legislation and budgeting should be handled directly between those parties concerned.

Your cooperation in observing these guidelines is most strongly urged. If you have any questions regarding these procedures, please contact the Counsel's Office.

C. Communications with the Department of Treasury

In light of the sensitive nature of some of the component agencies of the Department of Treasury, such as, the Office of Comptroller of the Currency, Internal Revenue Service, Bureau of Alcohol, Tobacco and Firearms, and the Secret Service, the following procedures have been established in regard to communications between the White House Staff and the Treasury Department:

1. All inquiries which concern or may concern particular pending investigations or cases shall be directed to the Counsel to the President. If appropriate and necessary, the inquiry will then be transmitted to the Office of the Deputy Secretary of the Treasury.

2. All inquiries which concern or may concern rulings on pending applications, regulatory actions or adjudications shall likewise be directed to the Counsel to the President for transmittal, if appropriate, to the Deputy Secretary.

3. All requests involving tax return information, shall be directed to Counsel to the President. If permitted by the Internal Revenue Code, such requests will be forwarded to the Deputy Secretary of the Treasury, except for routine "tax checks" which will be processed under our existing procedures.

4. Requests for information or statistical data of a routine nature and comments regarding policy, legislation and budgeting should continue to be handled directly between White House staff and the appropriate Treasury official.

Your cooperation in observing these guidelines is most strongly urged. If you have any questions regarding these procedures, please contact the Counsel's office.

D. Procedures Governing Presidential Review of Decisions Submitted to the President by the Civil Aeronautics Board

Under Section 801 of the Federal Aviation Act, as amended by the Airline Deregulation Act of 1978, 49 U.S.C. §1461, the Civil Aeronautics Board's issuance, denial, transfer, amendment, cancellation, suspension, or revocation of a certificate to engage in foreign air transportation and the terms, conditions and limitations contained in such certificates must be presented to the President for review. The President has the right to disapprove any such Board action "solely upon the basis of foreign relations or national defense considerations which are within the President's jurisdiction, but not upon the basis of economic or carrier selection consideration." The President's disapproval renders the Board's action null and void.

Over the years, the process of Presidential review of CAB decisions has provoked some controversy. Executive Order 11920 was issued by President Ford

on June 10, 1976, and established guidelines governing access by outside parties to staff in the White House and other agencies within the Executive Office of the President.

The principal provisions of the Executive Order as it affects White House staff may be summarized as follows:

- Individuals may not discuss matters relating to the disposition of a CAB case with any interested private party, or an attorney or agent for any such party, prior to the President's decision.

- All written communications from an interested party, or an attorney or agent for any such party, must be referred to a department or agency outside of the Executive Office of the President.

- Exceptions to the policy noted above are appropriate only when the head of a department or agency outside of the Executive Office of the President personally finds that direct communication between a private party and a person on the White House staff is needed for reasons of defense or foreign policy.

All specific questions arising under Executive Order 11920 should be referred to the Counsel's Office.

9. Honoraria and Compensation for Speeches, Teaching and Writing

As a general policy, a White House staff member should not accept an honorarium or compensation for speeches, lectures, teaching or writing on a subject which is in any way related to his official position or to the operations or activities of the White House staff or the Executive Office of the President.

This restriction does not preclude the acceptance of an award for a meritorious public contribution or achievement given by a charitable, professional, religious, nonprofit, educational, civic or similar organization, but you should consult with the Counsel to the President before accepting any such award which entails a monetary grant or which may raise a question of conflict of interest.

Please also note that Federal law restricts all Federal employees above from receiving more than \$2,000 for any speech honorarium, and further that the total of such income cannot exceed \$25,000 per year.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

MEMORANDUM FOR THE NATIONAL SECURITY COUNCIL STAFF

FROM: GRANT S. GREEN, JR.

SUBJECT: Hatch Act and Its Applicability to the NSC Staff

As I am sure you know, the Hatch Act (5 U.S.C. § 7324-7327) imposes restrictions on certain political activities of Federal employees (Tab I). This short memorandum is to remind you that all EOP employees, including the NSC staff, are subject to the Act except those whose salaries are paid from the appropriations for the White House Office. Also provided for your information is legal guidance on this subject previously provided to the White House staff by the President's Counsel.

Note well that simply because you may be White House passholder does not mean that you are paid from White House appropriations. All Government employees serving in the EOP and not on the White House payroll, including detailees, are subject to the Hatch Act prohibitions regardless of what type of passholder you may be. As no one presently on the NSC staff is paid from White House appropriations, we all must abide by the Act.

As Federal employees subject to the Hatch Act, we may not:

- (1) use our official authority or influence for the purpose of interfering with or affecting the result of an election; or
- (2) take an active part in political management or in political campaigns.

White House Counsel has previously provided us with excellent guidance regarding the Act (Tab II) which I encourage you to revisit. Some activities prohibited under the Act as identified by White House Counsel which you should be particularly aware of include:

- (1) taking an active part in the management of a political campaign;
- (2) soliciting or otherwise handling political contributions;

- (3) soliciting votes for or against a candidate;
- (4) endorsing or opposing a candidate in a political advertisement, broadcast or campaign literature;
- (5) organizing or actively participating in the activities of a political convention; and
- (6) addressing a convention, rally or similar gathering of a political party in support of or in opposition to a partisan candidate for public office.

You may, however, perform your normal official duties in connection with the political travel and appearances or activities of the President. Nor do any of the above prohibitions bar you from explaining or defending policies or actions relating to national security before Congress, non-partisan groups, and the press (Tab II).

Each of you should thoroughly familiarize yourself with the guidance set out by White House Counsel in the memorandum at Tab II. Finally, you should seek advice from the NSC Legal Adviser if you have any questions regarding the Hatch Act prior to your taking any actions that may even remotely raise these issues.

Attachments

Tab I - 5 U.S.C. § 7324-7327

Tab II - Wallison Memo to White House Staff of August 14, 1986

Title 5. United States Code

Chapter 73—Suitability, Security, and Conduct Subchapter III—Political Activities

Sec.

- 7321. Political contributions and services.
- 7322. Political use of authority or influence; prohibition.
- 7323. Political contributions; prohibition.
- 7324. Influencing elections; taking part in political campaigns; prohibitions; exceptions.
- 7325. Penalties.
- 7326. Nonpartisan political activity permitted.
- 7327. Political activity permitted; employees residing in certain municipalities.
- 7328. General Accounting Office employees.

§ 7321. Political contributions and services
The President may prescribe rules which shall provide, as nearly as conditions of good administration warrant, that an employee in an Executive agency or in the competitive service is not obliged, by reason of that employment, to contribute to a political fund or to render political service, and that he may not be removed or otherwise prejudiced for refusal to do so.

§ 7322. Political use of authority or influence; prohibition
The President may prescribe rules which shall provide, as nearly as conditions of good administration warrant, that an employee in an Executive agency or in the competitive service may not use his official authority or influence to coerce the political action of a person or body.

§ 7323. Political contributions; prohibition
An employee in an Executive agency (except one appointed by the President, by and with the advice and consent of the Senate) may not request or receive from, or give to, an employee, a Member of Congress, or an officer of a uniformed service a thing of value for political purposes. An employee who violates this section shall be removed from the service.

§ 7324. Influencing elections; taking part in political campaigns; prohibitions; exceptions

(a) An employee in an Executive agency or an individual employed by the Government of the District of Columbia may not—

(1) use his official authority or influence for the purpose of interfering with or affecting the result of an election; or

(2) take an active part in political management or in political campaigns.

For the purpose of this subsection, the phrase "an active part in political management or in political campaigns" means those acts of political management or political campaigning which were prohibited on the part of employees in the competitive service before July 19, 1940, by determinations of the Civil Service Commission under the rules prescribed by the President.

(b) An employee or individual to whom subsection (a) of this section applies retains the right to vote as he chooses and to express his opinion on political subjects and candidates.

(c) Subsection (a) of this section does not apply to an individual employed by an educational or research institution, establishment, agency, or system which is supported in whole or in part by the District of Columbia or by a recognized religious, philanthropic, or cultural organization.

(d) Subsection (a)(2) of this section does not apply to—

(1) an employee paid from the appropriation for the office of the President;

(2) the head or the assistant head of an Executive department or military department;

(3) an employee appointed by the President, by and with the consent of the Senate, who determines policies to be pursued by the United States in its relations with foreign powers or in the nationwide administration of Federal laws;

(4) the Mayor of the District of Columbia, the members of the Council of the District of Columbia, or the Chairman of the Council of the District of Columbia, as established by the District of Columbia Self-Government and Governmental Reorganization Act; or

(5) the Recorder of Deeds of the District of Columbia.

12 § 7325. Penalties

An employee or individual who violates section 7324 of this title shall be removed from his position, and funds appropriated for the position from which removed thereafter may not be used to pay the employee or individual. However, if the Merit Systems Protection Board finds by unanimous vote that the violation does not warrant removal, a penalty of not less than 30 days' suspension without pay shall be imposed by direction of the Board.

§ 7326. Nonpartisan political activity permitted
Section 7324 (a)(2) of this title does not prohibit political activity in connection with—

(1) an election and the preceding campaign if none of the candidates is to be nominated or elected at that election as representing a party any of whose candidates for presidential elector received votes in the last preceding election at which presidential electors were selected; or

(2) a question which is not specifically identified with a National or State political party or political party of a territory or possession of the United States.

