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DOCUMENT NO.	FORM	SUBJECT/TITLE	PAGES	DATE	RESTRICTION(S)
001	Card	[Card]	1	N.D.	b6;
002	Report	Directory of Policies [page A-1, A-4, A-7]	3	02/2001	b7f;
003	Report	Directory of Services [page B-11, B-16]	2	02/2001	b7f;
004	Memorandum	Service as an Officer, Director, or Trustee... [with attachments] [20 PAGES RELEASED IN WHOLE ON PRA RE-REVIEW 08/26/2025 JLS] - To: White House Staff - From: Alberto R. Gonzales	20	02/21/2001	
005	Information Sheet	Emergency Procedures for the White House Complex	1	02/2001	b7f;

COLLECTION TITLE:
Counsel's Office, White House

SERIES:
Kavanaugh, Brett - Subject Files

FOLDER TITLE:
Binder - White House Staff Manual, February 2001

FRC ID:
9692

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

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A. Closed by Executive Order 13526 governing access to national security information.
B. Closed by statute or by the agency which originated the document.
C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Records Not Subject to FOIA

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THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: HECTOR F. IRASTORZA, JR.
DEPUTY ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: WHITE HOUSE STAFF MANUAL

This manual has been prepared as a general reference guide to internal policies and services for White House staff. It will answer some of the more frequently asked questions that arise in the normal course of daily operation and will direct attention to available sources of information and resources.

As we continue the process of streamlining procedures and adjusting policies, various elements of this manual will evolve. Updates to those sections will be made available to you on an as needed basis.

Thank you.

BRETT CAVANAUGH
Rm 128

WHITE HOUSE STAFF MANUAL FEBRUARY 2001

WHITE HOUSE STAFF MANUAL

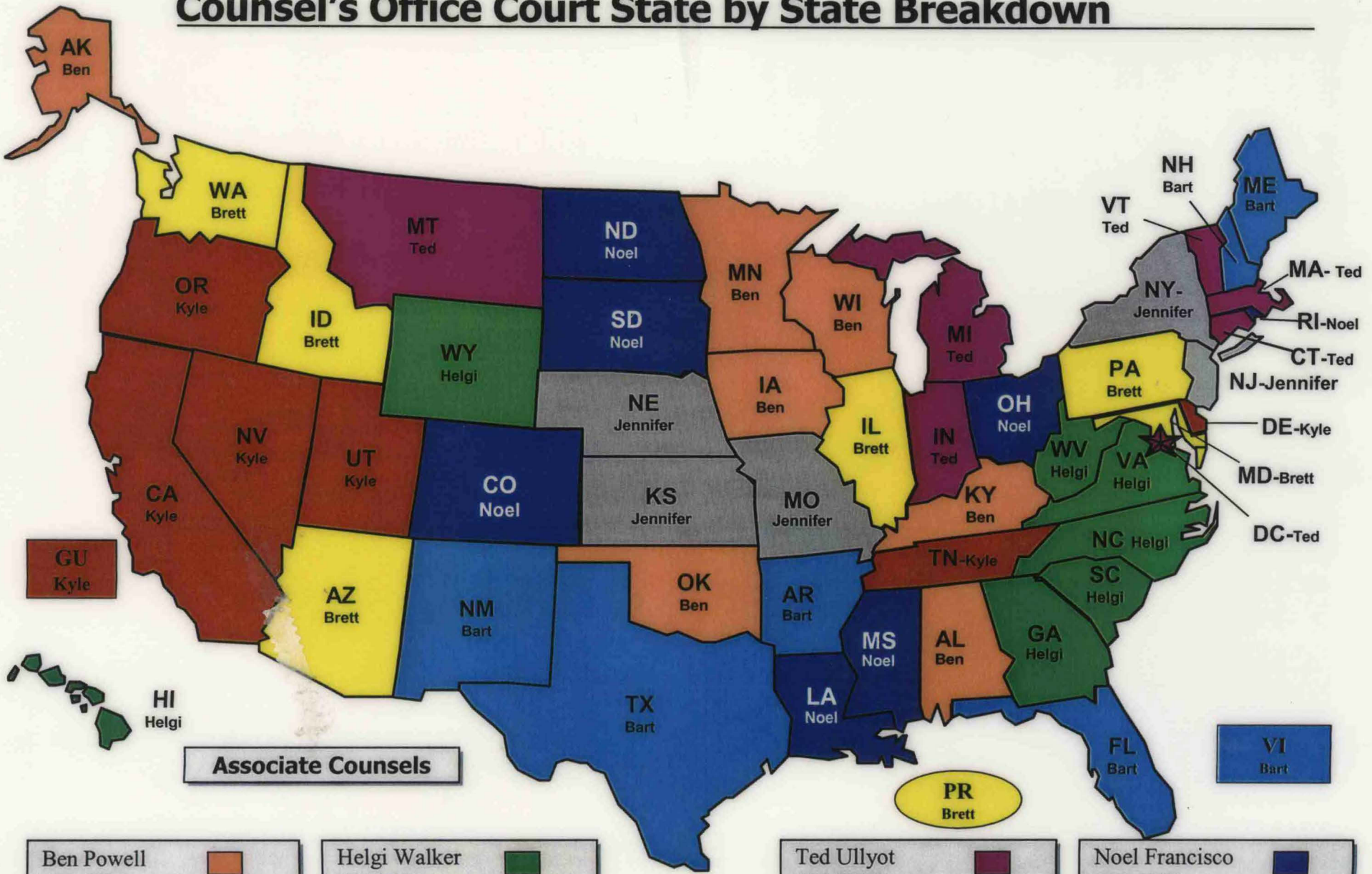


FEBRUARY 2001

Kavanaugh	202-456-7984	456-5104	(b)(6)	
McNally	202-456-3555	202-456-1900		1-800-SKY-TEL2 #1120305
Monsiel	202-456-5298	202-456-1647		
Newstead	202-456-1984	456-5853		
Ricciardelli	202-456-8427	456-6279		
Sampson	202-456-5257	456-1647		
Walker	202-456-7361	456-2846		
Donahue	Fax: 395-5345			
Forabaci	456-5871	17 & G		757-6000
Andersen	456-5336	West Lobby		757-1560
Hirschmer	456-7141	WW Blast		757-8700
Exec. Clerk	456-2226	WH Operator		456-2632
Staff Secretary	456-2702	NSC		456-7900
Stuart Bowen	456-7979	Secure Fax		456-1111
WAVES	456-6742	Sit Room		456-6279
NW Gate	757-1714	EOB		
SW Gate	757-1724	Sit Room		

Last	Office	Fax	Cell	Home	Other
Addington	202-456-9089	456-6429	(b)(6)		
Bartolomucci	202-456-7963	456-7528			
Bellinger	202-456-9111	456-9110			call NSC at rm-456-9431 to page 1-800-SKY-TEL2 #1120298
Berenson	202-456-2318	456-8813			
Brand	202-456-7909	456-7906			
Brilliant	202-456-5849	456-1647			
Bumatay	202-456-6214	456-6279			
Camp	202-456-1918	456-6279			
Carroll	202-456-8750	456-4133			
Everson	202-456-2698	456-1647			
Flanigan	202-456-6611	456-6279			1-800-759-8353 #1120227
Francisco	202-456-5873	456-7931			
Gonzales	202-456-1741	456-6279			1-800-759-8353 #1120225
Greenfield	202-456-5861	456-1647			

Counsel's Office Court State by State Breakdown



Ben Powell 456-7909	Helgi Walker 456-7361
Chris Bartolomucci 456-7963 *Also has Court of International Trade	Brett Kavanaugh 456-7984
Ted Ullyot 456-2318	Noel Francisco 456-5073
Jennifer Newstead 456-1984	Kyle Sampson 456-5257 *Also has Court of Appeals Armed Forces Court of Appeals Federal Circuit Court of Appeals Veterans Claims US Tax Court

WHITE HOUSE STAFF MANUAL



FEBRUARY 2001



White House Staff Manual

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Miscellaneous K-1

White House Addresses

The mailing addresses for business mail to White House staff located in the buildings within the White House complex are as follows:

The White House
Washington, D.C. 20502

The Eisenhower Executive Office Building
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20502

The New Executive Office Building
725 17th Street, N.W.
Washington, D.C. 20503

A separate zip code is used for letters addressed to the *President, Vice President, First Lady, Mrs. Cheney and the President's and Vice President's immediate families.*

Presidential mail should be addressed as follows:

The White House
Washington, D.C. 20500

Vice Presidential mail should be addressed as follows:

The White House
Washington, D.C. 20501



Helpful White House Numbers to Know:

Fire or Medical Emergency **911**
Do not dial "9" prior to "911." Employees in the Jackson Place Townhouses, dial (9)708-1111.

OA Security/General Security Questions 395-**6206**

United States Secret Service Escort Service 395-**4366**
When working late, Secret Service Uniformed Division officers are available to escort you to your car. Call at least ten minutes prior to the time you wish to depart.

Threatening Calls 395-**2686**
If you, a fellow staff member, or the President, Vice President, or their families are threatened, call the number above.

WAVES Center 456-**6742**
To clear in guests for appointments, call the WAVES Center.

Heat, Air Conditioning, Trash, or Cleaning Problems 395-**3675**

Computer Help Desk, Information Systems and Technology (IS&T) 395-**7370**

Copier or Fax Problems 456-**2500**

Telephone or Voice Mail Problems 456-**9611**
Please note that the EOP Telephone Directory has a Telephone Instructions guide tab which answers general questions regarding voice mail, transferring calls, long-distance calls, conference calls, etc.

Comments Line 456-**1111**
On occasion, a constituent will call your office to express their views. The comments line can make sure that their views are passed on to the appropriate office.

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Directory of Policies

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ADMITTANCE PROCEDURES

Access Codes

Access codes are required for entry to rooms secured by a United States Secret Service (USSS) access system. It is the policy of the USSS that access codes will be issued only to staff members who have received temporary or permanent passes. If a staff member requires an access code, the administrative contact must submit the USSS Key and Access Code Request Form (see White House Forms, E-57) to the OA Security Office (Room 4101, NEOB, x56206). Access code requests submitted directly to the USSS will not be considered.

Access List

There are two types of access lists: 1) an access list, approved by the Office of Management and Administration, for those individuals who are not employees of the Executive Office of the President (EOP) but who have a need to gain access to the White House complex, and 2) office access lists, submitted to the USSS Joint Operations Center (JOC, Room 552, EEOB, x55900, fax x71627), authorizing access for passholders to appropriate offices on the White House complex.

Access to the White House Complex:

Individuals who require frequent access or temporary access to the White House complex may be placed on an access list with the approval of the Office of Management and Administration (Ground Floor, West Wing). To request that an individual be placed on the Access List, complete **both** the White House Complex Access Form (see White House Forms, E-59) and the White House Office Supplemental Pre-Employment Information Sheet (see White House Forms, E-15).

Individuals on the White House Complex Access List must use one of the following three gates: 17th and "G;" Pennsylvania Avenue; or the Southwest Gate. They must present photo identification, and advise the officers that they are on the "Access List." A temporary pass is issued each time an individual enters the complex and must be returned upon leaving the complex.

Individuals on the Access List may not clear others into the White House, Eisenhower (EEOB) or New Executive Office Buildings (NEOB), Winder Building, nor perform escort duty.

Access to Offices on the White House Complex:

A temporary picture passholder may gain access to a second office space by calling the USSS JOC (Room 552, EEOB, x55900, fax x71627) **if his/her name appears on the access list for that office space.** This list should be maintained by the administrative contact for each office on the complex. The list should be submitted in the form of a memorandum from your office head to the USSS Access Control (Room 23, EEOB, x54259, fax x633-0975) with the names of passholders who require access to your office space. This list should be updated regularly as new employees receive temporary USSS passes and when employees depart the complex.

Appointments

Only picture badge passholders are allowed to clear individuals for appointments into the White House complex. Volunteers, Interns and access list personnel are not allowed, at any time, to clear appointments. Allowing an unauthorized person to clear a visitor under someone else's name is a security violation.

(b)(7)f

There are three ways to make an appointment:

1.) The passholder can send the request to the USSS WAVES (Worker and Visitor Entrance System) Center via e-mail.

2.) The passholder can call WAVES at x66742 to clear five (5) or fewer individuals.

3.) The passholder can fax the information to x55349. All faxes must be typed.

To ensure that visitors are able to enter the complex quickly, it is recommended that the e-mail system be used to make WAVES requests.

Appointments can only be made by permanent passholders from within the White House complex. Requests to clear visitors made from locations outside of the White House complex will not be accepted.

The following information must be included whether calling, faxing or using e-mail to make appointments:

- ★ Passholder's name, room number, and telephone extension
- ★ Date, time and place of appointment
- ★ Visitor's first and last name as it appears on their photo ID (drivers license, etc.)
- ★ Visitor's date of birth (DOB)
- ★ Visitor's social security number (SSN)
- ★ Visitor's country of citizenship

Make sure that individuals who have an appointment in the White House complex know that they are to bring photo ID with them. When requesting access for a visitor, the information given to the USSS about the visitor must exactly match the information on the person's photo ID. If the visitor's photo ID says "William," do not list him on the WAVES request as "Bill;" if the visitor's photo ID says "Katherine," do not list her as "Katie." If incorrect information is provided, the visitor's access will be denied. The person requesting the appointment will have to resubmit the information to WAVES, and the visitor will be delayed. To avoid unnecessary delays, submit the visitor's name exactly as it appears on his/her identification.

Appointments should be made as early as possible; preferably at least 48 hours before the visitor's arrival. Any appointments made with less advance notice may result in delays entering the complex. The USSS will attempt to clear all appointments as quickly as possible.

Visitors may be admitted up to one hour before or after the appointed time in order to allow some flexibility for changing schedules without the need to resubmit the appointment for clearance.

For appointments in the EEOB, visitors should enter through the 17th and "G" Street entrance, Pennsylvania Avenue entrance or the Southwest Gate. Visitors to the NEOB should enter through the 17th Street entrance, and visitors with appointments in the West Wing should enter through the Southwest or Northwest Gates. Appointments in West Wing offices must be escorted at all times while in the West Wing. For appointments in the East Wing, visitors should enter through the East Appointments Gate.

Foreign Visitors

Except as provided herein, all foreign visitors to the White House complex must be escorted at all times while in the complex. Staff members must identify foreign visitors on WAVES requests, and it is the responsibility of the host office to provide a passholder escort for that guest.

The NSC Executive Secretary must be notified at least three days before a foreign national (other than a lawful permanent resident) is scheduled to participate in an event with any of the Principals, unless the event is sponsored by the NSC.

All accredited foreign diplomats and members of the working foreign press are exempt from the requirement that foreign nationals be escorted while in the EEOB.

Large Groups

When more than five visitors are anticipated for an appointment, the list of names should be submitted by either using e-mail or faxing a completed Request for Appointments form (see White

House Forms, E-1) to WAVES (Fax x55349). No telephone appointments will be accepted with over five visitors.

Appointment requests for larger groups meeting in the EEOB (more than 30 attendees) should be sent to the USSS WAVES Center at least 48 hours in advance. The attendee list should be sent via e-mail. **For changes, do not resubmit the entire list, only additions.** Large groups to be admitted to the EEOB should use the Pennsylvania Avenue entrance.

The sponsoring office is responsible for notifying the attendees to arrive at least 30 minutes prior to the meeting or event to allow an appropriate amount of time for the entry process. Offices expecting more than 100 attendees should allow for more than 30 minutes for entry. The sponsoring office should request a print out of the attendee list from the USSS WAVES Center to correct any errors before the event. The staff contact responsible for clearing in the attendees must be at the Pennsylvania Avenue entrance to troubleshoot any problems associated with entry.

Press Appointments:

Members of the press must be identified as such when being cleared in, regardless of whether they are coming into the complex on official or unofficial business.

All press appointment requests require:

- ★ Passholder's name, room number, and telephone extension
- ★ Date, time and place of appointment
- ★ Press appointment's first and last name as it appears on their photo ID
- ★ Press appointment's date of birth (DOB)
- ★ Press appointment's social security number (SSN)
- ★ Press appointment's country of citizenship
- ★ Individuals clearly identified as PRESS on the appointment request
- ★ Receipt by the USSS WAVES Center at least 48 hours in advance

All press appointments and White House Press passholders must enter through the Northwest or Southwest Gate and proceed to the Press Briefing Room **only** (Ground Floor, West Wing).

The office scheduling the appointment is responsible for escorting press appointments from the Press Lobby to the appointment elsewhere in the White House complex. If press personnel have more than one appointment within the complex, they must be escorted by each office to the next appointment.

Press Office escorting responsibilities include:

- ★ Press appointments in the East and West Wings
- ★ Press moving from the West Wing Press Lobby to briefing areas; i.e. EEOB 450, East Room, etc.
- ★ Briefings or interviews in the White House complex unless arranged by another office
- ★ Press setting up equipment or disassembling equipment for functions, press conferences, etc.

Prior to entry into the complex, the occupant(s) of a press vehicle(s) must be cleared through the White House Press Office and the USSS WAVES Center for authorized entry as well as screening through the magnetometer.

Work Orders

A worker is defined as a person or persons entering the White House complex to perform a task (e.g. catering an event, office machine repairs, etc.). The White House Management Office (Room 1, EEOB, x62500) is responsible for submitting work order requests for machine repairs in White House offices. Offices needing to clear other work orders into the complex must submit a Work Order Request (see White House Forms, E-61) in writing at least 48 hours in advance to USSS Access Control (Room 23, EEOB, x54259) between 8:00 a.m. and 5:00 p.m., Monday

through Friday. **A worker should never be cleared onto the complex as an appointment.**

Awaiting Pass List

New employees without a temporary picture pass must be cleared into the White House complex by being placed on the Awaiting Pass List. The process for putting new employees on the list will be completed automatically if the initial personnel and security forms are properly completed and submitted to the White House Personnel Office (Room 1, EEOB, x62861) for approval.

Individuals on the Awaiting Pass List must use the 17th & "G" Street entrance of the EEOB or the Southwest Gate. They must present a photo ID and advise the officer that they are on the "Awaiting Pass List." Individuals on the Awaiting Pass List may not clear individuals into the complex.

Gates

Staff and guests may enter the White House complex through specified USSS Gates. The USSS Gate hours are as follows:

EEOB

17th and "G"
7:00 a.m. - 9:00 p.m. Monday-Friday
7:00 a.m. - 8:00 p.m. Saturday
Closed Sunday

Pennsylvania Avenue
7:00 a.m. - 8:00 p.m. Monday-Friday
Closed Saturday and Sunday

South Court 7:00 a.m. - 10:30 p.m.
North Court 5:30 a.m. - 5:30 p.m. Monday-Friday
Closed Saturday and Sunday

White House

Southwest Gate -
Open 24 hours - 7 days per week
Northwest Gate
Open 24 hours - 7 days per week

East Appointments Gate
Open 24 hours - 7 days per week

NEOB

Main Entrance (17th Street)
Open 24 hours - 7 days per week

Passes

The appropriate pass will be issued as soon as possible after a new White House staff member begins work. Passes must be displayed at all times while inside the White House complex. For your safety, upon leaving the White House complex, passes should be removed and should not be displayed at any time outside of the complex.

Types of passes are:

(b)(7)f

Problems such as lost, misplaced, stolen, or

mutilated passes should be reported immediately to the USSS White House Security Branch Access Control Section (Room 23, EEOB, x54259) and the OA Security Office (Room 4101, NEOB, x56206). Outside of normal working hours, stolen or lost passes should be reported immediately to the USSS Joint Operations Center (x55900).

If you forget your pass, you must use a USSS Gate that is designated to distribute temporary passes. The hours for those gates are as follows:

17th and "G"
7:00 a.m. - 9:00 p.m. Monday - Friday
7:00 a.m. - 8:00 p.m. Saturday
Closed on Sunday

Southwest Gate
Open 24 hours / 7 days per week
East Appointments Gate
Open 24 hours / 7 days per week

Persons holding temporary photo passes that require an extension beyond the current expiration date should contact the OA Security Office (Room 4101, NEOB, x56206) at least a week in advance of the expiration date to ensure that arrangements are made for the extension.

Persons issued a non-photo temporary pass, regardless of the reason, must return the pass to the officer at the gate upon leaving the complex.

The USSS may request individuals to leave their photo ID at the gate when picking up a Temporary Pass or Awaiting Pass.

ADMINISTRATIVE CONTACTS

Each White House Office department has an administrative contact that serves as part of a network created to collect and disseminate administrative information within their respective departments. The White House Management Office (Room 1, EEOB, x62861) serves as the liaison with the administrative contacts. Administrative contacts meet regularly to discuss any changes, questions, or problems that have been encountered by their departments.

BRIEFING PAPERS FOR PRESIDENTIAL EVENTS

Each event for the President will require at least an event briefing paper prepared by the action officer for the event or under his or her direction and initialed by the action officer (see White House Forms, E-5). Additionally, some other materials may be appropriate for submission with the event briefing paper, such as talking points, a speech, or other relevant papers. The event briefing paper and any relevant materials for a meeting must be submitted to the Staff Secretary (Ground Floor, West Wing, x62702) by 3:00 p.m. two days prior to the date of the event. For meetings added to the President's schedule at a time making compliance with this deadline impractical or for meetings fluid in their nature because of unforseen events, the briefing paper and materials must be provided no later than 3:00 p.m. the day before the event or as far before the meeting as practically possible. All meetings with the President are set through Presidential Scheduling (Room 184, EEOB, x65323). A pre-briefing in anticipation of a meeting with the President should be handled like any other event placed on the calendar.

CABINET ROOM *(also see Directory of Services--Tours)*

The Cabinet Room is reserved for the sole use of the President. This room may be viewed as part of the West Wing tour.

CEREMONIES *(also see Presidential Events)*

Arrival Ceremony:

Arrival ceremonies help welcome visiting foreign heads of state. Usually staff members may attend and escort one guest; however, for some arrival ceremonies, attendance may be limited. Notices of upcoming arrivals and the arrangements for each event are provided to staff via e-mail notification.

Passholders with suggestions for inviting large groups of guests to arrival ceremonies should forward a brief description to the Director, Visitors Office (Suite 100, East Wing, x62322).

The proper courtesies should be practiced by staff at all White House ceremonial functions to provide leadership for other guests who may be unaware of etiquette at a formal event.

RUFFLES AND FLOURISHES
Stand at attention.

HAIL TO THE CHIEF
Stand at attention and applaud.

ALL NATIONAL ANTHEMS
Stand at attention, civilians may place hand over heart for United States anthem only; military personnel salute if outdoors or stand at attention if indoors.

Other West Wing, Rose Garden or Residence Ceremonies

Staff should not attend other ceremonies or official events unless specifically invited. Staff who are invited should not bring guests unless the invitation specifically allows guests.

Invitation lists for events in the Executive Residence are handled through the Social Office. West Wing events are usually coordinated by the office responsible for the particular event. If staff members have suggestions about a specific event, they should contact the coordinating office.

CLASSIFIED INFORMATION

Executive Order 12958 outlines a uniform system for classifying, declassifying, and safeguarding national security information. National security information shall be classified as "Top Secret," "Secret," or "Confidential." Only documents properly classified for national security purposes should be marked with these terms. Other sensitive materials may be marked with "Sensitive" or "Eyes Only." All classified documents must include a 703, 704 or 705 cover sheet, depending on level of classification. Cover forms are available from the Office of Administration's Supply Store. Documents may only be classified by persons granted classifying authority by the President, agency head, or those delegated the authority to do so under, and only in accordance with, the procedures outlined in Executive Order 12958. Questions concerning classification of documents or guidance on the proper procedures for handling, storing, and destroying classified information should be referred to the OA Security Office (Room 4101, NEOB, x56206).

If classified information is found unsecured, the USSS Uniformed Division will confiscate it and take it to the USSS Joint Operations Center, where it can be picked up. A copy of the notice of security violation will be left at the location where the violation occurred. The responsible individual and the individual's superior will receive an appropriate warning letter from the OA Security Office. Any discovery by staff members of unsecured classified documents or other violations of OA security practices should be reported to the OA Security Office (Room 4101, NEOB, x56206).

Unauthorized disclosure of classified or other sensitive information is prohibited. ***Classified information may only be disclosed to persons who hold security clearances for the particular level of classification and have a need to know the information.*** Verification of security clear-

ances is handled by the OA Security Office (Room 4101, NEOB, x56206). The USSS has no role in clearance designation.

(b)(7)f

The disclosure of classified information to unauthorized persons may result in criminal prosecution. Classified information may not be discussed on any telephone unless the telephone has been specifically secured.

> **Please remember that having a security clearance does not automatically give an individual access to classified information. Individuals with a security clearance should only be given access to classified information that they "need to know."**

Burn bags should be used for the disposal of non-record, classified and sensitive information. All burn bag material should be taken to Room 096 in the EEOB between 8:00 a.m. and 4:00 p.m., Monday through Friday. If there is any question as to what can be properly disposed, contact the Office of Counsel to the President (x62632) or the Office of Records Management (x62240) before disposal. If there is a need to have regular burn bag pick-ups in a particular office you should coordinate the request with GSA. Pick up of classified burn bags is handled through a contractor and there will be a cost associated with the service.

COMMISSIONS OF APPOINTMENT

A commission of appointment is the formal document that is evidence of an appointment to certain positions by the President. Questions concerning the issuance of appointment documents may be directed to the Executive Clerk's Office (Room 4, EEOB, x62226).

DRUG TESTING

Executive Order 12564 and Section 503 of Pub. L. 100-71 established goals to achieve a drug-free Federal workplace. Consistent with the Executive Order and the Public Law, the White House has determined that all White House Office positions are Testing Designated Positions. Therefore, White House staff must complete an applicant drug test prior to the effective date of their employment and will be subject to random drug testing throughout their employment with the White House. ***A verified positive result of illegal drug use on a random or mandatory drug test will result in immediate termination of employment.*** To obtain information concerning the Drug-Free Workplace Plan, please contact the Office of Administration, Human Resources Management Division (Room 4013, NEOB, x51088).

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The agencies of the Executive Office of the President, including the White House Office, does not condone or tolerate discrimination based on race, color, national origin, sex, religion, age, disability (physical or mental), or sexual orientation, in any of its personnel policies, practices and operations. Nor are sexual harassment or acts of retaliation condoned or tolerated.

All department heads and employees have a responsibility to uphold this policy. Each employ-

ee must be personally accountable for his or her performance in ensuring and promoting equal opportunity principles. Moreover, managers and employees alike must work together to ensure a workplace free of discrimination and sexual harassment. In general terms, unlawful discrimination involves improperly making employment decisions or carrying out actions based on the prohibited actions listed above.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission is made explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Generally there are three stages to the EEO complaint process: (1) Confidential Counseling; (2) Mediation; (ADR) Options; and (3) Formal Administrative or Judicial Proceeding. The counseling and mediation process is designed to encourage early resolution of claims of discrimination. Individuals who wish to pursue EEO complaints must request counseling within 45 days of the alleged discriminatory incident (s). Completion of the counseling and mediation process is a prerequisite to initiating a formal administrative proceeding or filing a complaint in federal court. At the counseling stage, EEO counselors advise individuals of their rights and responsibilities, capture the claim(s) of concern, and discuss with the individual whether he or she wishes to pursue the claim(s) further. The purpose of the mediation stage is to facilitate resolution of the claim(s) raised.

If you have any questions about the EEO process and time frames for raising a claim or would like more information, please contact the Office of Administration's Equal Employment Opportunity Division at (202)395-3996 or TTD (202)395-0805, or visit the EEO web-site: **www.eop.gov/OA/Equal_Employment_Opportunity/index.html**. The EEO Office is located in Room 2200, NEOB.

EXECUTIVE ORDERS

Executive Orders are formal documents issued by the President to direct or authorize specific action. After signature, they are announced by the White House Press Office, numbered and published in the Federal Register, and printed in the Weekly Compilation of Presidential Documents.

The procedure for processing Executive Orders is governed by Executive Order 11030, as amended. Regardless of where proposed Executive Orders are prepared, they must be submitted to the Director of the Office of Management and Budget (OMB) for approval. OMB's General Counsel coordinates interagency clearance of proposed Executive Orders and consults with the Office of Counsel to the President. A proposed Executive Order is submitted to the Staff Secretary's Office for staffing to all relevant Senior Staff. Proposed Executive Orders are also approved by the Attorney General for form and legality. The final approved Executive Order presented to the President for consideration, and if approved by the President, for signature.

Additional information concerning Executive Orders may be obtained from the Executive Clerk's Office (Room 4, EEOB, x62226) and OMB's General Counsel's Office (Room 262, EEOB, x55044). Copies of Executive Orders may be obtained from the Office of Administration's Library (Room 308, EEOB, x57000) or its Law Library (Room 528, EEOB, x53397).

FILES

The Presidential Records Act, 44 U.S.C. §§ 2201-2207, imposes certain requirements on the President and his staff regarding Presidential documents. The Act, in general, requires preservation of documents that relate to official business and are circulated to or received from others. The Act applies to both the President and staff members who are his delegates. Staff need not preserve identical copies, stocks of publications, notes for their own use, rough drafts not circulated to others, and logs of visitors and telephone calls.

At the end of an employee's White House service, official records must be left with either the successor to the position or forwarded to the Office of Records Management. Unless they have been publicly released, copies of Presidential Records may not be taken, without permission from Counsel's Office. If there are any questions about whether particular documents are Presidential Records, contact the Counsel to the President (x62632).

FREEDOM OF INFORMATION ACT

The Freedom of Information Act (FOIA) provides members of the public access to certain agency records when they submit a written request. Most Federal agencies' records are accessible by the public except to the extent that such records are protected from disclosure by one or more of the nine exemptions or one of the three special law enforcement exclusions. The White House Office, Office of the Vice President, Council of Economic Advisers, National Security Council, Office of Policy Development, and President's Foreign Intelligence Advisory Board are not agencies for purposes of FOIA and are not subject to FOIA, but the other components of the EOP are considered agencies subject to FOIA.

Since FOIA does apply to certain EOP entities, it is important that White House Office files/records not be commingled with the files/records of agencies subject to FOIA and that access to White House Office files/records be restricted to White House Office staff.

All requests for information under FOIA should be referred to the Office of Counsel to the President (x62632).

GIFTS *(see Legal and Ethical Requirements--Gifts)*

HOLIDAYS

Paid legal holidays for 2001 holidays are:

New Year's Day, January 1
Martin Luther King's Birthday, January 15
Inauguration Day, January 20 (every 4th year)
Washington's Birthday, February 19
Memorial Day, May 28
Independence Day, July 4
Labor Day, September 3
Columbus Day, October 8
Veterans' Day, November 12
Thanksgiving Day, November 22
Christmas Day, December 25

INTERNET POLICIES

The following policies apply to use of the Internet and the external network (e-mail):

Authorized E-mail System

Federal law and EOP policy require the preservation of electronic communications that relate to official business and that are sent or received by EOP staff. As a result, you must only use the authorized e-mail system for all official electronic communications.

Privacy

Remember that the Internet is an open medi-

um. Information sites and home pages can and do record the e-mail addresses of those who log on. Assume that wherever you go and whatever you look at are being recorded and can be retrieved. Expect no privacy in your external network (e-mail) communications. All e-mail traffic is subject to monitoring and review for records management and systems management reasons, and most e-mail messages (both sent and received) are preserved for posterity as Federal or Presidential Records.

Personal Use

Government provided access to the Internet and the external network is intended for official and authorized purposes. Infrequent personal e-mail messages are authorized if they do not interfere with official business, much the way that limited and infrequent personal use of government telephones is authorized. Other non-official uses of e-mail are prohibited. Employees are specifically prohibited from using EOP facilities to disseminate information in connection with any unauthorized non-governmental activities, including, but not limited to, fundraisers and private businesses or for-profit activities. Finally, do not create or forward chain e-mails, as this is an improper use of government facilities.

Costs and Charges

There are many goods and services available for sale over the Internet. Be sure to obtain prior authorization from the White House Management Office (Room 1, EEOB, x62500) before buying any of them for official use, just as you would for any other official purchase.

Threats and Security Issues

If you receive an e-mail threat to any person or to the White House complex, forward it to the USSS. If the threat is urgent, call the USSS Control Center (Room 058, EEOB, x54497). Report "system" threats (e.g., e-mail "storms" of multiple unwanted messages or "bombs" containing large attachments) to the Office of Administration's Information Systems and Technology Network Operations Center (IS&T) at x57370. Beware of viruses. Scan all downloaded files with the Anti-Virus software found in the Network Utilities window. Finally, do not send classified material over the external network.

Network Etiquette

Be polite and be careful. Remember that you represent the President and the Administration. Your opinions may be regarded as official Administration policy even if you do not intend them that way. Be sure to include any disclaimers that may be necessary. Remember that any messages you send can be copied and forwarded throughout the system, even to people whom you did not expect to receive them.

KEYS

It is the policy of the USSS that keys will be issued only to staff members who have received permanent passes.

USSS Locks

If a staff member requires a key to a USSS lock, the administrative contact must submit the USSS Key and Access Code Request Form (see White House Forms, E-57) to the OA Security Office (Room 4101, NEOB, x56206). Key requests submitted directly to the USSS will not be considered.

GSA Locks

If a staff member requires a key to a GSA lock, the administrative contact must submit a Facility Request Form (see White House Forms, E-23) to the White House Management Office (Room 1, EEOB, x62500).

Safes:

If a staff member has difficulty accessing a GSA Approved Container, contact the OA Security Office (Room 4101, NEOB, x56206) for assistance.

LEAVE *(also see Legal and Ethical Requirements--Use of Leave)*

Commissioned Officers and their equivalent on the White House Office payroll are entitled to three weeks of annual leave per year. Other leave is also available for family and medical needs. Several types of leave are applicable to the other White House staff: annual leave, sick leave, leave without pay, family leave, military leave and leave for court/jury duty.

Annual Leave

Annual Leave is earned at the rate of 4, 6, or 8 hours per 2-week pay period, depending upon the length of government service (4 hours for government service of less than 3 years, 6 hours for more than 3 years and less than 15 years, and 8 hours for more than 15 years).

Annual leave can be carried over from year to year up to a maximum annual leave balance at the end of the year of 240 hours (6 weeks); any excess amount is forfeited at the end of the leave year.

Sick Leave

Sick leave accrues at four hours per pay period, with no maximum limit.

Employees may use earned sick leave to provide care for a family member as a result of physical or mental illness; injury; pregnancy; childbirth; or mental, dental or optical examination or treatment. In addition, employees may use sick leave to make arrangements due to the death of a family member or to attend the funeral of a family member. If employees work full time, they may use up to 40 hours (5 work days) of sick leave per year for these purposes. If they have a sick leave balance of at least 80 hours, they can use up to an additional 64 hours (8 work days) of sick leave per year for these purposes for a total of 104 hours (13 days) per year, provided their sick leave balance never falls below 80 hours. Part-time employees may use the number of hours of sick leave they normally accrue during the year. The term "family member" includes spouses and their parents, children (including adopted children) and their spouses, parents, brothers and sisters and their spouses, and any individual related by blood or affinity whose chosen association with the employee is the equivalent of a family relationship.

For additional information regarding leave, call the Office of Administration, Human Resources Management Division (Room 4013, NEOB, x51088).

MATERIALS FOR THE PRESIDENT

All materials directed to the President should be sent through the Staff Secretary's Office (Ground Floor, West Wing, x62702). The Staff Secretary's Office may circulate the materials for review, comment and any necessary revision to other White House offices. Once the comments concerning a document have been received and a final document has been prepared for the President, the document is forwarded to the President with information concerning any disagreement between members of the Senior Staff concerning the content of the document. Frequently, action officers have the responsibility to further circulate materials they receive. For example, the Cabinet Affairs Office may be required to circulate a particular document to members of the Cabinet.

OVAL OFFICE *(also see Directory of Services--Tours)*

The Oval Office is the President's primary working office. This office may not be entered by any staff unless accompanied by a USSS Officer or a member of the President's immediate office staff. The Oval Office can be viewed as part of the West Wing tour from the doorway and with the approval of the Chief of Staff or Oval Office Operations.

PARKING

Staff

Requests and inquiries regarding staff parking should be directed through administrative contacts to the White House Management Office (Room 1, EEOB, x62861). Each White House Office department is given an assigned allotment of parking permits to be distributed by administrative contacts on a monthly basis. Upon approval, the applicant is notified as to the area in which he/she is to park and issued an appropriate vehicle permit, which must be visible at all times from the rear view mirror. Lost, misplaced, or stolen passes should be reported immediately to the White House Management Office (Room 1, EEOB, x62861).

Guests

East Executive Avenue

The Usher's Office (Executive Residence, x62650) is responsible for clearing cars through the East gate for parking on East Executive Avenue.

West Executive Avenue

The White House Management Office (Room 1, EEOB, x62861) is responsible for clearing vehicles through the Southwest gate for parking on West Executive Avenue.

The four appointment parking spaces on West Executive Avenue are reserved primarily for individuals entering the complex to meet with:

- ★ The President
- ★ The Vice President
- ★ The First Lady
- ★ The Chief of Staff
- ★ The Deputy Chiefs of Staff

For other meetings, visitors should seek parking outside the complex. In limited situations, appointment parking may be arranged for meetings with Senior Staff on a space available basis. If you feel that a parking space is necessary, please submit a Request for Parking form (see White House Forms, E-31) to the White House Management Office (Room 1, EEOB, x62861). Fax (x61655) the information (including driver's name, car type, license plate number, date and time of arrival and departure, and who the vehicle occupants are visiting) at least two hours in advance of an appointment or by 5:00 p.m. on Friday for weekend parking. If the form is not fully completed, your request cannot be considered. The White House Management Office reserves the right to deny any appointment parking request.

On weekends, staff members who do not hold West Executive Avenue parking privileges should continue to park outside the gates.

Members of Congress, Cabinet Members, and Supreme Court Justices may use West Executive Avenue parking. While these cars do not need to be cleared to allow entry, please forward the information to the White House Management Office (Room 1, EEOB, x62861) to ensure that parking is available and that the USSS has been notified.

In addition to requesting parking, all occupants of a vehicle must be cleared through WAVES (see Appointments/Visitors) except Members of Congress, Cabinet Members, and Supreme Court Justices. The person who schedules the appointment for a visitor who is arriving by vehicle is responsible for submitting the names of the visitors and the driver to the WAVES center for clearance to enter the complex.

PAYROLL

Staff are paid every two weeks on the Friday after the end of the pay period. If you have questions regarding deductions or other aspects of pay, call the Office of Administration, Human Resources Management Division (Room 4013, NEOB, x51088). Pay calendars are available in

the White House Personnel Office (Room 1, EEOB, x62861).

Time and Attendance Records

Time and attendance for payroll is maintained by authorized timekeepers in each office. Hours of work and absences are entered by the timekeeper into the time and attendance system (T&A). Timekeepers should then notify the designated supervisor who will certify the time and attendance information electronically in the T&A system. Supervisors should certify the time and attendance by noon on Monday following the end of the pay period. Salary payments will not be generated for time and attendance that is not certified electronically. For the name of your designated Certifier or for general assistance, call the White House Personnel Office (Room 1, EEOB, x62861).

PERSONNEL

Appointment Type - An appointment on the White House Office payroll is referred to as an Excepted Service Appointment or Presidential Appointment. All White House Office employees serve at the pleasure of the President, have their salaries set by the White House, are not part of the competitive career service, and are not Schedule C employees.

All government employees, including consultants, volunteers, and interns, are subject to conflict of interest requirements and ethics rules (see Legal and Ethical Requirements section). Consult the Office of Counsel to the President (x62632) for further information on how these requirements apply to part-time and/or unpaid positions.

Hiring

Procedures for submitting a request for any new hire or consultant require the completion and approval of a Pre-Employment Information Form (see White House Forms, E-15). Detailees require the completion and approval of an Other Government Employee Form. Forms are available from the White House Personnel Office (Room 1, EEOB, x62861). All such requests require the signature of the office head for the prospective employee's office and are subject to review by the White House Personnel Office. Requests must be submitted at least five days prior to the proposed start date. **Submission of this form does not constitute approval to hire and no final offer should be extended until the Chief of Staff or Deputy Chief of Staff gives approval.** The administrative contact is notified of approval to hire and the start date.

A prospective employee must also submit a White House Office Supplemental Pre-Employment Information Form (see White House Forms, E-17) and a Drug-Testing Acknowledgement Form (see White House Forms, E-9) to the administrative contact in the office in which they are being considered for employment. The administrative contact is responsible for completing the "Access/ Pass" section of the Supplemental Pre-Employment Information Form and forwarding all completed forms to the White House Personnel Office (Room 1, EEOB, x62861).

> **All new hires are subject to mandatory applicant drug testing and a preliminary security review. No commitment to hire should be made until final confirmation is received from the White House Personnel Office (see also Drug Testing).**

PHOTOGRAPHS

All official White House events with the President are photographed by a White House photographer. The Photo Office (x61721) will contact the Project Officer of the event to notify them that the photographs taken at the event are

developed. The Photo Office may then send photos directly to the Project Officer or photos may be viewed on contact sheets in the Photo Editing Office. One 8x10 print is allowed for each person clearly pictured in the frame.

A Photo Print Order form (see White House forms, E-37) should be filled out at the time of selection and submitted for processing, which will take five business days. Photos will be delivered to the office of the originator of the print order. It is the responsibility of the Project Officer to secure "autopen " or original signatures and to send out or mail the photographs to the individuals.

PRESIDENT'S SIGNATURE

Requests for letters over the President's signature must be submitted with the written approval of an Assistant to the President or Deputy Assistant to the President to the Presidential Correspondence Office (Room 94, EEOB, x67610).

PRESIDENTIAL EVENTS

Coordinating Presidential Events in the White House

Invitations to Presidential receptions, briefings, dinners, and other events in the Executive Residence and on the White House grounds are normally handled through the Social Office (Room 204, East Wing, x69700). However, it is always necessary that the coordinating office establish a staff contact for an event. The staff contact is responsible for all aspects of an official event. This includes coordination with Presidential Scheduling, the Social Office and Communications, as well as assuring proper review of the guest list, clearing guests into the complex, preparing briefing materials, and following-up with thank-you notes and White House photo distribution.

Coordination with Presidential Scheduling

The staff contact must submit a Schedule Proposal (see White House Forms, E-43) to request the attendance of the President. Scheduling Requests should be submitted as soon as the staff contact becomes aware of the invitation or event, preferably 6-8 weeks prior to the event date.

Coordination with the Social Office

If the event is in the Executive Residence, the guest list for the event must be submitted to the Social Office at least four weeks prior to the event.

Coordination with Communications

The staff contact must provide background information to Communications, in order to confirm that the message of the event is properly reviewed. The staff contact should request that Speechwriting provide any remarks required.

Guest List Review

The staff contact is responsible for collecting names for the Presidential Event guest list from all interested parties and maintaining a master guest list. There are currently three clearance processes that must occur before any guest is admitted to the White House: 1) the USSS screens for individuals who may pose a physical threat; 2) the Office of Communications/ Research screens public press reporting on individuals and entities; and 3) the National Security Council screens foreign nationals (other than lawful, permanent residents).

The following guidelines apply to the review of guest lists for a Presidential Event:

★ **Complete Information on Proposed Guests:** The staff contact must provide complete information about the individuals in a timely manner, including: full name, business name and location, date of birth and social security number. Accordingly, it is the responsibility of each person inviting guests to Presidential Events with one of the Principals to provide the staff contact with

full information. It is also the responsibility of the staff contact to denote what kind of contact (photo, head table, etc.) the guests will have with the principal(s).

★ **Submit Guest List Within 72-Hours After Event is Scheduled:** Once an event is accepted and put on the schedule, the staff contact has 72 hours to provide a guest list. The list should be largely final and include all required information.

★ **Foreign Guests:** Staff members submitting names to a staff contact are responsible for clearly identifying foreign nationals. Staff members should request NSC review at least three days before they send an invitation to a foreign national for an event that a principal is expected to attend. The staff contact must provide a memo to the NSC Executive Secretary (Ground Floor, West Wing, x69461) containing the following information: foreign national's name, title, date of birth, country of origin, passport number, country of permanent residence and the date, time and purpose of the proposed meeting. A copy of this memo should also be provided to the Chief of Staff's office. If a principal is expected to participate, no invitation should be sent to, nor meeting scheduled with, a foreign national, until the staff contact is notified by the NSC Executive Secretary that the foreign national is cleared for the event.

The staff contact is responsible for arranging an escort for foreign attendees to the event.

All accredited foreign diplomats are exempt from the requirement that all foreign nationals be escorted while in the EEOB.

★ **Guest List Closes 48 Hours Before Event:** The guest list closes 48 hours prior to the *day* of an event (i.e., list closes Monday evening for a Thursday event). Any request for additional guests within the 48-hour pre-event window must be made in writing via e-mail to the Social Office for consideration.

★ **Large Events:** For large events with the President, the Vice President, the First Lady or Mrs. Cheney, provide a guest list which includes only those individuals who will have personal contact with the principal(s). The staff contact should confirm with the Chief of Staff's office that an abbreviated guest list is appropriate before submitting the list for review.

Clearing Guests Into the Complex

(also see Appointments/Visitors)

For events in the Residence, the staff contact must provide complete clearance information for all guests to the Social Office no later than one week prior to the event. For events in the West Wing or EEOB, the staff contact must provide complete clearance information for all guests to the USSS no later than one week prior to the event.

Follow-Up with Thank-You Notes

The staff contact is responsible for providing the Social Office (Suite 200, East Wing, x69700) with the names and addresses of individuals who should receive thank-you notes. The information should be supplied via e-mail or on a disk, accompanied by talking points or proposed language. The language should be appropriate to the particular event and may address actions that the President hopes the recipient will take following the event. This information should be provided within three days of the conclusion of an event. For specific instructions on the format in which to provide this information, please contact the Office of Presidential Correspondence (Room 94, EEOB, x67610).

Requesting Invitations for Presidential Events

Staff members wishing to suggest people to receive invitations for an event should forward the names and clearance information to the Social

Office (Suite 200, East Wing, x69700) and/or the coordinating office no later than one week prior to the meeting or event to allow proper review by the USSS and for a decision by the Social Office on whether to issue an invitation.

For most events, the originating office forwards the invitation list to the Social Office so that invitations can be extended. Lists are required a minimum of four weeks prior to the event. **Under no circumstance should uninvited White House staff attend an event, issue invitations (written or oral), or escort guests who are not invited by the Social Office and/or the coordinating office.**

Invitations to events will indicate if a spouse or guest is to be included.

Marine One Arrivals and Departures

Occasionally passholders will be invited to arrivals or departures of Marine One. Prior notice will be given for open departures via e-mail notification. Staff members with requests for groups of more than four to attend a departure or arrival should direct their requests to the Visitors Office (Suite 100, East Wing, x69700).

PRESS *(see also Admittance Procedures)*

Press Coverage of Presidential Events - Members of the press covering activities in which the President is participating must always be escorted by members of the Press Secretary's Office (Ground Floor, West Wing, x62580). The Press Secretary's Office handles all arrangements for members of the press, including clearance into the complex and any special requests.

Unless there is press coverage of an event in which the President is participating, only official White House photographers may be present. Others, such as photographers hired by organizations participating in Presidential meetings, will not be admitted.

Press Inquiries - Inquiries from the news media should be forwarded to the Press Secretary's Office (x62580).

PROCLAMATIONS

Proclamations are formal Presidential documents and, in that regard, are similar to Executive Orders. There are two types of proclamations: regulatory (usually with budget or trade 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. Many Commemorative Proclamations are issued pursuant to a statute passed by Congress. In addition, the President may issue others on his own initiative.

Although proclamations may be drafted in any government department or agency, they must pass through the Office of Management and Budget's Legislative Reference Division (Room 7203, NEOB, x53090) before going to the President for his consideration. Like other materials, they are sent through the Staff Secretary's Office (Ground Floor, West Wing, x62702) and are staffed as necessary for review and comment by Senior Staff. Additional information concerning proclamations may be obtained from the Executive Clerk's Office (Room 4, EEOB, x62226). Copies may be obtained on the Intranet or from any of the Office of Administration's libraries.

ROOSEVELT ROOM *(also see Directory of Services--Conference Rooms)*

The Roosevelt Room is reserved for use by the President, the Vice President, the Chief of Staff, Counselor to the President, Senior Advisor to the President and the Assistant to the President for National Security Affairs. Food is not allowed in the Roosevelt Room unless catered by the White House Mess. Please note that in order to have a meeting in the Roosevelt Room, one of the above-named individuals must chair the meeting. In addition, furniture in the Roosevelt Room can only be removed or rearranged when the function

is in direct support of the President. The Roosevelt Room can be viewed as part of the West Wing tour.

SAFES

Classified materials must be stored in a GSA Approved Container which are available through the White House Management Office (Room 1, EEOB, x62861). If staff experience difficulty in accessing a safe, call the OA Security Office (Room 4101, NEOB, x56206) for assistance.

SEAL, THE GREAT

The Great Seal of the United States was officially created by the Continental Congress in 1782. In 1947, the Secretary of State was given authority to govern use of the Great Seal; it may be affixed only with his permission. Inquiries about its use should be directed to the State Department. Unauthorized use of the Great Seal is a criminal offense pursuant to 18 U.S.C. Section 713.

SEAL, PRESIDENTIAL

The current Presidential Seal was first established by Executive Order 10860. It denotes the Office of the President of the United States and may be used only under certain circumstances. Use of the Presidential seal is governed by Federal law as codified under 18 U.S.C. Section 713 and Executive Order 11649. In general, the Presidential Seal is reserved for the exclusive use of the President. The Executive Order sets out a number of exceptions to this general rule principally related to educational or historical uses. The Seal may not be reproduced or altered in any way without the approval of the Office of Management and Administration and written permission from the Office of Counsel to the President. Inquiries and requests regarding the use or display of the Seal should be directed to Office of Counsel to the President (x62632).

SEXUAL HARASSMENT *(see Equal Employment Opportunity)*

STAFF MESS

Membership is required to dine in the Mess. Membership is limited to Commissioned Officers to the President and the equivalent. Requests for membership must be submitted to the White House Mess Office and will be approved by the Office of Management and Administration. Reservations are required for members who desire to dine with guests and can be made by calling x71535, seatings are at 12:00 pm and 1:15 pm. A staff table is available for single walk in members without reservations. Carryout service is available for all staff who have offices in the West Wing. Members of the media and foreign nationals are not allowed in the Staff Mess.

STATIONERY

White House letterhead may be used for official purposes only by bona fide staff. All official correspondence should be unsealed; sealed White House envelopes will be opened for inspection. Cream colored stationary is for the exclusive, personal use of the President.

An employee may send a letter of recommendation on White House stationery and include his or her title in only two circumstances: (1) the employee has worked with the individual in the government; or (2) the individual is seeking a position with the Federal government.

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Directory of Services

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ATHLETIC FACILITIES

The White House Athletic Center is a full service, employee-financed exercise and fitness facility open for membership to all Executive Office of the President (EOP) employees (including interns, detailees and contractors assigned to EOP agencies). The facility has locker rooms, showers, a sauna, a full line of strength training equipment, step machines, treadmills, stationary bicycles, and rowing machines. Exercise and aerobic classes are also offered.

Short-term memberships are available for interns and detailees. EOP staff may pay their dues through payroll deduction. Contact the White House Athletic Center (Room 2008, NEOB, x55688) for pricing and payment options.

ATM *(also see Credit Union)*

Automatic teller machines are located on the ground floor of the Eisenhower Executive Office Building (EEOB) near the 17th and "G" Street entrance and in the New Executive Office Building (NEOB) lobby on the ground floor.

AUDIO-VISUAL EQUIPMENT

Slide projectors, overhead projectors, screens, VCRs and television monitors may be obtained from the White House Management Office (Room 1, EEOB, x62861). Two days advance notice should be given to ensure availability and delivery. For meetings in which the President is directly involved, contact the White House Communications Agency for assistance with audio-visual equipment (Room 593, EEOB, x71234).

BURN BAGS

Burn bags are to be used for the disposal of non-record, classified and sensitive information only. All burn bag material should be taken to Room 096 in the EEOB between 8:00 a.m. and 4:00 p.m., Monday through Friday. If there is any question as to what can be properly disposed in this manner, contact the Office of Counsel to the President (x62632) or the Office of Records Management (x62240) before disposal.
If there is a valid need to have regular burn bag pick-ups in a particular office, a request in writing should be submitted to the White House Management Office (Room 1, EEOB, x62861). The request should explain the particular needs of that office. The request will be forwarded to the USSS for final approval.

BUSINESS CARDS

Business cards are available to all White House Office staff. Request for Business Cards form (see White House Forms, E-3) are available from the White House Management Office (Room 1, EEOB, x62861). Business cards may also be ordered online from **www.govbusinesscards**. The cost of business cards must be paid personally by staff members.

When completing the Request for Business Cards form, please remember the following:

- ★ The title listed in your official personnel file must match what is being requested.
- ★ Under the office, include your room number and building location.
- ★ The form must be signed by your "Head Of Office."
- ★ After forwarding the form to the White House Management Office (Room 1,. EEOB, x62861), it will be reviewed and the price checked. It will then be returned to you with a cover memo requesting your check.

★ After returning the papers and check to the White House Management Office (Room 1, EEOB, x62861) your business cards will be sent to you in approximately four weeks.

Business cards may not be purchased from any other source.

CAFETERIAS

There are two cafeterias located in the White House complex -- room 32 of the EEOB, x56132 and on the second floor of the NEOB, 842-3080. The hours of operation are:

EEOB Cafeteria

6:30 a.m. –	9:00 a.m.	Breakfast
9:00 a.m. –	10:30 a.m.	Continental Breakfast
10:30 a.m. –	11:00 a.m.	Closed
11:00 a.m. –	2:00 p.m.	Lunch
2:00 p.m. –	3:00 p.m.	Snacks
3:00 p.m. –	3:30 p.m.	Closed
3:30 p.m. –	5:30 p.m.	Snacks*

*On Fridays, the EEOB Cafeteria closes for the day at 3:00 p.m.

NEOB Cafeteria

7:30 a.m. –	9:30 a.m.	Breakfast
9:30 a.m. –	11:00 a.m.	Continental Breakfast
11:00 a.m. –	2:00 p.m.	Lunch
2:00 p.m. –	2:30 p.m.	Snacks

CARS *(see Transportation)*

COMPUTER SERVICES AND SUPPORT

Requests for new computer support, such as a computer or type of software, authorization to use the EOP computer network or the development of a new computer application, should be directed to the White House Management Office (Room 1, EEOB, x62861) for approval.

Customer assistance, such as trouble calls because equipment is not working or services seem to be unavailable, should be directed to the Office of Administration's Information Systems and Technology (IS&T) Help Desk. Call x57370 for 24 hour assistance.

Training classes for software frequently used in the White House complex are offered through OA's IS&T. For a schedule of training classes available or to register for a class, call x57370.

Internet access is provided as a basic service to authorized users on the EOP network (also see Directory of Services--Internet Policies).

CONFERENCE ROOMS *(also see White House Conference Center)*

Because there are a limited number of conference rooms available, be sure to plan ahead when organizing a meeting or event that requires one of these rooms. Reserve conference rooms at least one week in advance.

To reserve a conference room:

★ Identify a room or rooms that will accommodate your meeting (see the Room Charts on the following pages);

★ Determine if the room is available by calling x67666 for all EEOB conference rooms and x51573 for all NEOB conference rooms;

★ If available, the room may be temporarily reserved pending receipt of a Conference Room Reservation form no later than 24 hours before the event (see White House Forms, E-7).

When reserving a conference room, it is important to remember the following rules and regulations:

★ All agencies within the Executive Office of

the President may use conference rooms.

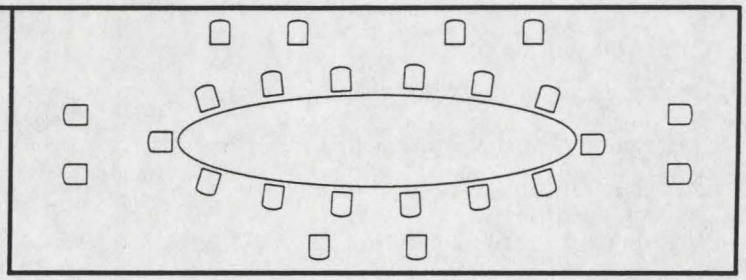
- ★ You may be bumped from your room should the President, Vice President, First Lady or Mrs. Cheney require the use of the room. You will be contacted as far in advance as possible if your room is needed.
- ★ Conference rooms are not available for use by private citizens or organizations.
- ★ Outside organizations may not pay for food or refreshments at official events within the White House Complex unless approved by the Counsel's Office.
- ★ No food is allowed in 180 EEOB, 472 EEOB or 476 EEOB.

The Roosevelt Room is reserved for use by the President, the Vice President, the Chief of Staff, Counselor to the President, Senior Advisor to the President and the Assistant to the President for National Security Affairs. Food is not allowed in the Roosevelt Room unless catered by the White House Mess. Please note that in order to have a meeting in the Roosevelt Room, one of the above-named individuals must chair the meeting. In addition, furniture in the Roosevelt Room can only be removed or rearranged when the function is in direct support of the President. The West Wing Receptionist handles reservations for the Roosevelt Room.

EEOB Conference Rooms

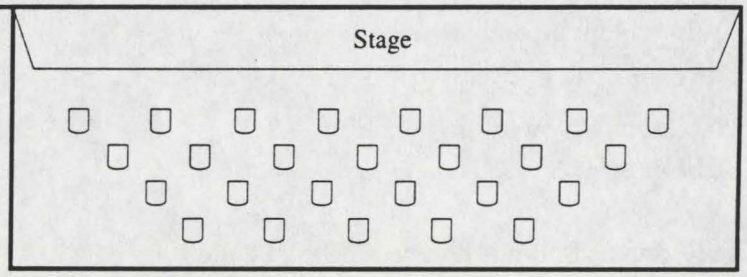
EEOB 180

Conference Style
Seating Capacity 24
No Podium
No Food
Call x67666



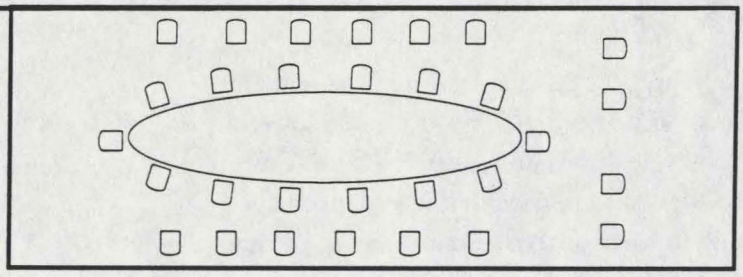
EEOB 450

Theater Style
Seating Capacity 220
Stage
Call x67666



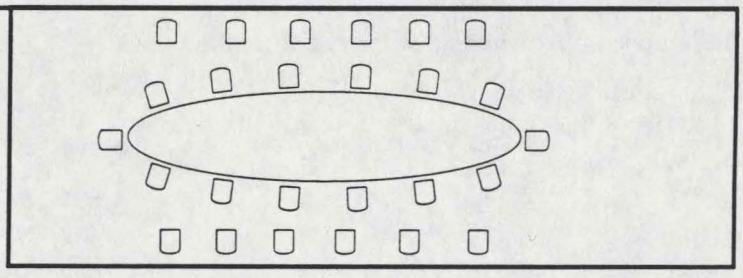
EEOB 476

Conference Style
Seating Capacity 30
No Podium
No Food
Call x67666



EEOB 22

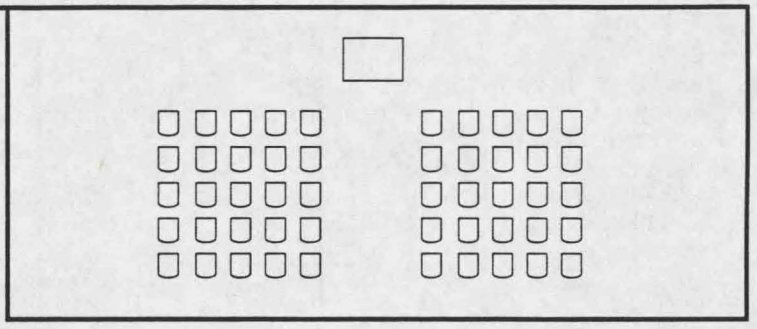
Conference Style
Seating Capacity 26
No Podium
Call x67666



EEOB 474
Indian Treaty Room

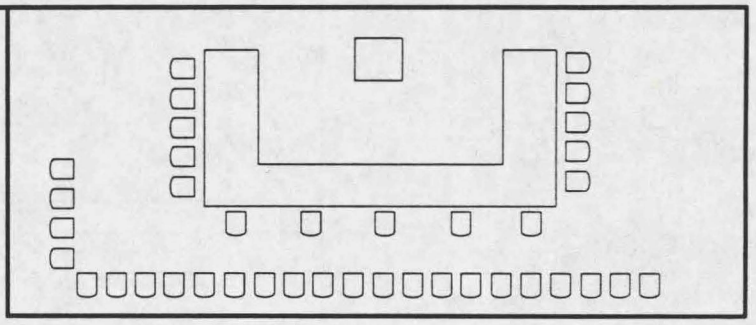
Option 1

Theater Style
Seating Capacity 125
Podium
Call x67666



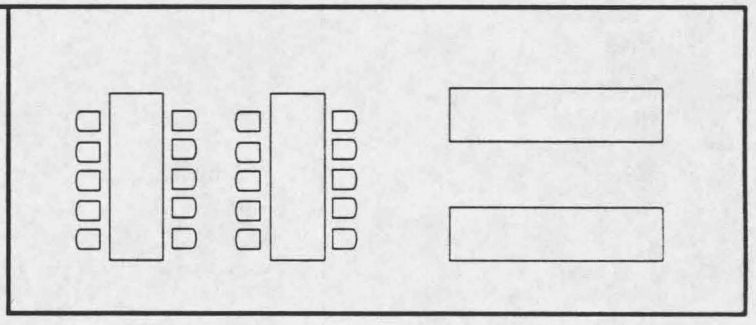
Option 2

U-Shaped Conference Style
Seating Capacity 70
Podium
Call x67666



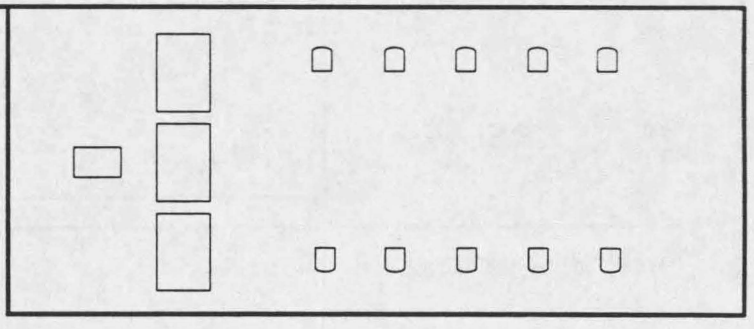
Option 3

Luncheon Style
Seating Capacity 50
(only 20 at tables)
Call x67666



Option 4

Reception Style
Capacity 220
Podium
Call x67666

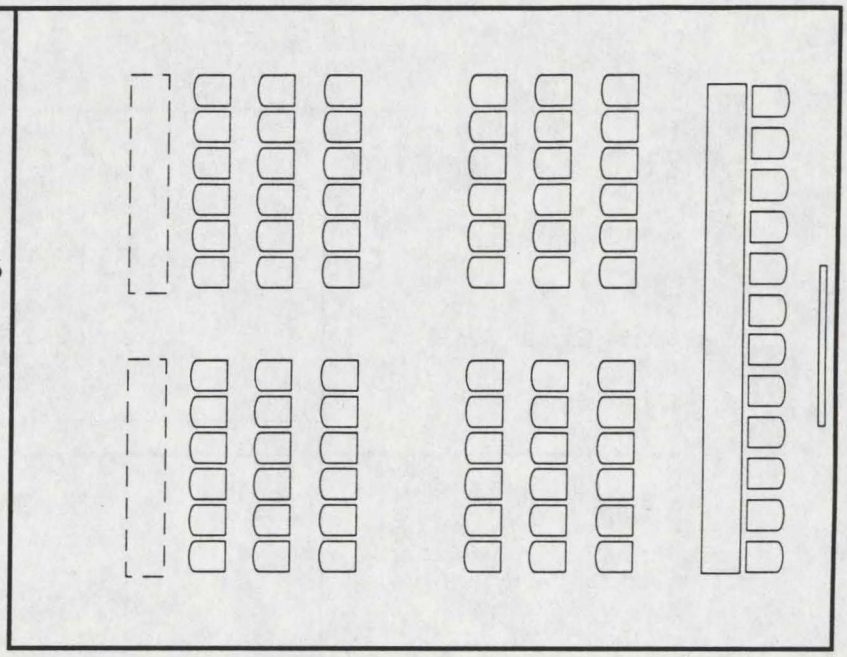


White House Conference Center

TRUMAN CONFERENCE ROOM

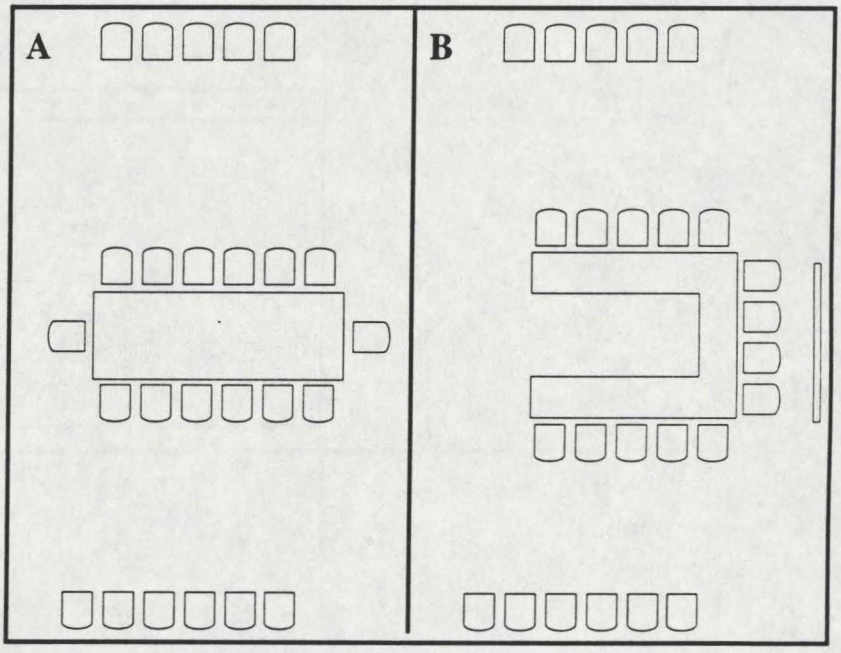
Option 1

Theater Style
Seating Capacity with Podium 96
Seating Capacity with Panel 84
Call x67666



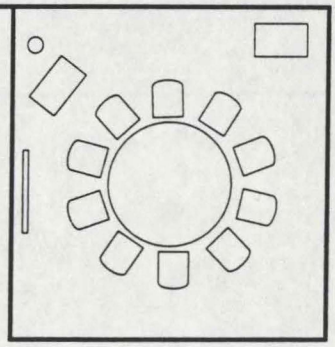
Option 2

Conference Style
Seating Capacity 35
(14 at tables)
Option A
Option B
No Podium
Call x67666



WILSON ROOM

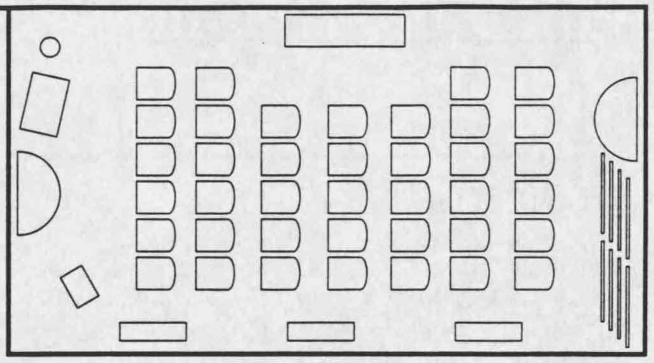
Conference Style
Seating Capacity 8-10
No Podium
Call x67666



EISENHOWER ROOM

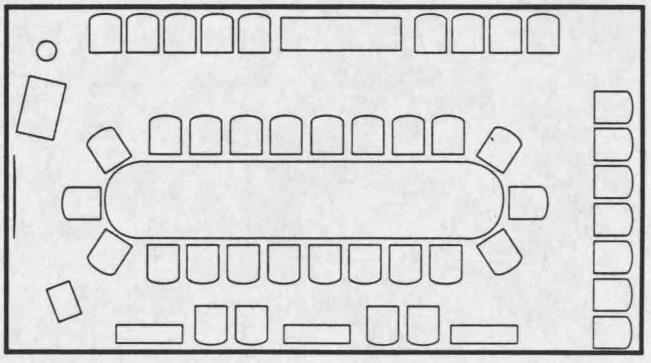
Option 1

Theater Style
Seating Capacity 35
Podium
Call x67666



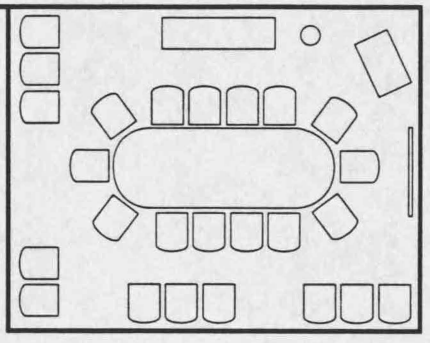
Option 2

Conference Style
Table Seating Capacity 22
Wall Seating Capacity 20
Total Seating Capacity 42
Podium
Call x67666



JACKSON ROOM

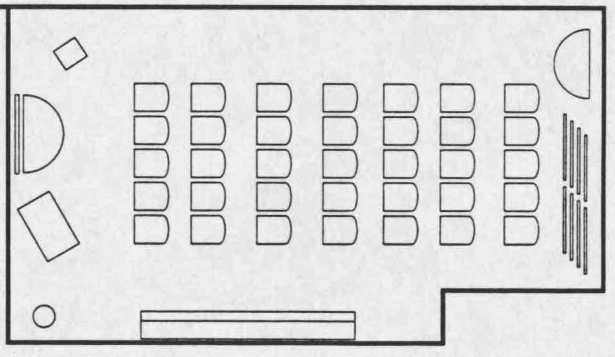
Conference Style
Table Seating Capacity 14
Wall Seating Capacity 11
Total Seating Capacity 25
No Podium
Call x67666



LINCOLN ROOM

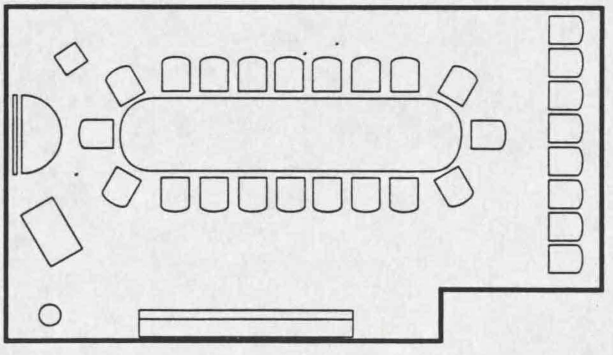
Option 1

Theater Style
Seating Capacity 35
Podium
Call x67666



Option 2

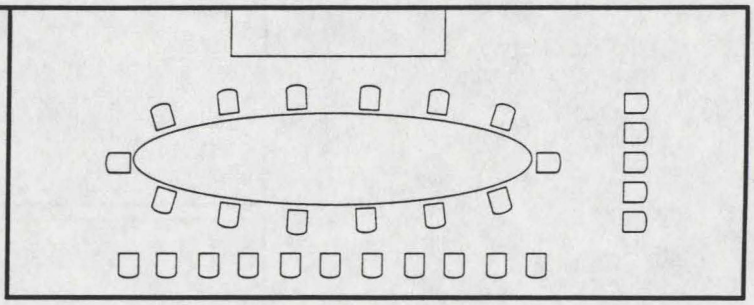
Conference Style
Table Seating Capacity 20
Wall Seating Capacity 8
Total Seating Capacity 28
Podium
Call x67666



NEOB Conference Rooms

NEOB 5104

Conference Style
Seating Capacity 30
No Podium
Call x51573



CREDIT UNION *(also see ATM)*

Membership in the White House Federal Credit Union (Room 42, EEOB, x62900) or the Budget Federal Credit Union (Room 7215, NEOB, x54882) is open to all permanent Executive Office of the President staff. The White House Federal Credit Union and lobby window are open for cash and business operations from 9:00 a.m. to 4:00 p.m., Monday through Friday. On Tuesdays, the lobby window only is open from 6:30 a.m. to 4:00 p.m. The Budget Federal Credit Union is open from 9:00 a.m. to 3:00 p.m. Monday through Friday.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is a confidential counseling service for employees who need help with personal or work-related problems. The EAP helps identify problems and makes referrals to appropriate professional services. Immediate access is available by dialing 1-888-2HELP44 (or 1-888-243-5744). The EAP has a 24-hour answering service. An appointment will be scheduled at the employee's convenience. In addition, the EAP professional counselor is available each Wednesday afternoon between 1:00 p.m. and 4:00 p.m. in room 6101, NEOB, x55064. There is no charge to visit an EAP counselor. To obtain a copy of the EAP brochure or for additional EAP information, contact the Office of Administration, Human Resources Management Division (Room 4013, NEOB, x51088).

EQUIPMENT

Requests for the procurement or replacement of office equipment should be sent through your administrative contact to the White House Management Office (Room 1, EEOB, x62861). The request should describe the equipment specifications and provide justification for the request.