For the purpose of this section, questions relating to constitutional amendments, referendums, approval of municipal ordinances, and others of a similar character, are deemed not specifically identified with a National or State political party or political party of a territory or possession of the United States.

§ 7327. Political activity permitted; employees residing in certain municipalities

(a) Section 7324 (a)(2) of this title does not apply to an employee of The Alaska Railroad who resides in a municipality on the line of the railroad in respect to political activities involving that municipality.

(b) The Office of Personnel Management may prescribe regulations permitting employees and individuals to whom section 7324 of this title applies to take an active part in political management and political campaigns involving the municipality or other political subdivision in which they reside, to the extent the Office considers it to be in their domestic interest, when—

(1) the municipality or political subdivision is in Maryland or Virginia and in the immediate vicinity of the District of Columbia, or is a municipality in which the majority of voters are employed by the Government of the United States; and

(2) the Office determines that because of special or unusual circumstances which exist in the municipality or political subdivision it is in the domestic interest of the employees and individuals to permit that political participation.

§ 7328. General Accounting Office employees

The preceding provisions of this subchapter shall not apply to employees of the General Accounting Office.

THE WHITE HOUSE

WASHINGTON

August 14, 1986

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: PETER J. WALLISON 
COUNSEL TO THE PRESIDENT

SUBJECT: Political Activity

The purpose of this memorandum is to advise you of the legal and policy limitations on your political activity as a member of the White House staff.

Generally, only those employees in the Executive Office of the President who are paid from the appropriations for the White House Office may engage in political activity. All others, except those appointed by the President by and with the advice and consent of the Senate, are subject to the provisions of the Hatch Act and may not engage in any partisan political activities. A discussion of the permissible and impermissible activities of "hatched" employees is set forth below.

It is important that you adhere strictly to those guidelines. Please check with your supervising officer to ascertain whether you are paid from White House Office appropriations; do not assume that because you have a White House pass you are paid from this appropriations line.

USE OF LEAVE

(1) White House staff members must perform their official duties for a minimum of 40 hours per week or 80 hours per two week pay period in order to receive their full Federal salary. If a staff member does not complete 40 hours of official duty in any week, the difference between the number of hours completed and 40 hours must be covered by annual leave, leave without pay, official holidays or made up in the second week of that pay period. The difference cannot be made up in a subsequent pay period.

(2) Those White House staff members who complete a minimum of 40 hours of official duty during any full week (Monday-Sunday) may be absent from their official duty station for no more than one weekday (Monday-Friday) for the purpose of engaging in campaign activity without taking annual leave or leave without pay. If a staff member desires to be absent for campaign purposes for more than one weekday in any week, each additional weekday must be covered by annual leave or leave without pay, regardless of the number of official hours worked

during that week. In other words, it is not permissible for a staff member to put in 40 hours of official duty in the first three days of the week and then take the remaining two weekdays off for campaigning without using annual leave or leave without pay.

(3) Sick leave cannot be used to cover an absence from official duty for the purpose of engaging in campaign activity.

(4) Any White House staff member not subject to the Hatch Act is permitted to take leave without pay to cover absence from official duties for the purpose of engaging in campaign activity.

(5) Some White House staff members are entitled to specific amounts of annual leave. Such leave may be used for campaign purposes; however, one cannot take an "advance" on annual leave to work on the campaign. Those White House staff not entitled to annual leave (e.g., commissioned officers) may use a ceiling of 15 days of paid leave (i.e., the equivalent of vacation time) for political campaign purposes.

(6) The following procedures will be followed when annual leave or leave without pay is used for campaign purposes:

(a) Staff members must submit a request for leave, in advance of the leave period, to their White House unit supervisor. Following approval by the supervisor, the request should be forwarded to the White House Administrative Office for approval and bookkeeping purposes.

(b) Supervisors must forward to the White House Administrative Office, in advance of a leave period, a report of their intended use of leave for political purposes.

USE OF VEHICLES AND MESSENGERS

White House vehicles may not be used for campaign purposes. This means that White House cars may not be used to transport staff members or materials to or from any campaign committee office or event. Nor may White House vehicles be used to transport staff members or campaign materials to airports or any other location if the purpose of the trip is primarily campaign-related. Exceptions may be made to this rule only in those limited instances where time is of the essence and no other transportation is readily available.

Because of the special requirements surrounding departures and arrivals from Andrews Air Force Base, White House vehicles may be used to transport White House staff members to that facility when they are accompanying the President, Vice President or First Lady on a campaign-related trip. Additionally, where the President is participating in a campaign event in the Washington, D.C. area or other location where White House cars are available for official

purposes, White House cars may be used for the Presidential motorcade; however, the relevant campaign committee must reimburse the Government for the fair market rental value of such transportation to the extent that it is not essential to the security and support of the President.

White House messengers should not be used to deliver or pick up materials from the RNC or any other political committee.

USE OF COMMUNICATIONS SYSTEMS AND COPYING MACHINES

(1) In those limited circumstances in which government communication systems (telephone, telegraph, teletype, or radio) are used for campaign-related purposes, appropriate reimbursement or payment must be made by the relevant campaign committee.

(2) Because of the need for liaison between limited numbers of White House staff members and a campaign committee, telephones may be used for local calls. However, White House telephones must not be used, even locally, for regular committee activities such as recruiting volunteers or fundraising.

(3) Government credit cards must not be used for campaign-related calls, whether made from within or without the White House.

(4) Government operators should not be used to place campaign-related long distance calls.

(5) Campaign-related long distance telephone calls made from the White House may be made only if charged to a credit card issued by the relevant campaign committee or on telephones installed and maintained by the campaign committee for exclusive use in dealing with campaign committee matters.

(6) The incoming WATS System (800 #) should not be used to call into the White House on campaign matters.

(7) White House Communications Agency (WHCA) facilities provided outside the White House in connection with travel may continue to be used during mixed and wholly campaign trips. These facilities must be used exclusively for communications relating to trip planning and arrangements and not for direct campaign purposes such as fundraising and crowd-building. The Government will be reimbursed for the use of these facilities.

(8) Except in limited instances approved by the White House Counsel's Office, Government copying machines may not be used to reproduce materials for transmittal to a campaign committee.

TRAVEL

Government funds are not to be used for the political travel of staff members.

Any political or "mixed" travel by White House staff must be approved in advance by Johnathan Miller. No reimbursements will be made for non-approved travel expenses.

MEETINGS IN GOVERNMENT BUILDINGS

(1) Government buildings, including White House offices and meeting rooms, should not be used for meetings or events organized by a campaign committee. Informal meetings involving small numbers of campaign officials and White House staff members may occasionally be held in a White House staff member's office or, if it is a luncheon or breakfast meeting, in the White House Mess, provided that such meetings do not interfere with the conduct of Government business.

(2) Campaign fundraising activities of any kind are prohibited in or from Government buildings.

(3) Campaign-sponsored activities (receptions, dinners, meetings, but not fundraisers) may be held in the Executive Residence at the White House, provided that either the President, Mrs. Reagan, or some other family member attends the event. Campaign events (other than fundraisers) may also be held at the Vice President's Residence so long as the Vice President, Mrs. Bush, or some other family member attends the event. The cost of campaign events at either residence must be paid by the campaign in accordance with the guidelines which have been established for the use of these residences for nonofficial purposes.

USE OF PHOTOGRAPHS

(1) White House photographers may continue to photograph all Presidential, First Lady, and Vice Presidential activities for the purpose of creating an archival record of this Administration. However, as a general rule, photographs taken by White House photographers at campaign events may not be used for distribution to individuals attending such events or for any other campaign purpose.

(2) Photographs taken at events in the Executive Residence (other than campaign-sponsored events), at West Wing and East Wing meetings, and at non-campaign events outside the White House may be distributed as in the past.

(3) A campaign committee will be expected to provide a photographer at all campaign events for which it desires to distribute photographs to the participants. White House photographers will not photograph receiving lines or greetings at

campaign events, except to the extent necessary for archival purposes.

(4) A campaign committee may purchase for its use photographs taken by White House photographers in those limited circumstances where those photographs provide the only source for a particular picture. All photograph purchase requests from the campaign committee must be directed to the Director of the White House Photo Office. A record of all campaign photo requests will be maintained by the Director of the White House Photo Office who will be responsible for billing the campaign committee for all photo orders on a monthly basis at the normal rate and according to the procedures established by the Government for the purchase of pictures.

(5) Photographs of appropriate quality which are produced by campaign photographers may be forwarded to the White House for signature.

CORRESPONDENCE

(1) Campaign correspondence must not be produced at the White House, nor can White House stationery, stamps or related supplies be used in the preparation of such correspondence at another location.

(2) Federal law prohibits the receipt of contributions in Federal buildings. Occasionally, contributions intended for a campaign committee may be addressed to the White House and delivered with other mail. Such contributions should be handled as they have been handled in the past, by returning the contributions to the sender with an explanation of the applicable Federal law and a statement of the appropriate recipient's address. (Appropriate language may be obtained from the White House Counsel's Office.) There should be no acknowledgement of receipt of a contribution from the White House to the contributor. If the contribution is accompanied by a letter that deals primarily with governmental issues, a response dealing with those issues may be prepared and sent from the White House; however, there must be no reference to the contribution.