Fax Machines

Refer to the Executive Office of the President Telephone Directory for fax numbers of EOP offices. Listed below are general fax numbers for the White House complex:

EEOB	456-2461
West/East Wing	456-2883

Requests for fax machines or for fax machine repairs should be submitted through your administrative contact to the White House Management Office (Room 1, EEOB, x62500).

Telephones

Installation and Repairs

A Telecommunications Services Request form (see White House Forms, E-27) should be submitted to the Telecommunications Service Office (Room 019, EEOB, x66400).

Cellular Phones

Staff members may request use of a cellular phone for official business by submitting a request in writing to the White House Management Office (Room 1, EEOB, x62861). A demonstrated need must be established for a cellular phone. Staff members must promptly reimburse the government for any personal use of a cellular phone and certify that all remaining calls were for official purposes.

FEDERAL REGISTER

The Federal Register is a daily publication of Executive Orders and Federal rules and notices published by the National Archives. Copies of the Federal Register and the Weekly Compilation of Presidential Documents are received by many White House offices and are also available in all of OA's libraries as well as their Intranet sites.

FURNITURE AND FURNISHINGS

Requests for furniture, furniture repair, carpentry work, painting, or office rearrangement should be submitted on a Facility Request form (see White House Forms, E-23) through the office's administrative contact to the White House Management Office (Room 1, EEOB, x62861).

To avoid confusing personal with government property, staff who furnish their offices with personal property should clearly label such items and send a memorandum describing each item to the White House Management Office (Room 1, EEOB, x62861).

GRAPHIC DESIGN AND PRINTING

Assistance in designing publications and a variety of visual materials is available from the Office of Administration's Graphics and Printing Branch (Room 5013, NEOB, x53624). In addition, requests for printing or engraving are ordered through this office. **All requests for graphics or printing multiple copies (over 100 color or 5,000 black & white) must be approved in advance by the Office of Management and Administration (Ground Floor, West Wing, x64500).**

LETTERS, PRESIDENTIAL

White House staff may request to have letters sent from the President to friends and family for many occasions. Requests can be made by sending a Presidential Acknowledgment Letter form (see White House Forms, E-39) to Room 62, EEOB. Please allow a minimum of two weeks to process the request.

Occasion
Anniversary
Acknowledgement

25, 35, 40, 50-69	Card
70+	Letter

Occasion
Birth of Baby
Acknowledgement
Card addressed to baby

Occasion
Birthday
Acknowledgement

70-99	Card
101+	Special Letter

Occasion
Condolence
Acknowledgement
Card or Letter depending on appropriateness (Military requests should come from the White House Military Office through the Staff Secretary's Office.)

Occasion
Graduation
Acknowledgement

High School (individual)	Card
High School (class)	Letter
College (individual)	Card
College (class)	Letter

Occasion
Retirement
Acknowledgement

Any Retiree	Card
All FBI	Letter
All Clergy	Letter
All Educators	Letter
Fire Fighters	Letter
Police	Letter
White House/ EOP Service	Letter (minimum one year of service)

Occasion	
Military	
Acknowledgement	
20-29	Certificate
30 + years	Letter
20 + White House Service	Letter

(Military requests must be cleared with the White House Military Office before a response is issued.)

Occasion	
Additional Occasions	
Acknowledgement	
Wedding	Card
Sacred Occasions	Card
Joyous Occasions	Card
Girl Scout Award	Card
Eagle Scout	Card
Illness	Card
Royal Rangers Gold Medal of Achievement	Card

LIBRARIES

The Office of Administration has three libraries that provide a wide range of information and services to all EOP staff.

The EEOB Library (Room 308, x57000) covers special interest areas such as the Presidency, past and current administrations, American history and politics, government policy, and national security.

The Law Library (Room 528, EEOB, x53397) maintains a basic legal and legislative collection with a strong emphasis on administrative and Federal case law. The collection also includes congressional materials such as bills, laws, committee hearings, prints, and reports.

The NEOB Library (Room G-102, x53654) covers special interest areas including economics, the budget, and other areas relating to the management of Federal government activities.

An on-line catalog, found on the Library link at **www.eop.gov/**, provides easy access to holdings in any of the three libraries.

Experienced reference librarians are available to provide assistance in all three libraries. They have access to print materials, online databases, CD-Roms and Internet resources to help meet staff information requirements.

Individual as well as group orientations for new staff and interns (up to 6 persons at one time) can be arranged and can be tailored to the probable information needs of the office requesting the orientation.

LOBBIES

Telephone numbers for lobbies in the White House complex are:

<u>White House:</u>	
West Lobby	x62605
Ground Floor, West Wing	x62181
East Wing	x62396
<u>EEOB:</u>	
Pennsylvania Avenue	x62697
17th and "G" Streets	x66695

(b)(7)f

MAIL AND MESSENGER SERVICES

(also see Postal Unit)

Inter-office Mail

The OA messengers deliver mail to individual offices within the White House complex. There are four daily inter-office mail deliveries in the East and West Wing, and three daily deliveries in the EEOB and NEOB. Mail should reach its des-

tination within four business hours from pick-up. The government cannot accept responsibility for personal items sent through the mail service.

"Red Tag" Deliveries

"Red Tag" messenger service allows for immediate pickup and delivery of material. **It should be used only when absolutely necessary.** To request Red Tag service, call the messenger room closest to the office where the material is to be picked up.

West Wing	x52615
East Wing	x52918
Room 54, EEOB	x57005

Incoming Mail

All incoming mail and parcels undergo security screening prior to delivery to the White House complex where it is then sorted and delivered.

Incoming Courier Deliveries

All couriers must take deliveries to the NEOB lobby, Room G-1, 725 17th Street, N.W., between 8 a.m. and 6:30 p.m. **No after hours deliveries will be accepted.** Following x-ray inspection, messengers deliver the packages within the White House complex. Contact the Courier Receiving Facility (x53332) for more details.

Outgoing Presidential Mail

All Presidential correspondence should be sent to the Correspondence Review Section (Room 76, EEOB, x62916) for a final check. The Mail Section will not handle outgoing Presidential correspondence unless it has been processed by the Correspondence Review Section. Outgoing Presidential mail should not be folded or placed in an envelope (this will be done by the Mail Section). Mailings of over 100 pieces must be approved in advance by the White House Management Office (Room 1, EEOB, x62861).

Other Outgoing Official Mail

All other official (non-Presidential) correspondence may be placed in office "out" boxes or brought to Room 52, EEOB for delivery. Official correspondence should not be sealed. The White House requires that Mail Section employees examine any correspondence mailed at government expense in order to determine the appropriate postage rate. If, upon opening the package, the Mail Section concludes that the contents are of a personal or unofficial nature, the package will be returned to the staff member and disciplinary action will be taken.

Outgoing Metro Area Delivery Services

Messengers make metro-area deliveries within the Beltway. Packages to be delivered to Capitol Hill or to a Federal agency should be taken to Room 52, EEOB. For information on schedules, please contact the Mailroom (Room 54, EEOB, x57005).

Outgoing Air Express Deliveries

The use of express overnight mail at government expense must be approved by the White House Management Office (Room 1, EEOB, x62861) prior to mailing. Pre-printed forms for official mailings and envelopes are available from the White House Management Office. Outgoing express mail packages should be delivered to the EEOB mailroom (Room 52, EEOB, x57005) by 6:00 p.m., Monday through Friday, to ensure next day delivery.

Outgoing Personal Mail

Mailing of personal materials at government expense is strictly prohibited. Any letters or packages of a personal nature mailed from the White House complex should be in your personal envelopes and have proper postage affixed. Packages and letters in government envelopes or packaging will be opened to verify the nature of the mailing. If it is not official business, packages and letters of a personal nature will be returned to

the sender and disciplinary action will be taken. A mailbox is located on the ground floor of the EEOB across from the Postal Window (Room 54, EEOB).

The Postal Window

Room 54, EEOB, x67126 sells stamps and accepts parcels for mailing from 9:00 a.m. to 4:00 p.m., Monday through Friday. In addition, there are postage vending machines located in the snack bar of the EEOB and on the ground floor of the NEOB.

MAINTENANCE

General Services Administration (GSA) staff provide daily cleaning and maintenance of EOP offices. GSA personnel also provide facility-related services such as electricity, heating, air conditioning, plumbing and elevator service. For service in these areas, contact GSA at x53675.

For furniture repair, carpentry work, painting, office rearrangement and telephone installation requests, a Facility Request form (see White House Forms, E-23) should be submitted through your administrative contact to the White House Management Office (Room 1, EEOB, x62861).

MEDICAL CARE AND SERVICES

The Medical Unit (Room 107, EEOB, x72470) provides occupational health services and is a small dispensary for treating minor ailments or injuries. It is open from 9:00 a.m. to 11:30 a.m. and 1:00 p.m. to 4:00 p.m., Monday through Friday. (Please call x54497 for after hours or emergency needs.)

OFFICE SPACE

All inquiries with respect to office space should be directed to the White House Management Office (Room 1, EEOB, x62861).

PAGERS

Paging equipment is available for issuance on a case-by-case basis for staff with a demonstrated need for a pager. Pager requests must be authorized by the requester's White House office head, and submitted in writing to the White House Management Office (Room 1, EEOB, x62861).

PHOTOCOPIES

The Document Automation & Production Service (DAPS) (Room 082, EEOB, x52294) has black and white and full-color high-speed copiers and a variety of paper stocks in various colors. They can tape bind or side-staple your documents and can fold, trim, drill or laminate items. They are open Monday through Friday from 6:00 a.m. to 11:00 p.m. **Requests for multiple copies (over 100 color or 5,000 black & white) must be approved in advance by the White House Management Office (Room 1, EEOB, x62861).**

POSTAL UNIT *(also see Mail and Messenger Service)*

The White House Postal Unit (Room 49, EEOB, x62541) is a branch of the United States Postal Service. Hours are from 9:00 a.m. until 4:00 p.m., Monday through Friday.

The Postal Unit provides assistance to the White House in the handling of all incoming and outgoing Presidential and staff mail from EOP offices. Staff sort, process and count incoming mail before it is sent to the Presidential Correspondence Office and provide assistance to EOP offices in the preparation of large mailings, when their work load permits.

PRESS RELEASES AND PRESIDENTIAL DOCUMENTS

Press releases for which the date and/or specific occasion is known can be obtained from the White House website, **www.whitehouse.gov.**

Inquiries from staff members requiring research to identify the specific press release should be directed to the EEOB Library (Room 308, x57000), or the NEOB Library (G-102, x53654).

PUBLICATIONS AND PERIODICALS

Requests for the purchase of publications and periodicals should be made through the White House Management Office (Room 1, EEOB, x62861). The request should be made in writing and specify the publication, cost, appropriate address of the recipient, and justification for a copy other than those available through the libraries. Requests for publications should be kept to a minimum and, whenever possible, shared by staff members.

RECYCLING

Containers for aluminum cans and newspapers are placed in the restrooms, copier rooms, and/or joint use areas of each building. To recycle office paper, every office should use separate waste-baskets for office paper and non-paper waste (such as plastic, styrofoam products, paper clips, clamps, pens and pencils). Custodial personnel will keep non-paper waste separate from the recyclable office wastepaper. If necessary, additional wastebaskets may be ordered via fax (x54562).

SUPPLIES

Supply orders may be made via fax (x54562) to the Office of Administration supply service site using the Requisition for Supplies form (see White House Forms, E-25). Orders faxed by 10:00 a.m. will be delivered through inter-office mail by the end of the day; orders faxed after 10:00 a.m. will be delivered the next business day.

Orders must identify the account number assigned to your office by the Office of Administration. Interns and volunteers should place orders in the name of the permanent staff member for whom the supplies are requested. For a list of available supplies, contact the OA supply service (x55285) for a catalog or check the General Services link at **www.eop.gov/.**

Due to the bulk handling necessary, copier paper should be ordered separately from other supplies. Copier paper is delivered in the EEOB on Tuesdays and Thursdays; the OA mail staff monitor and stock copier paper in the West Wing and East Wing.

For items not available from the OA supply service, a written request should be submitted to the White House Management Office (Room 1, EEOB, x62500). It should specify ordering information such as the quantity, size, model number, price, source, delivery date, person to whom the supply should be delivered, and any other data. Requests for purchases of more than a nominal value must be submitted in writing by the office head or his/her designee to the White House Management Office for approval.

> **Under no circumstance should items be ordered from private suppliers without prior approval from the White House Management Office. You will be held personally liable for the cost of any item purchased without proper authorization.**

TOURS

Self-Guided White House Tours

Self-guided tours of the White House are available for the public normally from 10:00 a.m. to 12:00 noon, Tuesday through Saturday. It is best to check the 24-hour recording (x67041), since the White House is occasionally closed for an official event.

All tours begin at the Visitor Entrance on East Executive Avenue. Visitors usually walk along the ground floor corridor and look through the doors of the Vermeil Room and Library, walk up the stairs to the State Floor; through the East, Green, Blue, Red, and State Dining Rooms; and exit from the north portico through the Northeast gate to Pennsylvania Avenue.

Passholders with picture passes are allowed to place up to six guests per day at the front of the public line at the Visitors Entrance on East Executive Avenue, from 10:30 a.m. to 12:00 noon, Tuesday through Saturday. Staff should meet their guests at the Liberty Bell replica at the steps of the Treasury Building and escort their guests to the Visitors Entrance. Guests cannot be placed on the tour at any other location. Guests entering only for the tour need not be cleared through WAVES. Guests already on site for an appointment must surrender their "A" badge when leaving the grounds and re-enter at the Visitors Entrance.

Public inquires regarding tours should be referred to the 24-hour Visitors Office Information Line (202) 456-7041.

Congressional and Agency Guided Tours of the White House

Guided tours are given by reservation only Tuesday through Saturday at 8:15 a.m., 8:30 a.m., and 8:45 a.m. Staff may request reservations for these tours for family and special guests through their administrative contact. Requests may be submitted up to 35 days in advance. During busy holiday and vacation periods, these tours are often booked well in advance.

Passholders should contact their administrative contact to request tickets for the guided tours, or for reservations for groups of 10-50 people. Please make your request six to eight weeks in advance of the requested tour date.

Since school vacations, as well as Thanksgiving, Christmas, and Easter, are particularly busy, requests for tour tickets during this period should be limited to immediate family.

Passholders should not schedule tours for Congressional or agency offices. Each of these offices receives an allotment of tickets and should contact the White House Visitors Office directly for reservations.

EEOB Tours

The Office of Administration's Preservation Office (Room 578, EEOB, x53680) provides public tours of the EEOB. Tours are conducted on Saturdays from 8:30 a.m. to 12:00 noon by reservation only. Reservations can be made by calling x55895 from 9:00 a.m. to 12:00 noon, Tuesday through Friday. No tours are conducted if a Federal holiday falls on a Saturday.

Special Events Open to the Public

Information about special events open to the public is sent to all staff by the Visitors Office. These events include:

Christmas Candlelight Tours - held on three nights during the holiday season

Spring and Fall Garden Tours - held one weekend in mid-April and in mid-October

White House Easter Egg Roll - held Easter Monday on the White House Lawn since 1878;

open to the public for children 3-6 years old accompanied by an adult.

West Wing Visits

(b)(7)f

These visits include a visit to the West Wing Lobby, the White House Press Briefing Room, the Roosevelt Room, and the west end of the Rose Garden. Visitors may view the Cabinet Room and the Oval Office from the door, but may not enter.

When the Principals are not in the White House, visits are scheduled at 10 minute intervals during the following times:

Tuesday through Friday	8:00 p.m.–10:00 p.m.
Saturday	3:30 p.m.–5:00 p.m.
Sunday	9:00 a.m.-1:00 p.m.
	5:00 p.m.-8:00 p.m.

No more than six (6) guests are permitted within a group. Appropriate attire is expected. Please remind your guests that the West Wing is an office area and staff may still be working. Photography is prohibited except within the Rose Garden and the White House Press Briefing Room.

From time to time, the activity within the West Wing may be of such a nature that, even though the Principals are not in the West Wing, it is necessary to cancel or limit visits. When this is necessary, every effort will be made to notify blue passholders at the earliest possible time. **The Secret Service may be asked to cancel or limit visits without staff having been notified in advance. Please cooperate.**

While visiting the West Wing, please be respectful of the fact that the West Wing is a working environment.

For questions regarding West Wing visits, please contact the West Wing Visit Line (x60300).

TRANSPORTATION

In-town automobile transportation for official business is available from the White House Transportation Pool (CARPET). White House cars are to be used for official business only. The cars may not be used for transportation to and from home ("portal to portal service"), trips to the offices of any political entity or any other unauthorized use.

Please give as much advance notice as possible since there are a limited number of cars and drivers available at any given time.

There are two transportation categories priority and general. The list of those eligible is maintained by the Office of Management and Administration (Ground Floor, West Wing).

Priority List

This list is comprised of Assistants to the President and the equivalent and Deputy Assistant to the President. Use extends through evenings and weekends. Eligible persons should call the White House Transportation Pool (x71467) to schedule use of a car.

General List

This list is comprised of Special Assistants to the President who may use vehicles from 7:00 a.m. to 7:00 p.m. only, Monday through Friday. Availability for some departments is on a case by case basis only. Eligible persons should call the White House Transportation Pool (x71467) to schedule use of a car.

Other

White House staff members with occasional transportation requirements, and whose names are not on either list, may request the use of a car by calling the White House Management Office (Room 1, EEOB, x62861). Requests will be accommodated when possible and special consideration will be given when Congress is in session.

Shuttle Service

The White House/Capitol Hill Shuttle Service runs Monday through Friday from 9:00 a.m.-5:45 p.m. and departs from both the East Wing and West Executive Drive.. You must present your picture pass to the driver before boarding. Please call White House Transportation (x71467) for a schedule.

TRAVEL

The White House Management Office (Room 1, EEOB, x62861) processes travel documents for White House Office staff.

Domestic Travel

A Travel Authorization form is required for all travel outside of the metropolitan area. The Travel Authorization form (see White House Forms, E-51) must be signed by the traveler and the office head or deputy, and forwarded to the White House Management Office (Room 1, EEOB, x62861) for processing at least 72 hours prior to departure.

Reservations may be made directly with the Travel Office (Room 87, EEOB, x62250). However, **tickets will not be released until the travel is approved by either the Deputy Chief of Staff , Deputy Assistant to the President for Management and Administration, or the Director of White House Management.**

Travel authorizations are required even if there is no cost incurred by the government or if expenses are to be paid by an outside organization. Restrictions apply on accepting offers from outside organizations to fund travel by Executive Office of the President employees. If travel and accommodations are to be paid for by a non-federal source, prior written approval using a Travel Expenses from Outside Sources form (see White House Forms, E-53) must be obtained from the Office of Counsel to the President (x62632). For further information, see Legal and Ethical Requirements--Travel Related Ethics Issues.

At the completion of a trip, the traveler must submit a travel voucher to the White House Management Office **within five days of the conclusion of each official trip**. The Travel Voucher (see White House Forms, E-55) must include the traveler's signature, the signature of the office head or deputy, and departure and arrival information.

Bonus mileage or other forms of promotional credits earned while traveling on government business cannot be used to earn free personal travel. Any employee or volunteer who earns mileage on official travel and uses it for personal use is obligated to repay to the government the full value of the personal travel. For further information, please contact the Office of Counsel to the President (x62632).

Foreign Travel

In addition to the requirements for domestic travel, all staff members traveling out of the country in an official government capacity must obtain prior written approval from the Assistant to the President for National Security Affairs (1st Floor, West Wing, x69461).

Foreign travel of staff advancing or accompanying the President is handled and funded through the Department of State. However, all travelers must also complete a White House Travel Authorization form and obtain the approval of the Chief of Staff or Deputy Chief(s) of Staff through the Office of Management and Administration.

When making arrangements for foreign travel, an employee should bear in mind that government reimbursement for airfare is not permitted when using anything other than a United States flag carrier unless specific prior approval is obtained.

Travel on Military Aircraft

Any foreign or domestic travel by White House staff aboard military aircraft must be approved in advance by the Chief of Staff's Office. Submit requests to the Chief of Staff's Office through the Office of Management and Administration (Ground Floor, West Wing).

Other questions about travel rules and regulations should be directed to the White House Management Office (Room 1, EEOB, x62861).

VOLUNTEERS

Volunteers provide valuable assistance to offices throughout the complex. To inquire about the availability of volunteers for your office, your administrative contact should check with the Volunteer Office (Room 98, EEOB). No volunteer can be brought into the complex without approval through the Volunteer Office to ensure that there are no conflicts of interest or anything else that could pose a problem.

WEEKLY COMPILATION OF PRESIDENTIAL DOCUMENTS

The Weekly Compilation of Presidential Documents, which contains most of the Presidential statements, speeches, nominations, and other White House press releases, is published by the Office of the Federal Register and available in the libraries as well as from the Library link on **www.eop.gov/**.

Agency Descriptions

Agency and Office Descriptions

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WHITE HOUSE OFFICES (WHO)

The White House Office is comprised of staff that directly support and advance the President's goals. Commonly referred to as "White House Staff," the WHO is broken down into many smaller offices which are described in detail below.

ADVANCE

(Room 185½, EEOB, x65308)

The Office of Presidential Advance is responsible for the organization and implementation of the President and First Lady's visits outside of the White House complex. The Office is responsible for the design and structure of activities at each location that the President and First Lady visit. For most trips, advance staff serve as the primary coordinator between the White House Military Office, the United States Secret Service, and the local communities to be visited.

CABINET AFFAIRS

(Room 160, EEOB, x62572)

The Office of Cabinet Affairs serves as the liaison between the White House and the President's Cabinet and agency heads. In this role, Cabinet Affairs provides several key functions: as an advocate within the White House for the Cabinet Agencies; an early warning system of agency initiatives and late-breaking issues for the President and senior White House staff; the primary information source of White House and Administration policy and directives for the Cabinet; and an impartial mediator and policy broker, when needed, among departments and the White House.

CHIEF OF STAFF

(First Floor, West Wing, x66798)

The Office of the Chief of Staff is responsible for directing, managing, and overseeing all policy development, daily operations, and staff activities for the President. This office coordinates and communicates with all departments and agencies of the Administration.

COMMUNICATIONS AND SPEECHWRITING

(Second Floor, West Wing, x67910)

This office is the primary coordinator of activities that seek to explain and promote the President's ideas on policies. Speechwriting and communications research operations are housed within this office.

FAITH BASED INITIATIVES

(Room 115, EEOB, x66708)

The White House Office of Faith-based and Community Initiatives was established by President Bush by Executive Order on January 29, 2001, for the purpose of coordinating and implementing the President's agenda to empower community and faith-based organizations to better confront poverty and social decay. The OFBCI, which is led by an Assistant to the President, also maintains oversight of Centers for Faith-based and Community Initiatives operating in five Cabinet Departments (HHS, HUD, DOJ, DOL and DOEd) whose mission is to remove barriers to access to federal funding for grass roots faith-based organizations. The OFBCI has two divisions, one focusing on law and policy, the other on community outreach and support. In addition to advancing the President's agenda for the Federal government, the OFBCI will undertake broad outreach to grass roots constituencies as well as state and local officials with the intention

of broadening support for the President's faith-based and community renewal agenda in the communities for America.

FIRST LADY

(Second Floor, East Wing, x67064)

The Office of the First Lady supports the First Lady in the areas of domestic and international issues and projects, particularly as related to children, women, families, scheduling and press relations. This office also includes the Office of the Social Secretary and the Office of the First Lady's Correspondence.

First Lady's Correspondence

(Room 18, EEOB, x65955)

Processes all mail sent by the public to the First Lady and to the First Family, including all First Lady scheduling requests and e-mail. The office also prepares messages of greeting from the First Lady for events throughout the country, edits letters from the First Lady drafted by other Correspondence departments, sends appreciation letters to advance staff and local volunteers following all First Lady trips, and staffs special projects as required.

Social Office

(Suite 200, East Wing, x69700)

The White House Social Office organizes and executes all social and official functions that occur in the Executive Residence and on the surrounding grounds. Responsibilities include the planning of entertainment, decorations, menu, distribution of invitations, guest list maintenance, and sequence of each event.

INTERGOVERNMENTAL AFFAIRS

(Room 106, EEOB, x67060)

This office serves as the liaison between the White House and state and local governments. In addition, this office represents the views of state and local elected officials in policy formulation within the Administration. A major focus is on helping state and local elected officials with their concerns involving the Federal government. As part of this work, Intergovernmental Affairs works closely with organizations representing state and local elected officials such as the National Governors' Association and the United States Conference of Mayors.

LEGISLATIVE AFFAIRS

(Second Floor, West Wing, x62230)

The office of Legislative Affairs serves as the liaison between the White House and the Legislative Branch of the Federal Government and is primarily responsible for developing the strategy used to promote and defend the President's legislative agenda. Legislative Affairs also acts as a contact through which Members of Congress can forward their concerns and priorities to the President and engage in dialogue with the White House.

MANAGEMENT AND ADMINISTRATION

(Ground Floor, West Wing, x65400)

The Office of Management and Administration directs the management and administrative functions of the entire White House complex and grounds and has administrative oversight responsibilities for all of the agencies of the Executive Office of the President including budget preparation and testimony. As part of this responsibility, Management and Administration directly supervises many of the White House and Executive Office of the President operating units including the Military Office, Office of Administration, the White House Management Office as well as off site locations such as Camp David.

The Office of Management and Administration is the only office allowed to expend funds on behalf of the White House.

Additionally, the Office of Management and Administration serves as the liaison between the White House and other Federal Agencies (e.g. General Services Administration, National Park Service, United States Secret Service) that provide operational support to the White House complex.

Military Office

(Second Floor, East Wing, x72151)

The White House Military Office serves as an administrative liaison with the Department of Defense (DoD). The WHMO exercises managerial and oversight responsibility for all Department of Defense resources that support the President in his role as Commander in Chief, Chief Executive Officer and Head of State. All facets of military support are provided, to include logistical, communications, transportation, military aides to the President and medical responsibilities, as well as significant emergency actions.

White House Management

(Room 1, EEOB, x62500)

The White House Management Office is responsible for providing day to day administrative support to the White House staff to include scheduling the use of EEOB conference rooms, purchasing specialized supplies and equipment, arranging for servicing of equipment, processing approved bills, formulating annual budget plans, subscribing to magazines and newspapers, and providing travel management services, such as processing travel vouchers and authorizations.

Photography Office

(Ground Floor, West Wing, x67121)

The photo office serves as the photo library where contact sheets are documented and stored from film shot by the White House photographers. The office edits photos for general release through the Press Office. They research and provide some photos for specific publication requests and for individuals who have their photo taken with the President and First Lady.

Telephone Operators

The White House Telephone Operators support the administrative requirements of the White House and Executive Office of the President. Their main contact numbers are:

White House:
(off-site) : 202-456-1414
(on-site) : "0"

Executive Office of the President:
(off-site) : 202-395-3000
(on-site) : "0"

Travel Office

(Room 87, EEOB, x62250)

The Travel Office provides airline and train tickets, rental cars and hotel accommodations for all officially approved travel. The Travel Office also provides logistical support for the White House Press Corps travel in conjunction with the President's travel. The Travel Office is open from 8:00 a.m. to 6:00 p.m., Monday through Friday and from 9:00 a.m. to 1:00 p.m., on Saturday.

Visitors Office

(First Floor, East Wing, x62322)

The primary responsibility of the Visitors Office is to administer tours of the White House. These include tours for the public (individuals and groups), Congressional and Agency ticketed tours, tours when Members of Congress personally escort guests to the gate and tours at special times for guests of the President.

In addition to tours, the Visitors Office also administers annual events including the Easter

Egg Roll and special holiday tours. The Visitors Office coordinates guest invitations and ticketing for Arrival Ceremonies for Heads of State and for Marine One helicopter departures by the President.

White House Fellows
(Room 1, EEOB, x62500)

The White House Fellows program is designed to provide gifted and highly motivated young Americans with some firsthand experience in the process of governing the nation and a sense of personal involvement in the leadership of society. They each serve for one year, usually as special assistants to senior members of the White house staff or members of the Cabinet and receive a government salary.

Office of Administration

(see Office of Administration, page C-8)

OFFICE OF COUNSEL TO THE PRESIDENT

(x62632)

The Office of Counsel to the President advises the President on all legal issues concerning the President and the White House. The Counsel's Office is responsible for advising on legal aspects of policy questions, legal issues arising in connection with the President's decision to sign or veto legislation, ethical questions, financial disclosures, conflicts of interest during employment and post-employment, and appropriate lines between official and political activities. The Counsel's Office also oversees executive appointments and judicial selection, handles Presidential pardons, reviews legislation and Presidential statements and handles lawsuits against the President in his role as President. The Counsel's Office also serves as the White House contact for the Department of Justice.

OVAL OFFICE OPERATIONS

(West Wing, x60200)

The Oval Office is the President's primary working office. Oval Office Operations staff are in charge of enacting the President's daily office schedule and providing office support to him as needed.

PRESIDENTIAL PERSONNEL

(Room 153, EEOB, x67060)

The Presidential Personnel Office is responsible for recruiting, screening and recommending qualified candidates for Presidential appointments to Federal departments and agencies.

PRESS SECRETARY

(First Floor, West Wing, x62673)

The Office of the Press Secretary handles all national press inquiries such as interview requests, requests for transcripts or releases and travel and scheduling information. This office has responsibility for providing information to the national press. Examples of national press include the following: the country's major newspapers, major radio services, major news magazines, the wire services and all of the major television networks. Additionally, this office serves as the press contact for local, regional, and specialty media in the United States.

SCHEDULING

(Room 184, EEOB, x67560)

The Scheduling Office is responsible for the planning, organization, and implementation of the President's daily and long-range schedules. All requests for appointments, meetings, or time with the President must be directed through this office.

STAFF SECRETARY

(Ground Floor, West Wing, x62702)

The Staff Secretary oversees and coordinates all functions of the Office of Presidential Correspondence, the Executive Clerk and Records Management.

Office of Presidential Correspondence

(Room 94, EEOB, x67610)

Agency Liaison

(Room 592, EEOB, x67486)

Assists when possible members of the public who request help from the President or First Lady in resolving a problem, such as a complaint about failure to receive Veteran's Benefits. The office refers many requests to established contacts in Federal agencies or with private-sector organizations, depending on the nature of the casework, to assist these people.

Electronic Mail

(Room 412, EEOB, x65932)

Accepts and responds, as appropriate, to all electronic mail sent to the President's Internet address. The President's address is **www.president@whitehouse.gov**.

Gift Office

(Room 457, EEOB, x67133)

Values and records the disposition of all gifts received by the First Family and members of the White House Staff. This office or the Office of the Counsel to the President (x62632) is available to answer questions from the White House Staff regarding gifts received by staff or received by staff on behalf of the First Family.

Honorary Chair/Medal of Freedom Coordinator

(Room 94, EEOB, x67610)

Handles requests for Honorary Chair authorizations and nominations for the Medal of Freedom.

Mail Analysis

(Room 58, EEOB, x66600)

Analyzes, routes, and processes certain correspondence addressed to the President.

Comment Line and Greetings

(Room 39, EEOB, x62724)

The Office of White House Comment Line and Greetings is responsible for filling requests from the public and from congressional offices for greeting cards from the President acknowledging special occasions (for a listing of recognized occasions and events, see Tab B-10, Letters, Presidential).

The Comment Line takes calls from the general public who wish to convey their opinions and ideas to the President. The Comment Line is available from 9:00 a.m. until 5:00 p.m., Monday through Friday. Members of the public should be directed to dial (202) 456-1111 for this service.

Presidential Correspondence Writers

(Room 93, EEOB, x65511)

Provides writing and editing for other correspondence departments.

Presidential Messages and Proclamations

(Room 91, EEOB, x65917)

Drafts and reviews certain individual letters and all messages and proclamations signed by the President. Requests for special letters and messages must be received in writing at least four weeks prior to the date they are needed. Message requests will be provided only for milestone occasions (e.g., anniversaries of cities, churches, civic groups, etc.) in 5- year increments, for annual national observances, for prestigious awards and testimonials and for special events of national organizations.

Presidential Support

(Room 62, EEOB, x62304)

Prepares all documents generated by the Correspondence Department for the President's

signature and provides support to the Executive Clerk. Large form-letter mailings are also processed in this office.

Special Projects
(Room 60, EEOB, x66600)

Works on complaints and specific inquiries as assigned by the Director. They also work on certain special letter projects. The office maintains a file of personal issue stories for Presidential speeches, trips and testimony.

Presidential Student Correspondence
(Rooms 597, EEOB, x67734)

Responds to all letters and requests received from children and students through high school age. The office also produces publications for use by teachers in classrooms. This office also develops special communication programs for youth consistent with the Administration's emphasis on education.

Executive Clerk's Office
(Room 4, EEOB, x62226)

The Executive Clerk's Office is responsible for the preparation and disposition of all official Presidential documents, such as nominations to the Senate, commissions of appointment, Executive Orders, proclamations, messages to Congress and memoranda from the President to units of the executive branch.

In addition, the office serves as the official point of Presidential receipt of formal documents from Congress, such as joint resolutions, enrolled bills, and Senate confirmation resolutions. The Office is charged with maintaining the official White House record of Presidential action on subjects mentioned above.

Records Management
(Room 80, EEOB, x62240)

The Records Management Office assists the President and National Security Advisor by facilitating the movement of documents to and from the President, National Security Advisor, NSC Staff and NSC Executive Secretary. Records Management receives all agency, VIP and Congressional correspondence, distributes documents to appropriate staff, performs staff research and maintains liaison with the Departments and other EOP offices on outstanding matters.

STRATEGIC INITIATIVES
(Room 100, EEOB, x62108)

The Office of Strategic Initiatives is responsible for coordinating the planning and development of a long-range strategy for achieving Presidential priorities. The office conducts research and assists in message development and other communications activities in conjunction with the Office of Public Liaison and the Office of Political Affairs.

Political Affairs
(Room 100, EEOB, x66257)

The Office of Political Affairs is charged with ensuring that the executive branch and the President are aware of the concerns of the American citizen.

Public Liaison
(Room 122, EEOB, x62380)

The Office of Public Liaison is responsible for promoting Presidential priorities through outreach to concerned constituencies and public interest groups. This includes planning White House briefings, meetings and large events with the President, Vice President and other White House staff and coordinating national, state and local activities on behalf of Presidential initiatives.

OFFICE OF THE VICE PRESIDENT (OVP)

The Vice President's staff advises, assists and supports the Vice President in carrying out executive and legislative duties. The Vice President's staff provides support on domestic policy, national security affairs, legislative affairs, communications, scheduling, advance, military support, protective matters, administration and legal matters, and supports the Vice President's spouse, as provided by law.

Recognizing the unique status of the Vice President as having both executive and legislative functions, policies and practices set forth in this manual apply to the Vice President's staff to the extent not specifically directed otherwise by the Vice President, consistent with applicable laws and regulations and, in the case of Senate employees, Rules of the Senate.

EXECUTIVE OFFICE OF THE PRESIDENT (EOP)

The White House offices and agencies make up the Executive Office of the President (EOP). The offices, described below, help develop and implement the policy and programs of the President.

COUNCIL OF ECONOMIC ADVISERS (CEA)

The Council of Economic Advisers was established in the Executive Office of the President by the Employment Act of 1946. It now functions under that statute and Reorganization Plan No. 9 of 1953.

The Council consists of three members appointed by the President with the advice and consent of the Senate. And one of the members is designated by the President as Chairman. The Council analyzes the national economy and its various segments; advises the President on economic developments; appraises the economic programs and policies of the Federal Government; recommends to the President policies for economic growth and stability; assists in the preparation of the economic reports of the President to the Congress; and prepares the Annual Report of the Council of Economic Advisers.

COUNCIL ON ENVIRONMENTAL QUALITY (CEQ)

Congress established the Council on Environmental Quality within the Executive Office of the President by passing the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. 4341 et seq.). Additional responsibilities were provided by the Environmental Quality Improvement Act of 1970 (42 U.S.C. 4371 et seq.). The Council is headed by a Chair who is appointed by the President with the advice and consent of the Senate.

Specific functions of CEQ:

1. Formulate and recommend to the President national policies that further environmental quality;
2. Provide Federal agencies consultation regarding legislation and litigation;
3. Facilitate interagency disputes;
4. Perform a continuing analysis of the changes or trends in the national environment;
5. Review and appraise programs of the Federal Government to determine their contributions to sound environmental policy;
6. Oversee implementation of NEPA and the CEQ regulations, including approving agency regulations;
7. Interpret NEPA and CEQ regulations for agencies and citizens;
8. Conduct studies, research, and analysis relating to ecological systems and environmental quality;
9. Assist the President in the preparation of the annual environmental quality report to the Congress.

EXECUTIVE RESIDENCE (EXRES)

The Executive Residence serves the Presidency in three capacities: first and foremost, it is the home of the President and the First Family; secondly, it is the sight of official and ceremonial activities of the Presidency; and thirdly, it is a museum of our American heritage, open to the public during scheduled hours.

The Executive Residence, which includes the

Curator's Office, is responsible for the operation of the personal household of the First Family, care and maintenance of the historic residence and its furnishings, and preparation for official and ceremonial events of the Presidency.

NATIONAL SECURITY COUNCIL (NSC)

The principal function of the Council is to advise and assist the President in integrating all aspects of the national security policy as it affects the United States—domestic, foreign, military, intelligence, and economic—in conjunction with the National Economic Council.

OFFICE OF ADMINISTRATION (OA)

The Office of Administration was formally established by Executive Order 12028 on December 12, 1977. OA provides a full array of administrative support services to all agencies within the Executive Office of the President (EOP), including direct support services to the President. The Director of OA has overall management responsibilities for OA and is charged with coordinating policies and priorities for the agency.

The Office of Administration includes nine divisions: Financial Management, Human Resources Management, Facilities, Information Systems and Technology, Library and Research Services, Equal Employment Opportunity, Operations and Legislative Liaison, General Services and Security.

OFFICE OF MANAGEMENT AND BUDGET (OMB)

The Office of Management and Budget's predominant mission is to assist the President in overseeing the preparation of the Federal budget and to supervise its administration in executive branch agencies. In helping to formulate the President's spending plans, OMB evaluates the effectiveness of agency programs, policies, and procedures, assesses competing funding demands among agencies, and sets funding priorities. OMB ensures that agency reports, rules testimony, and proposed legislation are consistent with the President's budget and with Administration policies.

In addition, OMB oversees and coordinates the Administration's procurement, financial management, information, and regulatory policies. In each of these areas, OMB's role is to help improve administrative management, to develop better performance measures and coordinating mechanisms, and to reduce any unnecessary burdens on the public.

OFFICE OF NATIONAL DRUG CONTROL POLICY (ONDCP)

The Office of National Drug Control Policy, established in 1988, assists the President in developing the national drug control strategy, coordinating the strategy's implementation throughout the executive branch and evaluating the strategies success. In addition, to its policy support role, it runs several anti-drug programs, such as the National Youth Anti-Drug Media Campaign, the Drug-Free Communities program and the High-Intensity Drug Trafficking Area program.

OFFICE OF POLICY DEVELOPMENT (OPD)

The Office of Policy Development is composed of two policy groups: the Domestic Policy Council and the National Economic Council. These two groups are responsible for advising and assisting the President in the formulation, coordination, and implementation of economic and domestic policy. The Office of Policy

Development also provides support for other policy development and implementation initiatives as directed by the President.

The two policy groups are responsible for ensuring coordination in the development and implementation of executive branch policy. Both serve as a forum in which policy advice to the President can be considered and refined. The policy process is managed in a way that allows issues particular to each group to be included in policy deliberations being led elsewhere in the Executive Office of the President or in executive branch departments or agencies.

Domestic Policy Council (DPC)

The Domestic Policy Council was established on August 16, 1993 by Executive Order 12859.

The principal functions of the Domestic Policy Council are to:

1. Coordinate the policy-making process with respect to domestic issues;
2. Coordinate domestic policy advice to the President;
3. Ensure that domestic policy decisions and programs are consistent with the President's stated goals, and ensure that those goals are being effectively pursued; and,
4. Monitor implementation of the President's domestic policy goals.

National Economic Council (NEC)

The National Economic Council was established on January 25, 1993 by Executive Order 12835.

The principal functions of the National Economic Council are to:

1. Coordinate the economic policy-making process with respect to the domestic and international economic issues;
2. Coordinate economic policy advice to the President;
3. Ensure that the economic policy decisions and programs are consistent with the President's stated goals, and ensure that those goals are being effectively pursued; and
4. Monitor implementation of the President's economic policy goals.

Office of National Aids Policy (ONAP)

The Office of National Aids Policy was created to provide broad policy guidelines and leadership on the Federal government's response to the national and international AIDS pandemic.

Among the responsibilities, ONAP works closely with the Presidential Advisory Council on HIV/AIDS, which provides essential input into our efforts. ONAP also created and facilitates an Interdepartmental Task Force on HIV/AIDS. This Task Force serves to foster communication and coordination among those Federal agencies involved in HIV/AIDS policy and initiatives.

OFFICE OF SCIENCE AND TECHNOLOGY POLICY (OSTP)

The Office of Science and Technology Policy (OSTP) provides expert advice to the President in all areas of science and technology. Through the National Science and Technological Council (NSTC), OSTP helps the President coordinate science, space and technology activities and policies across the Federal government, including research and development programs related to environmental, national security and international policy making. The President's Committee of Advisors on Space and Technology (PCAST) ensures public sector involvement in the work of OSTP and NSTC.

The daily work of OSTP includes:

1. Advising the President in policy formulation and budget development on all ques-

tions in which science and technology (S&T) are important elements;

2. Leading an interagency effort to develop and implement S&T policies and budgets that are coordinated across Federal agencies;
3. Articulating the President's S&T policies and programs to the Congress, and address and defend the need for appropriate resources;
4. Fostering strong partnerships among Federal, State and local governments and scientific communities in industry and academe;
5. Furthering international cooperation in science and technology activities.

OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE (USTR)

The Office of the United States Trade Representative is responsible for developing and coordinating U.S. international trade and trade-related investment policy and leading or directing negotiations with other countries on such matters. The U.S. Trade Representative is a Cabinet member who acts as the principal trade advisor, negotiator and spokesperson for the President on international trade and investment matters. Through an interagency structure, the USTR coordinates trade policy, resolves agency disagreements, monitors and enforces agreements and frames issues for Presidential decision.

USTR provides trade policy leadership and negotiating expertise in its major areas of responsibility, which include: all matters within the World Trade Organization; industrial, agricultural and services trade policy; international commodity agreements; bilateral, regional and multilateral trade and investment issues; trade-related intellectual property issues and import policy.

The agency also has administrative responsibility for the Generalized System of Preferences and for Section 301 complaints against foreign unfair trade practices, as well as Section 337 and import relief cases under Section 201.

USTR is located in Washington, D.C., with a small office in Geneva, Switzerland. The agency works closely with business, agricultural, labor and environmental advisory committees, whose objective is to consult with the U.S. Government on negotiation of trade agreements, to assist in monitoring compliance with the agreements and to provide input and advice on development of U.S. trade policy.

PRESIDENT'S FOREIGN INTELLIGENCE ADVISORY BOARD (PFIAB)

The President's Foreign Intelligence Advisory Board (PFIAB) provides advice to the President concerning the quality and adequacy of intelligence collection, of analysis and estimates, of counterintelligence, and of other intelligence activities. The PFIAB, through its Intelligence Oversight Board, also advises the President on the legality of foreign intelligence activities.

VICE PRESIDENT'S RESIDENCE (VPRES)

The Vice President's Residence is located on the grounds of the Naval Observatory. It serves as the home for the Vice President and the Vice President's family and as a facility for hosting official functions.

GENERAL ACRONYMS

AFI	Air Force One
CARPET	White House Transportation
CEA	Council of Economic Advisors
CEQ	Council on Environmental Quality
DAP	Deputy Assistant to the President
EEOB	Eisenhower Executive Office Building
EOP	Executive Office of the President
EW	East Wing of the White House
EXRES	Executive Residence
GAO	Government Accounting Office
GSA	General Services Administration
HMX-1	Marine One
IAG	Inner Agency Agreement
M&A	Management and Administration
MIL	Military
MOV	Memo of Understanding
NEOB	New Executive Office Building
NPS	National Park Service
NSC	National Security Council
OA	Office of Administration
OMB	Office of Management and Budget
ONDCP	Office of National Drug Control Policy
OPD	Office of Policy Development
OSTP	Office of Science and Technology Policy
OVP	Office of the Vice President
PFIAB	President's Foreign Intelligence Advisory Board
SAP	Special Assistant to the President
UD	Uniformed Division/USSS
USSS	United States Secret Service
USTR	Office of the United States Trade Representative
VPRES	Vice President's Residence
WAVES	Worker and Visitor Entrance System
WH	White House
WHAO	White House Administrative Office
WHAC	White House Athletic Center
WHCA	White House Communication Agency
WHMESS	White House Staff Mess
WHMO	White House Military Office
WHO	White House Office
WW	West Wing of the White House

Legal and Ethical Requirements

Legal and Ethical Requirements

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INTRODUCTION

President Bush is strongly committed to providing the citizens of the United States with an Administration whose officials hold themselves to the highest standards of integrity. To that end, it is important for you to be aware of the legal provisions and restrictions that apply to White House employees.

A combination of statutory, regulatory, and policy constraints, described in greater detail below, imposes requirements relating to such matters as financial disclosure, conflicts of interest, acceptance of gifts and travel, political activities, outside employment and activities, contacts with departments and agencies, and lobbying Congress. This discussion is designed to acquaint you with some of the basic ethical concepts and legal restrictions applicable to members of the White House staff, so that conflicts of interest and other potential problems can be recognized and avoided. This synopsis cannot cover all situations that may be confronted and is intended only to highlight in general terms some of the more common issues and policies.

Should you have any questions or need further information about any of the matters discussed here or about other ethics issues that arise, you should seek assistance from the Office of the Counsel to the President (x62632). The Counsel to the President serves as the Designated Agency Ethics Official for the White House Office and the Office of Policy Development, as well as a few other offices within the Executive Office of the President. Most other offices within the Executive Office of the President have their own Designated Agency Ethics Official, generally within their own counsel's offices.

One overriding principle to keep in mind in your daily conduct is the importance of not only adhering to all applicable ethical standards, but also avoiding the appearance of improper conduct. An appearance of impropriety may exist even when conduct does not violate any law or standard. Even an appearance of impropriety can impair the public's confidence in the integrity of the Government and cast a cloud over the merits of Government decisions. It can also require the Administration or staff to spend an inordinate amount of time explaining innocent actions, rather than implementing the policy objectives of the President. All staff members therefore must be continually aware of potentially improper appearances as well as actual conflicts in the course of their work. If you have any doubts about a matter, please seek out guidance from the Office of Counsel to the President. It is far better to ask questions early than to be surprised or embarrassed later.

The discussion in this chapter supplements the mandatory ethics training that all staff members are required to receive, but does not supplant it. If you have not attended an ethics briefing, you should be sure to do so immediately. Contact Counsel's Office to determine when the next briefing is scheduled.

OVERVIEW OF ETHICS AUTHORITIES

A number of different legal and ethical standards govern your conduct as a White House staff member. Several criminal statutes define and prohibit certain conduct relating to conflicts of interest. Other civil statutes regulate receipt of outside income and gifts in contexts beyond those covered in the criminal statutes. The Ethics in Government Act requires certain employees to file financial disclosure reports. Numerous statutes regulate the extent to which Federal officials and employees may engage in political activities, or regulate activities that employees may undertake in their official capacities. Executive Order 12731 sets forth 14 principles of ethical conduct for

employees of Federal agencies, and specifically prohibits the receipt of any outside earned income by full-time noncareer Presidential appointees. Finally, the Standards of Ethical Conduct for Federal agencies supplement the statutes and Executive Order.

All of these standards are discussed in the following sections.

FINANCIAL DISCLOSURE

The Ethics in Government Act requires certain White House employees to file public financial disclosure reports. Other White House employees may be required to file confidential financial disclosure reports that are not available to the public. All disclosure reports are filed with, and reviewed by, the Office of the Counsel to the President. The public disclosure reports of senior White House officials are also reviewed by the Office of Government Ethics.

All White House employees paid at rates equal to or greater than 120% of the rate for GS-15 (paid at or above $95,652 in 2001) and all Commissioned Officers, even if paid at a lower rate, must file public SF-278 financial disclosure reports. These reports must be filed within 30 days of beginning employment, unless an extension is authorized; thereafter, annually on May 15 of each year, covering the prior calendar year; and within 30 days of terminating employment, unless the reporting individual within that time assumes another position for which filing is required.

White House employees who are not required to file public disclosure reports may nonetheless be required to file confidential reports if the nature of their duties involves a potential conflict of interest. Moreover, special Government employees (SGEs) (those appointed pursuant to 18 U.S.C. § 202(a) to serve no more than 130 days in a period of 365 days) normally must file confidential reports. Confidential reporters must file within 30 days of assuming a position designated for filing. Thereafter, annual reports are due on October 31, covering the preceding 12 months ending September 30.

Financial disclosure forms are available from the Office of the Counsel to the President. They may also be downloaded from the web site of the Office of Government Ethics at **www.usoge.gov**.

CONFLICT OF INTEREST

a. Financial Conflicts of Interest

Federal criminal law prohibits an executive branch official or employee from participating personally and substantially in a particular matter in which, to his or her knowledge, he or she has a financial interest. See 18 U.S.C. § 208. This statute applies to all executive branch employees, including part-time employees and special government employees (such as certain advisory committee members, consultants and experts) and even to employees serving without compensation. For the purposes of this law, your financial interests include those of your spouse, minor children, and general partners; those of any organization (including a nonprofit organization) in which you hold a position as officer, director, trustee, general partner or employee; and those of any person or organization (including a nonprofit organization) with which you have an arrangement for future employment or are negotiating for employment.

The law even precludes you from personal and substantial participation in a matter not specifically involving such an entity as a named party if the matter is on a discrete and identifiable class of entities and the official or employee has a financial interest that will be affected by that matter. Such a financial interest could arise, for instance, in the context of a rulemaking affecting all companies within a particular industry, if you own stock in any of those companies. When you are a current or prospective employee of, or are discussing

employment with, or are an officer, director, trustee or general partner of an organization, you must recuse yourself from particular matters in which that organization has a financial interest even if your financial interests will not be personally affected by the matter. Recusal is discussed in more detail below.

In many instances, the size of your personal financial interest does not matter. You may violate the statute even if your financial interest is very small. It also does not matter whether your official action will have a positive or negative effect on your financial interest.

Under the law, if the resolution of the particular matter will have a direct and predictable effect on a known financial interest of yours, you may not participate personally and substantially in the matter. Such prohibited personal and substantial participation includes "decision, approval, disapproval, recommendation, the rendering of advice, investigation or otherwise," if the employee's involvement is of significance to the matter. 18 U.S.C. § 208(a). Participation may be substantial even though it is not determinative of the outcome of a particular matter. 5 C.F.R. § 2635.402(b)(4).

If you face an actual or potential conflict of interest due to your financial interests, a number of options may be available:

Recusal:

You can avoid a conflict by not participating in the particular matter in which you have a financial interest. In many cases you do not need to file a written notice of recusal, but you do need to inform the person responsible for your assignment that you cannot work on the matter. At times a written recusal will be required to ensure that you do not unwittingly participate in a particular matter in which you have a financial interest, or for other reasons. The Counsel's Office can assist you in determining whether recusal is appropriate and how to accomplish the recusal.

There are times, however, when recusing yourself from certain matters would be too disruptive to the work of your office. In such instances, you may need to seek a waiver or divest the conflicting financial interest.

Waiver:

The statute authorizes waivers of conflicting financial interests in certain circumstances. There are three types of waivers: regulatory, individual, and waivers for members of advisory committees. Employees should consult with the Counsel's Office to determine whether a waiver is available for an otherwise conflicting financial interest.

Regulatory waivers are based on the Office of Government Ethics' determination that some categories of financial interests are "too remote or too inconsequential" to affect the integrity of the employee's service to the Government. 18 U.S.C. § 208 (b)(2). These categories include:

★ *Diversified Mutual Funds.* An employee may participate in any particular matter affecting one or more holdings of a diversified mutual fund where the disqualifying financial interest arises because of the ownership of an interest in the fund. A "diversified mutual fund" is one that does not have a stated policy of concentrating its investments in any one industry, business, foreign country or State.

Example: An employee owns shares worth $50,000 in a diversified mutual fund, whose portfolio contains stock in a small computer company. The employee may participate in agency matters affecting the computer company.

★ *Sector Mutual Funds.* An employee may participate in any particular matter affecting one or more holdings of a sector mutual fund where the disqualifying financial interest arises because of ownership of an interest in the fund and the affected holding is not

invested in the sector in which the fund concentrates.

★ *Employee Benefits Plans.* An employee may participate in any particular matter affecting one or more holdings of an employee benefit plan, where the disqualifying financial interest arises from membership in: (1) the Federal Government's Thrift Savings Plan, (2) a State or municipal pension plan, or (3) a diversified employee benefit plan (including a pension plan) so long as the plan is administered by an independent trustee, the employee does not designate specific investments, and the plan is not a profit-sharing or stock bonus plan.

★ *Securities – Matters Involving Specific Parties.* An employee may participate in any particular matter involving specific parties in which the disqualifying financial interest arises from securities (e.g., stock) issued by one or more entities affected by the matter if: (1) the securities are publicly traded or are long-term Federal Government, or municipal securities, and (2) the market value of the securities does not exceed $5,000.

★ *Securities – Matters of General Applicability.* An employee may participate in any particular matter of general applicability (e.g., rulemaking) in which the disqualifying financial interest arises from securities if: (1) the securities are publicly traded or are municipal securities, and (2) the market value of the securities does not exceed $25,000 in any one entity OR $50,000 in all affected entities. This waiver also applies to long-term Federal Government securities with a market value of less than $50,000.

★ *Certain Interests of General Partners.* An employee may participate in any particular matter in which the disqualifying financial interest arises from: (1) the ownership of publicly traded securities, long-term Federal Government securities, or municipal securities by the employee's general partner if ownership of the securities is not related to the partnership and the value of the securities does not exceed $200,000, or (2) any interest of the general partner if the employee is a limited partner and the partnership has at least 100 limited partners.

★ *Colleges and Universities.* An employee on leave from a college or university may participate in any particular matter of general applicability affecting the financial interests of the institution from which he/she is on leave, if the matter will not have a special or distinct effect on that institution other than as part of a group of universities.

★ *Hiring Decisions.* An employee may participate in a hiring decision involving an applicant who is currently employed by a corporation that issues publicly traded securities, if the disqualifying financial interest arises from: (1) ownership of publicly traded securities issued by the corporation, or (2) participation in a vested pension plan sponsored by the corporation.

Individual waivers may be issued by the official who appointed an individual if the official determines that the individual's financial interest is "not so substantial as to be deemed likely to affect the integrity" of the individual's services to the Government. 18 U.S.C. § 208(b)(1). For White House employees, the President is the official with authority to grant individual waivers, but he has delegated this authority to the Counsel to the President. After a waiver is granted, a copy of the waiver is sent to the Office of Government Ethics and is available for public inspection.

The third type of waiver is a special waiver that may be granted to members of certain advisory committees. 18 U.S.C. § 208(b)(3). This waiver is

granted by the official responsible for the employee's appointment and may be granted when the official determines that the need for the individual's services outweighs the potential for a conflict of interest created by the relevant financial interest.

Divestiture:

In some cases, it may be necessary to sell or otherwise divest yourself of the asset or interest in question in order to carry out your official responsibilities. If you are specifically directed to divest yourself of assets in order to comply with Federal conflict of interest standards, you may be eligible for deferral of the recognition of any capital gains under a special provision of the Internal Revenue Code. You must first be issued a Certificate of Divestiture from the Office of Government Ethics, however, to be entitled to defer taxes. Consult with Counsel's Office before selling or otherwise divesting the asset.

Establishment of a Blind Trust:

Depending on your holdings and Governmental responsibilities, you might consider placing assets in one of two kinds of blind trusts authorized by the Ethics in Government Act. Any official may create a regular "qualified blind trust." Assets placed in such a trust, however, do not lose their disqualifying effect (i.e., do not become blinded) until you are notified by the trustee that a given asset has been sold. Thus, it may take some time before your assets are completely "blinded" and no longer pose a potential conflict of interest.

The second kind of blind trust is a qualified diversified trust, which may be appropriate if your holdings are diversified and held in readily marketable securities. Assets placed in such a trust are instantly "blinded."

Detailed, rigorous regulations govern both kinds of trusts, and both the trust and the independent trustees must be approved by the Office of Government Ethics. You should consult with the Counsel's Office for more information.

The choice among these four options will depend on the nature of your position and the nature of your financial interests. You should be aware, however, that certain other arrangements have been determined not to be acceptable ways of resolving potential conflicts. These include a commitment from the employee to refrain from altering his or her portfolio during the period of Government service or a self-enforced pledge to maintain diversified holdings. Because it is difficult to state a generally applicable rule for resolving conflicts, resolution of potential conflicts should be handled on an individual basis.

b. Appearances of Conflict and Partiality

Beyond the prohibition in the criminal law, there are, as noted earlier, separate requirements that require you to avoid situations that would create even an appearance of a conflict of interest. Experience has shown that the appearance of a conflict can often be as embarrassing as an actual conflict. White House staff members therefore should always be alert to the appearances that may be created by their conduct.

Moreover, employees should follow certain procedures to avoid the appearance of a loss of impartiality in the performance of official duties. Normally, an employee should not participate in a particular matter in which a party (or someone representing a party) is a person with whom the employee has a "covered relationship"—as defined below. Participation may be permissible when a reasonable person with knowledge of the relevant facts would not question the employee's impartiality in the matter, or when the employee is authorized to participate by the Counsel's Office.

You have a "covered relationship" for purposes of this rule with:

- ★ A person or entity with whom you have or seek a business, contractual, or other financial relationship beyond a routine consumer transaction (if you are actually negotiating for employment with someone, your disqualification is mandatory, as discussed in §4(a) above);
- ★ A member of your household, or a relative with whom you have a close personal relationship;
- ★ Anyone with whom your spouse, parent, or dependent child is serving or seeking to serve as officer, director, trustee, general partner, agent, attorney, consultant, contractor, or employee;
- ★ Anyone for whom you have served within the last year as officer, director, trustee, general partner, agent, attorney, consultant, contractor, or employee; or
- ★ An organization, other than a political party, in which you are an active participant.

Although generally you will be disqualified from specific-party matters involving covered persons, your participation may sometimes be permissible because no improper appearance is created or because your participation can be authorized under the standards. The Counsel's Office can help you determine if your participation is permissible in a situation involving parties with whom you have a covered relationship.

Also, an employee who received an extraordinary payment from his or her employer prior to entering Government service must not participate for two years in any particular matter in which that former employer is or represents a party. Extraordinary payments are bonuses that exceed $10,000 and that are not part of an established benefits program. Bonuses in any amount from a former employer that are paid after an employee enters Government may violate the criminal conflicts laws, specifically 18 U.S.C. § 209, which prohibits supplementation of a Government employee's salary. You should consult with Counsel's Office before accepting such a payment from a former employer.

c. Dealings with the Federal Government

Two criminal statutes also restrict the extent to which a Government employee may deal with the Federal Government otherwise than in the proper discharge of his or her official duties. First, an employee may not act as agent or attorney, with or without compensation, in a claim against the United States or in a proceeding or other particular matter in which the United States is a party or has a direct and substantial interest. 18 U.S.C. § 205. This statute also prohibits an employee from receiving any compensation in consideration of assistance in prosecuting a claim against the United States. Second, an employee may not solicit, receive, or agree to receive compensation for any representational services during the employee's Federal service—whether the representation is made by the employee or by someone else—in connection with any matter in which the United States is a party or has a direct and substantial interest. 18 U.S.C. § 203.

There are a few exceptions to these prohibitions. A special Government employee, for example, is subject to modified restrictions depending on the duration of his or her service. Also, dealings with the Federal Government in the course of service as a guardian, executor, or other personal fiduciary or representations on behalf of certain family members are permitted with prior approval from the appointing official.

GIFTS

All White House employees are subject to rules governing acceptance of gifts. Some important aspects of the governing laws and regulations are highlighted below.

If a White House employee receives a gift, the employee may (1) in certain cases keep the gift, or (2) in every case, decline the gift or forward the gift to the White House Gift Office for appropriate disposition. A government employee may accept a gift only if it falls within a class of acceptable gifts as discussed below (see Part (b)), such as when the gift is from a family member or is a trinket or food item worth less than $20. Certain types of gifts may never be accepted, and any foreign gift, as discussed below, must be turned over as soon as possible to the Gift Office.

In many cases it will be difficult to determine if a gift may legally be accepted. Therefore, as a general matter, White House employees are encouraged in every case to forward all gifts to the Gift Office, EEOB Room 457, along with a White House Gift Register form. The Gift Office can assist you in deciding which gifts are acceptable and in meeting your financial disclosure requirements (see Part (e)). Gift Office staff also is experienced in such matters as appraisal of gifts, matters of protocol, and appearances of impropriety. Questions about the acceptability of a gift can be identified and resolved by the Gift Office in collaboration with Counsel's Office, thereby ensuring compliance with the rules.

In the event of security concerns about a gift, immediately call the EOP Security Office at (202) 395-6206.

a. Gifts That May Not Be Accepted: Conflicts of Interest

(1) General Principles

No employee may solicit or accept, directly or indirectly, a gift—which means anything of monetary value (including favors, loans, entertainment, and meals)—from a prohibited source. Nor may an employee accept a gift that is offered because of the employee's official position. These rules apply to all White House staff, but do not apply to the President, the First Lady, the Vice President, or Mrs. Cheney. For White House staff members, a "prohibited source" is a person or entity that:

- ★ is seeking official action by the Executive Office of the President;
- ★ does business or seeks to do business with the Executive Office of the President;
- ★ conducts activities regulated by the Executive Office of the President;
- ★ has interests that may be substantially affected by the performance or non-performance of the employee's official duties; or
- ★ is an organization a majority of whose members are described in the above categories.

A gift is given "because of the employee's official position" when it would not have been given or offered had the employee not held the position.

Specific exceptions to these gift restrictions are set forth in part (b) below. In no case, however, may an employee solicit or coerce the offering of a gift. Moreover, an employee may not accept a gift that is offered as compensation for the employee's services to the U.S. Government or in return for being influenced in the performance of an official act. In addition, special restrictions apply to gifts accepted by procurement officials, including the acceptance of vendor promotional training.

(2) Procedure for Returning Impermissible Gift

In general, if a prohibited gift is received by a staff member, whether abroad, at the office, or at home, the staff member must return it to the donor with a letter explaining that it cannot be accepted. A copy of the letter should be retained in his or her files, and a copy should be sent to the White House Gift Office. Alternatively, the staff

member may forward the prohibited gift to the Gift Office for appropriate disposition. The Gift Office will write response letters as requested.

If, in unusual circumstances, the gift cannot be returned (eg., donor or address unknown), an employee should explain on the White House Staff Gift Register form the special rationale for not returning the item and send the gift to the Gift Office. A copy of the letter should be retained in his or her files, and a copy should be sent to the White House Gift Office. If after investigation it is confirmed that returning the gift is not possible or advisable, the prohibited gift will be turned over to GSA for disposition.

(3) Disposing of Perishable/Consumable Gifts

In the event that you receive a consumable or perishable item (e.g., food or flowers) that you are prohibited from returning, you should turn it over to the Gift Office for appropriate disposition.

b. Gifts That May Be Accepted

Notwithstanding the general principles above, there are certain circumstances under which gifts may be accepted. If an employee pays the fair market value—meaning the retail cost of an item or the face value of a ticket—it is not improper to accept the item or entertainment offered. Other exceptions are described below. Even when one of these exceptions applies, however, a gift should not be accepted if doing so would create an appearance of impropriety. **Moreover, except for gifts from relatives, any gifts accepted are subject to the reporting and financial disclosure requirements described in part (e) below and, in most cases, should be sent to the Gift Unit for appraisal.**

(1) Gifts of $20 or Less

You may accept an unsolicited gift (other than cash or its equivalent) that is valued at $20 or less per occasion. This category covers not only goods, such as a book, but also meals or refreshments. You may not accept a gift under this exception that is valued over $20 by paying the difference between the gift's market value and the $20 limitation. Moreover, you may not accept more than an aggregate amount of $50 in gifts under this exception from any single source in a calendar year.

(2) Gifts Based on a Personal Relationship

You may accept an unsolicited gift that is clearly motivated by a family relationship or close personal friendship rather than your official position. In assessing whether a gift meets this exception, the history of your relationship (does it predate your Government service?) and the source of payment (did the individual or a company or business pay?) are important factors. All gifts from official foreign sources, even if the source is a close personal friend, are subject to special limitations as described in part (d) below.

(3) Discounts and Similar Benefits

Opportunities and benefits available to the public (including loans from financial institutions on terms generally available to the public) or to a class consisting of all Government employees, even if restricted geographically, are not considered gifts. In addition, certain discounts, opportunities, and benefits offered by certain professional organizations, or to members of groups under certain conditions—when membership is unrelated to Government employment, or when the terms of an offer are similarly available to other, non-Government-related organizations, or when a gift does not come from a prohibited source and does not discriminate among Government employees by rank or on the basis of official responsibility—may be accepted.

(4) Awards and Honorary Degrees

Staff members may accept a bona fide non-cash award for meritorious public service or achieve-

ment if the award has an aggregate market value of less than $200 and is given by a person or entity that does not have interests that may be substantially affected by the employee's performance or nonperformance of official duties. Any awards of cash or investment interests or any non-cash awards valued over $200 may be accepted only upon a written determination by Counsel's Office.

Honorary degrees may be accepted only upon written approval of the Counsel's Office.

(5) Gifts Based on Outside Business or Employment Relationships

An employee may accept meals, lodging, transportation, and other benefits that result from the business or employment relationships of a spouse, when it is clear that such benefits have not been offered or enhanced because of the employee's official position. An employee may also accept such benefits resulting from the employee's own outside business or employment activities when it is clear that such benefits have not been offered or enhanced because of the employee's official status. Note, however, that almost all full-time White House officials paid above the level for GS-9 ($33,254 in 2001) are prohibited from receiving income from any outside employment activities (see Outside Earned Income).

(6) Gifts from a Political Organization

Those White House staff members who are permitted to engage in political activity under the Hatch Act may accept meals, lodgings, transportation, and other benefits, including free attendance at events, when provided by a political organization defined under 26 U.S.C. § 527(e) (e.g., the Republican National Committee or campaign committees for federal, state, and local candidates) in connection with political events and activities. Such gifts are not required to be reported on your financial disclosure report.

(7) Free Attendance at Official Speaking Engagements

A staff member assigned to speak or present information on behalf of the White House at a conference or other event may accept free attendance at the event on the day of the presentation only. Free attendance includes a waiver of the conference fee, and food, refreshments, entertainment, and instructional materials offered to all attendees, but excludes meals and entertainment offered only to some attendees, and also excludes travel and lodging. Travel and lodging may be accepted from outside sources for official business pursuant to the rules (see Travel-Related Ethics Issues).

(8) Widely Attended Gatherings

Provided that the appropriate supervising official and the Counsel's Office determines that the staff member's attendance is in the interests of the White House, White House staff members may accept free attendance, meals or other refreshments, and instructional materials for widely attended gatherings from either the sponsor of the event or from someone other than the sponsor, subject to certain parameters discussed below. An invitation from someone other than the sponsor of the event may be accepted only if: (1) more than 100 people are expected to attend the event, and (2) the face value of the ticket(s) does not exceed $250. An event is widely attended if a large number of persons is expected to attend and persons with a diversity of views or interests are expected to be present.

A staff member may also accept an invitation of free attendance for a spouse or other accompanying guest from either the sponsor of a widely attended gathering or from someone other than the sponsor. If a non-sponsor offers free attendance to a staff member's spouse or guest, the total value of the tickets may not exceed $250. If the value exceeds this amount, the full value of the additional ticket must be paid for personally

by the staff member or the additional invitation must be declined. Acceptance of an invitation for a spouse or other guest is also subject to approval from the appropriate supervising official or the Counsel's Office.

(9) Social Invitations from Persons Other than Prohibited Sources

Staff members may accept food and entertainment at a social event attended by several persons when the host is not a prohibited source and no fee is charged to anyone in attendance.

(10) Meals, Refreshments, and Entertainment in Foreign Areas

Staff members on official travel to a foreign country may accept food, refreshments, or entertainment in the course of a meal, meeting, or other event, under certain conditions. Pleas consult with the Counsel's Office for guidance.

c. Gifts Between Employees

You should be aware of two additional restrictions on giving and receiving gifts. Federal employees may not give, donate to, or solicit contributions for a gift to an official superior and may not accept gifts from employees receiving less pay than they do unless there is no subordinate/superior relationship and there is a personal relationship between the two justifying the gift. Gifts worth less than $10, food and refreshments to be shared in the office, and personal hospitality provided at a residence, are excluded from this prohibition, as are special-occasion gifts (such as those marking marriages, births, or illness).

d. Foreign Gifts

In addition to the above restrictions, the Constitution and Federal law (5 U.S.C. § 7342) generally prohibit U.S. Government officials, their spouses, and their dependents from accepting "foreign" gifts, with limited exceptions as described below.

(1) What are "Foreign" Gifts

A "foreign" gift is one received from an official foreign source: a foreign government, most international and multilateral organizations, or an agent of any such government or organization. Gifts from other, nonofficial foreign sources (e.g., a non-government foreign corporation) are treated like domestic gifts. If you are not certain whether a gift is from an "official" or "nonofficial" foreign source, consult the Counsel's Office.

(2) General Rules for Gifts from Official Foreign Sources ("Foreign Gifts")

- ★ A U.S. official may not solicit or encourage an offer of a foreign gift or decoration.
- ★ All foreign gifts must be turned over to the White House Gift Office as soon as possible for appraisal and for recording for purposes of the annual report on foreign gifts.
- ★ Foreign gifts valued at or below $260 (as periodically adjusted by GSA) may be returned to you by the Gift Office.
- ★ Foreign gifts worth more than $260 may be received only when "it appears that to refuse...would likely cause offense or embarrassment or otherwise adversely affect the foreign relations of the United States...." These gifts automatically become the property of the U.S. Government, i.e., these gifts may be accepted only on behalf of the United States. They will be turned over by the Gift Office to GSA or, with certain approvals, may be retained by the agency (not an individual) for official use.
- ★ Foreign gifts of travel or reimbursement of transportation, food, or lodging expenses, are discussed in the Travel-Related Ethics Issues section below.

(3) Security Inspection of Foreign Gifts

If, during travel, a gift comes into your possession from a foreign government, organization, or

individual, it is imperative that it be turned over to security personnel for inspection at the earliest opportunity. Such a gift should never be taken aboard an airplane or other transportation without a security inspection.

e. White House Staff Reporting Requirements

White House staff who must file annual financial disclosure reports must report certain gifts. Whether the gift must be reported is independent of the determination as to whether a particular gift is acceptable. Because of the financial disclosure requirements, White House staff should maintain a log of gifts valued in excess of $104. The Gift Office will assist White House staff in fulfilling the reporting obligation with respect to those gifts received by the Gift Office. In addition, gifts valued at more than $104 from one source which, in the aggregate, exceed $260 must be disclosed. Gifts valued in excess of $260 from a single source must also be disclosed on annual disclosure reports filed by White House staff.

f. Gifts for the President, the First Lady, the Vice President and Mrs. Cheney

A staff member who accepts a gift intended for the President, the First Lady, the Vice President, or Mrs. Cheney should immediately turn over the item to security personnel for inspection. Please be especially cautious about gifts that are thrust upon you. Gifts that are cleared by security should then be turned over to the White House Gift Office for proper disposition. Gifts to the Vice President and Mrs. Cheney should be turned over to the Director of Administration on the Vice President's staff. No foreign gift should be accepted for the President, First Lady, Vice President, or Mrs. Cheney without prior arrangement with the host government or entity.

g. Additional Questions

This Manual is necessarily general and does not deal with all questions that may arise. If you are in doubt about the propriety of accepting any gift or about any other topic covered above, please consult Counsel's Office (x62632).

OUTSIDE EARNED INCOME, EMPLOYMENT AND ACTIVITIES

a. Outside Earned Income

All full-time, non-career Presidential appointees paid at salaries equal to or greater than GS-9 ($33,254 in 2001) are subject to a total ban on outside earned income. See Executive Order 12731. See below, "Persons Covered by Ban."

(1) Definition of Outside Earned Income

Outside earned income includes "wages, salaries, honoraria, commissions, professional fees and any other form of compensation for services". Passive income from investments, copyright fees and royalty fees, and expenses in connection with a permissible outside activity are generally excluded from the definition of earned income. The ban does not apply to income earned for any outside employment or activity performed before entering Federal Service.

(2) Persons Covered by the Total Ban on Outside Earned Income

The total ban on outside earned income applies only to those individuals appointed by the President to a full-time non-career position. Four points of clarification may be useful.

- ★ First, all individuals on the White House Office and Office of Policy Development payroll, and certain individuals on the Office of the Vice President payroll, are considered to be appointed by the President, whether or not they hold a formal commission of appointment.
- ★ Second, because only full-time employees

are covered by the ban, individuals who work part-time or on a when-actually-employed basis are not covered.

- ★ Third, the ban does not apply to persons earning less than a GS-9 or its equivalent. In 2001, that level is $33,254.
- ★ Fourth, the ban covers only those individuals in non-career positions. It does not extend to individuals in White House operating units (as opposed to policy units) whose positions are not normally subject to change as a result of Presidential transitions. These include most (but not all) non-policy positions in the following units: Telephone Operators, Records Management, Executive Clerk, and Correspondence. In addition, the ban does not apply to individuals appointed pursuant to 5 U.S.C. § 3101, which covers certain positions in the Office of Administration.

If you have any questions regarding whether a particular position is covered by the ban, contact the White House Personnel Director.