CRIMINAL STATUTES

A number of criminal statutes prohibit the use of Federal programs, property, or employment for political purposes. Violation of these criminal statutes is punishable by imprisonment and/or the payment of a substantial fine. Certain staff members may also be subject to investigation and possible prosecution by an Independent Counsel in connection with alleged violations of these statutes.

Solicitation of Campaign Contributions: Solicitation of campaign contributions from or by Federal employees is

prohibited, as is the solicitation or receipt of contributions in Federal buildings or on Federal property. Unless specifically approved by the White House Counsel's Office, no White House staff member shall sign a fundraising letter on behalf of any Federal candidate.

Use of Official Authority: Criminal statutes also prohibit any Federal employee, whether or not "hatched," from using his or her "official authority for the purpose of interfering with, or affecting, the nomination or the election of any candidate." While there is no definitive statement by a court or other body of what activities constitute such improper interference with election results, the following types of activities are clearly prohibited:

-- One Federal employee directly or indirectly soliciting another Federal employee for a campaign contribution.

-- Solicitation or receipt of campaign contributions on Federal property or in Federal buildings. This means that fundraising events may not be held in the White House; that no fundraising phone calls or mail may emanate from the White House or any other Federal buildings; and that no campaign contributions may be received at the White House or any other Federal building.

-- Soliciting or accepting a campaign contribution or campaign support in exchange for a promise to appoint someone to a Federal job.

-- Promising or withholding Federal benefits (jobs, grants, contracts, etc.) based on political support or nonsupport.

-- Penalizing employees or withholding employment in order to induce someone to make a political contribution or otherwise participate in political activity.

Violations of these statutes can of course have serious consequences and I urge you, if you have any question about the legality or propriety of a proposed action, to consult the White House Counsel's Office. You should call Alan Raul at 456-2934 if you have any questions concerning proposed campaign activities.

HATCH ACT

The Hatch Act, 5 U.S.C. §§ 7321-7327, covers all EOP employees except those:

- a) paid from the appropriations for the White House Office;
- b) appointed to their current positions by the President by and with the advice and consent of the Senate;

- c) serving as head or assistant head of an executive or military department.

All other Government employees, including Schedule Cs and detailees, are covered by Hatch Act prohibitions.

The restrictions of the Hatch Act are applicable to covered employees 24 hours a day, regardless of whether such employees are on annual or sick leave or leave without pay -- as long as a covered individual is on the employment rolls of the Government, he or she is subject to the restrictions of the Hatch Act.

Employees covered by the Hatch Act may not:

- 1) take an active part in the management of a political campaign;
- 2) be a partisan candidate in an election for state or national office;
- 3) serve as an officer of a political party, a member of a national, state or local committee of a political party, or an officer or member of a committee of a partisan political club;
- 4) organize a political organization or club;
- 5) solicit, receive, handle, otherwise account for, or disburse political contributions;
- 6) sell tickets to, organize or actively participate in any political fundraising activity;
- 7) solicit votes for or against a candidate;
- 8) serve as a party or candidate challenger or pollwatcher;
- 9) drive voters to the polls for a candidate or party;
- 10) endorse or oppose a candidate in a political advertisement, broadcast or campaign literature;
- 11) serve as a delegate or alternate to a political convention;
- 12) organize or actively participate in the activities of a political convention;
- 13) serve on a standing committee of a political convention;
- 14) circulate a candidate-nominating petition;

- 15) address a convention, rally, or similar gathering of a political party in support of or in opposition to a partisan candidate for public office.

Employees covered by the Hatch Act may:

- 1) register and vote;
- 2) make financial contributions to a party or candidate, except that 18 U.S.C. § 603 precludes federal employees from contributing to their employer or "employing authority";
- 3) express their opinion on political subjects;
- 4) wear campaign buttons or display bumperstickers;
- 5) be a member (but not an officer or committee member) of a political party or organization, so long as they do not actively engage in campaign activities;
- 6) attend (but not as a delegate) a political convention, fundraising function or other political gathering, so long as they do not organize or participate in the program of such an activity;
- 7) sign a nominating petition.

The "hatched" support staff of an exempted Administration official may perform their normal clerical and ministerial functions in connection with the political travel and appearances or activities of their principal; provided that the functions they perform are related to their official responsibilities. Such employees, however, may not perform tasks that are purely political in nature and which relate solely to their principal's political activities. Hence, a "hatched" employee may make the logistical arrangements for his or her principal's political travel or appearances and even accompany the principal on such travel. 1/ Such an employee may not, however, write a purely partisan speech for his or her principal or engage in any of the "management" activities of a political event or convention, e.g., plan or sell tickets to a political event or work on the activities of a committee, such as the Platform or Rules Committees, of a political convention.

1/ Because the discharge of official duties is the only basis for a "hatched" employee to be accompanying his or her principal on a political trip, the travel expenses of such an employee must be paid from appropriated funds.

The Special Counsel of the Merit Systems Protection Board, which has general statutory authority to interpret the Hatch Act, has taken the position that "hatched" employees may write briefing materials on official Administration activities for use by Administration officials, even when such materials will be included in partisan political statements; however, such employees may not write or prepare any materials that will be used only for political purposes, e.g., materials for the platform of the Republican Party, nor may they prepare any materials that contain statements of political advocacy.

Again, if you have any questions with respect to these matters, please call the White House Counsel's Office before you act.

Establishment of Consulting Relationships

As a policy matter, the NSC will establish consulting relationships with private individuals or organizations only where there is a clear and compelling need for such services, and where the proposed consultant's professional background and qualifications indicate an unusual expertise not otherwise available to the NSC. The National Security Advisor will consider approving a consultancy, only based upon a detailed statement of financial arrangement and work to be performed, the length of time required, NSC staff points of contact, and specific arrangements to ensure appropriate accountability and control.

Administrative Procedures

- Should a Senior Director believe that the services of a consultant are required, the following steps should be taken:
 - The Senior Director should submit a memorandum of approval to the National Security Advisor providing all information specified above. The memorandum should be coordinated with the NSC Legal Adviser, in advance. Under no circumstances will a consultant be retained prior to such approval.
- If the National Security Advisor approves the consultancy request, he will notify the NSC Director of Administration who will coordinate the following:
 - The requesting office will provide an SF-171, completed by the consultant, to the Director of Administration.
 - An SF-52 will be signed (with the SF-171 attached). The effective date on the SF-52 should be 14 working days from the date of signature.
 - A copy of the approved SF-52 will be forwarded to the NSC Assistant Security Officer to notify them of the effective date, and the telephone extension of the newly approved consultant.
 - The Assistant Security Officer will contact the consultant and begin necessary paperwork for required clearances.
 - Once the 10-day name check has been completed, the Assistant Security Officer will notify the Director of Administration, who will then forward the SF-52 for official processing.
 - A copy of the approved decision memorandum, and the SF-52 will be forwarded to appropriate NSC staff offices for appropriate orientation, including standards of conduct (Legal Adviser), information security (Information Policy/Security Review), and press contact (Public Affairs).

NAME: _____

NSC IN-PROCESSING CHECKLIST

1. Check with Administrative Office,
Room 397 for processing of
passport requirements.
Initials & Date
2. Administrative Office, Room 397,
will distribute and explain time
sheets.
(Support Staff Requirement)
Initials & Date
3. Submit home address and telephone
to Administrative Office, Room 397.
Initials & Date
4. Administrative Office, will
distribute copies of NSC
Administrative Manual and
White House Telephone Directory.
Initials & Date
5. Administrative Office will place
name on parking pass waiting
list.
Initials & Date
6. Meet with Security Assistant,
Room 401, who will check status
of paperwork on building pass
and clearance requests.
Initials & Date
7. Meet with Security Officer,
Room 397, x5127, for
general briefing.
Initials & Date
8. Contact WHSSS for training and
gaining access to VAX System,
Room 201, x5132.
(Only after you have met with the
Security Officer) Initials & Date
9. Contact the Secretariat for
training and gaining access to
Prof System, Room 379, x7356.
(Only after you have met with the
Security Officer) Initials & Date
10. Meet with Senior Director,
Information Policy,
Room 392, x3103.
Initials & Date
11. Meet with Director, NSC
Secretariat, Room 379, x7356.
Initials & Date
12. Meet with NSC Legal Adviser,
Room 372A, x 6538.
Initials & Date
13. Turn in Inprocessing Checklist to
Administrative Office, Room 397.
Initials & Date

APPLICATION FOR LEAVE

INSTRUCTIONS: Please complete items 1-4 after reading the Privacy Act Statement shown below.

1. Name (Print or type—Last, First, M.I.) DOE, MARY B.				2. Employee I.D. Number 193-24-0895	
3. Organizational Unit National Security Council	4-A Month 06	Day 30	Hour 0900	A.M. XXXX	4-C Total Number of Hours 56
5. I hereby request: (If more than one box is checked, explain in Item 6.) ☒ Annual Leave. (Annual leave requested may not exceed the amount available for use during the leave year.) ☐ Sick Leave. (Complete reverse side of form.) ☐ Leave Without Pay. ☐ Compensatory Time. ☐ Other. (Specify)			4-B Month 07	Day 06	Hour 1730
			6. Remarks		
			7. Employee's Signature		8. Date (Month, Day, Year)

OFFICIAL ACTION ON APPLICATION

☐ Approved	☐ Disapproved (If disapproved, give reason. If annual leave, initiate action to reschedule.)	Signature: Annual leave requested may not exceed the amount available for use during the leave year.	Date (Month, Day, Year)
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PREVIOUS EDITION USABLE

NSN 7540-00-753-5067

Please detach this notice before submitting SF 71.

PRIVACY ACT STATEMENT

Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation on you for employment or security reasons; to the Office of Personnel Management or

(Continued on Reverse)

EMPLOYEE—Check the appropriate box below (Items 1-4) if you are applying for sick leave. If your agency requires such certification, please have your doctor or practitioner complete the Certification section below. Falsification of information in this portion of the form may be grounds for disciplinary action, including dismissal.

1. I was incapacitated for duty by: ☐ Sickness. ☐ On-The-Job Injury.	☐ Off-The-Job Injury. ☐ Pregnancy and Confinement.	2. I was required to care for a member of my family with a contagious disease. (Give name and relationship of family member, and name of disease.)
3. I was undergoing medical, dental, or optical examination or treatment.	4. I was exposed to a contagious disease. (Give name of disease and circumstances of exposure.)	

CERTIFICATION OF PHYSICIAN OR PRACTITIONER

Employee's Name	Period Under Professional Care (Indicate Month, Day, Year)	
Remarks	From	To

I certify that the employee named was under my professional care for the period indicated above, and that the employee's condition during this period made reporting to work inadvisable.

Signature of Physician or Practitioner	Date (Month, Day, Year)
--	-------------------------

General Accounting Office when the information is required for evaluation of leave administration; and to the General Services Administration in connection with its responsibilities for records management.

Where the employee identification number is your Social Security Number, collection of this information is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number, is voluntary, but failure to do so may result in disapproval of this request.

If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

Date

MEMORANDUM FOR CHIEF, MILITARY PERSONNEL DIVISION
PERSONNEL AND SECURITY DIRECTORATE
WASHINGTON, HEADQUARTERS SERVICES

SUBJECT: Recommendation for Award of the Defense Superior
Service Medal

REFERENCE: DoD Directive 1348.33-M

Under the Provisions of DoD Directive 1348.33-M, recommend that
the following individual be awarded the Defense Superior Service
Medal:

- a. Commander John E. Jones, USN, 123-45-6789.
(Grade, Name, Service, SSN)
- b. National Security Council, Executive Office of the
President, The White House
- c. Commander, Director of Defense Programs
(Grade, NSC Title)
- d. April 1, 1986 - May 31, 1988.
(Inclusive Dates of Service)
- e. Individual to be (reassigned permanent change of
station on...) (retired from active military service
on...) (date). Forwarding address:

Commanding Officer
USS Neverdock
FPO San Francisco 96661
- f. Presentation of award is desired not later than (date)
for presentation by the NSC.
- g. Previous personal joint awards:

Defense Meritorious Service Medal
Joint Service Commendation Medal
- h. No other award for this individual, for this period, is
pending, and no previous award has been made for the
service described herein.

Narrative description of achievement performed or service rendered. The narrative should be specific and factual, giving concrete examples of exactly what the person did, how it was done, and what benefits or results were realized that significantly exceeded superior performance of duty.

(Signature of Recommending Official)
(NSA/DPNSA)*

Attachment(s)

Tab A Citation (double spaced not longer than 20 lines).
Tab B Supporting Documents, if appropriate.

* Grades 04-010/E6-E9 signed by NSA. Grades 01-03/W1-W4/E1-E5
 signed by DPNSA. (Senior Rating Official).

NARRATIVE DESCRIPTION OF SERVICE

Commander James E. Jones, United States Navy, distinguished himself by extraordinarily meritorious service in a position of exceptional responsibility for the national security of the United States as Deputy Executive Secretary for External Affairs, National Security Council from April 1986 - February 1987. During this period, Commander Jones unfailingly demonstrated outstanding initiative, unerring ability to both formulate and direct the execution of crucial policy initiatives, and truly selfless devotion to duty. Commander Jones consistently displayed unequalled soundness of judgment and resourcefulness, which enabled him to make unique and unparalleled contributions to the national security of this country. In all these actions, Commander Jones performed at a level of responsibility and with a maturity of insight and perspective far above his grade, worthy of senior flag rank.

Commander Jones was the chief interagency coordinator of public diplomacy for the President's meeting with heads of state of the Association of Southeast Asian Nations in Indonesia and the economic summit in Tokyo in April and May 1986. He developed the public diplomacy for these events and coordinated the planning and decision-making necessary to implement it. The President regards this trip as one of the greatest successes of his Administration, largely because of the way the public aspects were handled. Commander Jones' experience and unsurpassed expertise in public affairs were essential to the effectiveness of the project in strengthening relations with our crucial Asian and European allies.

Commander Jones' imagination and creativity have played a major role in the public posture of the President and the Administration on a broad range of highly sensitive issues, including the reactor meltdown at Chernobyl, the abandonment of the constraints of the SALT II treaty by the U.S., the first launch of an SDI-related payload, congressional passage of aid to the democratic resistance in Nicaragua, the expulsion of Soviet espionage agents from the U.S. and UN missions, the imposition of sanctions against South Africa, the critical fifth, sixth, and seventh rounds of the nuclear space talks with the Soviet Union in Geneva, and the delicate visits of Presidents de la Madrid and Aquino to Washington. In every case he provided seminal thinking, extensive interagency coordination, and flawless personal implementation of the public exposition of these complex issues.

In addition to the formation of public policy, Commander Jones has served as the spokesman for the National Security Council and single point of contact with the media during the most critical and contentious period in the forty-year history of NSC public affairs. The alleged disinformation campaign concerning Libya's Qadhafi, the much-debated pre-summit meeting of the President and General Secretary Gorbachev in Reykjavik, the sale of U.S.

arms to Iran, and finally the disclosure of the diversion of funds to the freedom fighters in Nicaragua kept the NSC at the forefront of public scrutiny for months. Commander Jones worked tirelessly through this firestorm of media attention. His patient articulation of government goals and policy, sophisticated backgrounding of journalist, and responsiveness to public query made a major contribution to the amelioration of the most difficult episode in U.S. public policy in a decade. His timely and judicious influence directly resulted in the moderation and stabilization of public reporting of the crisis.

Commander Jones' contributions to the United States during his tenure at the National Security Council, in his service to the President and to the Assistant to the President for National Security Affairs, have been truly unique and outstanding. Few others have been so instrumental in the formation of United States policy in such a wide range of crucial areas and in shaping the positive course of events. By his exemplary performance, Commander Jones has reflected the highest credit upon himself, the National Security Council, the United States Navy, and the Department of Defense.

CITATION
TO ACCOMPANY THE AWARD OF
THE DEFENSE SUPERIOR SERVICE MEDAL
TO

COMMANDER, JAMES E. JONES, UNITED STATES NAVY

Commander James E. Jones, United States Navy, distinguished himself by exceptionally meritorious and superior service in a position of extraordinary responsibility from April 1986 to February 1987, while serving as Deputy Executive Secretary for External Affairs on the staff of the National Security Council. During this period, Commander Jones brilliantly performed selfless duty at the highest level of the U.S. Government, providing direct support to the President and the Assistant to the President for National Security Affairs on issues of crucial import to the national security of the United States. In directing the public affairs of the National Security Council during the most publicly challenging period in its forty-year history, Commander Jones made a unique and highly significant contribution to public understanding and support of U.S. foreign and defense policy at home and abroad. The distinctive accomplishments of Commander Jones reflect great credit upon himself, the United States Navy, and the Department of Defense.

MILITARY FITNESS REPORTS/EVALUATIONS

Who should be the senior, signing official?

OFFICERS:

O-4 and Above - Brent Scowcroft (Field Grade and Above)

O-3 and Below - Robert M. Gates

ENLISTED:

E-6 and Above - Brent Scowcroft (Eligible for Promotion to
the Senior Enlisted Grades)

E-5 and Below - Robert M. Gates

Required Signatures:

Army

Officer - Rater/Intermediate Rater/Senior Rater
Enlisted - Rater/Indorser

Air Force

Officer - Rater/Additional Rater/ Reviewer
(Evaluator for O-6's)
Enlisted - Rater/Indorser

Marines

Officer - Reporting Senior/Reviewing Senior

Navy

Officer - Reporting Senior
Enlisted - Reporting Senior

NSC CHECK OUT SHEET

NAME: _____

1. Schedule an Information/Correspondence debriefing, Room 392, x3103. _____
Initials & Date
2. Schedule a Special Compartment Debriefing with the Intelligence Directorate, Room 300, x3334. _____
Initials & Date
3. Schedule a Security Clearance Debriefing with Security Officer, Room 397, x5127. _____
Initials & Date
4. Schedule Legal Debriefing with NSC Legal Adviser, Room 372A, x3854. _____
Initials & Date
5. Check out with Library, Room 308. _____
Initials & Date
6. Close out account with White House Credit Union (if applicable), Room 41, x2900. _____
Initials & Date
7. Close out Medical Records with Health Unit (if applicable), Room 107, x6024. _____
Initials & Date
8. Check out with White House Mess (if applicable) Room 404, x4029 _____
Initials & Date
9. Check out with WHSSS Systems staff, Room 201, x5132. _____
(Bring your hard disk to Room 201) Initials & Date
10. Turn in or void your building pass, and turn in your office key to Room 23, OEOB. _____
(Must be done in person.) Initials & Date
11. Secretariat/PROFS, Room 379. _____
Initials & Date
12. Check Out with Admin: _____
Initials & Date
Leave your forwarding address and telephone number.