(3) Additional Restrictions on Outside Earned Income

Due to the prohibition on outside earned income for White House employees, most White House employees are prohibited from receiving any honoraria or other compensation for speeches, lectures, appearances, and articles. However, those White House employees who are permitted to earn outside income (i.e., part-time employees or employees who earn less than $33,254), may accept honoraria or other compensation for speeches, lectures, appearances, and articles that are not related to their official responsibilities. You should consult Counsel's Office if you have any questions regarding acceptance of honoraria or other compensation for such activities.

Additional restrictions on outside earned income apply to non-career Federal employees classified above GS-15 or, if not in a classified position, paid at a rate equal to or greater than 120% of GS-15 (paid at or above $95,652 in 2001) (referred to below as "senior non-career officials"). For the most part, persons covered by the total ban on outside earned income need not be concerned about these additional restrictions, because they are subsumed within the scope of the total ban.

Senior non-career officials are limited to an earned income no greater than 15% of the basic pay for level II of the Executive Schedule. In 2001, this means that covered non-career employees who are otherwise permitted to earn outside income—that is, persons not appointed to their Federal positions by the President—may earn no more than $21,765 from outside employment. Moreover, such persons may not receive any compensation for (1) providing professional services or practicing a profession that involves a fiduciary relationship, (2) serving on a board of directors, or (3) teaching (unless approved, as discussed below). see 5 U.S.C. app. § 502.

b. Supplementation of Salary

Federal criminal law (18 U.S.C. § 209) prohibits private supplementation of the salary as compensation for services as an officer or employee of the executive branch, including the White House. This includes a prohibition on compensation for activities that fall within the scope of an employee's ordinary duties. This statute does not apply to individuals who serve without compensation and does not apply to special Government employees (such as certain consultants and advisory committee members) who are appointed to serve for less than 130 days in a 365-day period.

In most circumstances, White House staff will not be permitted to take a leave of absence from their outside positions, but rather will be asked to

sever their outside employment ties. Exceptions have been permitted for individuals on leave from academic institutions.You should be aware that any special benefits conferred on you may raise issues under section 209.

Persons entering Federal service are sometimes offered special leaving bonuses or other severance packages from their employers. These bonuses are permissible if accepted prior to the commencement of Federal service, but may generate special disqualification requirements for the employee with respect to the payer. Bonuses received after the commencement of Federal service are more problematic under section 209. Consult the Counsel's Office for advice on such bonuses.

c. Positions in Outside Organizations

White House Office and Office of Policy Development employees, as well as Presidential appointees, are not permitted to hold positions as an officer, director or trustee of for-profit entities. Affiliations as an officer, director or trustee of non-profit organizations may be permitted with the approval of the Counsel's Office, provided that the affiliation is consistent with the full and proper discharge of the employee's job under the following ethics standards:

★ No outside earned income. An officer, director, or trustee may not receive any payment for service other than reasonable payment of actual and necessary travel and per diem expenses incurred in attending board meetings.

★ Financial conflicts. An officer, director or trustee (as opposed to a mere member) of a private organization is deemed to share the financial interests of that organization under the conflict-of-interest statute, 18 U.S.C. § 208. This means that, absent a waiver, a Federal employee who serves in such a position cannot in the course of his or her official business deal directly with the organization in which he or she serves. The official also may not participate personally and substantially in any particular matter that would have a direct and predictable effect on the organization. Because of these considerations, it is ordinarily not appropriate for a Government official to hold an outside position with an organization that has more than incidental dealings with the official's agency or office or that has interests that would be significantly affected by the activities of that agency or office.

★ Conflicts of Interest and Time. An outside position, even serving only as a member, also may be inconsistent with the full and proper discharge of an employee's official job, if its demands detract from the employee's ability fully to perform his or her Government responsibilities. In addition, such an outside affiliation may raise the possibility of embarrassment if the organization is likely to take positions inconsistent with Administration policy. These possibilities do not mean that you may not undertake any outside activities, but do suggest that you should be cautious in selecting your outside activities.

★ Official Title, Time, Resources, and Non-Public Information. An individual's affiliations with private organizations are generally considered to be personal activities, rather than official acts as a representative of the United States Government. It is inappropriate to use your Government title in connection with a private affiliation. Similarly, it is impermissible to use Government resources (including supplies, secretarial services, equipment, etc.) in connection with an outside affiliation, or to carry out an outside organization's business on official time.

You may not use Government information not generally available to the public for the benefit of any private person or non-Governmental organization.

★ Contact with the Federal Government. Under 18 U.S.C. § 205, you may not act as agent or representative of an outside organization in its dealings with the Federal Government.

d. Fundraising for Charitable Organizations

Because of the concern that public office not be used for private gain, there are limits to the extent to which Federal employees may be engaged in charitable fundraising. You may engage in fundraising provided that you do not personally solicit funds or support from subordinates or from any person known to be a prohibited source under the gift rules, and provided that you do not allow the use of your title, position or the authority of the White House to further the fundraising effort.

Serving as a chairperson or otherwise actively and visibly participating in a charitable event constitutes fundraising for purposes of this rule. However, your attendance at an event, without more, will not be considered fundraising so long as your attendance is not used to promote the event (therefore, do not accept an invitation to serve as chairperson of a charitable event until you have obtained approval from the Office of Counsel to the President).

Where it is in the interest of the Administration for you to speak or appear at a charitable event, you may do so, but your participation must be only in your official capacity and may not involve requests for donations or support for the private organization.

e. Approval of Outside Employment for Staff Not Covered by the Outside Earned Income Ban and Outside Activities for All Staff

You may not engage in outside employment or other outside activities that conflict with your official duties. To ensure compliance with this requirement, even if you are not covered by the ban on outside earned income, you must nonetheless obtain approval before you undertake outside employment. You must request approval first from your official supervisor. If your supervisor approves the request, he or she should submit a request for approval to the Office of Counsel to the President and, if approved, the Counsel's Office will forward it to the Assistant to the President for Management and Administration. Requests should describe the nature of the proposed outside employment, the hours during which that employment will be undertaken, and the nature of your White House position, your White House salary, and hours of duty. Any approval of outside employment will become part of your official personnel folder.

In approving or disapproving outside employment, supervisors and the Counsel's Office must consider that the following activities are among those that are incompatible with the discharge of Government responsibilities:

★ Acceptance of anything of monetary value (including compensation, gifts, or expenses) in circumstances in which acceptance may result in, or create the appearance of, a conflict of interest; or

★ Outside employment that tends to impair the employee's mental or physical capacity to perform his or her other Government duties and responsibilities in an acceptable manner.

POLITICAL ACTIVITIES

Several statutes regulate the extent to which Federal officials and employees may engage in political activities. The primary statutes are the "Hatch Act," 5 U.S.C. §§ 7321-7326; 18 U.S.C. §§ 600-607; and the Civil Service Reform Act, 5 U.S.C. § 2302. Some of these statutes are implemented by regulations of the Office of Personnel Management, 5 C.F.R. Part 734, and administered by the Office of Special Counsel under 5 C.F.R. Part 1250. The criminal provisions in Title 18 are enforced by the Justice Department. This manual merely summarizes highlights of certain of the relevant laws and regulations. Specific questions should be addressed to the Counsel's Office.

Generally, those Executive Office of the President ("EOP") employees who are paid from appropriations for the EOP and whose duties continue outside normal duty hours and while away from their normal duty post may engage in political activity both during normal business hours and while in a Federal office. The Government must be reimbursed for the costs associated with political activity that the Government would not otherwise have incurred.

As a general matter, activity is political if its primary purpose involves the President's role as the leader of the Republican Party (e.g., appearing at party functions, fundraising, campaigning for specific candidates) or the election of a candidate for partisan office, including the President. Activity is official if it relates to the President's policies, programs or legislative agenda, even if it concerns matters on which opinion is politically divided or on which political parties have a position. Obviously, there are gray areas in between these two definitions; if you have questions regarding particular activities, do not hesitate to contact the Counsel's Office for guidance.

Please note that certain Federal employees remain subject to the more restrictive Hatch Act provisions in effect prior to February 3, 1994. Employees of the National Security Council and the National Security Agency, career SES employees and detailees from certain agencies (such as the Criminal Division of the Department of Justice, the Defense Intelligence Agency or the Federal Bureau of Investigation) are subject to the more restrictive provisions of the Hatch Act.

There are certain Hatch Act restrictions that apply to all Federal employees other than the President and Vice President. The Hatch Act prohibits all Federal employees from using their official authority or influence for the purpose of interfering with, or affecting, the results of an election. In addition, no Federal employee may solicit, receive or disburse political contributions or allow their official title to be used in connection with fundraising activities.

a. Political Meetings on Government Property

Campaign fundraising activities—i.e., all manner of solicitation—by EOP staff are prohibited in or from a Government building.

Political meetings involving political officials and White House staff members may be held in a White House staff member's office, the West Wing or the Eisenhower Executive Office Building, 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. Such gatherings must be organized by White House staff members who are permitted to engage in political activity in a Federal building.

Campaign-sponsored or other political activities (receptions, dinners, meetings, but not fundraisers) may be held in the Executive Residence, provided that the President, First Lady or some

other family member attends the event. Similarly, campaign or other political events (other than fundraisers) also may be held at the Vice President's Residence as long as the Vice President, Mrs. Cheney, or some other family member attends the event. The costs of such events at either residence must be paid by the proper campaign or political committee.

b. Campaign Contributions by White House Employees

Under 18 U.S.C. § 603, an officer or employee of the Government may not give a political contribution to his or her "employer or employing authority." This provision does not prohibit executive branch employees -- including employees of the White House Office, the Office of Policy Development, and the Office of the Vice President -- from contributing to the authorized campaign committee of the President.

c. Solicitation or Receipt of Campaign Contributions at the White House

Federal law prohibits the solicitation or receipt of campaign contributions in Federal buildings. Under no circumstances may political contributions be accepted in person anywhere in the White House complex. Occasionally, contributions intended for a campaign committee or the Republican National Committee may be improperly addressed or sent to the White House and delivered with other mail. Letters that are opened and contain a political contribution must be forwarded immediately to the Counsel's office. These contributions will be returned to the sender with a letter advising that receipt of political contributions in a Federal building, including the White House, is illegal. No instructions on where or how to resend the contribution will be included in the responding letter. Nor will any response to any governmental issues raised in an accompanying letter be included in the responding letter.

d. Equipment

In those circumstances in which Government equipment is used for political purposes, appropriate reimbursement or payment at the "usual or normal charge" must be made by the proper political campaign committee.

Government credit cards must not be used for political calls, whether made from inside or outside the White House. Government operators should not be used by staff members to place political long distance calls. Political long distance telephone calls made from the White House may be made only if charged to a credit card issued by the proper campaign or political committee (or on telephones installed and maintained by such committees for exclusive use in dealing with campaign or political matters) or personal calling card.

e. Use of Photographs

As a general rule, photographs taken by White House photographers at political events should not be used for distribution to individuals attending such events or for any other political or campaign purpose. A campaign or political committee will be expected to provide a photographer at all campaign and political events for which it desires to distribute photographs to the participants. White House photographers will not photograph receiving lines or greetings at campaign or political events, except to the extent necessary for archival purposes.

A campaign or political 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 or political committee must be directed to the Director of the White House Photo Office. A record of all political photo requests will be maintained by the Director of the White House Photo Office, who will be responsible for billing the campaign or

political 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 such pictures.

f. Correspondence

Political correspondence should not be prepared on White House stationery, or use Government-paid-for stamps or related supplies.

g. Additional Statutes

Certain criminal statutes dealing with political activity apply without exception to all EOP staff. Among the principal activities prohibited by these statutes are:

1. Solicitation of political contributions by threatening to deny Government employment or benefits (18 U.S.C. § 601).
2. Solicitation of political contributions by one Federal employee from another (18 U.S.C. § 602).
3. Solicitation or receipt of political contributions in a Federal building by any person whether or not an employee of the Government (18 U.S.C. § 607). White House policy prohibits solicitation or receipt of any political contribution, whether "hard" or "soft" money, anywhere in the White House complex. The prohibition against solicitation of political contributions includes solicitations by telephone or e-mail, except calls made from the Executive Residence.
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 U.S.C. § 211).
5. Promising employment, appointment, compensation, contract or other public benefits made possible by act of Congress as consideration or reward for political activity (18 U.S.C. § 600).
6. Discrimination by a Federal employee in favor of or against another officer or employee on account of political contributions (18 U.S.C. § 606).

Again, any questions on these matters should be directed to the Office of the Counsel to the President.

TRAVEL-RELATED ETHICS ISSUES

The following discussion is designed to provide general guidance regarding the circumstances under which you are permitted to accept travel-related expenses (transportation, lodging, food, entertainment) or reimbursement of travel-related expenses. Since such situations are often unique, these guidelines are general in scope. You are strongly urged to seek specific advice from Counsel's Office 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 Office of Management and Administration prior to acceptance of the invitation or request. Whenever you are traveling on official business of the Government, including travel to attend a function or to give a speech as the representative of the White House or the Administration, all travel-related expenses must be paid from appropriated funds, except as specified below. These funds may be from the White House Office appropriation, or the appropriation 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 semi-

nar, meeting, or conference sponsored by a non-Federal source, 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 should never be solicited by a staff member. Official travel may also be paid for with funds from a State or local treasury, subject to Counsel's Office approval. In each instance where such an offer of payment or reimbursement is made, you must obtain approval of the Counsel's Office before acceptance of the invitation for a determination of (a) whether the invitation qualifies for non-Federal source funding, and (b) the propriety of accepting the proffered expenses. Government-wide regulations governing this process can be found at 41 C.F.R. Part 304. All such travel payments are publicly reported.

You may consume food or beverages available in the ordinary course at meetings, banquets, receptions, or similar events where you are otherwise properly in attendance. Likewise, it is acceptable to stay at the personal 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 unique circumstances, such as 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. Any such travel must be approved in advance by the Counsel's Office. Please note that Federal Aviation Administration regulations prohibit reimbursement under certain circumstances. In this regard, you should 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 pays 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, food, and lodging while abroad from a foreign government or international governmental organization if acceptance is appropriate and consistent with the interest of the United States. This does not permit acceptance of travel expenses to or from the United States, however.

All foreign official travel expenses paid by a foreign government or international organization must be immediately reported pursuant to Section 7342(c)(3) of the Foreign Gifts and Decorations Act.

The rules applicable to officials also apply to an accompanying spouse or dependent except that Government funds may not be used to pay for a spouse's or dependent's travel to or from the United States unless on official travel. In general, a foreign government may not pay for a spouse or dependent's travel to or from the United States regardless of whether he or she is on official travel.

In certain circumstances, Government employees may accept travel-related expenses to and from the United States and a foreign country paid by a multi-national organization or a foreign government. You must obtain approval from the Counsel's Office prior to accepting such an invitation.

c. Travel on Political Campaigns

Political travel is permissible under appropriate circumstances. 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 or other political expenses. These costs should be paid in advance by the appropriate committee or campaign fund. Advance approval must be obtained from Counsel's Office for political travel the expense of

which is paid for by someone other than the staff member.

The Federal Election Commission has rules on allocating costs when a trip combines both political and official activities. Staff should consult the Counsel's Office for guidance and allocation of costs.

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. Such travel, like other outside activities, cannot be undertaken if it is not consistent with the full and proper performance of your job duties.

When your travel is not official, but for personal business or pleasure, the law provides that, unless an exemption applies, you may not accept or be reimbursed for normal, ordinary travel expenses from non-Government sources if the individual or organization providing it:

1. is seeking official action by your agency;
2. does or seeks to do business with your agency;
3. conducts business or activities that are controlled or regulated by your agency;
4. has interests that may be substantially affected by the performance or non-performance of your official duty; or,
5. is an organization, a majority of whose members are described in (1) – (4) above.

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 the award is given by a person or organization not substantially affected by the performance of your duties. (If the value of the award and expenses exceed $200, an additional determination by the Counsel's Office is required.)
- ★ 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. Again, you must obtain advance approval from the Counsel's Office.
- ★ Questions of legality aside, you should not accept any gift of travel expenses that might in any way reflect negatively on the President or your Government service.

e. Bonus Mileage and Frequent Flyer Plans

Bonus mileage or other forms of promotional credits earned while traveling on Government business cannot be used to earn free personal travel. Several General Accounting Office (GAO) opinions have concluded that any employee (which would include a volunteer or intern) who has obtained bonus mileage on Government travel and uses it for personal travel is obligated to repay to the Government the full value of the personal travel. Moreover, under GAO precedent, until any given account is cleared of any mileage based on Government travel, the individual is precluded from deriving free personal travel from the account. Questions may be directed to the Counsel's Office (x62632).

f. Public Reporting Requirements (not applicable to all Staff Members)

Subject to certain exclusions, individuals required to file annual Financial Disclosure Reports (SF-278 or SF-450) must disclose on that report the source, description, and approximate value of gifts of transportation, lodging, food, and entertainment for non-official travel aggregating $260 or more in the preceding year from one source that were received by the individual, his/her spouse, or dependent children, or the reimbursement for such travel.

CONTACTS WITH DEPARTMENTS AND AGENCIES

Special policies govern communications by members of the White House Staff with executive branch agencies and their components, including regulatory agencies, boards and commissions not located within a Cabinet department. Those policies have been set forth in several memoranda available from the Counsel's Office.

All communications concerning pending adjudicative, rule making, enforcement, and investigative matters, as well as all matters concerning awarding of contracts or international aviation, must be cleared in advance by the Counsel's Office.

All communications with agencies on specific regulatory and rulemaking matters should also be discussed in advance with the Administrator of OIRA.

At the same time, members of the White House staff may communicate directly with agencies or departments with respect to administrative, personnel, appointment and purely executive matters. Such communications are appropriate without prior clearance if they do not address particular pending adjudicative, investigative, contracting or rulemaking matters.

LOBBYING AND SUPPORT OF PROPOSED LEGISLATION

Federal law imposes certain restrictions on lobbying activities. The so-called "Anti-Lobbying Act," 18 U.S.C. § 1913, prohibits the use of appropriated funds, directly or indirectly, to pay for "any personal service, advertisement, telegram, telephone, letter, printed or written matter or other device" intended to influence a member of Congress in acting upon legislation, before or after its introduction.

Past interpretations of the Anti-Lobbying Act make clear that an employee of the executive branch, acting in his or her official capacity, may communicate with a member of Congress for the purpose of providing information or soliciting that member's support, whether or not such contact is invited and whether or not specific legislation is pending. That is, the ordinary and traditional interaction between the executive and legislative branches is permitted.

An executive branch employee may also provide the public with information and background

material in support of an Administration policy effort or proposed legislation.

Questions can arise, however, where employees of the executive branch, other than the President, use appropriated funds to expressly encourage members of the public to lobby members of Congress. Unfortunately, the line is imprecise, and the propriety of a particular activity must be judged in light of the specific facts at issue.

Members of the White House staff should therefore consult with the Counsel's Office with respect to any questions on such activities.

POST-EMPLOYMENT RESTRICTIONS

Certain statutory restrictions apply to all Federal employees after they terminate employment with the Federal Government. Senior officials are subject to additional restrictions governing their post-employment activities. You should consult with the Counsel's Office to determine whether you are subject to restrictions that would affect your post-employment activities. In addition, Deputy Assistants to the President and above must notify the Counsel to the President in writing when they begin seeking employment.

White House Forms

White House Forms

White House Forms

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REQUEST FOR APPOINTMENTS

THE WHITE HOUSE

To: Officer-in-Charge
Worker and Visitor Entrance System
Room 562, EEOB

Please admit the following appointments on _____, 19_____
(date of appointment)

for _____ **of** _____
(name of person to be visited) *(agency)*

NAME	DATE OF BIRTH	SOCIAL SECURITY NUMBER	COUNTRY OF ORIGIN if visitor is not a U.S. citizen

Meeting information:

Building _____

Room No. _____

Time of Meeting _____

Requester information:

Requested by _____

Room No. _____ Telephone _____

Date of Request _____

Additions and /or changes made by telephone should be limited to five (5) names or less.
WAVES Center: Phone 6-6742
FAX 5-5349

REQUEST FOR BUSINESS CARDS

THE WHITE HOUSE

Note: The cost of business cards is PERSONAL expense.

Name _____

Title _____

(use official title only)

Office _____

Telephone Extension _____ **Room #** _____

Quantity Ordered _____

(orders of 100, 250, 500, 1,000 only)

Seal

Name
Title

The White House
Washington, D.C. 20502 (202) 456-1414

Return to: White House Management Office
Room 1, EEOB

Approval : _____ _____

Head of Office White House Management Office

THE WHITE HOUSE
WASHINGTON

DATE (centered)

NAME OF EVENT (centered)

DATE:
LOCATION:
TIME:
FROM: (Staff contact)

I. PURPOSE

Should state purpose of meeting or event including, if appropriate, what meeting or event is intended to accomplish. Paper should be written as if you are talking to the President (e.g., "you will meet with xyz to discuss...")

II. BACKGROUND

Should state relevant context of event, issues of special concern, previous participation, etc.

III. PARTICIPANTS

Pre-brief participants:
(Limited number of WH staff, Cabinet Secretaries or Deputy Secretaries to be present for the oral briefing.)

Event participants:
(Speakers and other event participants, special guests, Cabinet members, Members of Congress, WH staff, friends of the President, audience members of note. Also include audience size.)

IV. PRESS PLAN

Must be coordinated with Press Office and should specify press coverage (e.g., "closed", "WH photo only", "press pool", "open press")

V. SEQUENCE OF EVENTS

Must be coordinated with Scheduling or Social Office and include outline of event...should be written using bullet-point format (e.g., Briefing in holding room; Offstage announcement; Governor X speaks and introduces you; you make remarks, work ropeline and depart.)

VI. REMARKS

("To be provided by Speechwriters", "talking points attached", "none required". Talking points should always be provided on a separate piece of paper.)

VII. ATTACHMENTS (if any)

(Very limited background material, relevant newsclips, etc.)

IMPORTANT NOTE: Briefing memos must be delivered to the Staff Secretary's office by 4:00 PM the day before the event (memos are required for events appearing on the schedule as "optional"). The Staff Secretary's office will return comments, if any, to the staff contact shortly thereafter so that final submission can be made to the Staff Secretary's office by 6:00 PM.

Sample - 2/21/97

EXECUTIVE OFFICE OF THE PRESIDENT

EEOB AND WHCC CONFERENCE ROOM RESERVATIONS

Date of Meeting: _____

Time: _____ **To:** _____

RESERVATION CONFIRMATION

Name of Individual Hosting Event:		**Office/Agency:**	
Staff Contact:	**Extension No.:**	**Pager No.:**	**Room No.:**

Type of Event:

❑ *Meeting* ❑ *Reception* ❑ *Other* _____

Name/Description of Event:

Number of Outside Guests: _____

Total Number of Attendees: _____

In Attendance:

❑ *President* ❑ *First Lady* ❑ *Vice President* ❑ *Mrs. Cheney*

DWIGHT D. EISENHOWER EXECUTIVE OFFICE BUILDING ROOM(S) REQUESTED:

❑ *Room 180* ❑ *Room 450 (Presidential Hall)* ❑ *Room 472*

❑ *Room 474 (Indian Treaty Room)* ❑ *Room 476*

WHITE HOUSE CONFERENCE CENTER ROOM(S) REQUESTED:

❑ *Eisenhower Room* ❑ *Jackson Room* ❑ *Lincoln Room* ❑ *Truman Room* ❑ *Wilson Room*

General Services for Dwight D. Eisenhower Executive Office Building:

❑ *Elevator Service (elevator #4) Time Reserved:* _____ ❑ *Podium* ❑ *Flags*

Entrance/Gate Preferred:

❑ *Pennsylvania Avenue* ❑ *17th & G* ❑ *Northwest Appointments Gate*

❑ *East Visitors Gate* ❑ *East Appointments Gate* ❑ *Southwest Appointments Gate*

Arrangements for all Meeting Rooms:

❑ *Conference Style* ❑ *Theatre Style* ❑ *Other* _____

Number of Chair(s): _____ *Number of Table(s):* _____

Additional Requirements or Requests: _____

Forms must be FAXed to (202) 456-6791 within 24 hours after making your reservation.

THE WHITE HOUSE

DRUG-TESTING ACKNOWLEDGEMENT FORM

I hereby acknowledge that my appointment to a position in the Executive Office of the President (EOP) is subject to the applicant drug-testing requirement as set forth in the EOP Drug-Free Workplace Plan. Thus, I am responsible for presenting myself for a drug test, at a place and time to be determined, prior to the effective date of my employment. I further acknowledge I will be subject to random drug testing throughout the course of my employment. Should it be determined, under the requirements of the Plan, that I have a verified positive test result for any of the prohibited drugs, I understand that my appointment will be terminated.

DATE

SIGNATURE

SOCIAL SECURITY NUMBER

PRINT NAME

DEPARTMENT

TELEPHONE NUMBER

REVISED 01-01

EMPLOYEE CHECK OUT

WHITE HOUSE OFFICE/OFFICE OF THE VICE PRESIDENT/OFFICE OF POLICY DEVELOPMENT

INSTRUCTIONS

Each block on this form must be completed by the designated office. Your final paycheck cannot be issued until this form has been completed ***in full*** and returned to the Director of White House Personnel (EEOB, Room 145) or to the Administrator to the Vice President (EEOB, Room 269).

Name: First Last

Date of Separation: Month Day Year

Current EOP Mailing Address and Telephone Number:

Forwarding Address and Telephone Number:

1. The White House Mess has been paid and White House Mess privileges cancelled.	**WHO, OVP & OPD** White House Staff Mess EEOB, Room 404 (Ext. 7-1285)
2. White House Airlift Operations invoices have been paid.	**WHO, OVP & OPD** White House Airlift Operations EEOB, Room 405 (Ext. 7-1263)
3. All assets issued by the White House Communication Agency have been returned.	**WHO, OVP & OPD** WHCA Customer Service EEOB, Room 444 (Ext. 7-1234)
4. Library materials charged to the employee have been returned, Lexis-Nexis account has been deactivated and library account has been closed.	**WHO, OVP & OPD** Eisenhower Executive Office Building Library EEOB, Room 308 (Ext. 5-7000)
5. Official or Diplomatic Passport has been returned to the appropriate office.	**WHO & OPD** Travel Office EEOB, Room 87 (Ext. 6-2250) **OVP** Travel Office EEOB, Room 87 (Ext. 6-2250)
6. All travel vouchers have been submitted.	**WHO & OPD** White House Travel Logistics EEOB, Room 145 (Ext. 6-2861) **OVP** Financial Manager to the Vice President EEOB, Room 269 (Ext. 6-6770)
7. Financial disclosure termination report has been filed and completed ethics debriefing.	**WHO & OPD** White House Counsel's Office (Ext. 6-2632) **OVP** Counsel to the Vice President EEOB, Room 266 (Ext. 6-9809)
8. White House Mail Room has been advised of a forwarding address.	**WHO, OVP & OPD** White House Mail Room EEOB, Room 49 (Ext. 6-2541)
9. Office of Administration Mail Room has been advised of a forwarding address.	**WHO, OVP & OPD** Office of Administration Mail Room EEOB, Room 52 (Ext. 5-7005)
10. White House Federal Credit Union has been advised of a forwarding address.	**WHO, OVP & OPD** White House Federal Credit Union EEOB, Room 42 (Ext. 6-2900)

Continued on Reverse

Revised December 2000

11. Deposit of Presidential Papers and oral history have been completed.	**WHO & OPD** Records Management EEOB, Room 80 (Ext. 6-2240) **OVP** Administrator to the Vice President EEOB, Room 269 (Ext. 6-6770)
12. Employee's Staff Pin has been returned to the Secret Service.	**WHO, OVP & OPD** Presidential Protection Division, USSS EEOB, Room 10 (Ext. 5-4112)
13. Pagers, cellular phones and other equipment have been returned to the proper office.	**WHO & OPD** White House Operations EEOB, Room 1 (Ext. 6-2500) **OVP** Financial Manager to the Vice President EEOB, Room 269 (Ext. 6-6770)
14. Senior Staff Gym key has been returned.	**WHO, OVP & OPD** White House Operations EEOB, Room 1 (Ext. 6-2500)
15. White House Telephone Switchboard has been advised of a forwarding telephone number.	**WHO, OVP & OPD** White House Telephone Service EEOB, Room 02 (Ext. 6-2134)
16. Any outstanding White House Athletic Center fees have been paid and WHAC membership cancelled.	**WHO, OVP & OPD** White House Athletic Center NEOB, Room 2008 (Ext. 5-5688)
17. Computer I.D. Password and Account Number have been deactivated. Security I.D. card has been returned.	**WHO & OPD** Information Systems and Technology NEOB, Room 5116 (Ext. 5-7370) **OVP** Financial Manager to the Vice President EEOB, Room 269 (Ext. 6-6770)
18. Security debriefing has been completed.	**WHO, OVP & OPD** EOP Security Office NEOB, Room 4101 (Ext. 5-6206)
19. Employee's Pass, USSS Keys, have been returned to Secret Service.	**WHO, OVP & OPD** Technical Security Division, USSS EEOB, Room 23 (Ext. 5-4259)
20. Parking pass and GSA keys have been returned to proper office.	**WHO & OPD** White House Management and Administration EEOB, Room 145 (Ext. 6-2861) **OVP** Administrator to the Vice President EEOB, Room 269 (Ext. 6-6770)
21. Check this form for completion and ensure that necessary forms and personnel actions have been completed.	**WHO & OPD** White House Personnel EEOB, Room 145 (Ext. 6-2861) **OVP** Administrator to the Vice President EEOB, Room 269 (Ext. 6-6770)

I certify that procedures for separation have been satisfied to the best of my knowledge and belief.

Signature *Date*

Remember, your final paycheck and/or lump sum leave payment cannot be issued until you have completed this form and returned it to the Director of White House Personnel or to the Administrator to the Vice President.

WHITE HOUSE OFFICE
OTHER GOVERNMENT EMPLOYEES

TO: OFFICE OF MANAGEMENT AND ADMINISTRATION	FROM: (Requesting official's name and department or office)

THIS IS TO REQUEST THAT THE FOLLOWING INDIVIDUAL PERFORM DUTIES IN THE WHITE HOUSE OFFICE

NAME: Last First Middle Initial

BIRTHDATE:	SOCIAL SECURITY NUMBER:	DATE AND TYPE OF APPOINTMENT IN EMPLOYING AGENCY:
GRADE/STEP:	SALARY:	

PARENT AGENCY:

DESCRIPTION OF PROJECT OR DUTIES (PLEASE BE SPECIFIC), IF THIS IS AN EXTENSION, PLEASE NOTE BELOW:

TYPE:

☐ DETAILEE ☐ HISTORICALLY PROVIDED SERVICE ☐ STUDENT VOLUNTEER

☐ ASSIGNEE ☐ WHITE HOUSE FELLOW ☐ OTHER_____

☐ PRESIDENTIAL MANAGEMENT INTERN ☐ AGENCY REPRESENTATIVE

DRUG TESTING DESIGNATION:
TDP = TESTING DESIGNATED POSITION ☐ TDP ☐ Non-TDP

BEGINNING DATE (Mo/Day/Yr):	ENDING DATE (Mo/Day/Yr):
POSITION TITLE (At the EOP Complex):	APPROVING OFFICIAL IN PARENT AGENCY (Name & Telephone):
TYPE OF DETAIL (If applicable): ☐ Non-Reimbursable ☐ Reimbursable IF REIMBURSABLE, FMD CERTIFICATION OF FUNDS AVAILABILITY:	ASSIGNMENT LOCATION (Office or Division, Building, Room Number, & Telephone):
WHO CONTACT PERSON (Name & Telephone):	

SIGNATURE OF WHO APPROVING OFFICIAL:	DATE:
OFFICE OF MANAGEMENT AND ADMINISTRATION APPROVAL:	DATE:

WH FORM
Revised 5/94



THE WHITE HOUSE

PRE-EMPLOYMENT INFORMATION FORM

NAME _____

SSN _____ **DATE OF BIRTH** _____

LOCAL ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

HOME PHONE _____ **WORK PHONE** _____

HIRING DEPARTMENT _____

POSITION TITLE _____

PROPOSED DATE OF EMPLOYMENT _____ **ENDING DATE** (IF APPLICABLE) _____

WORK SCHEDULE (CHECK ONE) ❑ FULL-TIME ❑ PART-TIME ❑ INTERMITTENT ❑ VOLUNTEER

PAYMENT PLAN ❑ AD ❑ GS

SALARY _____ **REQUESTED BY** (DEPARTMENT HEAD) _____

ARE YOU TRANSFERRING FROM ANOTHER AGENCY? ❑ YES ❑ NO **DID YOU HAVE PRIOR FEDERAL EMPLOYMENT?** ❑ YES ❑ NO

IF YES, PLEASE SPECIFY WHICH AGENCY _____ **DATE OF SERVICE** _____

APPROVALS

_____ _____

SIGNATURE OF DEPARTMENT HEAD DATE

SIGNATURE OF OFFICE OF MANAGEMENT AND ADMINISTRATION DATE

_____ _____

PRINT NAME

PRINT NAME

Please attach copy of prospective employees résumé.

❑ APPROVED
❑ DISAPPROVED
❑ PRESIDENTIAL COMMISSION

REVISED 01-01



THE WHITE HOUSE

SUPPLEMENTAL PRE-EMPLOYMENT INFORMATION FORM

To be completed by all persons tentatively selected for employment

NAME _____ (LAST) (FIRST) (MIDDLE)

SSN _____ **DATE OF BIRTH** _____ **PLACE OF BIRTH** _____

LOCAL ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

HOME PHONE _____ **WORK PHONE** _____

LAST PERMANENT ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

HOME PHONE _____ **WORK PHONE** _____

IN CASE OF EMERGENCY CONTACT _____ **PHONE** _____

MARITAL STATUS ❑ SINGLE ❑ MARRIED ❑ WIDOWED ❑ SEPARATED ❑ DIVORCED

SPOUSE'S NAME _____ **SPOUSE'S EMPLOYER** _____

HIRING DEPARTMENT/OFFICE/AGENCY _____

REPORTING TO _____ **OFFICE PHONE** _____

PERSONNEL STATUS: ❑ WHITE HOUSE EMPLOYEE ❑ OTHER GOVERNMENT EMPLOYEE (PLEASE SPECIFY):

❑ REIMBURSABLE DETAIL ❑ NON-REIMBURSABLE DETAIL ❑ VOLUNTEER
❑ ASSIGNEE ❑ WHITE HOUSE FELLOW ❑ PRESIDENTIAL MANAGEMENT INTERN
❑ HISTORICALLY PROVIDED SERVICE ❑ INTERGOVERNMENTAL PERSONNEL AGREEMENT ❑ INTERN
❑ OTHER _____

(FOR ALL GOVERNMENT EMPLOYEES, PLEASE ATTACH A BRIEF DESCRIPTION OF THE INDIVIDUAL'S ROLE AND RESPONSIBILITIES.)

EFFECTIVE DATE _____ **ENDING DATE** (IF APPLICABLE) _____

CURRENT OR MOST RECENT PLACE OF EMPLOYMENT _____

ADDRESS _____

SUPERVISOR _____ **PHONE** _____

MILITARY SERVICE ❑ YES ❑ NO **SERVICE BRANCH** _____ **DATE OF DISCHARGE** _____

PRIOR EOP SERVICE ❑ YES ❑ NO **AGENCY** _____ **DATES OF EMPLOYMENT** _____

HAVE YOU EVER BEEN FIRED FROM ANY JOB FOR ANY REASON, QUIT AFTER BEING TOLD YOU WOULD BE FIRED, OR LEFT BY MUTUAL AGREEMENT BECAUSE OF SPECIFIC PROBLEMS ❑ YES ❑ NO (IF YES, PLEASE EXPLAIN ON THE BACK OF THIS FORM)

ARE YOU NOW UNDER ANY CHARGE, OR HAVE YOU EVER BEEN CONVICTED OF, OR FORFEITED COLLATERAL FOR ANY VIOLATION OF LAW
❑ YES ❑ NO (IF YES, PLEASE EXPLAIN ON THE BACK OF THIS FORM)

TO BE COMPLETED BY REQUESTING OFFICIAL

TYPE OF PASS REQUESTED:

❑ WH BADGE ❑ WH VOL ❑ WH ACCESS ❑ OTHER (OGA, NGS, CON)
❑ EOP BADGE ❑ EOP VOL ❑ EOP ACCESS

SIGNATURE OF REQUESTING OFFICE _____ **APPROVING OFFICIAL** _____

TO BE COMPLETED BY ALL REGULAR EMPLOYEES AND OTHER GOVERNMENT EMPLOYEES

I acknowledge that the information provided herein is true and correct to the best of my knowledge and further acknowledge that this information may be used to initiate a preliminary background investigation in preparation for my employment in the White House and the Executive Office of the President.

NAME _____ **SIGNATURE** _____ **DATE** _____

TO BE COMPLETED BY VOLUNTEERS ONLY

I acknowledge that the personnel data is correct and I am volunteering my services without compensation or promise of such.

NAME _____ **SIGNATURE** _____ **DATE** _____

❑ **COPY TO SECURITY** **DATE**____/____/____

REVISED 01-01

EXPLANATION OF ANY ANSWERS GIVEN ON FRONT

GIFT REGISTER

THE WHITE HOUSE

Send entire form and gift to Gift Unit, Room 457, Ext. 67133

To be completed by Staff Member

DONOR	STAFF MEMBER
Name:	Name: ..... *first* *m.i.* *last*
Title:	Title: .....
Organization/Type of Business:	Gift intended for: ❑ *White House Staff Member* ❑ *Other (spouse, children)*
Address:	Received By: ❑ *Presented Personally* ❑ *Mail Room* ❑ *Other (please specify)* .....
Donor Category: ❑ *General Public* ❑ *Friend* ❑ *Foreign Government Official*	Date Received: Circumstances of Presentation: .....
Description of Gift:	Report prepared by: Date:_____ Room:_____ Ext._____

To be completed by Gift Unit

I.D.	Date:	GSA Report #

Appraised value: .....

Appraised by: ❑ *Estimate* ❑ *other* .....

Comments: .....

To be completed by Counsel's Office

Decision: ❑ **Approve** ❑ **Disapprove**

Pursuant to:

___5 C.F.R. § 2635.202 (a)
___5 C.F.R. § 2635.203
___5 C.F.R. § 2635.204 (a)
___5 C.F.R. § 2635.204 (b)
___5 C.F.R. § 2635.204 (d)
___5 C.F.R. § 2635.204 (e)
___5 U.S.C. § 7342 (b)
___5 U.S.C. § 7342(c) (1) (A)
___5 U.S.C. § 7342(c) (1) (B)

Recommended Disposition:

❑ *Return to donor*
❑ *Retain by Staff Member*
❑ *Turn over to Government*

Signature: .....

Date: .....

Copy A—Gift Unit do not detach copies

COMPUTER SERVICES REQUEST
OFFICE OF ADMINISTRATION
INFORMATION SYSTEMS & TECHNOLOGY

Document Tracking #

REQUEST SUBMITTED BY (Point of Contact):			
Please Print: Last, First M. Init		DATE SUBMITTED	PHONE:
CUSTOMER: WORK TO BE PERFORMED FOR:		TITLE/POSITION	
Please Print: Last, First M. Init		(As seen in the EOP Phone Book)	
DEPARTMENT:			
Agy/PAD (Div/DAD) (Sub-Div/Branch)	BUILDING:	ROOM:	PHONE:

CUSTOMER INFORMATION:

Pass Type: Permanent Temporary Access List Other _____

Emp. Type: EOP Staff Detailee Intern/Student Other _____
(e.g. Volunteer, Fellow...)

CONTRACTOR & Non-EOP EMPLOYEES			
Company/Agency Name	Contract #	Purchase Order #	Co/Agy Phone #
Company/Agency Address	Co/Agy City	Co/Agy State	Co/Agy Zip

ACTION REQUESTED — Check if Additional Documentation Attached.

Please PRINT: If customer is replacing outgoing staff, or should be setup SAME AS other staff, note same and staffmember's name.
If you have any questions, please contact your Agency Administrator or COTR, or, call Customer Support at: (202) 395-7370

REQUIRED DATE: Specify ONLY when a Specific Date/Time is required and has been approved by ADMIN. MGMT).

ACCESS REQUEST: Dial-In/External Access requires Use of Government Owned Equipment

Create (New Account) Modify (Update Existing ID) Delete/Disable (Departing Staff) Transfer (Transfer Ownership) Dial-In Access (Justify Above) External Access

(Fill in the User Name and IBM Mainframe ID assigned to customer for all but NEW ID Requests.)

IBM Mainframe: _____

User Name: _____ Server Name: _____

EQUIPMENT REQUEST: If request if for other than New Install, Bar Code # and Previous Equipment OWNER Information is required.

New Install Upgrade Re-Assign Re-Allocate Return to Inv. Site Survey

CPU Barcode # _____ CPU S/N # _____

AUTHORIZED/APPROVED BY

(The Customer has already printed their name above. However, we request the PRINTED names of all other signatures for effective identification.)

Signature of Customer		Date
Signature of Supervisor or POC: (EOP Staff)	Print: (Last, First M. Init)	Date
Signature of AGY/PAD Admin. or COTR:	Print: (Last, First M. Init)	Date

Form OA65 Revised 01/08/01

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO:

1. Org. Code

2. Charged To: *(GSA Use Only)*

I. REQUESTING AGENCY ADMINISTRATIVE COORDINATOR

3. Name	4. Agency	5. Room	6. Phone

II. WORK TO BE PERFORMED FOR

7. Name	8. Agency or acc't to be charged	9. Room	10. Phone

☐ *Check if estimate requested*

III. WORK ORDERS

☐ *See attachments*

11. CONSTRUCTION/CARPENTRY ☐ Furniture Repair ☐ Locksmith Services ☐ Other
(Attach sketches of any proposed construction/removal/modification of walls, doors, window, etc.)

12. DESIGN SERVICES ☐ Furniture ☐ Touch-up ☐ Painting ☐ Carpet ☐ Other

13. MOVING ☐ RDS ☐ Furniture ☐ Safe ☐ Other

(Attach copy of this form to EACH item being moved; indicate specific description of item; estimated weight of each item or group of items. A completed SF-120 MUST be attached to this form for all items being excessed) (Attach sketch of any furniture to be moved)

SAMPLE

14. ELECTRICAL ☐ Outlet ☐ Computer Cable ☐ TV Cable ☐ Other
(Attach sketches of outlet/cable locations, including point of origin and route, if know, and destination)

15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery

16. OTHER

17. AGENCY AUTHORIZATION/CERTIFICATION	18. DATE	19. FACILITIES AUTHORIZATION	20. DATE

OA FORM 36
Rev. February 1999

GSA COPY

Executive Office of the President
Office of Administration

Fax Orders to: 395-4562

Telephone 5-5285

Requisition for Supplies

Requestor's Name				Date	
Account Code	Agency/Division		Building/Room	Phone	Fax No.

Catalog Item Number	Catalog Page	Description	Unit of Issue	Quantity

Approving Official (Print)

Approving Official's Signature *(I certify that the items listed on this slip are for official business of the U.S. Government)*

– Orders received by 10:00 AM will be delivered on the same day.
– Orders received after 10:00 AM will be delivered the next business day.
– Please make requests for copier paper separately from other items.
– Interns and volunteers must make requests in the name of permanent staff members.

Revised 4/97

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

TELECOMMUNICATIONS SERVICE REQUEST

Send To: **Telecommunications Service Office (TSO)** **EEOB, Rm. 019 Fax Number: (202) 456-9800**	**TSO MAIN NUMBER X6-6400** **For technical assistance in completing this form, call x5-6089.**		Current Date:
Requestor's Name: *(Print)* (Check One) ☐ Govt. ☐ Contr.	Agency:	Bldg./Room No.:	Phone No.:
Requested For: *(Print)* (Check One) ☐ Govt. ☐ Contr.	Agency:	Bldg./Room No.:	Phone No.:
Requirements: *(Briefly describe requirement(s), then check or designate all that apply.)* ☐ Install★ ☐ Move★ ☐ Change ☐ Disconnect ☐ Other			Date Required:

★attach floor plan

ESTIMATE REQUIRED: ☐ **Check here if you wish to receive an estimate before the job is started.**

QTY	ITEM DESCRIPTION	Y	N	RESTRICTIONS
_____	10 Button Set	☐	☐	Receive incoming calls
_____	20 Button Set	☐	☐	Make outgoing calls
_____	Telephone Line(s)	☐	☐	Make local calls
		☐	☐	Make long distance calls
		☐	☐	Make international calls

Other: _____
(Specify)

CONTACT INFORMATION

Name: *(Print)*	Bldg./Room No.:	Phone No.:

TELECOMMUNICATIONS REPRESENTATIVE AUTHORIZATION

Name: *(Signature)*	Bldg./Room No.:	Phone No.:	Date:
Name: *(Print)*	BAC Code	BU No. (10 digits)	IL No. (10 digits)

FUND MANAGER

Name:	Bldg./Room No.:	Phone No.:	Date:
(Signature)	TSR No.:		

NOTE: When applicable, complete the phone feature on the back.

OA FORM 67
Revised 11/99

PARKING CHANGES

ADD • CHANGE • DELETE *(Circle One)*

Please type or print all information— *thank you.*
Return to 726 Jackson Place (ext. 6-7390)

EFFECTIVE DATE *(All Transactions)*
PERMIT NUMBER *(Change & Delete only):*
LAST NAME *(Current holder) (Change & Delete only):*

IF A CHANGE, COMPLETE ONLY THE ITEMS TO BE CHANGED

FIRST NAME:	**LAST NAME:**

ROOM AND BUILDING:	**TELEPHONE EXTENSION:**	**OFFICE CODE:**

PARKING AREA *(Circle One):*

B - NEOB

C - Seventeenth Street

E - Ellipse

J - Jackson Place

R - Restricted

S - State Place

F - East Executive Avenue Assigned
(Space Number_____)

H - East Executive Avenue Unassigned

I - South Court
(Space Number_____)

N - North Court
(Space Number_____)

W - West Executive Avenue
(Space Number_____)

APPROVED BY OFFICE HEAD/COORDINATOR:	**DATE:**

REQUEST FOR PARKING

OFFICIAL APPOINTMENT *on West Executive Avenue*

THIS FORM MUST BE RECEIVED AT LEAST 2 HOURS IN ADVANCE

or by 5:00 p.m. Friday for weekend parking.

EEOB 1, FAX 6-1655

	ARRIVAL	DEPARTURE
Date Parking Needed: _____	**Time:** _____	_____

Name of Driver: _____

Names of Passengers: _____

_____

_____

_____

_____

Reason Parking Needed: _____

_____

_____

Make of Car: _____

State and License #: _____

Requester's Name/Contact Person: _____

Requester's Office: _____

Phone Extention: _____

★ All information must be provided.

★ It is the requesting office's responsibility to contact WAVES to clear in the driver and all passengers in the car.

★ Management and Administration reserves the right to deny any request for appointment parking.

PERSONAL PHOTO REQUEST FORM

FOR STAFF, INTERNS, AND VOLUNTEERS

As a reminder, most event pictures, receiving lines, and one-on-one photos with the President are automatically ordered by the White House Photographers.

If you had a one-on-one photo with President Bush or Mrs. Bush, please fill out this form completely and attach a photo of yourself for identification purposes, or simply photocopy your pass in the space above.

Date of Meeting: _____

Location (be specific): _____

Event: _____

Your Name: _____

Detailed Physical Description (including attire): _____

_____

_____

Where you would like your photo sent: _____

_____

_____

Home or work phone: _____

Submit completed forms to Room 171, EEOB *Please allow 4 to 8 weeks for delivery*

PHOTO OFFICE USE ONLY

Contact Sheet Status: _____ ❑ Color ❑ B&W

Roll: _____ Frame: _____ Size: _____ Quantity: _____ Borders: _____

Remarks: _____

_____

_____

_____

PHOTO INSCRIPTION

STAFF REQUEST FORM

To: Administrative Assistant/Photos, EEOB Room 94, Ext. 67610

From _____ Room _____ Ext. _____ Date _____

Check One:

❑ **Photo Attached** or choose from: ❑ **The President** ❑ **First Lady** ❑ **First Couple**

Is a lithograph *(less expensive photo)* **suitable for this request?** ❑ **YES** ❑ **NO**

❑ **Return to originating office**
❑ **Mail** *(you must attach typed mailing label)*

To be signed by: ❑ **President** ❑ **First Lady**
❑ **Both** *(first couple only)*

For records purposes, please provide the name and address of who this photo is to be inscribed to:

Name _____

Organization _____

Address _____

City/State/Zip _____

Inscribe to (PLEASE TYPE) _____

Message: ❑ **Best Wishes** ❑ **With Appreciation** ❑ **Congratulations** ❑ **Happy Birthday** ❑ **Happy Anniversary**

cut here

PHOTO INSCRIPTION

STAFF REQUEST FORM

To: Administrative Assistant/Photos, EEOB Room 94, Ext. 67610

From _____ Room _____ Ext. _____ Date _____

Check One:

❑ **Photo Attached** or choose from: ❑ **The President** ❑ **First Lady** ❑ **First Couple**

Is a lithograph *(less expensive photo)* **suitable for this request?** ❑ **YES** ❑ **NO**

❑ **Return to originating office**
❑ **Mail** *(you must attach typed mailing label)*

To be signed by: ❑ **President** ❑ **First Lady**
❑ **Both** *(first couple only)*

For records purposes, please provide the name and address of who this photo is to be inscribed to:

Name _____

Organization _____

Address _____

City/State/Zip _____

Inscribe to (PLEASE TYPE) _____

Message: ❑ **Best Wishes** ❑ **With Appreciation** ❑ **Congratulations** ❑ **Happy Birthday** ❑ **Happy Anniversary**

PRINT ORDER

WHITE HOUSE PHOTO OFFICE

Name of Project Officer or Designee: _____

Office: _____ **Room Number** _____ **Telephone:** _____

White House Event: _____

Date of Event: _____

Location: _____

As a reminder - Only one print is allowed per person, and each person must be clearly pictured in the photo requested.
8 x 10 prints will be delivered to the originating office.

Roll #	Frame #	Quantity

Completed forms should be returned to Room 171, EEOB x6-6709

PRESIDENTIAL ACKNOWLEDGEMENT LETTER

STAFF REQUEST FORM

PLEASE PRINT OR TYPE ALL INFORMATION - *thank you*

TODAY'S DATE: _____ **DATE OF EVENT:** _____

Request to: *Presidential Support*
Room 62
Ext. 62304

From: (Name) _____
(Department) _____
(Room) _____
(Ext.) _____

A minimum of two weeks notice is required for processing. All requests are subject to final approval by the Director of Presidential Correspondence.

Mark [X] in appropriate box and include any additional comments pertinent to the request in the "information" space below.

TYPE OF EVENT

- ❑ **RETIREMENT** *(number of years; name of company or government agency)*
- ❑ **WEDDING ANNIVERSARY** *(number of years)*
- ❑ **ILLNESS** *(type: surgery, accident, cancer, etc.)*
- ❑ **BIRTHDAY** *(number of years)*
- ❑ **CONDOLENCE** *(sent to next of kin only)*
- ❑ **WEDDING** *(provide first names)*
- ❑ **BIRTH OF BABY** (card to child) *(child's full name)*
- ❑ **GRADUATION** *(list name of school and degree awarded)*
- ❑ **BAR OR BAT MITZVAH**
- ❑ **BIRTH OF BABY** (card to parents) *(parents' full name & child's full name)*
- ❑ **ADOPTION** *(list parents' & child's names)*
- ❑ **OTHER** *(please specify below)*

Information: _____

_____

_____

Inside address for letter *(complete address to appear on letter)* **Circle one:** Mr. Mrs. Miss Mr. & Mrs. Dr. Ms.

Name: _____

Address: _____

City/State/Zip Code: _____

Mailing address for label *(include complete address and zip code)* **Circle one:** Mr. Mrs. Miss Mr. & Mrs. Dr. Ms.
(if different from "inside address")

Name: _____

Address: _____

City/State/Zip Code: _____

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS

1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE

2. VOUCHER NUMBER

3. SCHEDULE NUMBER

Read the Privacy Act Statement on the back of this form.

5. PAID BY

4. CLAIMANT

a. NAME *(Last, first, middle initial)*

b. SOCIAL SECURITY NO.

c. MAILING ADDRESS *(Include ZIP Code)*

d. OFFICE TELEPHONE NUMBER

6. EXPENDITURES *(If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)*

DATE	CODE	Show appropriate code in col. (b): A - Local travel; B - Telephone or telegraph, or; C - Other expenses *(itemized)*		MILEAGE RATE ¢	AMOUNT CLAIMED			
		(Explain expenditures in specific detail.)		NO. OF MILES	MILEAGE	FARE OR TOLL	ADD PER-SONS	TIPS AND MISCEL-LANEOUS
(a)	*(b)*	*(c)* FROM	*(d)* TO	*(e)*	*(f)*	*(g)*	*(h)*	*(i)*

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).)* ▶

TOTALS 0 | 0.00 | $0.00 | 0 | $0.00

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. *(Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)*

Sign Original Only

APPROVING OFFICIAL SIGN HERE ▶ DATE

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

Sign Original Only

AUTHORIZED CERTIFYING OFFICER SIGN HERE ▶ DATE

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Sign Original Only

CLAIMANT SIGN HERE ▶ DATE

11. CASH PAYMENT RECEIPT

a. PAYEE *(Signature)*

b. DATE RECEIVED

c. AMOUNT $

12. PAYMENT MADE BY CHECK NO.

ACCOUNTING CLASSIFICATION

STANDARD FORM 1164 (Rev. 11-77)(EG)
Prescribed by GSA, FPMR (CFR 41) 101-7
Designed using Perform Pro, WHS/DIOR, Oct 94

MEMORANDUM

TO:

FROM: Bradley A. Blakeman
Deputy Assistant to the President
for Appointments and Scheduling

SUBJECT: **APPROVED PRESIDENTIAL ACTIVITY**

EVENT:

DATE:

TIME:

DURATION:

ATTIRE:

REMARKS REQUIRED:

MEDIA COVERAGE:

FIRST LADY PARTICIPATION:

ADDITIONAL INFORMATION:

CONTACT:_____

TELEPHONE:_____

NOTE: SEE ATTACHED CHECKLIST

Chief of Staff	National Security Council
Joshua Bolten	Office of Public Liaison
Nick Calio	Oval Office Ops
Ari Fleischer	Office of the Vice President
Joe Hagin	Physician's Office
Albert Hawkins	Political
Karen Hughes	Personal Protection Division Ops
Karl Rove	Social Office
Logan Walters	Speech Writing
Domestic Policy Council	Ushers Office
First Lady's Office	WHCA
National Economic Council	Management and Administration

PHOTO OPPORTUNITY PROPOSAL TODAY'S DATE:___/___/___

TO:	Bradley A. Blakeman Deputy Assistant to the President for Appointments and Scheduling
FROM:	(Assistant to the President)
REQUEST:	(Photo for which group or individual?)
PURPOSE:	(Reasons why the President should honor request; what is the desired outcome?)
DATE AND TIME:	(Drop dead date by which the photo is needed)
STAFF CONTACT:	(White House staff contact and phone number)
ORIGIN OF PROPOSAL:	(Invitation or White House staff generated proposal?)

___ACCEPT ___REGRET ___PENDING

MEMORANDUM

FROM:

TO: Bradley A. Blakeman
Deputy Assistant to the President
for Appointments and Scheduling

SUBJECT: **RECOMMENDED TELEPHONE CALL**

TO:	Name of person (if person is unfamiliar to the President, include brief background information).
	Telephone number
	Address
DATE:	Date the President should make the call.
TIME:	Please note time difference, if applicable.
RECOMMENDED BY:	Your name and other staff members who also recommend the call.
PURPOSE:	One or two sentences describing purpose.
BACKGROUND:	Whatever background information will be helpful to the President, preferably no more than three or four sentences.
TOPICS OF DISCUSSION:	(The specific points you recommend be made during the conversation).

SCHEDULE PROPOSAL TODAY'S DATE:___/___/___

TO:	Bradley A. Blakeman Deputy Assistant to the President for Appointments and Scheduling
FROM:	(Assistant to the President)
REQUEST:	(Meeting, Briefing, Speech, Reception, Drop-By, etc.)
PURPOSE:	(Reasons why the President should honor request; what is the desired outcome?)
BACKGROUND:	(Additional pertinent information)
PREVIOUS PARTICIPATION:	(The President's previous participation with this organization or individual)
DATE AND TIME:	(Please indicate amount of time that is required)
DURATION:	(Amount of time President is committed)
BRIEFING TIME:	(If necessary, please indicate separately)
LOCATION:	(Identify the preferred location and rain site in case of inclement weather)
PARTICIPANTS:	(Attach list if more than six)
OUTLINE OF EVENT:	(Including description of the President's participation)
REMARKS REQUIRED:	(Major speech, talking points, brief remarks, etc. Who will be preparing the remarks and/or briefings?)
MEDIA COVERAGE:	(Type of media, photo coverage, if any)
FIRST LADY'S ATTENDANCE:	(Will participate / will not participate)
RECOMMENDED BY:	

___ACCEPT ___REGRET ___PENDING

VIDEO REQUEST PROPOSAL TODAY'S DATE:___/___/___

TO:	Bradley A. Blakeman Deputy Assistant to the President for Appointments and Scheduling
FROM:	(Assistant to the President)
REQUEST:	(Video for which group or individual?)
PURPOSE:	(Reasons why the President should honor request; what is the desired outcome?)
DATE AND TIME:	(Drop dead date by which the video is needed; date the video will be shown)
SOURCE OF PAYMENT:	(Has the group agreed to pay for the video?)
BACKGROUND:	(How big is the viewing audience? Where will the video be shown (city/state)? Will the video be used anywhere else?)
DURATION:	(How many minutes should the video be?)
REMARKS ATTACHED:	(The script must be attached to this request)
STAFF CONTACT:	(White House staff contact and phone number)
ORIGIN OF PROPOSAL:	(Invitation or White House staff generated proposal?)

___ACCEPT ___REGRET ___PENDING

TRAVEL AUTHORIZATION

WHITE HOUSE OFFICE

TRAVEL AUTHORIZATION NUMBER:_____

DATE OF REQUEST:_____

Please Print

Last Name	First Name

Extension:	Room:	☐ White House Staff ☐ Advance ☐ Other:_____

2. PURPOSE(S) **EVENT DATE(S)**

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

3. ITINERARY *(List all cities including those through which flights are routed):*

Origin:

Destination:

Return to:

4. DEPARTURE			RETURN		
Date:	**Time:**	**Mode:**	**Date:**	**Time:**	**Mode:**

5. FUNDING SOURCE:

☐ Official ☐ Political ☐ Mixed ☐ 501(c)(3) ☐ Other: _____

Note: *For travel funded by political, 501(c)(3) or other s… an ap… 'Tr… es From… e' form must be attached.*

Please Read Instruc… Rega… Ti… (x… ses on Reverse side of this Form

6. SPECIAL EXPENSES

☐ Mini-Van Rental ☐ Priv… ☐ Standard Vehicle Rental

Hotel:	Taxi:

Per Diem:	Air Fare:

7. TRAVELER'S SIGNATURE

(I have read and agree to the terms set forth on the reverse side)

8. FORM COMPLETED BY: *please print*

9. APPROVING SIGNATURES:

Office Head:

Chief of Staff or Designee:

10. FOR WH MANAGEMENT OFFICE USE ONLY:

OFFICE CODE:	TOTAL OBLIGATED COST:	TRIP CODE:

(REV. 1/99)

ORIGINAL (WH MANAGEMENT COPY)

SAMPLE

TRAVEL EXPENSES FROM OUTSIDE SOURCE

WHITE HOUSE OFFICE

In order to consider whether the Government may accept from an outside source payment of your travel, subsistence and related expenses under the GSA travel rule or 5 C.F.R. 2635.204(f), you must complete the information below. You must submit this form and related documentation and receive approval PRIOR to commencement of travel. Failure to receive PRIOR approval may result in you having to pay the travel expenses yourself. The outside source need not be a 501(c)(3) organization, but if it is, please state so on this form and include the IRS determination letter.

CONTACT PERSON: _____

PHONE NUMBER: _____

DATE OF REQUEST: _____

Please include a copy of the letter of invitation.

Your Name and Position:

Nature of Meeting or Event: ❑ **Official** ❑ **Political**

Meeting or Event Description and HOW IT RELATES TO YOUR OFFICIAL OR POLITICAL DUTIES: _____

Dates of Travel: _____ **Destination(s):** _____

Persons or Entity Making The Payment (please also note any financial interests of the person or entity known to you that may be affected by the exercise of your Government responsibilities):

Contact at Organization Making the Payment: _____

Address of Organization: _____

Phone: _____

Expense:	Amount:	Method:*
Transportation (specify):		❑ In Kind ❑ Reimbursable ❑ Other (Political Only) _____
Lodging:		❑ In Kind ❑ Reimbursable ❑ Other (Political Only) _____
Meals:		❑ In Kind ❑ Reimbursable ❑ Other (Political Only) _____
Misc. (specify):		❑ In Kind ❑ Reimbursable ❑ Other (Political Only) _____

*Payment may be made either in-kind or by check made payable to the U.S. Treasury; you may not directly receive payment by either cash or a check made out to you.

This form and any accompanying memorandum of approval must be attached to your travel authorization. You MUST complete a travel voucher listing all expenses (regardless of payment method) following the trip.

Please send this form to the Counsel's Office (Room 128, EEOB) at least three (3) days before commencement of travel

TO BE COMPLETED BY COUNSEL'S OFFICE ❑ **Approved** ❑ **Disapproved** **Pursuant to:** ❑ **31 U.S.C. § 1353** ❑ **5 C.F.R. 2635.204(f)**

Counsel's Signature _____ **Date** _____

(REV. 7/96)

COMPLETE ALL SHADED AREAS

TRAVEL VOUCHER *(Read the Privacy Act Statement on the back)*	1. PRESIDENTIAL / FIRST LADY TRAVEL (circle one)	2. TYPE OF TRAVEL ☐ TEMPORARY DUTY ☐ PERMANENT CHANGE OF STATION	3. VOUCHER NO. / 4. SCHEDULE NO.

TRAVELER (PAYEE)

5. a. NAME *(Last, first, middle initial)*	b. SOCIAL SECURITY NO.	6. PERIOD OF TRAVEL a. FROM (START DATE) b. TO (END DATE)
c. MAILING ADDRESS *(Include ZIP Code)*	d. OFFICE TELEPHONE NO. / e. HOME TELEPHONE NO.	7. TRAVEL AUTHORIZATION a. NUMBER (S) b. DATE (S)
f. PRESENT DUTY STATION	g. RESIDENCE *(City and State)*	11. TYPE OFFICIAL Political Mixed (Circle one)

8. TRAVEL ADVANCE		9. CASH PAYMENT RECEIPT		
a. Outstanding		a. DATE RECEIVED	b. AMOUNT RECEIVED $	
b. Amount to be applied				
c. Amount due Government *(Attached: ☐ Check ☐ Cash)*		10. Event City / State		Event Date/s
D. Balance outstanding				

12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH *(List by number below and attach passenger coupon; if cash is used show claim on reverse side).*

I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ Traveler's Initials

(Circle one)	AGENT'S VALUATION OF TICKET (COMMERCIAL AIR) (a)	ISSUING CARRIER (Initials)	MODE, CLASS OF SERVICE AND ACCOMMODATION	DATE ISSUED	POINTS OF TRAVEL From	POINTS OF TRAVEL To
COMMERCIAL AIR MILITARY AIR PRESS CHARTER TRAIN PERSONAL CAR RENTAL CAR (ATTACH RECEIPTS)	(ATTACH AIRLINE/TRAIN TICKET COPY)					

13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.

TRAVELER SIGN HERE ▶ DATE

NOTE: Falsification of an item in an expense account works a forfeiture of claim **(28 U.S.C. 2514)** *and may result in a fine of not more than $10,000 or imprisonment for not more than 5 years or both* **(18 U.S.C. 287; i.d. 1001).**

14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. **(NOTE: if long distance telephone 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).)**

APPROVING OFFICIAL SIGN HERE ▶ DATE

17. *FOR FINANCE OFFICE USE ONLY* COMPUTATION

a. DIFFERENCES, IF ANY *(Explain and show amount)* $

15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION

a. VOUCHER NO.	b. D.O. SYMBOL	c. MONTH & YEAR

b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION *Certifier's initials:* $

16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT

AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶ DATE

c. APPLIED TO TRAVEL ADVANCE *(Appropriation symbol):* $

d. NET TO TRAVELER ▶ $

18. ACCOUNTING CLASSIFICATION

Travel Voucher White House Advance

TAPE RECEIPTS TO BLANK SHEET OF PAPER

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELERS *(Unlisted items are self-explanatory)*

(a) Please attach copies of airline/train tickets, not boarding passes.

(b) Personal vehicle only, not rental cars

(c) Show expenses, such as taxi/limousine fares, airfare (if purchased with cash), local or long distance telephone calls for Government business, car rental, other miscellaneous expenses. Do not total columns.

Please be sure to sign voucher on the front on line 13.

Complete this information if this is a continuation sheet. PAGE ____ OF PAGES

TRAVELER'S AUTHORIZATION NO.

TRAVELER'S LAST NAME

DATE	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, return itinerary)	ITEMIZED SUBSISTENCE EXPENSES							MILEAGE RATE ¢ NO. OF MILES (b)	AMOUNT CLAIMED		
			MEALS				MISC. SUBSISTENCE	LODGING	TOTAL SUBSISTENCE EXPENSE		MILEAGE	SUBSISTENCE	OTHER (c)
			BREAKFAST	LUNCH	DINNER	TOTAL							

If additional space is required, continue on another form BACK leaving the front blank.

SUBTOTALS ▶

TOTALS ▶

In compliance with the Privacy Act of 1974, the following information is provided. Solicitation of the information on this form is authorized by 5 U.S.C. Chap 57 as implemented by the Federal Travel Regulations (FPMR 101 7), E.O. 11609 of July 22, 1971, E O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number, disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimburse which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances, however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

TOTAL AMOUNT CLAIMED ▶

* U.S. Government Printing Office – 312-071/50043

USSS ACCESS CODE AND KEY REQUEST FORM

SUBMIT FORM TO THE EOP SECURITY OFFICE, ROOM 4101, NEOB, (X56206)

FORM MUST BE TYPED

NEW CODE____ NEW KEY____ ADDITIONAL ACCESS*____ DELETE CODE*____

DATE OF REQUEST:

REQUEST SUBMITTED BY: PHONE #:

RECIPIENT OF KEY/CODE: PHONE #:

ROOMS AUTHORIZED TO ACCESS: *CARD #:_____
(IF APPLICABLE)

SIGNATURE OF PERSON SUBMITTING THIS FORM: _____

COMMENTS:

SECURITY OFFICE USE

PASS TYPE:_____ PERMANENT____ TEMPORARY____ DATE:_____

APPROVING OFFICIAL:_____ SIGNATURE:_____

MANAGEMENT AND ADMINISTRATION USE ONLY

APPROVING OFFICIAL:_____ SIGNATURE:_____ DATE:_____

USS/WHD USE ONLY

APPROVING OFFICIAL:_____ SIGNATURE:_____ DATE:_____

DATE SUBMITTED/FAXED TO TSD & JOC:_____

SIGNATURE OF PERSON RECEIVING KEY/CODE:_____ DATE:_____

TSD USE ONLY

PIN/KEY ASSIGNED BY:_____ DATE ASSIGNED:_____

CARD #:_____ PIN #:_____ W.O. #:_____ KEY #:_____

DATE DELIVERED TO WHD/ROOM 23: _____ INITIALS: _____

WHEN FORM HAS BEEN COMPLETED, RETURN FORM TO MANAGEMENT AND ADMINISTRATION, 145 EEOB

WHITE HOUSE COMPLEX ACCESS FORM

NAME: _____ **DOB:** _____

CITY & STATE OF BIRTH: _____ **SS#:** _____

PLACE OF EMPLOYMENT: _____ **POSITION:** _____

SECURITY CLEARANCE LEVEL:

S _____ TS _____ OTHER _____

ISSUING AGENCY _____ EFFECTIVE DATE: _____

LEVEL OF ACCESS REQUIRED: You must attend 3 or more regularly scheduled meetings/briefings per week in order to be granted access.

NEOB _____ OEOB _____ WH _____

EFFECTIVE DATE _____

EXPIRATION DATE _____

ADMINISTRATIVE CONTACT AT WHITE HOUSE COMPLEX:

NAME _____

OFFICE _____

PLEASE GIVE BRIEF DESCRIPTION OF NATURE OF BUSINESS AT THE WHITE HOUSE COMPLEX. SPECIFICALLY, WHERE AND HOW OFTEN YOU ATTEND MEETINGS/BRIEFINGS.

_____

_____

DEPARTMENT OF THE TREASURY
UNITED STATES SECRET SERVICE

MEMORANDUM FOR: DSAIC Presidential Protection Div.
White House Section, Room 23

SUBJECT: WORK ORDER REQUEST DATE SUBMITTED:

Length of Work Order: 1-5 Days

Starting Date and Time:

Termination Date and Time:

Contact Person:

Telephone number: _____ Room number:

Type of Work being done:

Location of Work being done:

Company Name:

Company telephone number:

Company contact person:

Workers Name:	DOB	SSN
Workers Name:	DOB	SSN
Workers Name:	DOB	SSN
Workers Name:	DOB	SSN
Workers Name:	DOB	SSN
Workers Name:	DOB	SSN

Will worker(s) be utilized in the future? Yes ☐ No ☐

Submit form to United States Service, Presidential Protection Division, White House Security Branch, Room 23, Eisenhower Executive Office Building, Telephone 395-4259, Fax: 202/633-0975. After normal business hours, submit form to WAVES, Room 562 EEOB, Fax: 202/395-5349.

Administrative Alerts

ADMINISTRATIVE ALERT

"Pursuant to federal statute, any employee in the Executive Office of the President who fails to submit his or her completed Questionnaire for National Security Positions (SF-86) within 30 days of the date on which he or she commenced employment must be placed on leave without pay. Although the law permits extensions to be granted by the President or his designee, such extensions will be granted only in rare and compelling circumstances.

If you are a commissioned officer or hold a position that requires senate confirmation, you should submit your completed forms to the Office of the Counsel to the President located on the second level of the West Wing. All other EOP employees should submit their completed forms to the EOP Security Office located in suite 4101 of the NEOB."

Thank You.

Alberto R. Gonzales
Counsel to the President



ADMINISTRATIVE ALERT

The White House Staff is invited to attend a send off for the President as he embarks on his Budget Tour.

The President will depart from the South Lawn of The White House aboard Marine One on Wednesday, February 28, 2001 at approximately 7:30am. Please be in place no later than 7:00am.

If you have family or friends who would like to participate in this event, please have your office's administrative contact provide WAVES with the names, dates of birth, and social security numbers of those that would like to attend. All guests should be escorted.

Thank you.

Management and Administration

ADMINISTRATIVE ALERT

NEW! Intranet Phone Directory

We are pleased to announce the availability of the Executive Office of the President Phone Directory on the Intranet (www.eop.gov). You may access the directory from your desktop by clicking on Netscape Navigator. Once in the EOP Intranet, please see the What's New Header that will lead you to the EOP Phone Directory Link. The new electronic version of the Directory includes an alphabetical listing, as well as an organizational listing of employees. As an added assistant the ability to submit changes online is available for your convenience.

Thank you.

Management and Administration



ADMINISTRATIVE ALERT

State Place/West Executive Parking

Starting Saturday March 3, State Place Parking will be restricted to State Place Permit Holders Only. Also, please note, for this Saturday only, from 12AM to 6PM, a portion of the West Executive parking area will be restricted while some planned construction is completed. We apologize for the short term inconvenience on West Executive Parking. If you have any questions, please call Management and Administration at 6.2861.

Thank you.

Management and Administration



ADMINISTRATIVE ALERT

Health Insurance

If you have health insurance questions about your chosen health plan, or need more information to help you select a health plan, a special briefing has been planned for you. On Wednesday, March 7, 2001, between 10:00 AM and 1:00 PM, you are encouraged to visit the Health Insurance Information Booths in EEOB Room 474, the Indian Treaty Room. The majority of the health carriers will be present to meet with you about your personal questions and concerns.

If you are a new employee in the White House or another Executive Office of the President agency and have not selected a health plan, this briefing is planned to assist you. If you have selected a health plan but have not requested a copy of the plan coverage book, which provides comprehensive coverage information, please call the Office of Administration, Human Resources Management Division at 5-1088 to request a copy. Health plan coverage books will also be available at each information booth.

Remember to come to the Indian Treaty Room anytime between 10:00 AM and 1:00 PM, on March 7, to consult with the various health carriers.

Thank you.

Management and Administration

Policy Memoranda

THE WHITE HOUSE

WASHINGTON

FEBRUARY 21, 2001

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: ALBERTO R. GONZALES arg
COUNSEL TO THE PRESIDENT

SUBJECT: SERVICE AS AN OFFICER, DIRECTOR, OR TRUSTEE OF NON-PROFIT PRIVATE ORGANIZATIONS

As you know, President Bush believes in citizen participation in community activities. He also supports such participation by members of his White House staff. Accordingly, members of the White House staff are permitted to serve as officers, directors, and trustees of private non-profit organizations with the prior approval of the Counsel's Office. Your work with community groups may not interfere with your responsibilities at the White House or create any actual or even perceived conflict of interest.

Please note that White House staff are not permitted to serve as officers, directors, or trustees of a for-profit entity.

If in the future you would like to serve in a position in a non-profit organization, or if you now hold such a position and would like to continue your service, please submit the following information to the Counsel's Office as soon as possible. The Counsel's Office will determine whether your involvement would interfere with your responsibilities at the White House, create any actual or perceived conflict of interest, or otherwise embarrass the President.