Clear all travel vouchers, return credit cards.

Turn in Official or Diplomatic Passport. (State detailees retain passports.)

Turn In pager and parking pass.

RETURN THIS FORM TO ROOM 397, WHEN COMPLETED

NSC TIME AND ATTENDANCE SHEET

PAY PERIOD 1 (9/24-10/7)

ME

MARY SMITH

WEEK 1

DAY	HOURS IN PAY STATUS							HOURS ABSENT (SF-71)		
	REG.	N/D	O.T.	C/T	HOL.	FROM	TO	SICK	ANNUAL	C/T
SUN										
MON	8					0830	1700			
TUE	8		.5			0830	1730			
WED	8					0830	1700		8	
THU	8		1.5			0830	1830			
FRI	8					0830	1700			
SAT										
TOTAL	40		2.0						8	

WEEK 2

DAY	HOURS IN PAY STATUS							HOURS ABSENT (SF-71)		
	REG.	N/D	O.T.	C/T	HOL.	FROM	TO	SICK	ANNUAL	C/T
SUN										
MON	8		1.0			0800	1730			
TUE	8					0830	1700			
WED	8					0830	1700			
THU			////	////	////	////	////			
FRI			////	////	////	////	////			
SAT			////	////	////	////	////			
TOTAL	24		1.0							

Mary Smith
EMPLOYEE SIGNATURE

October 1989
DATE

Joe Brown
SUPERVISOR SIGNATURE

October 1989
DATE

NSC TIME AND ATTENDANCE SHEET

PAY PERIOD 1 (9/24-10/7)

SUPPLEMENTAL SHEET

NAME

MARY SMITHWEEK 1

DAY	HOURS IN PAY STATUS							HOURS ABSENT (SF-71)		
	REG.	N/D	O.T.	C/T	HOL.	FROM	TO	SICK	ANNUAL	C/T
SUN										
MON										
TUE										
WED										
THU										
FRI										
SAT										
TOTAL										

WEEK 2

DAY	HOURS IN PAY STATUS							HOURS ABSENT (SF-71)		
	REG.	N/D	O.T.	C/T	HOL.	FROM	TO	SICK	ANNUAL	C/T
SUN										
MON										
TUE										
WED										
THU	8					0830	1700			
FRI	8		1.0			0830	1800			
SAT										
TOTAL	16		1.0							

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

NAME & HOME #

FRIDAY

SATURDAY

SUNDAY

Smith
555-9895
beeper 106

Home
555-9895

Norfolk, VA
(804) 555-0000
(7:00 am - 8:30 pm)

Home
555-9895
Kennedy Center-Eisenhower
254-3670
(6:30 pm - 10:00 pm)

Jones
555-9134
beeper 509

Rodriguez
555-3732
beeper 602

Johnson
555-1455
beeper 705

Castillo
555-8476
beeper 1006

O'Reilley
555-3131

REQUEST FOR APPOINTMENTS

To: Officer-in-charge
Appointments Center
Room 060, OEOB

Please admit the following appointments on January 20, 1988
for John P. Jones of NSC
(NAME OF PERSON TO BE VISITED) (AGENCY)

Mary A. Jones	2/2/45
John Z. Smith	1/16/52
Jane L. Doe	6/2/50
John H. Doe	12/24/60
Paul B. Smith	7/19/55

MEETING LOCATION

Building OEOB

Requested by Bill Smith

Room No. 476

Room No. 397 Telephone 395-5127

Time of Meeting 9:00 a.m.

Date of request January 8, 1988

Additions and/or changes made by telephone should be limited to three (3) names or less.

APPOINTMENTS CENTER: SIG/OEOB — 395-6046 or WHITE HOUSE — 456-6742

CLASSIFICATION STAMPED

CLASSIFICATION

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

NSC Log Number

(Always use NSC Letterhead)

Date

ACTION

MEMORANDUM FOR (APNSA'S NAME - ALL CAPS)

THROUGH: (NSC DIRECTOR OF ADMINISTRATION'S NAME - ALL CAPS)

FROM: (SENIOR DIRECTOR'S NAME - ALL CAPS)

SUBJECT: Travel Request for (Name) (Initial Caps) ()

Travel authorization is hereby requested to (place) for the period of (dates) for (purpose). (Responsible party) will cover expenses, including the air fare and hotel accommodations. This memorandum must also answer the questions: "How is this trip related to the NSC mission?" and "This (is/is not) a projected trip." ()

All foreign travel requests must include a memo to State's Executive Secretary, even when State issued the invitation to travel and/or is paying the traveller's expenses. ()

The travelling staff member must sign the Travel Authorization Form (see Item 11) before submitting the package. All Travel Authorization Forms must be unclassified. ()

RECOMMENDATION

That you sign the travel authorization form at Tab I.

That you authorize (Executive Secretary's Name) to sign the memo to (State's Executive Secretary) at Tab II (if applicable).

Approve _____

Disapprove _____

Attachment(s)

Tab I

Travel Authorization Form (U)

Tab II

Memorandum to State Department (when applicable)

CLASSIFICATION

Declassify on: OADR

CLASSIFICATION STAMPED

DATE _____

NSC STAFF TRAVEL AUTHORIZATION

1. TRAVELER'S NAME: _____
2. PURPOSE/EVENT (Include Dates): _____

3. ITINERARY (Please Attach Copy of Proposed Itinerary): _____

4. DEPARTURE DATE _____ RETURN DATE _____
DEPARTURE TIME _____ RETURN TIME _____
5. MODE OF TRANSPORTATION:
GOVT. AIR _____ COMMERCIAL AIR _____ POV _____ RAIL _____
OTHER _____
6. ESTIMATED EXPENSES:
TRANSPORTATION _____ PER DIEM _____ OTHER _____
TOTAL _____
7. WHO PAYS EXPENSES: NSC _____ OTHER _____
IF NOT NSC, DESCRIBE SOURCE AND ARRANGEMENTS: _____

8. WILL FAMILY MEMBER ACCOMPANY YOU: YES _____ NO _____
IF SO, WHO PAYS FOR FAMILY MEMBER (If Travel Not Paid By
Traveler, Describe Source & Arrangements): _____

9. TRAVEL ADVANCE REQUESTED: \$ _____
10. REMARKS (Use This Space to Indicate Any Additional Items You
Would Like to Appear on Your Travel Orders): _____

11. TRAVELER'S SIGNATURE: _____
12. APPROVALS: Senior Director _____
Director of Administration _____
National Security Adviser _____

CLASSIFICATION STAMPED

CLASSIFICATION

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

NSC Log Number

(Always use NSC Letterhead)

Do Not Date

MEMORANDUM FOR (EXECUTIVE SECRETARY OF STATE'S NAME - ALL CAPS)
Executive Secretary (Initial Caps)
Department of State (Initial Caps)

SUBJECT: NSC Staff Foreign Travel (Initial Caps) ()

NSC Staff (Initial Caps)
Member: (Title in Initial Caps)

Purpose of Travel:

Subject and paragraph markings must be provided by staff officer,
when appropriate. ()

ITINERARY

<u>Date</u>	<u>City</u>	<u>Country</u>	<u>Major Event/Meeting</u>
-------------	-------------	----------------	----------------------------

(Name in Initial Caps)
Executive Secretary

CLASSIFICATION

Declassify on: OADR

CLASSIFICATION STAMPED

TRAVEL WORK SHEET

DATE: 2/24/84

CHECK TO: NAME

John A. Doe

ADDRESS

c/o Administrative Office, Room 397, Old Executive Office Bldg
Washington, D.C. 20506

OFFICIAL DUTY DATES:

February 16-20, 1984

ADVANCE RECEIVED:

\$400.00

EXCHANGE RATE(S):

1.53 (U.S.) to 1L

FORM OF PAYMENT OF TRANSPORTATION (CASH OR GTR):

GTR D7-361-848

LODGING WAS PROVIDED/PAID FOR BY:

Traveler (receipt attached)

(If paid by traveler, receipt must accompany claim.)

TRAVEL SCHEDULE

DATE/TIME	(PLACE) DEPARTED FROM	DATE/TIME	(PLACE) ARRIVED AT	TAXI/POV/ MISC EXPENSES	NO. MILES	AMOUNT
2/16 6:00P	Capitol Hilton	2/16 7:00P	Dulles Int'l Airport	Airport bus		\$14.00
2/16 9:00P	Dulles via Pan Am 106	2/17 9:00P	London Heathrow			
2/19	Cabinet Office 10 Downing St.		Grovesnor House Hotel	Taxi		- 6.00
2/20	Grovesnor House Hotel		Heathrow Airport	Taxi		23.00
2/20 10:25A	Heathrow via Pan Am 107	2/20 1:40P	Dulles Int'l			40.00 receipt attached
2/20 2:00P	Dulles Int'l	2/20 3:00P	Residence			

EXPENSES

DATE	LODGING	Breakfast	MEALS Lunch	Dinner	OTHER
2/17	\$68.85 (45.00L)		\$15.60 (10.20L)		
2/18	\$68.85 (45.00L)	\$8.80 (5.75L)	\$17.00 (11.11L)		
2/19	\$68.85 (45.00L)	\$49.73* (32.50L)		\$19.00 (12.42L)	
2/20		\$8.80 (5.75L)			
*Unbeknownst to traveler, he was charged by hotel for breakfast for himself and 6 other members of U.S. delegation. (receipt attached)					

ADDITIONAL INFORMATION

1. Attach copy of GTR, ticket stubs, pullman stubs, etc. Return used tickets to Admin Office for refund from carrier when GTR is used.
2. All expenses incurred MUST be itemized. Receipts for hotels/motels must be submitted. Receipts must be submitted for all other expenses (i.e., taxis, meals, etc.) that are \$25.00 and over), or the claim will not be paid.