Service as Officer, Director, or Trustee of Non-Profit Private Organization

Name: _____ Telephone: _____

White House Office: _____

Title of Position & Name of Non-Profit Organization: _____

_____

Brief Description of Organization:

_____

_____

How many hours per month does, or would, fulfillment of your responsibilities require?

_____

Do you, or would you, receive payment for your service (other than reasonable payment of actual and necessary travel and per diem expenses incurred in attending meetings)? If so, please explain.

_____

_____

In the course of your official business, do you, or would you, deal directly with the organization in which you serve or would like to serve? If so, please explain.

_____

In the course of your official business, do you, or would you, participate in matters that have a direct effect, financially or otherwise, on the organization in which you serve or would like to serve? If so, please explain.

_____

_____

In the course of your service in the non-profit organization, do you, or would you, represent or otherwise act as the agent of the organization in its dealings with the federal government? If so, please explain.

_____

_____

Approve _____ Disapprove _____

Counsel's Office: _____ Date: _____

THE WHITE HOUSE

WASHINGTON

February 21, 2001

MEMORANDUM FOR EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: ALBERTO R. GONZALES
COUNSEL TO THE PRESIDENT

SUBJECT: EXECUTIVE OFFICE OF THE PRESIDENT POLICY ON LIMITED UNOFFICIAL USE OF GOVERNMENT OFFICE EQUIPMENT INCLUDING INFORMATION TECHNOLOGY

In recent weeks, new officers and employees in the Executive Office of the President (EOP) have received briefings from the Counsel's Office regarding EOP policy on use of government equipment for unofficial purposes. This memorandum summarizes that policy. The policy is consistent with the policy employed in prior Administrations and with General Services Administration recommendations for Executive Branch policy on use of government equipment.

I. General Policy

The overriding principle is that reasonable and incidental unofficial use of government equipment is authorized only so long as (i) the government incurs no additional cost from that use, other than the minimal cost incurred from ordinary wear and tear and the use of minimal amounts of ink, toner, or paper; and (ii) the use does not inappropriately interfere with official business. In application, that policy breaks down into three broad categories.

1. Local Telephone Calls; E-Mail; Internet Usage

The government incurs no additional fixed costs from a local telephone call, an e-mail, or Internet usage. Therefore, reasonable and incidental unofficial use of that equipment is permissible.

2. Fax; Copier; Printer

Sending or receiving an FAX, printing a document on your printer, and making a copy on the copier can cause the government to incur a negligible cost from the use of paper, ink, and toner. Consistent with prior EOP policy and GSA recommended policy, EOP staff must therefore ensure that unofficial use of such equipment is kept to a minimum. Minimal additional expenses include the following: making a few photocopies, using a computer printer to print a few pages of material, or sending or receiving a brief document by facsimile.

3. Long-Distance Telephone Calls; Cell Phone Calls

In situations where the government would incur an additional fixed cost from the unofficial use of government equipment (as with a long-distance call or a cell phone call on a calling plan that is based on per-minute usage), the employee must either:

(i) refrain from using the equipment for unofficial purposes, *or*

(ii) ensure that the government incurs no additional costs -- for example, by using a long-distance calling card for long-distance calls or by reimbursing the government for any incidental unofficial usage of a cell phone when the calling plan is based on per-minute usage.

II. General Principles

In general, EOP employees are required to refrain from using Government office equipment for activities that reasonably could be considered offensive or inappropriate:

- using any system in a manner that could cause delay, congestion, or disruption;
- knowingly visiting any Web site that reasonably could be considered to convey inappropriate or offensive material;
- sending an e-mail or other document that reasonably could be considered inappropriate or offensive;
- using the computer, including e-mail or Internet, for personal stock trades, bets, lotteries, pools (including NCAA pools), or gambling;
- using equipment for commercial purposes or in support of for-profit activities; or
- engaging in fundraising activity.

III. Guidance and Violations

The Counsel's Office will answer questions about the appropriate use of government equipment. Violations of the equipment use policy may subject the EOP employee to appropriate discipline, including reprimand or termination.

THE WHITE HOUSE

WASHINGTON

FEBRUARY 21, 2001

MEMORANDUM FOR: ALL WHITE HOUSE STAFF

FROM: ALBERTO R. GONZALES ag
COUNSEL TO THE PRESIDENT

SUBJECT: PROHIBITED CONTACT WITH AGENCIES

It is important that all members of the White House staff recognize that there are significant restrictions on the kinds of communications you may have with regulatory agencies not located within a cabinet department and with Executive agencies and their components. This is particularly so where these agencies have an adjudicative, investigatory, enforcement, intelligence, or procurement function. Violations of the restrictions on certain contacts not only may result in significant embarrassment to the individual and the White House but could lead to legal sanctions against the individual as well. Unless you are certain that a particular contact is permissible, consult with the Office of the Counsel to the President before making the contact.

The following material elaborates on the restrictions applicable when staff make contact with an agency. While the material is extensive, it is important to review it carefully. Should you have any questions, you are urged to contact the Counsel's Office.

A. Contact with (i) Regulatory Agencies, (ii) Investigative and Intelligence Departments and Agencies, and (iii) Procurement Agencies.

1. Regulatory Agencies: The matters that come before regulatory agencies are of two general types: rulemaking and adjudicative. Both are often 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 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 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 a 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, personnel, appointment, or purely executive matters where no adjudicative, regulatory, or procurement actions are involved.

The following agencies, while not an exhaustive listing, are regulatory agencies not located within a cabinet department, and should not be contacted by White House staff (except for on administrative, personnel, appointment, or purely executive matters) without prior notice to and approval from the Counsel's Office:

Commodity Futures Trading Commission
Consumer Product Safety Commission
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Labor Relations Authority
Federal Reserve Board
Federal Maritime Commission
Federal Trade 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, and should not be contacted with respect to the exercise of those functions (except for on administrative, personnel, appointment, or purely executive matters) without prior notice to and approval from the Counsel's Office:

Environmental Protection Agency
Equal Employment Opportunity Commission
Federal Aviation Administration (Transportation)
Federal Energy Regulatory Commission (Energy)
Foreign Claims Settlement Commission (Justice)

Federal Motor Carrier Safety Administration (Transportation)
Federal Railroad Administration (Transportation)
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.

2. Investigative and Intelligence Agencies: As set forth in Part B of this section, the ban on contacts extends to contacts with the litigating, investigative, and adjudicatory divisions of the Department of Justice. The same rules apply to the Internal Revenue Service, the Inspectors General of departments and agencies, the Office of Special Counsel, 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 U.S.C. 552a, Federal agencies are restricted from disclosing information about individuals contained in their files. Out of an abundance of caution, the White House staff should be sensitive to and observe these constraints.

Matters involving the intelligence community, including the Central Intelligence Agency, National Security Agency, Defense Intelligence Agency, Intelligence Division of the Federal Bureau of Investigation, and the intelligence components of the military departments, are also often sensitive and require special coordination. Therefore, when seeking information with respect to a particular intelligence matter involving named parties or entities, coordinate with an appropriate official at the National Security Council, which can then make the appropriate contact with the intelligence community. Where issues of individual privacy may be concerned, coordination should also include the Office of the Counsel to the President.

3. Procurement Agencies: No member of the White House staff should contact any procurement officer about a contract in which he or she 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 interest. 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 must first contact the Office of the Counsel to the President.

B. Communications with the Department of Justice

It is imperative that there be public confidence in the effective and impartial administration of the laws. To that end, the following procedures have been established in regard to communications between the White House Office and the Department of Justice:

1. All inquiries that concern or may concern particular pending investigations or cases at the trial level shall be directed to the Office of the Counsel to the President. If appropriate and necessary, the Office of the Counsel to the President will contact the Office of the Deputy Attorney General.

2. All inquiries that concern or may concern particular pending appellate or Supreme Court matters shall be directed to the Office of the Counsel to the President. If appropriate and necessary, the Office of the Counsel to the President will contact the Office of the Deputy Attorney General or the Office of the Solicitor General.

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

4. All communications between the White House Office and the Department of Justice which are limited to policy, legislation, budgeting, administrative, personnel, and appointments matters should be handled directly between the parties concerned.

C. Communications with the Department of the Treasury

In light of the sensitive nature of some of the component agencies of the Department of the Treasury, such as the Office of Comptroller of the Currency, Internal Revenue Service, the Bureau of Alcohol, Tobacco and Firearms, and the Secret Service, the

following procedures have been established in regard to communications between the White House Office and the Treasury Department:

1. All inquiries which concern or may concern particular pending investigations or cases shall be directed to the Office of 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 Office of the Counsel to the President for transmittal, if appropriate, to the Office of the Deputy Secretary of the Treasury.

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

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

D. Procedures Governing Presidential Review of International Aviation Decisions

Executive Order 12597 (May 13, 1987) sets out procedures for Presidential review of international aviation decisions. Section 7 of the Executive Order prohibits individuals within the Executive Office of the President from discussing these cases with outside parties, and requires such individuals to refer written communications on these cases from outside parties to the appropriate office outside the Executive Office of the President. You should refuse to discuss cases subject to the President's approval with interested private parties, and you should refer any written communications you receive on such cases to the Counsel's Office for appropriate referral.

Domestic aviation decisions not subject to Presidential approval would typically implicate our general policy against White House interference in particular matters pending before agencies with adjudicative responsibilities. You should consult with the Counsel's Office before discussing such cases with interested private parties or Government agencies.

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

THE WHITE HOUSE

WASHINGTON

February 26, 2001

MEMORANDUM FOR ALL STAFF OF THE WHITE HOUSE OFFICE, COUNCIL OF ECONOMIC ADVISORS, NATIONAL SECURITY COUNCIL, OFFICE OF POLICY DEVELOPMENT, AND PRESIDENT'S FOREIGN INTELLIGENCE ADVISORY BOARD

FROM: ALBERTO R. GONZALES ag
COUNSEL TO THE PRESIDENT

SUBJECT: PRESIDENTIAL RECORDS ACT

Since January 20, many of you have received briefings on the requirements of the Presidential Records Act, which applies to all officers and employees in certain units[1] within the Executive Office of the President. This memorandum, issued at the direction of President Bush, summarizes and explains your obligations under the Act.

The President has the statutory authority and responsibility under the Presidential Records Act (Section 2201-2207 of Title 44) to establish records management controls "to assure that the activities, deliberations, decisions, and policies that reflect the performance of his constitutional, statutory, or other official or ceremonial duties are adequately documented." The Act provides that "[d]ocumentary materials produced or received by the President, his staff, or units or individuals in the Executive Office of the President the function of which is to advise and assist the President, shall, *to the extent practicable*, be categorized as Presidential records or personal records upon their creation or receipt and be filed separately." The Act thus grants the President substantial discretion to determine the most "practicable" means for ensuring that records "adequate" to document the activities, deliberations, decisions, and policies reflecting the performance of his duties are created and preserved. In light of the President's substantial discretion under the Act (as well as the constitutional implications of this statute), the President's records policies, as applied to those units in the EOP covered by the Presidential Records Act, are not subject to judicial review. *See Armstrong v. Executive Office of the President*, 1 F.3d 1274 (D.C. Cir. 1993).

This memorandum provides guidance for you to determine which records you must preserve and which you can discard. In preparing this memorandum, Counsel has

[1] The Act applies to the White House Office, Council of Economic Advisors, National Security Council, Office of Policy Development, and President's Foreign Intelligence Advisory Board.

carefully examined the Presidential Records Act, its statutory history, relevant court precedents, and regulations issued by the Archivist of the United States interpreting the analogous definition of records in the Federal Records Act, *see* 36 C.F.R. 1222.34, 1222.36. In addition, Counsel has closely studied the policies and practices of past Administrations, which are reflected in numerous memoranda, and has consulted with officials from the National Archives and Records Administration.

The executive summary immediately below provides the guidance you will need on a day-to-day basis in order to comply with the Act. The remainder of the memorandum explains in greater detail the Counsel's interpretation of the Presidential Records Act and how that Act applies to particular categories of documents.

I. EXECUTIVE SUMMARY

As a general matter, you must ensure preservation of any document that (i) is related to your official White House business *and* (ii) is circulated to *or* received from another person, regardless whether that other person is inside *or* outside the White House. That includes letters, memos, e-mails, notes, speeches, and other similar documents that both relate to your official business *and* are received from or circulated to another person.

You are ***not*** required, however, to preserve:

- copies of documents produced only for convenience of reference;
- personal documents, such as personal diaries, letters, and financial documents;
- election-, transition-, or campaign-related documents;
- notes, so long as the notes are *not* circulated or made available to others;
- rough drafts, so long as the rough drafts are *not* circulated or made available to others (a document is not considered circulated to another person merely because an assistant helps in the physical preparation of a document, such as by typing drafts);
- publications such as congressional reports, books, newspapers, magazines, news summaries, and news clips; and
- rolodexes, message slips, message logs, telephone and visitor logs (unless, for example, a message slip communicates a substantive official message), and official calendars.

Notwithstanding the minimum requirements of the Presidential Records Act, it bears mention that a fundamental purpose of the National Archives system and the Presidential Records Act is to preserve for history significant documents that accurately

reflect the workings of a President and his White House advisors. Therefore, if you create or receive documents that are not covered by the requirements of the Presidential Records Act, but that you nonetheless conclude would assist future historians in understanding the workings of this Administration (such as careful and accurate notes of particular meetings), you may maintain them for ultimate donation to the National Archives.

As to the actual mechanics of preserving those documents that qualify as Presidential records under the definitions described above, three basic rules govern. First, you must preserve copies of Presidential records that you *send* to someone *outside the White House*, including to Congress, departments and agencies of the Executive Branch, state governments, and private individuals and groups. Second, you need not create copies of Presidential records that you *send* to others *within the White House* (for example, handwritten edits on a document) because the recipient will maintain and preserve the documents as Presidential records. Third, you must preserve all Presidential records that you *receive* from others *inside or outside the White House*, unless you forward the document to another individual within the White House in which case the ultimate recipient would be obligated to preserve the document.

If you have any doubt whether particular documents or records must be preserved, you should preserve the documents and contact the Counsel's Office.

It also is important for you to understand w*hen* and *how* the public can gain access to Presidential records. To begin with, the White House Office and the other offices listed at the top of this memorandum are ***not*** subject to the Freedom of Information Act while the President is in office. At the end of the Administration, the Archivist of the United States will take control of Presidential records (and will operate in conjunction with the designated Presidential library). The Archivist must open many documents for public release beginning 12 years after the end of the President's term (or second term in the event of a two-term Presidency). This 12-year period has exceptions: The Archivist must allow release of certain non-deliberative documents after 5 years, and the Archivist must forever protect certain sensitive documents, such as national security documents and privacy-protected information.

Finally, it is critical for you to read and understand Counsel's separate memorandum regarding the process that the White House will employ in the event it is ever necessary to respond to a subpoena or document request from Congress, a grand jury, or another investigative body. As is explained in that memorandum, your obligations in response to a subpoena or document request often will be more onerous than the more limited requirements of the Presidential Records Act outlined here. In particular, a subpoena or document request usually will require preservation of all documents (including notes, drafts, and potentially even your personal documents) that (i) refer or relate to a particular subject matter *and* (ii) you possess or control at the time of the document request or you thereafter create or receive.

You must comply with all of the terms of any subpoena or document request even in those circumstances where those requirements are more stringent than your obligations under the Presidential Records Act.

II. DISCUSSION

The following elaborates on the requirements of the Presidential Records Act and explains Counsel's analysis of those requirements.

1. General Definition of Presidential Records

The Presidential Records Act defines "Presidential records" to include "documentary materials, or any reasonably segregable portion thereof, created or received by the President" – or created or received by members of the staff of the covered EOP components – "in the course of conducting activities which relate to or have an effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President." The definition expressly encompasses not only written documents, but also other materials such as models, pictures, films, and audio recordings.

Congress intended that this definition be interpreted in accord with the definition of "federal records" in the analogous Federal Records Act, a separate records statute that was enacted before the Presidential Records Act and that applies to most federal departments and agencies in the Executive Branch. As the House Committee report accompanying the Presidential Records Act explained, "[t]o the extent that certain categories of documentary materials are not considered to be records under [the Federal Records Act], the same categories of materials generated or received by the President and his aides would generally also fall outside the ambit of what constitutes a record." H.R. Rep. No. 95-1487, at 10-11 (1978). That Congressional direction is instructive, for the National Archives has established regulations interpreting the Federal Records Act that, in turn, have guided our interpretation of the Presidential Records Act as to particular categories of documents.

2. Act's Application to Particular *Subject Matters*

The Act expressly exempts two specific categories of documents – political documents and personal documents – from the definition of Presidential records.

a. Political Documents Relating to Elections and Private Political Associations

The Act does *not* cover certain political and election-related documents.

First, the Act does not apply to (i) "materials relating exclusively to the President's own election to the office of the Presidency" and (ii) "materials directly relating to the election of a particular individual or individuals to Federal, state, or local

office, which have no relation to or direct effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President."

Second, the Act does not cover "materials relating to private political associations, and having no relation to or direct effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President."

The purpose of this exception is to ensure that documents related to political associations, elections, and campaigns are not classified as Presidential records. This exclusion from the Presidential Records Act works in tandem with the Hatch Act's express authorization of political activities by EOP employees.

b. Personal Documents

The Act also does *not* apply to records of "a purely private or nonpublic character which do not relate to or have an effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President." That includes any *personal* letters, notes, financial documents, or other documents that you may create, receive, or possess. In addition, a personal diary or journal that chronicles events and conversations is not a Presidential record even if it relates to your duties in the White House.

c. Transition Records

Transition records are *not* Presidential records. However, if you bring transition or other records into the White House *and* then use them for official purposes, those records become Presidential records.

d. Documents Containing Both Record and Non-Record Portions

The Act expressly recognizes that some documents may contain portions that are a Presidential record and portions that are a non-record (because they are either political or personal). The definition of a Presidential record provides that only the "reasonably segregable" portion of the document that would qualify as a Presidential record is a Presidential record. Therefore, White House officials may segregate the official portions of a document from the personal portions (by redaction or by copying only the official portions and preserving that copy as the Presidential record) and preserve as a Presidential record only that portion of the document that actually qualifies as such.

3. Official Documents That Meet the Definition of Presidential Records

The Act requires preservation of virtually every document related to official business that you (i) show or send to another person (other than to an administrative or secretarial assistant involved in physically preparing the document) or (ii) receive from another person. That includes:

- memos, letters, and other written communications circulated to or received from others, including documents to or from those outside the Government;

- draft documents that are circulated or shown to a person other than the author;

- marked-up edits or comments that are circulated or shown to another person; and

- notes or minutes of meetings that are circulated or shown to others.

Post-it notes are no different from other kinds of documents. If they relate to official business and are circulated to others (for example, if you attach post-it notes on a draft document returned to its author), the post-it notes are Presidential records and must be preserved.

Similarly, e-mail is no different from other kinds of documents. Any e-mail relating to official business therefore qualifies as a Presidential record. All e-mail to your official e-mail address is automatically archived as if it were a Presidential record, and all e-mail from your official e-mail address is treated as a Presidential record unless you designate otherwise.

Finally, if you happen to receive an e-mail on a personal e-mail account that otherwise qualifies as a Presidential record, it is your duty to ensure that it is preserved and filed as such by printing it out and saving it or by forwarding it to your White House e-mail account.

4. Non-Record Documents

a. Notes That Are *Not* Shown or Circulated to Others

The 1978 House Committee Report accompanying the Presidential Records Act indicates that Congress intended the scope of covered "records" to be the same under both the Federal Records Act and the Presidential Records Act. That Congressional mandate is important because the National Archives and Records Administration has already issued regulations governing work-related notes for purposes of the Federal Records Act. Those regulations provide:

> Working files, such as . . . *rough notes*, and other similar materials shall be maintained . . . if (1) [t]hey were circulated or made available to employees, other than the creator, for official purposes . . .; *and* (2) [t]hey contain unique information, such as substantive annotations or comments included therein, that adds to a proper understanding of the agency's formulation and execution of basic policies, decisions, actions, or responsibilities.

36 C.F.R. 1222.34.

Consistent with the express Congressional direction regarding the equivalent scope of the Federal and Presidential Records Acts, Counsel has followed this analogous Federal Records Act regulation in determining the requirements of the Presidential Records Act. In addition, Counsel also has carefully studied and obtained guidance from the past policies and practices of Presidents Reagan, Bush, and Clinton.

Based on those regulations and policies, Counsel has concluded that notes rise to the level of Presidential records only if they relate to official business *and* are circulated to others. You need not preserve notes that are not circulated to others.

b. Drafts That Are *Not* Circulated to or Shown to Others

In determining the point at which a draft document rises to the level of a Presidential record, Counsel again has examined both the regulations of the National Archives and Records Administration interpreting the analogous definition for "federal records" and to the past policies and practices of Presidents Reagan, Bush, and Clinton.

The regulations for federal records provide that drafts must be preserved only if "(1) [t]hey were circulated or made available to employees, other than the creator, for official purposes . . .; *and* (2) [t]hey contain unique information, such as substantive annotations or comments included therein, that adds to a proper understanding of the agency's formulation and execution of basic policies, decisions, actions, or responsibilities." 36 C.F.R. 1222.34. Consistent with those regulations, prior Administrations did not require White House staffers to preserve uncirculated drafts.

Based on those regulations and policies, Counsel has concluded that rough drafts rise to the level of Presidential records only if they relate to official business *and* are circulated to others. You need not preserve rough drafts that are not circulated to others.

c. Newspaper Clippings or News Summaries

The Act does not require maintenance of "stocks of publications," which applies to news clippings and news summaries, as well as to publications such as congressional reports, congressional records, and newspapers. If, however, you circulate or receive a news clip with a handwritten note or a post-it note, that would qualify as a Presidential record and must be preserved.

d. Copies

The Act does not require preservation of extra copies of documents that are produced only for convenience of reference.

e. Telephone and Visitor Logs, Message Slips, and Calendars

White House staff need not preserve rolodexes, message slips, message logs, telephone and visitor logs, and official calendars unless a slip or specific log entry records a *substantive* message communicating a substantive decision or course of action.

f. Voice Mail

The White House voice mail system (like most voice mail systems currently in operation) does not have the capacity to maintain voice mail recordings as opposed to overwriting them (unlike the e-mail system, which archives e-mails). In addressing the question of voice mail, therefore, the Counsel has taken into account the Presidential Records Act's requirements that the President, in establishing record management controls, take such steps "as may be necessary to assure" that Presidential decisionmaking is "adequately documented" and that documentary materials be categorized "to the extent practicable" as Presidential records. Given the present state of White House voice mail technology (as is also true with most other government and corporate voice mail systems today), voice mails cannot reasonably be preserved on an ongoing basis. Therefore, they do not qualify as Presidential records.

III. OFFICE OF RECORDS MANAGEMENT

White House staff should maintain their personal records separately from their Presidential records and label their folders accordingly. The White House Office of Records Management can provide assistance in storing files that are no longer needed on an ongoing basis. That Office serves as a central file for all Presidential records. Its primary role is to manage, process, maintain, and store records for the daily use of the President and all policy units in the White House. Concurrently, it preserves those records to ensure a comprehensive history of the Administration. All White House staff are encouraged to consult with that Office for guidance on the creation and maintenance of files and on procedures for appropriate and systematic filing of documents.

Upon termination of their White House employment, staff may elect to leave their office files for their successor or turn them over to the Office of Records Management. Staff may not take with them any Presidential records or copies, absent the express approval of the Counsel.

IV. COUNSEL'S OFFICE

If you have any doubt whether particular documents are Presidential records, preserve the documents and contact the Counsel's Office. The Counsel's Office will assist with any specific questions you have. As recurring questions occur, as they almost certainly will, the Counsel's Office will issue updates and revisions to this policy as necessary and appropriate.

THE WHITE HOUSE

WASHINGTON

February 26, 2001

MEMORANDUM FOR EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: ALBERTO R. GONZALES ag
COUNSEL TO THE PRESIDENT

SUBJECT: SUBPOENAS AND DOCUMENT REQUESTS

If the Executive Office of the President (EOP), or any component thereof, receives a document subpoena or document request from a congressional committee, court, grand jury, or other authorized investigating authority, the Counsel's Office will provide immediate notice and instructions to EOP officers and employees. Such instructions will explain the appropriate steps for you to follow in collecting and preserving relevant documents and submitting them to the Counsel's Office for production by the Counsel's Office to the investigating authorities.

Once an EOP officer or employee learns (whether by notice from the Counsel's Office or otherwise) of such a subpoena or document request -- or learns that such a subpoena or document request is approved or even contemplated -- the individual should take extraordinary care to preserve any and all documents in his or her possession, custody, or control that conceivably could be encompassed by such a subpoena or document request. The consequences of knowingly failing to do so can be severe, including criminal prosecution.

It is critical to understand that your obligations in response to a subpoena or document request often will be more onerous than the more limited day-to-day record preservation requirements of the Presidential Records Act or Federal Records Act. ***In particular, a subpoena or document request often will require production of all documents -- including notes, drafts, and potentially even your personal documents, personal e-mails, and personal diaries -- that refer or relate to a particular subject matter and that you possess or control at the time of the subpoena or document request (or that you thereafter create or receive).***

Finally, it is possible that an EOP officer or employee may *personally* receive a subpoena or request from a congressional investigating committee, court, or grand jury -- that is, a subpoena or document request directed to him or her as an *individual*. In such a case, the employee must comply with that subpoena or request as required by law. To the extent the subpoena or document request calls for production of documents or testimony related to official work, however, the White House employee or his or her personal attorney should inform the Counsel's office immediately of the subpoena or document request so that appropriate procedures can be employed, and appropriate decisions made, about any governmental privileges that may apply. In that situation, the Counsel's Office will take appropriate steps, in consultation with the relevant investigating authorities, to ensure that any factual information communicated to the Counsel's Office in connection with the privilege determination is properly handled and not inappropriately shared with other EOP officers or employees (or their counsel).

THE WHITE HOUSE

WASHINGTON

March 3, 2001

MEMORANDUM FOR ALL STAFF OF THE EXECUTIVE OFFICE OF THE PRESIDENT

FROM: ALBERTO R. GONZALES ag
COUNSEL TO THE PRESIDENT

SUBJECT: WHITE HOUSE CONTACTS WITH FOREIGN NATIONALS

As part of their official duties, the President, First Lady, and other senior White House officials are often asked to meet with foreign nationals.[1] In addition, foreign nationals are often invited to White House functions and social events that the President, First Lady, or other senior White House officials will attend. In most cases, the National Security Council staff ("NSC") should be consulted before such a meeting is scheduled or invitation is sent in order to determine whether any foreign policy concerns arise from the attendance of the foreign national. Such foreign policy concerns could arise, for example, from criminal activity or other misconduct by the foreign national, the political status, activity, or alignment of the foreign national in his or her home country, or the status of the United States' relations with the foreign national's home country. This memorandum provides guidance on when and how the NSC should be consulted.

Meetings or Events with the President and First Lady

White House staff should always consult with the NSC whenever the President or First Lady is asked to meet with a foreign national and whenever a foreign national is invited to an event that the President or First Lady expects to attend.[2] Staff members must request NSC review from the NSC Executive Secretary *at least three days* before they schedule such a meeting or send such an invitation. (Please do not send the request directly to others on the NSC staff.) The request should include the name of each foreign national, his or her date of birth, passport number, citizenship, and title (if any), the date and time of the proposed meeting or event, the purpose of and expected participants in the meeting or event, and any other pertinent background

[1] For purposes of this memorandum, the term "foreign national" does not include permanent residents lawfully in the United States.

[2] The procedures set forth in this memorandum apply to meetings and events that are either held within the White House complex or are hosted by the President, the First Lady, or White House staff elsewhere in the United States. For events hosted by the President or First Lady outside the United States, vetting will be carried out in coordination with the American embassy of the country involved. There is no formal review process for meetings and events in the U.S. that are neither hosted by the White House nor held within the complex. Nonetheless, if a staff member has any legitimate concern about an attendee at a meeting or event outside the complex, he or she *must* notify the Office of Counsel to the President, which will coordinate with the NSC as appropriate.

information. A copy of the request should also be sent to the Chief of Staff and, if the First Lady is involved, to her Chief of Staff. The NSC will then vet the foreign national, in consultation with the Department of State and other agencies, and will report back to the originator of the request, to the Chief of Staff and, where appropriate, the First Lady's Chief of Staff. If the NSC believes that a foreign national's attendance at a proposed meeting or event raises foreign policy concerns, the NSC Executive Secretary will discuss those concerns with the originator of the request and the Chief of Staff to reach an appropriate resolution of the matter.

The NSC does not need to vet members of the working foreign press before they attend a press conference or routine event at the White House. If, however, the President or the First Lady is asked to have a one-on-one interview with a member of the foreign press, staff members should coordinate with the NSC's Press Office before granting the interview.

Meetings or Events with Other Senior White House Officials

Other senior White House officials and their staffs should exercise sound discretion as to whether it is necessary to consult with the NSC before agreeing to meet with a foreign national or inviting a foreign national to an event not attended by the President or First Lady. If the senior official or his or her staff has any reason to believe that there could be foreign policy concerns as a result of the attendance of a foreign national at a meeting or event, the NSC should be consulted. As noted above, foreign policy concerns could arise from such factors as potential criminal activity or other misconduct by the foreign national, the political status, activity, or alignment of the foreign national in his or her home country, or the status of the United States' relations with the foreign national's home country. We expect that in many cases, however, where such factors are clearly not at issue, there will be no need to consult with the NSC. If an official determines that consultation with the NSC is advisable, the request procedures described above should be followed, and the NSC Executive Secretary will report back directly to the official.

NSC-Sponsored Meetings or Events

The review process described above does not apply to NSC-sponsored meetings or events, which as a practical matter include most meetings with heads of state and most other senior foreign leaders. For these events, the NSC staff principally responsible for the meeting or event will review the list of foreign nationals who are expected to attend in order to identify any foreign policy concerns with their attendance.

* * * *

The procedures and guidelines contained in this memorandum are aimed at identifying potentially problematic foreign nationals who otherwise would have gone unnoticed by staff members. The procedures are not intended to supplant the staff's exercise of good judgment and common sense when extending invitations and scheduling meetings. If, at any time, a staff member has a legitimate concern about the attendance of a foreign national – or indeed any individual – at a meeting or event, regardless of its location, that will be attended by the President, the First Lady, or a senior White House official, the staff member should notify the Office of Counsel to the President immediately. Thank you for your cooperation.

Emergency Procedures

Withdrawal Marker
The George W. Bush Library

FORM	SUBJECT/TITLE	PAGES	DATE	RESTRICTION(S)
Information Sheet	Emergency Procedures for the White House Complex	1	02/2001	b7f;

This marker identifies the original location of the withdrawn item listed above. For a complete list of items withdrawn from this folder, see the Withdrawal/Redaction Sheet at the front of the folder.

COLLECTION:
Counsel's Office, White House

SERIES:
Kavanaugh, Brett - Subject Files

FOLDER TITLE:
Binder - White House Staff Manual, February 2001

FRC ID:
9692

OA Num.:
2162

NARA Num.:
2073

FOIA IDs and Segments:
2018-0016-P
2017-0345-F

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

P1 National Security Classified Information [(a)(1) of the PRA]
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
P3 Release would violate a Federal statute [(a)(3) of the PRA]
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [a)(5) of the PRA]
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

Deed of Gift Restrictions

A. Closed by Executive Order 13526 governing access to national security information.
B. Closed by statute or by the agency which originated the document.
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Freedom of Information Act - [5 U.S.C. 552(b)]

b(1) National security classified information [(b)(1) of the FOIA]
b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Records Not Subject to FOIA

Court Sealed - The document is withheld under a court seal and is not subject to the Freedom of Information Act.

This Document was withdrawn on 8/11/2018 by NH

Declaration of Independence

DECLARATION OF INDEPENDENCE

In Congress, July 4, 1776, The Unanimous Declaration of the Thirteen United States of America

When in the Course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the Powers of the earth, the separate and equal station to which the Laws of Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness. That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed. That whenever any form of Government becomes destructive of these ends, it is the Right of the People to alter or to abolish it, and to institute new Government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem most likely to effect their Safety and Happiness. Prudence, indeed, will dictate that Government long established should not be changed for light and transient causes; and accordingly all experience hath shown, that mankind are more disposed to suffer, while evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same Object evinces a design to reduce them under absolute Despotism, it is their right, it is their duty, to throw off such Government, and to provide new Guards for their future security. Such has been the patient sufferance of these Colonies; and such is now the necessity which constrains them to alter their former Systems of Government. The history of the present King of Great Britain is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute Tyranny over these States. To prove this, let Facts be submitted to a candid world.

He has refused his Assent to Laws, the most wholesome and necessary for the public good.

He has forbidden his Governors to pass Laws of immediate and pressing importance, unless suspended in their operation till his Assent should be obtained; and when so suspended, he has utterly neglected to attend to them.

He has refused to pass other Laws for the accommodation of large districts of people, unless those people would relinquish the right of Representation in the Legislature, a right inestimable to them and formidable to tyrants only.

He has called together legislative bodies at places unusual, uncomfortable, and distant from the depository of their Public Records, for the sole purpose of fatiguing them into compliance with his measures.

He has dissolved Representative Houses repeatedly, for opposing with manly firmness his invasions on the rights of the people.

He has refused for a long time, after such dissolutions, to cause others to be elected; whereby the Legislative Powers, incapable of Annihilation, have returned to the People at large for their exercise; the State remaining in the mean time exposed to all the dangers of invasion from without, and convulsions within.

He has endeavored to prevent the population of these States; for that purpose obstructing the Laws of Naturalization of Foreigners; refusing to pass others to encourage their migration hither, and raising the conditions of new Appropriations of Lands.

He has obstructed the Administration of Justice, by refusing his Assent to Laws for establishing Judiciary Powers.

He has made Judges dependent on his Will alone, for the tenure of their offices, and the amount of and payment of their salaries.

He has erected a multitude of New Offices, and sent hither swarms of Officers to harass our People, and eat out their substance.

He has kept among us, in times of peace, Standing Armies without the Consent of our legislature.

He has affected to render the Military independent of and superior to the Civil Power.

He has combined with others to subject us to a jurisdiction foreign to our constitution, and unacknowledged by our laws; giving his Assent to their acts of pretended legislation:

For quartering large bodies of armed troops among us:

For protecting them, by a mock Trial, from Punishment for any Murders which they should commit on the Inhabitants of these States:

For cutting off our Trade with all parts of the world:

For imposing taxes on us without our Consent:

For depriving us in many cases, of the benefits of Trial by Jury:

For transporting us beyond Seas to be tried for pretended offences:

For abolishing the free System of English Laws in a neighbouring Province, establishing therein an Arbitrary government, and enlarging its Boundaries so as to render it at once an example and fit instrument for introducing the same absolute rule into these Colonies:

For taking away our Charters, abolishing our most valuable Laws, and altering fundamentally the Forms of our Governments:

For suspending our own Legislature, and declaring themselves invested with Power to legislate for us in all cases whatsoever.

He has abdicated Government here, by declaring us out of his Protection and waging War against us.

He has plundered our seas, ravaged our Coasts, burnt our towns, and destroyed the lives of our people.

He is at this time transporting large armies of foreign mercenaries to compleat the works of death, desolation and tyranny, already begun with circumstances of Cruelty & perfidy scarcely paralleled in the most barbarous ages, and totally unworthy the Head of a civilized nation.

He has constrained our fellow Citizens taken Captive on the high Seas to bear Arms against their Country, to become the executioners of their friends and Brethren, or to fall themselves by their Hands.

He has excited domestic insurrections amongst us, and has endeavoured to bring on the inhabitants of our frontiers, the merciless Indian Savages, whose known rule of warfare, is an undistinguished destruction of all ages, sexes and conditions.

In every stage of these Oppressions We have Petitioned for Redress in the most humble terms: Our repeated Petitions have been answered only by repeated injury. A Prince, whose character is thus marked by every act which may define a Tyrant, is unfit to be the ruler of a free People.

Nor have We been wanting in attention to our British brethren. We have warned them from time to time of attempts by their legislature to extend an unwarrantable jurisdiction over us. We have reminded them of the circumstances of our emigration and settlement here. We have appealed to their native justice and magnanimity, and we have conjured them by the ties of our common kindred to disavow these usurpations, which would inevitably interrupt our connections and correspondence. They too have been deaf to the voice of justice and of consanguinity. We must, therefore, acquiesce in the necessity, which denounces

our Separation, and hold them, as we hold the rest of mankind, Enemies in War, in Peace Friends.

We, therefore, the Representatives of the United States of America, in General Congress, Assembled, appealing to the Supreme Judge of the world for the rectitude of our intentions, do, in the Name, and by Authority of the good People of these Colonies, solemnly publish and declare, That these United Colonies are, and of Right ought to be Free and Independent States; that they are Absolved from all Allegiance to the British Crown, and that all political connection between them and the State of Great Britain, is and ought to be totally dissolved; and that as Free and Independent States, they have full Power to levy War, conclude Peace, contract Alliances, establish Commerce, and to do all other Acts and Things which Independent States may of right do. And for the support of this Declaration, with a firm reliance on the Protection of Divine Providence, we mutually pledge to each other our Lives, our Fortunes and our sacred Honor.