USE REVERSE SIDE FOR ADDITIONAL SPACE.

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICIAL TRAVEL AUTHORIZATION**
(read the Privacy Act statement
and instructions on back)

2. Traveler (First name, middle initial, last name)

JOHN A. DOE

3. Title
Staff Member

5. Office Phone
395-0000

6. Official Duty Station
Washington, D.C.

1. TYPE OF AUTHORIZATION

- ☒ TDY ☐ Relocation
☐ Blanket ☐ Amendment
(show item no(s) amended)
☐ Invitational

4. Organization

National Security Council

7. Purpose of Travel

To attend conference on Foreign Security Affairs at United Nations Building in New York City.

8. Itinerary (Point of origin and places to be visited)

From Washington, D.C.; to New York, NY; and return to Washington, D.C.

9(a) Travel begin on or about 10/1/84

9(b) Travel end on or about 10/3/84

10. ☐ Per Diem
☒ Actual Subsistence (High Rate Area)
☐ Actual Subsistence (Unusual Circumstances)*
Rate(s): New York, NY/\$75.00

MODE OF TRAVEL

11(a) Commercial Transportation

Rail		Air		
Coach	Extra Fare*	Coach/Tourist	First Class†	In lieu of train in N.E. corridor*
		X		

11(b) Privately owned vehicle	Rate auth per mile	☐ Determined more advantageous to Government*	☐ For convenience of traveler NTE common carrier cost

† First Class must have approval of Agency Head or Deputy

11(c) ☐ Gov't Owned Vehicle

11(d) Other (specify)

12. SPECIAL EXPENSES AUTHORIZED

- ☐ Registration Fees (meetings, training, etc.)
☒ Taxi fares between lodging and/or place of business
☐ Commercial Rental Car
☐ Excess Baggage not to exceed _____
☒ Other Taxi to/from airport/residence.

13. ESTIMATED COST

	AMOUNT
Per Diem/Actual Subsistence	\$ 225.00
Transportation	143.00
Miscellaneous	25.00

14. ADVANCE REQUESTED \$ 200.00

TOTAL \$ 393.00

*15. Special Provisions/Remarks (Justification for first class travel, utilization of plane in N.E. corridor, actual subsistence, annual leave enroute, etc.)

16(a) Requested by
John A. Doe

17. Accounting data
1142000

16(b) I certify that the travel herein was reviewed and
determined to be essential for the accomplishment
of agency programs and missions
Approval Official (Signature and title)

Director of Administration

18. Funds are available to defray travel costs specified above
Funds Manager's Certification (Signature)
Patricia S. Blauth, Administrative Asst.

19. Date
9/27/84

20. Travel Authorization No.
ZS4D87

APPLICATION FOR ☐ PASSPORT ☐ REGISTRATION
SEE INSTRUCTIONS—TYPE OR PRINT IN INK IN WHITE AREAS

1. NAME FIRST NAME

MIDDLE NAME

LAST NAME

MAILING ADDRESS

STREET

CITY, STATE,
ZIP CODE

COUNTRY

IN CARE OF

3. SEX

4. PLACE OF BIRTH City, State or Province, Country

5. DATE OF BIRTH

Mo. Day Year

☐ 5 Yr. ☐ 10 Yr.

Issue

R D O DP

Date

End. #

Exp.

6. SEE FEDERAL TAX SOCIAL SECURITY NUMBER
LAW NOTICE ON
REVERSE SIDE

Male Female

7. HEIGHT

8. COLOR OF HAIR

9. COLOR OF EYES

10. (Area Code) HOME PHONE

11. (Area Code) BUSINESS PHONE

Feet Inches

12. PERMANENT ADDRESS (Street, City, State, ZIP Code)

13. OCCUPATION

14. FATHER'S NAME

BIRTHPLACE

BIRTH DATE

U.S. CITIZEN

☐ YES ☐ NO

16. TRAVEL PLANS (Not Mandatory)

COUNTRIES

DEPARTURE DATE

15. MOTHER'S MAIDEN NAME

BIRTHPLACE

BIRTH DATE

U.S. CITIZEN

☐ YES ☐ NO

LENGTH OF STAY

17. HAVE YOU EVER BEEN ISSUED A U.S. PASSPORT? YES ☐ NO ☐

IF YES, SUBMIT PASSPORT IF AVAILABLE. ☐ Submit

IF UNABLE TO SUBMIT MOST RECENT PASSPORT, STATE ITS DISPOSITION: COMPLETE NEXT LINE
NAME IN WHICH ISSUED PASSPORT NUMBER ISSUE DATE (Mo., Day, Yr.) DISPOSITION

SUBMIT TWO RECENT
IDENTICAL PHOTOS

18. HAVE YOU EVER BEEN MARRIED? ☐ YES ☐ NO

DATE OF MOST
RECENT MARRIAGE

Mo. Day Year

WIDOWED/DIVORCED? ☐ YES ☐ NO

IF YES, GIVE DATE

Mo. Day Year

SPOUSE'S FULL BIRTH NAME

SPOUSE'S BIRTHPLACE

19. IN CASE OF EMERGENCY, NOTIFY (Person Not Traveling With You)

RELATIONSHIP

(Not Mandatory)

FULL NAME

ADDRESS

(Area Code) PHONE NUMBER

20. TO BE COMPLETED BY AN APPLICANT WHO BECAME A CITIZEN THROUGH NATURALIZATION

I IMMIGRATED TO THE U.S. I RESIDED CONTINUOUSLY IN THE U.S.

DATE NATURALIZED (Mo., Day, Yr.)

(Month, Year)

From (Mo., Yr.)

To (Mo., Yr.)

PLACE

21. DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY PERSON ADMINISTERING OATH

I have not, since acquiring United States citizenship, performed any of the acts listed under "Acts or Conditions" on the reverse of this application form (unless explanatory statement is attached). I solemnly swear (or affirm) that the statements made on this application are true and the photograph attached is a true likeness of me.

Subscribed and sworn to (affirmed) before me

(SEAL)

X

Month Day Year

☐ Clerk of Court or
☐ PASSPORT Agent
☐ Postal Employee
☐ (Vice) Consul USA At

(Sign in presence of person authorized to accept application)

(Signature of person authorized to accept application)

22. APPLICANT'S IDENTIFYING DOCUMENTS ☐ PASSPORT ☐ DRIVER'S ☐ OTHER (Specify)

No.

ISSUED IN THE NAME OF

ISSUE DATE

EXPIRATION DATE

LICENSE

PLACE OF ISSUE

Month Day Year Month Day Year

23. FOR ISSUING OFFICE USE ONLY (Applicant's evidence of citizenship)

☐ Birth Cert. SR CR City Filed/Issued:
☐ Passport Bearer's Name:
☐ Report of Birth
☐ Naturalization/Citizenship Cert. No.:
☐ Other:
☐ Seen & Returned
☐ Attached

APPLICATION APPROVAL

Examiner Name

Office, Date

24.

FEE EXEC. POST

UNITED STATES DEPARTMENT OF STATE
PASSPORT APPLICATION

FEDERAL TAX LAW:

Section 6039E of the Internal Revenue Code of 1986 requires a passport applicant to provide his/her name (#1), mailing address (#2), date of birth (#5), and social security number (#6). If you have not been issued a social security number, enter zeroes in box #6. Passport Services will provide this information to the Internal Revenue Service routinely. Any applicant who fails to provide the required information is subject to a \$500 penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

ACTS OR CONDITIONS

(If any of the below-mentioned acts or conditions has been performed by or applies to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement under oath (or affirmation) by the applicant should be attached and made a part of this application.)

I have not, since acquiring United States citizenship, been naturalized as a citizen of a foreign state; taken an oath or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against, the United States, or conspiring to overthrow, put down, or to destroy by force, the Government of the United States; or having been naturalized, within one year after such naturalization, returned to the country of my birth or any other foreign country to take up a permanent residence.

WARNING: False statements made knowingly and willfully in passport applications or in affidavits or other supporting documents submitted therewith are punishable by fine and/or imprisonment under provisions of 18 USC 1001 and/or 18 USC 1542. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 USC 1543. The use of a passport in violation of the restrictions contained therein or of the passport regulations is punishable by fine and/or imprisonment under 18 USC 1544. All statements and documents submitted are subject to verification.

PRIVACY ACT STATEMENT:

The information solicited on this form is authorized by, but not limited to, those statutes codified in Titles 8, 18, and 22, United States Code, and all predecessor statutes whether or not codified, and all regulations issued pursuant to Executive Order 11295 of August 5, 1966. The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a United States Passport or related facility, and to properly administer and enforce the laws pertaining thereto.

The information is made available as a routine use on a need-to-know basis to personnel of the Department of State and other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties; pursuant to a court order; and, as set forth in Part 171, Title 22, Code of Federal Regulations (see *Federal Register*, Volume 42, pages 49791 through 49795).

Failure to provide the information requested on this form may result in the denial of a United States Passport, related document, or service to the individual seeking such passport, document, or service.

HOW TO APPLY FOR A U.S. PASSPORT. U.S. passports are issued only to U.S. citizens or nationals. Each person must obtain his or her own passport.

IF YOU ARE A FIRST-TIME APPLICANT, please complete and submit this application in person. (Applicants under 13 years of age usually need not appear in person unless requested. A parent or guardian may execute the application on the child's behalf.) Each application must be accompanied by (1) **PROOF OF U.S. CITIZENSHIP**, (2) **PROOF OF IDENTIFICATION**, (3) **TWO PHOTOGRAPHS**, (4) **FEES** (as explained below) to one of the following acceptance agents: a clerk of any Federal or State court of record or a judge or clerk of any probate court accepting applications; a designated postal employee at a selected post office; or an agent at a Passport Agency in Boston, Chicago, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Francisco, Seattle, Stamford, or Washington, D.C.; or a U.S. consular official.

IF YOU HAVE HAD A PREVIOUS PASSPORT, inquire about eligibility to use Form DSP-82 (mail-in application).

Address requests for passport amendment, extension of validity, or additional visa pages to a Passport Agency or a U.S. Consulate or Embassy abroad. Check visa requirements with consular officials of countries to be visited well in advance of your departure.

(1) PROOF OF U.S. CITIZENSHIP.

(a) **APPLICANTS BORN IN THE UNITED STATES.** Submit previous U.S. passport or certified birth certificate. A birth certificate must include your given name and surname, date and place of birth, date the birth record was filed, and seal or other certification of the official custodian of such records. A record filed more than 1 year after the birth is acceptable if it is supported by evidence described in the next paragraph.

IF NO BIRTH RECORD EXISTS, submit registrar's notice to that effect. Also submit an early baptismal or circumcision certificate, hospital birth record, early census, school, or family Bible records, newspaper or insurance files, or notarized affidavits of persons having knowledge of your birth (preferably with at least one record listed above). Evidence should include your given name and surname, date and place of birth, and seal or other certification of office (if customary) and signature of issuing official.

(b) **APPLICANTS BORN OUTSIDE THE UNITED STATES.** Submit previous U.S. passport or Certificate of Naturalization, or Certificate of Citizenship, or a Report of Birth Abroad, or evidence described below.

IF YOU CLAIM CITIZENSHIP THROUGH NATURALIZATION OF PARENT(S), submit the Certificate(s) of Naturalization of your parent(s), your foreign birth certificate, and proof of your admission to the United States for permanent residence.

IF YOU CLAIM CITIZENSHIP THROUGH BIRTH ABROAD TO U.S. CITIZEN PARENT(S), submit a Consular Report of Birth (Form FS-240), Certificate of Birth (Form DS-1350 or FS-545), or your foreign birth certificate, parents' marriage certificate, proof of citizenship of your parent(s), and affidavit of U.S. citizen parent(s) showing all periods and

places of residence/physical presence in the United States and abroad before your birth.

(2) **PROOF OF IDENTITY.** If you are not personally known to the acceptance agent, you must establish your identity to the agent's satisfaction. You may submit items such as the following containing your signature AND physical description or photograph that is a good likeness of you: previous U.S. passport; Certificate of Naturalization or of Citizenship; driver's license (not temporary or learner's license); or government (Federal, State, municipal) identification card or pass. Temporary or altered documents are not acceptable.

IF YOU CANNOT PROVE YOUR IDENTITY as stated above, you must appear with an **IDENTIFYING WITNESS** who is a U.S. citizen or permanent resident alien who has known you for at least 2 years. Your witness must prove his or her identity and complete and sign an Affidavit of Identifying Witness (Form DSP-71) before the acceptance agent. You must also submit some identification of your own.

(3) **TWO PHOTOGRAPHS.** Submit two identical photographs of you alone, sufficiently recent to be a good likeness (normally taken within the last 6 months), 2 x 2 inches in size, with an image size from bottom of chin to top of head (including hair) of between 1 and 1-3/8 inches. Photographs must be clear, front view, full face, taken in normal street attire without a hat or dark glasses, and printed on thin paper with a plain light (white or off-white) background. They may be black and white or color. They must be capable of withstanding a mounting temperature of 225° Fahrenheit (107° Celsius). Photographs retouched so that your appearance is changed are unacceptable. Snapshots, most vending machine prints, and magazine or full-length photographs are unacceptable.

(4) **FEES.** Submit \$42 if you are 18 years of age or older. The passport fee is \$35. In addition, a fee of \$7 is charged for the execution of the application. Your passport will be valid for 10 years from the date of issue except where limited by the Secretary of State to a shorter period. Submit \$27 if you are under 18 years of age. The passport fee is \$20 and the execution fee is \$7. Your passport will be valid for 5 years from the date of issue, except where limited as above.

Pay the passport and execution fees in one of the following forms: checks—personal, certified, traveler's; bank draft or cashier's check; money order, U.S. Postal, international, currency exchange; or if abroad, the foreign currency equivalent, or a check drawn on a U.S. bank.

Make passport and execution fees payable to Passport Services (except if applying at a State court, pay execution fee as the State court requires) or the appropriate Embassy or Consulate, if abroad. No fee is charged to applicants with U.S. Government or military authorization for no-fee passports (except State courts may collect the execution fee). Pay special postage if applicable.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

MEMORANDUM FOR HARRY COBURN
Deputy Assistant Secretary for
Passport Services
Department of State

For attention of Mrs. Celeste Lewis, Room 358, SA-17
(1425 K Street, N.W.)

FROM: JEFFREY J. JAKUBOSKI
Assistant For General Services

SUBJECT: Request for Diplomatic Passport

The following identified member of the National Security Council staff will be traveling in the course of official business on behalf of the Executive Office of the President, National Security Council, The White House. Due to intensive travel requirements in high risk areas, this staff member shall require issuance/reissuance of a diplomatic passport:

Name & Title:

Date of Birth:

Sex:

Place of Birth:

Requested Date
of Expiration:

() If this box has been checked: Enclosed is a previous diplomatic or official passport(s) previously issued to the above identified staff member. It is requested that passport(s) # _____ be canceled and returned as a memento.

Please contact me at 395-4974 when the above requested passport is completed. I will arrange for a NSC representative to pick-up the passport. Thank you.

Attachments:
Completed DSP-82
Two Photographs

UNITED STATES DEPARTMENT OF STATE APPLICATION FOR PASSPORT BY MAIL

IMPORTANT:

- READ INSTRUCTIONS ON BACK OF FORM
- TYPE OR PRINT IN INK IN WHITE AREAS ONLY

IDENTIFYING INFORMATION

NAME FIRST NAME MIDDLE NAME

LAST NAME

2. MAILING ADDRESS

STREET

CITY, STATE,
ZIP CODE

COUNTRY

IN CARE OF

R D O DP

Issue

Date

End.#

Exp.

3. SEX

4. PLACE OF BIRTH

5. DATE OF BIRTH

6. SEE FEDERAL TAX LAW NOTICE ON REVERSE SIDE

SOCIAL SECURITY NUMBER

Male Female

City, State or Province, Country

Month Day Year

7. HEIGHT

8. COLOR OF HAIR

9. COLOR OF EYES

10. (Area Code) HOME PHONE

11. (Area Code) BUSINESS PHON

Feet Inches

NOTE: MOST RECENT PASSPORT
ISSUED ON OR AFTER YOUR
16TH BIRTHDAY AND ISSUED
WITHIN THE PAST 12 YEARS
MUST BE ATTACHED.

12. PASSPORT NUMBER

13. ISSUE DATE

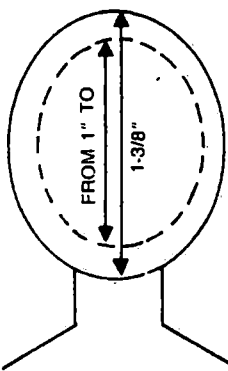
14. OCCUPATION

15. DEPARTURE DATE

Month Day Year

16. PERMANENT ADDRESS (Street, City, State, ZIP Code)

SUBMIT TWO RECENT
IDENTICAL PHOTOS



17. TRAVEL PLANS (Not Mandatory)

COUNTRIES

LENGTH OF STAY

18. IN CASE OF EMERGENCY, NOTIFY (Person Not Traveling With You) (Not Mandatory)

FULL NAME

ADDRESS
STREET

CITY, STATE,
ZIP CODE

(Area Code) PHONE NUMBER

RELATIONSHIP

19. OATH AND SIGNATURE (If any of the below-mentioned acts or conditions have been performed by or apply to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement should be attached, signed, and made a part of this application.)

I have not, since acquiring United States citizenship, been naturalized as a citizen of a foreign state; taken an oath, or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the Government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States or before a diplomatic or consular officer of the United States.

the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against the United States, or conspiring to overthrow, put down or destroy by force the Government of the United States.

WARNING: False statements made knowingly and willfully in passport applications or affidavits or other supporting documents are punishable by fine and/or imprisonment under the provisions of 18 USC 1001 and/or 18 USC 1542. The alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under 18 USC 1543. The use of a passport in violation of the restrictions therein is punishable by fine and/or imprisonment under 18 USC 1544.

DECLARATION: I declare that the statements made in this application are true and complete to the best of my knowledge and belief, that the attached photographs are a true likeness of me, and that I have not been issued or included in a passport issued subsequent to the one submitted herein.

X

(Date)

Signature of applicant (Must be signed by applicant)

**FOLLOW INSTRUCTIONS CAREFULLY—INCOMPLETE OR UNACCEPTABLE APPLICATIONS
WILL DELAY THE ISSUANCE OF YOUR PASSPORT.**

20. FOR ISSUING OFFICE USE ONLY RECORD: Type of Document(s), Number, Date Filed/Issued, Court/Place, Bearer's Name as Appropriate.

Passport

☐ Evidence of Name Change

☐ Other:

☐ Seen &
Returned

Bearer's Name:

APPLICATION APPROVAL

Examiner Name

Office, Date

No.:

Place:

21.

FEE

POST

APPLICATION FOR PASSPORT BY MAIL

IMPORTANT—TO BE ELIGIBLE TO USE THIS APPLICATION:

- YOU MUST HAVE BEEN ISSUED A U.S. PASSPORT IN YOUR NAME WITHIN THE PAST 12 YEARS; AND
- YOU MUST SUBMIT YOUR MOST RECENT U.S. PASSPORT WITH THIS APPLICATION; AND
- YOU MUST HAVE BEEN AGE 16 OR OLDER WHEN YOUR MOST RECENT U.S. PASSPORT WAS ISSUED.

If you meet all of the above provisions, complete and forward this application to a Passport Facility listed below. You need NOT appear in person. If you are not eligible to use this form, use Form DSP-11, "Passport Application."

NOTE: Your passport may not be mailed by a Passport Agency to a private address outside the United States.

NOTICE TO APPLICANTS RESIDING ABROAD

United States citizens residing abroad **should not** submit this form to the Passport Facilities listed below. Such applicants should contact the nearest United States Embassy or Consulate for procedures to be followed when applying overseas.

NOTICE TO APPLICANTS FOR OFFICIAL, DIPLOMATIC, OR NO-FEE PASSPORTS

You may use this application if you meet all of the provisions listed above. Submit your U.S. Government or military authorization for a No-Fee passport with your application in lieu of the passport fee. CONSULT YOUR SPONSORING AGENCY FOR INSTRUCTIONS ON PROPER ROUTING PROCEDURES BEFORE FORWARDING THIS APPLICATION. Your completed passport will be released to your sponsoring agency for forwarding to you.

INCLUDE THE FOLLOWING ITEMS WITH YOUR APPLICATION:

- YOUR MOST RECENT PASSPORT, AS DESCRIBED ABOVE.
Your new passport will be issued in the same name as your most recent passport UNLESS you send with the application an original or certified court order or marriage certificate showing a change in name. These documents will be returned to you with your new passport.
- TWO RECENT IDENTICAL 2" x 2" PHOTOGRAPHS.
Submit photographs sufficiently recent to be a likeness of you (normally taken within the last 6 months). We recommend a pleasant natural pose. The photographs must be in normal street attire, showing you without a headcovering unless it is worn for religious reasons. Dark glasses, or nonprescription glasses with tinted lenses, are not acceptable unless required for medical reasons. Photographs may be in color or black and white. Photographs must be on thin paper, and must show a front view of your face with a plain, light (white or off-white) background. The image size measured from the bottom of the chin to the top of the head (including hair) must be at least 1 inch and not more than 1-3/8 inches. The photographs must be capable of withstanding a mounting temperature of up to 225° Fahrenheit (107° Celsius). Tinted photographs, most vending machine prints, and prints subject to fading or sensitive to heat are not acceptable.
- PASSPORT FEE OF \$35.
Enclose the fee of \$35 in check or money order payable to Passport Services. **DO NOT SEND CASH.** Passport Services cannot accept responsibility for cash sent through the mail. Submit a separate check or money order with each application. FULL NAME OF APPLICANT SHOULD BE TYPED OR PRINTED ON EACH CHECK. DATE OF BIRTH OF APPLICANT SHOULD BE WRITTEN ON FACE OF CHECK. If you desire special postal service other than first class mail (registered, special delivery), include the appropriate fees.

ADDRESSES OF PASSPORT AGENCIES

BOSTON PASSPORT AGENCY—M
Room E 123, John F. Kennedy Bldg.
Government Center,
Boston, MA 02203-0123

CHICAGO PASSPORT AGENCY—M
Suite 380, Kluczynski Federal Bldg.
230 South Dearborn Street
Chicago, IL 60604-1564

HONOLULU PASSPORT AGENCY—M
Room C-106, New Federal Bldg.
300 Ala Moana Boulevard
P.O. Box 50185
Honolulu, HI 96850

HOUSTON PASSPORT AGENCY—M
One Allen Center
500 Dallas Street
Houston, TX 77002-4878

LOS ANGELES PASSPORT AGENCY—M
Room 13100, 11000 Wilshire Blvd.
Los Angeles, CA 90024-3615

MIAMI PASSPORT AGENCY—M
16th Floor, Federal Office Bldg.
51 SW First Avenue
Miami, FL 33130-1680

NEW ORLEANS PASSPORT AGENCY—M
Postal Services Building
Room T-12005
701 Loyola Avenue
New Orleans, LA 70113-1931

NORTHEAST PASSPORT CENTER—M
P.O. Box 22
New York, NY 10014-4896

PHILADELPHIA PASSPORT AGENCY—M
Room 4426, Federal Bldg.
600 Arch Street
Philadelphia, PA 19106-1684

SAN FRANCISCO PASSPORT AGENCY—M
Room 200
525 Market Street
San Francisco, CA 94105-2773

SEATTLE PASSPORT AGENCY—M
Room 992, Federal Bldg.
915 Second Avenue
Seattle, WA 98174-1091

WASHINGTON PASSPORT AGENCY—M
1425 K Street, N.W.
Washington, D.C. 20524-0002

FEDERAL TAX LAW:

Section 6039E of the Internal Revenue Code of 1986 requires a passport applicant to provide his/her name (#1), mailing address (#2), date of birth (#5), and social security number (#6). If you have not been issued a social security number, enter zeroes in box #6. Passport Services will provide this information to the Internal Revenue Service routinely. Any applicant who fails to provide the required information is subject to a \$500 penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

PRIVACY ACT STATEMENT

The information solicited on this form is authorized by, but not limited to, those statutes codified in Titles 8, 18, and 22, United States Code, and all predecessor statutes whether or not codified, and all regulations issued pursuant to Executive Order 11295 of August 5, 1966. The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a United States passport or related facility, and to properly administer and enforce the laws pertaining thereto.

The information is made available as a routine use on a need-to-know basis to personnel of the Department of State and other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties; pursuant to a court order; and, as set forth in Part 171, Title 22, Code of Federal Regulations (see *Federal Register*, Volume 42, pages 49791 through 49795).

Failure to provide the information requested on this form may result in the denial of a United States passport, related document, or service to the individual seeking such passport, document, or service.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20508

March 13, 1987

MEMORANDUM FOR TOM JONES
Deputy Assistant Secretary for
Passport Services
Department of State

For attention of Mrs. Jane Doe, Room 358, SA-17
(1425 K Street, N.W.)

SUBJECT: Request for Re-Issue of Diplomatic Passport --
John Q. Public

Mr. Public, a member of the National Security Council, will be traveling in the course of official business.

Due to intensive travel requirements in high risk areas, Ms. Smith will require a diplomatic passport.

As required, enclosed is Mr. Public's diplomatic passport X171900.

If you could call me at 395-4963 when the passport is ready, I will have someone pick it up. Thank you.

Jim Jones
Administrative Officer

Enclosures

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

MEMORANDUM FOR HARRY COBURN
Deputy Assistant Secretary for
Passport Services
Department of State

For attention of Mrs. Celeste Lewis, Room 358, SA-17
(1425 K STREET, N.W.)

FROM: JEFFREY J JAKUBOSKI
ASSISTANT FOR GENERAL SERVICES

SUBJECT: Request for Diplomatic Visa

The following identified member of the National Security Council staff shall be traveling on official business on behalf of The Executive Office of the President, The National Security Council. Request your assistance in the obtainment of the below needed visa:

Name & Title:

Marital Status
& Date of
Birth:

Country For
Which Visa Is
Requested:

Dates of
Travel:

Port of Entry:

Attached is Diplomatic Passport # _____ and other required documents or photographs required by the consulate of the country for which this request is made.

Questions concerning this request should be directed to me at (202)395-4974. Your continued assistance is appreciated.



United States Department of State

Washington, D.C. 20520

The Embassy of Pakistan (Consular Division)
2315 Massachusetts Ave., N.W.
Washington, D.C. 20008

It would be appreciated if you would affix a visa

to the attached Diplomatic Passport #123456789
John Jason Jones
Special Assistant to the President for
Near East and South Asian Affairs

who is proceeding abroad on official business to Islamabad
on 15 - 23 September 1989 to meet with government
officials for the purpose of discussing bilateral
and regional issues. To meet with Afghan Resistance
members in Pesawar.

Harry L. Coburn
Deputy Assistant Secretary
for Passport Services

CONTACT: Name: MR. Jeffrey J. Jakuboski
 Agency: The National Security Council
 Telephone: 395-4974/75