JOHN HANCOCK.

New Hampshire

Josiah Bartlett,
William Whipple,
Matthew Thornton.

Massachusetts-Bay:

Samuel Adams,
John Adams,
Robert Treat Paine,
Elbridge Gerry.

Rhode Island:

Stephen Hopkins,
William Ellery.

Connecticut:

Roger Sherman,
Samuel Huntington,
William Williams,
Oliver Wolcott.

New York:

William Floyd,
Philip Livingston,
Francis Lewis,
Lewis Morris.

Pennsylvania:

Robert Morris,
Benjamin Harris,
Benjamin Franklin,
John Morton,
George Clymer,
James Smith,
George Taylor,
James Wilson,
George Ross.

Delaware:

Caesar Rodney,
George Read,
Thomas McKean.

Georgia:

Button Gwinnett,
Lyman Hall,
George Walton.

Maryland:

Samuel Chase,
William Paca,
Thomas Stone,
Charles Carroll of Carrollton.

Virginia:

George Wythe,
Richard Henry Lee,
Thomas Jefferson,
Benjamin Harrison,
Thomas Nelson Jr.,
Francis Lightfoot Lee,
Carter Braxton.

North Carolina:

William Hooper,
Joseph Hewes,
John Penn.

South Carolina:

Edward Rutledge,
Thomas Heyward Jr.,
Thomas Lynch Jr.,
Arthur Middleton.

New Jersey:

Richard Stockton,
John Witherspoon,
Francis Hopkinson,
John Hart,
Abraham Clark.

The U.S. Constitution

THE CONSTITUTION OF THE UNITED STATES OF AMERICA

Preamble

We the people of the United States, in order to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

Article I

Section 1. All legislative powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives.

Section 2. The House of Representatives shall be composed of members chosen every second year by the people of the several states, and the electors in each state shall have the qualifications requisite for electors of the most numerous branch of the state legislature.

No person shall be a Representative who shall not have attained to the age of twenty five years, and been seven years a citizen of the United States, and who shall not, when elected, be an inhabitant of that state in which he shall be chosen.

Representatives and direct taxes shall be apportioned among the several states which may be included within this union, according to their respective numbers, which shall be determined by adding to the whole number of free persons, including those bound to service for a term of years, and excluding Indians not taxed, three fifths of all other Persons. The actual Enumeration shall be made within three years after the first meeting of the Congress of the United States, and within every subsequent term of ten years, in such manner as they shall by law direct. The number of Representatives shall not exceed one for every thirty thousand, but each state shall have at least one Representative; and until such enumeration shall be made, the state of New Hampshire shall be entitled to chuse three, Massachusetts eight, Rhode Island and Providence Plantations one, Connecticut five, New York six, New Jersey four, Pennsylvania eight, Delaware one, Maryland six, Virginia ten, North Carolina five, South Carolina five, and Georgia three.

When vacancies happen in the Representation from any state, the executive authority thereof shall issue writs of election to fill such vacancies.

The House of Representatives shall choose their speaker and other officers; and shall have the sole power of impeachment.

Section 3. The Senate of the United States shall be composed of two Senators from each state, chosen by the legislature thereof, for six years; and each Senator shall have one vote.

Immediately after they shall be assembled in consequence of the first election, they shall be divided as equally as may be into three classes. The seats of the Senators of the first class shall be vacated at the expiration of the second year, of the second class at the expiration of the fourth year, and the third class at the expiration of the sixth year, so that one third may be chosen every second year; and if vacancies happen by resignation, or otherwise, during the recess of the legislature of any state, the executive thereof may make temporary appointments until the next meeting of the legislature, which shall then fill such vacancies.

No person shall be a Senator who shall not have attained to the age of thirty years, and been nine years a citizen of the United States and who shall not, when elected, be an inhabitant of that state for which he shall be chosen.

The Vice President of the United States shall be President of the Senate, but shall have no vote, unless they be equally divided.

The Senate shall choose their other officers, and also a President pro tempore, in the absence of the Vice President, or when he shall exercise the office of President of the United States.

The Senate shall have the sole power to try all impeachments. When sitting for that purpose, they shall be on oath or affirmation. When the President of the United States is tried, the Chief Justice shall preside: And no person shall be convicted without the concurrence of two thirds of the members present.

Judgment in cases of impeachment shall not extend further than to removal from office, and disqualification to hold and enjoy any office of honor, trust or profit under the United States: but the party convicted shall nevertheless be liable and subject to indictment, trial, judgment and punishment, according to law.

Section 4. The times, places and manner of holding elections for Senators and Representatives, shall be prescribed in each state by the legislature thereof; but the Congress may at any time by law make or alter such regulations, except as to the places of choosing Senators.

The Congress shall assemble at least once in every year, and such meeting shall be on the first Monday in December, unless they shall by law appoint a different day.

Section 5. Each House shall be the judge of the elections, returns and qualifications of its own members, and a majority of each shall constitute a quorum to do business; but a smaller number may adjourn from day to day, and may be authorized to compel the attendance of absent members, in such manner, and under such penalties as each House may provide.

Each House may determine the rules of its proceedings, punish its members for disorderly behavior, and, with the concurrence of two thirds, expel a member.

Each House shall keep a journal of its proceedings, and from time to time publish the same, excepting such parts as may in their judgment require secrecy; and the yeas and nays of the members of either House on any question shall, at the desire of one fifth of those present, be entered on the journal.

Neither House, during the session of Congress, shall, without the consent of the other, adjourn for more than three days, nor to any other place than that in which the two Houses shall be sitting.

Section 6. The Senators and Representatives shall receive a compensation for their services, to be ascertained by law, and paid out of the treasury of the United States. They shall in all cases, except treason, felony and breach of the peace, be privileged from arrest during their attendance at the session of their respective Houses, and in going to and returning from the same; and for any speech or debate in either House, they shall not be questioned in any other place.

No Senator or Representative shall, during the time for which he was elected, be appointed to any civil office under the authority of the United States, which shall have been created, or the emoluments whereof shall have been increased during such time: and no person holding any office under the United States, shall be a member of either House during his continuance in office.

Section 7. All bills for raising revenue shall originate in the House of Representatives; but the Senate may propose or concur with amendments as on other Bills.

Every bill which shall have passed the House of Representatives and the Senate, shall, before it become a law, be presented to the President of the United States; if he approve he shall sign it, but if not he shall return it, with his objections to that House in which it shall have originated, who shall enter the objections at large on their journal, and proceed to reconsider it. If after such reconsidera-

tion two thirds of that House shall agree to pass the bill, it shall be sent, together with the objections, to the other House, by which it shall likewise be reconsidered, and if approved by two thirds of that House, it shall become a law. But in all such cases the votes of both Houses shall be determined by yeas and nays, and the names of the persons voting for and against the bill shall be entered on the journal of each House respectively. If any bill shall not be returned by the President within ten days (Sundays excepted) after it shall have been presented to him, the same shall be a law, in like manner as if he had signed it, unless the Congress by their adjournment prevent its return, in which case it shall not be a law.

Every order, resolution, or vote to which the concurrence of the Senate and House of Representatives may be necessary (except on a question of adjournment) shall be presented to the President of the United States; and before the same shall take effect, shall be approved by him, or being disapproved by him, shall be repassed by two thirds of the Senate and House of Representatives, according to the rules and limitations prescribed in the case of a bill.

Section 8. The Congress shall have power to lay and collect taxes, duties, imposts and excises, to pay the debts and provide for the common defense and general welfare of the United States; but all duties, imposts and excises shall be uniform throughout the United States;

To borrow money on the credit of the United States;

To regulate commerce with foreign nations, and among the several states, and with the Indian tribes;

To establish a uniform rule of naturalization, and uniform laws on the subject of bankruptcies throughout the United States;

To coin money, regulate the value thereof, and of foreign coin, and fix the standard of weights and measures;

To provide for the punishment of counterfeiting the securities and current coin of the United States;

To establish post offices and post roads;

To promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries;

To constitute tribunals inferior to the Supreme Court;

To define and punish piracies and felonies committed on the high seas, and offenses against the law of nations;

To declare war, grant letters of marque and reprisal, and make rules concerning captures on land and water;

To raise and support armies, but no appropriation of money to that use shall be for a longer term than two years;

To provide and maintain a navy;

To make rules for the government and regulation of the land and naval forces;

To provide for calling forth the militia to execute the laws of the union, suppress insurrections and repel invasions;

To provide for organizing, arming, and disciplining, the militia, and for governing such part of them as may be employed in the service of the United States, reserving to the states respectively, the appointment of the officers, and the authority of training the militia according to the discipline prescribed by Congress;

To exercise exclusive legislation in all cases whatsoever, over such District (not exceeding ten miles square) as may, by cession of particular states, and the acceptance of Congress, become the seat of the government of the United States, and to exercise like authority over all places purchased by the consent of the legislature of the state in which the same shall be, for the erection of forts, magazines, arsenals, dockyards, and other needful buildings;—And

To make all laws which shall be necessary and proper for carrying into execution the foregoing powers, and all other powers vested by this Constitution in the government of the United States, or in any department or officer thereof.

Section 9. The migration or importation of such persons as any of the states now existing shall think proper to admit, shall not be prohibited by the Congress prior to the year one thousand eight hundred and eight, but a tax or duty may be imposed on such importation, not exceeding ten dollars for each person.

The privilege of the writ of habeas corpus shall not be suspended, unless when in cases of rebellion or invasion the public safety may require it.

No bill of attainder or ex post facto Law shall be passed.

No capitation, or other direct, tax shall be laid, unless in proportion to the census or enumeration herein before directed to be taken.

No tax or duty shall be laid on articles exported from any state.

No preference shall be given by any regulation of commerce or revenue to the ports of one state over those of another: nor shall vessels bound to, or from, one state, be obliged to enter, clear or pay duties in another.

No money shall be drawn from the treasury, but in consequence of appropriations made by law; and a regular statement and account of receipts and expenditures of all public money shall be published from time to time.

No title of nobility shall be granted by the United States: and no person holding any office of profit or trust under them, shall, without the consent of the Congress, accept of any present, emolument, office, or title, of any kind whatever, from any king, prince, or foreign state.

Section 10. No state shall enter into any treaty, alliance, or confederation; grant letters of marque and reprisal; coin money; emit bills of credit; make anything but gold and silver coin a tender in payment of debts; pass any bill of attainder, ex post facto law, or law impairing the obligation of contracts, or grant any title of nobility.

No state shall, without the consent of the Congress, lay any imposts or duties on imports or exports, except what may be absolutely necessary for executing it's inspection laws: and the net produce of all duties and imposts, laid by any state on imports or exports, shall be for the use of the treasury of the United States; and all such laws shall be subject to the revision and control of the Congress.

No state shall, without the consent of Congress, lay any duty of tonnage, keep troops, or ships of war in time of peace, enter into any agreement or compact with another state, or with a foreign power, or engage in war, unless actually invaded, or in such imminent danger as will not admit of delay.

Article II

Section 1. The executive power shall be vested in a President of the United States of America. He shall hold his office during the term of four years, and, together with the Vice President, chosen for the same term, be elected, as follows:

Each state shall appoint, in such manner as the Legislature thereof may direct, a number of electors, equal to the whole number of Senators and Representatives to which the State may be entitled in the Congress: but no Senator or Representative, or person holding an office of trust or profit under the United States, shall be appointed an elector.

The electors shall meet in their respective states, and vote by ballot for two persons, of whom one at least shall not be an inhabitant of the same state with themselves. And they shall make a list of all the persons voted for, and of the number of votes for each; which list they shall sign and certify, and

transmit sealed to the seat of the government of the United States, directed to the President of the Senate. The President of the Senate shall, in the presence of the Senate and House of Representatives, open all the certificates, and the votes shall then be counted. The person having the greatest number of votes shall be the President, if such number be a majority of the whole number of electors appointed; and if there be more than one who have such majority, and have an equal number of votes, then the House of Representatives shall immediately choose by ballot one of them for President; and if no person have a majority, then from the five highest on the list the said House shall in like manner choose the President. But in choosing the President, the votes shall be taken by States, the representation from each state having one vote; A quorum for this purpose shall consist of a member or members from two thirds of the states, and a majority of all the states shall be necessary to a choice. In every case, after the choice of the President, the person having the greatest number of votes of the electors shall be the Vice President. But if there should remain two or more who have equal votes, the Senate shall choose from them by ballot the Vice President.

The Congress may determine the time of choosing the electors, and the day on which they shall give their votes; which day shall be the same throughout the United States.

No person except a natural born citizen, or a citizen of the United States, at the time of the adoption of this Constitution, shall be eligible to the office of President; neither shall any person be eligible to that office who shall not have attained to the age of thirty five years, and been fourteen Years a resident within the United States.

In case of the removal of the President from office, or of his death, resignation, or inability to discharge the powers and duties of the said office, the same shall devolve on the Vice President, and the Congress may by law provide for the case of removal, death, resignation or inability, both of the President and Vice President, declaring what officer shall then act as President, and such officer shall act accordingly, until the disability be removed, or a President shall be elected.

The President shall, at stated times, receive for his services, a compensation, which shall neither be increased nor diminished during the period for which he shall have been elected, and he shall not receive within that period any other emolument from the United States, or any of them.

Before he enter on the execution of his office, he shall take the following oath or affirmation:—"I do solemnly swear (or affirm) that I will faithfully execute the office of President of the United States, and will to the best of my ability, preserve, protect and defend the Constitution of the United States."

Section 2. The President shall be commander in chief of the Army and Navy of the United States, and of the militia of the several states, when called into the actual service of the United States; he may require the opinion, in writing, of the principal officer in each of the executive departments, upon any subject relating to the duties of their respective offices, and he shall have power to grant reprieves and pardons for offenses against the United States, except in cases of impeachment.

He shall have power, by and with the advice and consent of the Senate, to make treaties, provided two thirds of the Senators present concur; and he shall nominate, and by and with the advice and consent of the Senate, shall appoint ambassadors, other public ministers and consuls, judges of the Supreme Court, and all other officers of the United States, whose appointments are not herein otherwise provided for, and which shall be established by law: but the Congress may by law vest the appointment of such inferior officers, as they

think proper, in the President alone, in the courts of law, or in the heads of departments.

The President shall have power to fill up all vacancies that may happen during the recess of the Senate, by granting commissions which shall expire at the end of their next session.

Section 3. He shall from time to time give to the Congress information of the state of the union, and recommend to their consideration such measures as he shall judge necessary and expedient; he may, on extraordinary occasions, convene both Houses, or either of them, and in case of disagreement between them, with respect to the time of adjournment, he may adjourn them to such time as he shall think proper; he shall receive ambassadors and other public ministers; he shall take care that the laws be faithfully executed, and shall commission all the officers of the United States.

Section 4. The President, Vice President and all civil officers of the United States, shall be removed from office on impeachment for, and conviction of, treason, bribery, or other high crimes and misdemeanors.

Article III

Section 1. The judicial power of the United States, shall be vested in one Supreme Court, and in such inferior courts as the Congress may from time to time ordain and establish. The judges, both of the supreme and inferior courts, shall hold their offices during good behaviour, and shall, at stated times, receive for their services, a compensation, which shall not be diminished during their continuance in office.

Section 2. The judicial power shall extend to all cases, in law and equity, arising under this Constitution, the laws of the United States, and treaties made, or which shall be made, under their authority;—to all cases affecting ambassadors, other public ministers and consuls;—to all cases of admiralty and maritime jurisdiction;—to controversies to which the United States shall be a party;—to controversies between two or more states;—between a state and citizens of another state;— between citizens of different states;—between citizens of the same state claiming lands under grants of different states, and between a state, or the citizens thereof, and foreign states, citizens or subjects.

In all cases affecting ambassadors, other public ministers and consuls, and those in which a state shall be party, the Supreme Court shall have original jurisdiction. In all the other cases before mentioned, the Supreme Court shall have appellate jurisdiction, both as to law and fact, with such exceptions, and under such regulations as the Congress shall make.

The trial of all crimes, except in cases of impeachment, shall be by jury; and such trial shall be held in the state where the said crimes shall have been committed; but when not committed within any state, the trial shall be at such place or places as the Congress may by law have directed.

Section 3. Treason against the United States, shall consist only in levying war against them, or in adhering to their enemies, giving them aid and comfort. No person shall be convicted of treason unless on the testimony of two witnesses to the same overt act, or on confession in open court. The Congress shall have power to declare the punishment of treason, but no attainder of treason shall work corruption of blood, or forfeiture except during the life of the person attainted.

Article IV

Section 1. Full faith and credit shall be given in each state to the public acts, records, and judicial proceedings of every other state. And the Congress may by general laws prescribe the manner in which such acts, records, and proceedings shall be proved, and the effect thereof.

Section 2. The citizens of each state shall be entitled to all privileges and immunities of citizens in the several states.

A person charged in any state with treason, felony, or other crime, who shall flee from justice, and be found in another state, shall on demand of the executive authority of the state from which he fled, be delivered up, to be removed to the state having jurisdiction of the crime.

No person held to service or labor in one state, under the laws thereof, escaping into another, shall, in consequence of any law or regulation therein, be discharged from such service or labor, but shall be delivered up on claim of the party to whom such service or labor may be due.

Section 3. New states may be admitted by the Congress into this union; but no new states shall be formed or erected within the jurisdiction of any other state; nor any state be formed by the junction of two or more states, or parts of states, without the consent of the legislatures of the states concerned as well as of the Congress.

The Congress shall have power to dispose of and make all needful rules and regulations respecting the territory or other property belonging to the United States; and nothing in this Constitution shall be so construed as to prejudice any claims of the United States, or of any particular state.

Section 4. The United States shall guarantee to every state in this union a republican form of government, and shall protect each of them against invasion; and on application of the legislature, or of the executive (when the legislature cannot be convened) against domestic violence.

Article V

The Congress, whenever two thirds of both houses shall deem it necessary, shall propose amendments to this Constitution, or, on the application of the legislatures of two thirds of the several states, shall call a convention for proposing amendments, which, in either case, shall be valid to all intents and purposes, as part of this Constitution, when ratified by the legislatures of three fourths of the several states, or by conventions in three fourths thereof, as the one or the other mode of ratification may be proposed by the Congress; provided that no amendment which may be made prior to the year one thousand eight hundred and eight shall in any manner affect the first and fourth clauses in the ninth section of the first article; and that no state, without its consent, shall be deprived of its equal suffrage in the Senate.

Article VI

All debts contracted and engagements entered into, before the adoption of this Constitution, shall be as valid against the United States under this Constitution, as under the Confederation.

This Constitution, and the laws of the United States which shall be made in pursuance thereof; and all treaties made, or which shall be made, under the authority of the United States, shall be the supreme law of the land; and the judges in every state shall be bound thereby, anything in the Constitution or laws of any State to the contrary notwithstanding.

The Senators and Representatives before mentioned, and the members of the several state legislatures, and all executive and judicial officers, both of the United States and of the several states, shall be bound by oath or affirmation, to support this Constitution; but no religious test shall ever be required as a qualification to any office or public trust under the United States.

Article VII

The ratification of the conventions of nine states, shall be sufficient for the establishment of this Constitution between the states so ratifying the same.

Done in convention by the unanimous consent of the states present the seventeenth day of September in the year of our Lord one thousand seven hundred and eighty seven and of the independence of the United States of America the twelfth. In witness whereof We have hereunto subscribed our Names,

AMENDMENTS

(First ten amendments (Bill of Rights) ratified December 15, 1791)

1st Amendment - Freedom of Religion, Press, Expression

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

2nd Amendment - Right to bear arms

A well-regulated militia being necessary to the security of a free state, the right of the people to keep and bear arms shall not be infringed.

3rd Amendment - Quartering of soldiers

No soldier shall, in time of peace, be quartered in any house, without the consent of the owner; nor in time of war, but in a manner to be prescribed by law.

4th Amendment - Search and seizure

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated; and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched and the persons or things to be seized.

5th Amendment - Trial and Punishment, Compensation for Takings

No person shall be held to answer for a capital, or otherwise infamous, crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service, in time of war, or public danger; nor shall any person be subject, for the same offence, to be twice put in jeopardy of life or limb; nor shall be compelled, in any criminal case, to be a witness against himself; nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

6th Amendment - Right to speedy trial, confrontation of witness

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the state and district wherein the crime shall have been committed, which district shall have been previously ascertained by law; and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor; and to have the assistance of counsel for his defence.

7th Amendment - Trial by jury in civil cases

In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved; and no fact, tried by a jury, shall be otherwise re- examined in any court of the United States than according to the rules of the common law.

8th Amendment - Cruel and Unusual punishment

Excessive bail shall not be required, nor exces-

sive fines imposed, nor cruel and unusual punishment inflicted.

9th Amendment - Construction of Constitution

The enumeration in the Constitution of certain rights shall not be construed to deny or disparage others retained by the people.

10th Amendment - States' Rights

The powers not delegated to the United States shall not be construed to extend to any suit in law or equity, commenced or prosecuted against one of the United States by citizens of another State or by citizens or subjects of any foreign state.

11th Amendment - Judicial Limits

Ratified February 7, 1795

The judicial power of the United States shall not be construed to extend to any suit in law or equity, commenced or prosecuted against one of the United States by citizens of another State or by citizens or subjects of any foreign state.

12th Amendment - Choosing the President, Vice-President

Ratified June 15, 1804

The Electors shall meet in their respective States, and vote by ballot for President and Vice President, one of whom, at least, shall not be an inhabitant of the same State with themselves; they shall name in their ballots the person voted for as President, and in distinct ballots the person voted for as Vice President; and they shall make distinct lists of all persons voted for as President, and of all persons voted for as Vice President, and of the number of votes for each, which lists they shall sign, and certify, and transmit, sealed, to the seat of the Government of the United States, directed to the President of the Senate; the President of the Senate shall, in the presence of the Senate and the House of Representatives, open all the certificates, and the votes shall then be counted; the person having the greatest number of votes for President shall be the President, if such number be a majority of the whole number of Electors appointed; and if no person have such a majority, then, from the persons having the highest numbers, not exceeding three, on the list of those voted for a President, the House of Representative shall choose immediately, by ballot, the President. But in choosing the President, the votes shall be taken by States, the representation from each State having one vote; a quorum for this purpose shall consist of a member or members from two-thirds of the States, and a majority of all the States shall be necessary to a choice. And if the House of Representatives shall not choose a President, whenever the right of choice shall devolve upon them, [before the fourth day of March next following] the Vice President shall act as President, as in case of death, or other constitutional disability of the President. The person having the greatest number of votes as Vice President, shall be the Vice President, if such number be a majority of the whole number of Electors appointed; and if no person have a majority, then, form the two highest numbers on the list, the Senate shall choose the Vice President; a quorum for the purpose shall consist of two-thirds of the whole number of Senators; a majority of the whole number shall be necessary to a choice. But no person constitutionally ineligible to the office of President shall be eligible to that of Vice President of the United States.

13th Amendment - Slavery Abolished

Ratified December 6, 1865

Section 1. Neither slavery nor involuntary servitude, except as a punishment for crime, whereof the party shall have been duly convicted,

shall exist within the United States, or any place subject to their jurisdiction.

Section 2. Congress shall have power to enforce this article by appropriate legislation.

14th Amendment - Citizenship rights

Ratified July 9, 1868

Section 1. All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the State wherein they reside. No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law, nor deny any person within its jurisdiction the equal protection of the laws.

Section 2. Representatives shall be apportioned among the several States according to their respective numbers, counting the whole number of persons in each State, excluding Indians not taxed. But when the right to vote at any election for the choice of electors for President and Vice President of the United States, Representatives in Congress, the executive and judicial officers of a State, or the members of the legislature thereof, is denied to any of the male inhabitants of such State, being twenty-one years of age, and citizens of the United States, or in any way abridged, except for participation in rebellion or other crime, the basis of representation therein shall be reduced in the proportion which the number of such male citizens shall bear to the whole number of male citizens twenty-one years of age in such State.

Section 3. No person shall be a Senator or Representative in Congress, or elector of President and Vice President, or hold any office, civil or military, under the United States, or under any State, who, having previously taken an oath, as a member of Congress, or as an officer of the United States, or as a member of any State legislature, or as an executive or judicial officer of any State, to support the Constitution of the United States, shall have engaged in insurrection or rebellion against the same, or given aid or comfort to the enemies thereof. But Congress may, by a vote of two-thirds of each House, remove such disability.

Section 4. The validity of the public debt of the United States, authorized by law, including debts incurred for payment of pensions and bounties for services in suppressing insurrection or rebellion, shall not be questioned. But neither the United States nor any State shall assume or pay any debt or obligation incurred in aid of insurrection or rebellion against the United States, or any claim for the loss or emancipation of any slave; but all such debts, obligations, and claims shall be held illegal and void.

Section 5. The Congress shall have power to enforce, by appropriate legislation, the provisions of this article.

15th Amendment - Race no bar to vote

Ratified February 3, 1870

Section 1. The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of race, color, or previous condition of servitude.

Section 2. The Congress shall have power to enforce this article by appropriate legislation.

16th Amendment - Income taxes authorized

Ratified February 3, 1913

The Congress shall have power to lay and collect taxes on incomes, from whatever source derived, without apportionment among the several States and without regard to any census or enumeration.

17th Amendment - Senators elected by popular vote

Ratified April 8, 1913

The Senate of the United States shall be composed of two Senators from each State, elected by the people thereof, for six years; and each Senator shall have one vote. The electors in each State shall have the qualifications requisite for electors of the most numerous branch of the State legislatures. When vacancies happen in the representation of any State in the Senate, the executive authority of such State shall issue writs of election to fill such vacancies: Provided, That the legislature of any State may empower the executive thereof to make temporary appointment until the people fill the vacancies by election as the legislature may direct. This amendment shall not be so construed as to affect the election or term of any Senator chosen before it becomes valid as part of the Constitution.

18th Amendment - Liquor abolished

Ratified January 16, 1919, Repealed by Amendment XXI, December 5, 1933

Section 1. After one year from the ratification of this article the manufacture, sale or transportation of intoxicating liquors within, the importation thereof into, or the exportation thereof from the United States and all territory subject to the jurisdiction thereof for beverage purposes is hereby prohibited.

Section 2. The Congress and the several States shall have concurrent power to enforce this article by appropriate legislation.

Section 3. This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by the legislatures of the several States, as provided in the Constitution, within seven years of the date of the submission hereof to the States by Congress.

19th Amendment - Women's suffrage

Ratified August 18, 1920

The right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex. Congress shall have power to enforce this article by appropriate legislation.

20th Amendment - Presidential, Congressional terms

Ratified February 23, 1933

Section 1. The terms of the President and Vice President shall end at noon on the 20th day of January, and the terms of Senators and Representatives at noon on the 3d day of January, of the years in which such terms would have ended if this article had not been ratified; and the terms of their successors shall then begin.

Section 2. The Congress shall assemble at least once in every years, and such meeting shall begin at noon on the 3d day of January, unless they shall by law appoint a different day.

Section 3. If, at the time fixed for the beginning of the term of the President, the President-elect shall have died, the Vice President-elect shall become President. If a President shall not have been chosen before the time fixed for the beginning of his term, or if the President-elect shall have failed to qualify, then the Vice President-elect shall act as President until a President shall have qualified; and the Congress may by law provide for the case wherein neither a President-elect nor a Vice President-elect shall have qualified, declaring who shall then act as President, or the manner in which one who is to act shall be selected, and such person shall act accordingly until a President or Vice President shall have qualified.

Section 4. The Congress may by law provide for the case of the death of any of the persons from whom the House of Representatives may

choose a President whenever the right of choice shall have devolved upon them, and for the case of the death of any of the persons from whom the Senate may choose a Vice President whenever the right of choice shall have devolved upon them.

Section 5. Sections 1 and 2 shall take effect on the 15th day of October following the ratification of this article.

Section 6. This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by three-fourths of the several States within seven years from the date of its submission.

21st Amendment - Amendment XVIII repealed

Ratified December 5, 1933

Section 1. The eighteenth article of amendment to the Constitution of the United States is hereby repealed.

Section 2. The transportation or importation into any State, Territory, or possession of the United States for delivery or use therein of intoxicating liquors, in violation of the laws thereof, is hereby prohibited.

Section 3. This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by conventions in the several States, as provided in the Constitution, within seven years from the date of the submission hereof to the States by the Congress.

22nd Amendment - Presidential terms limits

Ratified February 27, 1951

Section 1. No person shall be elected to the office of the President more than twice, and no person who has held the office of President, or acted as President, for more than two years of a term to which some other person was elected President shall be elected to the office of the President more than once. But this Article shall not apply to any person holding the office of President when this Article was proposed by the Congress, and shall not prevent any person who may be holding the office of President, or acting as President, during the term within which this Article becomes operative from holding the office of President or acting as President during the remainder of such term.

Section 2. This article shall be inoperative unless it shall have been ratified as an amendment to the Constitution by the legislatures of three-fourths of the several states within seven years from the date of its submission to the States by the Congress.

23rd Amendment - Presidential vote for District of Columbia

Ratified March 29, 1961

Section 1. The District constituting the seat of Government of the United States shall appoint in such manner as the Congress may direct: A number of electors of President and Vice President equal to the whole number of Senators and Representative in Congress to which the District would be entitled if it were a State, but in no event more than the least populous State; they shall be considered, for the purposes of the election of President and Vice President, to be electors appointed by a State; and they shall meet in the District and perform such duties as provided by the twelfth article of amendment.

Section 2. The Congress shall have power to enforce this article by appropriate legislation.

24th Amendment - Poll tax barred

Ratified January 23, 1964

Section 1. The right of citizens of the United

States to vote in any primary or other election for President or Vice President, for electors for President or Vice President, or for Senator or Representative in Congress, shall not be denied or abridged by the United States or any State by reason of failure to pay any poll tax or other tax.

Section 2. The Congress shall have power to enforce this article by appropriate legislation.

25th Amendment - Presidential disability and succession

Ratified February 10, 1967

Section 1. In case of the removal of the President from office or of his death or resignation, the Vice President shall become President.

Section 2. Whenever there is a vacancy in the office of the Vice President, the President shall nominate a Vice President who shall take office upon confirmation by a majority vote of both Houses of Congress.

Section 3. Whenever the President transmits to the President pro tempore of the Senate and the Speakers of the House of Representatives his written declaration that he is unable to discharge the powers and duties of his office, and until he transmits to them a written declaration to the contrary, such powers and duties shall be discharged by the Vice President as Acting President.

Section 4. Whenever the Vice President and a majority of either the principal officers of the executive departments or of such other body as Congress may by law provide, transmit to the President pro tempore of the Senate and the Speaker of the House of Representatives their written declaration that the President is unable to discharge the powers and duties of his office, the Vice President shall immediately assume the powers and duties of the office as Acting President. Thereafter, when the President transmits to the President pro tempore of the Senate and the Speaker of the House of Representatives his written declaration that no inability exists, he shall resume the powers and duties of his office unless the Vice President and a majority of either the principal officers of the executive department or of such other body as Congress may by law provide, transmit within four days to the President pro tempore of the Senate and the Speaker of the House of Representatives their written declaration that the President is unable to discharge the powers and duties of his office. Thereupon Congress shall decide the issue, assembling within forty-eight hours for that purpose if not in session. If the Congress, within twenty-one days after Congress is required to assemble, determines by two-thirds vote of both Houses that the President is unable to discharge the powers and duties of his office, the Vice President shall continue to discharge the same as Acting President; otherwise, the President shall resume the powers and duties of his office.

26th Amendment - Voting age set to 18 years

Ratified July 1, 1971

Section 1. The right of citizens of the United States, who are eighteen years of age or older, to vote shall not be denied or abridged by the United States or by any State on account of age.

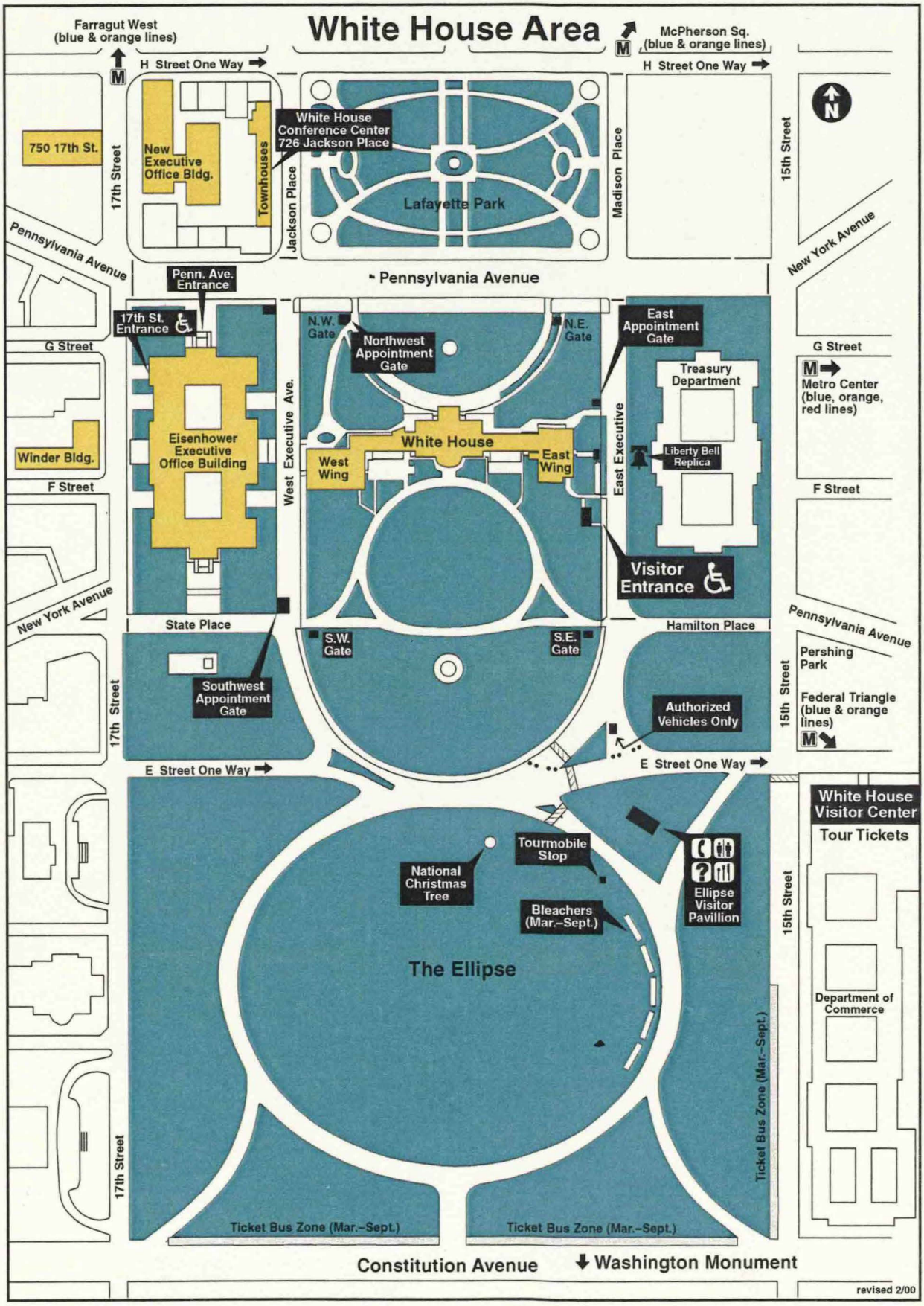
Section 2. The Congress shall have the power to enforce this article by appropriate legislation.

27th Amendment - Congressional pay increases

Ratified May 7, 1992

No law, varying the compensation for the services of the Senators and Representatives, shall take effect, until an election of Reprsentatives shall have intervened.

Miscellaneous


White House Area
Farragut West (blue & orange lines)
McPherson Sq. (blue & orange lines)
H Street One Way
H Street One Way
750 17th St.
17th Street
New Executive Office Bldg.
Townhouses
White House Conference Center 726 Jackson Place
Jackson Place
Lafayette Park
Madison Place
15th Street
Pennsylvania Avenue
Penn. Ave. Entrance
Pennsylvania Avenue
New York Avenue
17th St. Entrance
G Street
N.W. Gate
Northwest Appointment Gate
N.E. Gate
East Appointment Gate
Treasury Department
G Street
Metro Center (blue, orange, red lines)
Eisenhower Executive Office Building
West Executive Ave.
White House
West Wing
East Wing
East Executive
Liberty Bell Replica
Winder Bldg.
F Street
F Street
Visitor Entrance
New York Avenue
State Place
Hamilton Place
Pennsylvania Avenue
S.W. Gate
S.E. Gate
Pershing Park
Federal Triangle (blue & orange lines)
17th Street
Southwest Appointment Gate
Authorized Vehicles Only
15th Street
E Street One Way
E Street One Way
White House Visitor Center
Tour Tickets
Tourmobile Stop
National Christmas Tree
Ellipse Visitor Pavillion
Bleachers (Mar.–Sept.)
The Ellipse
15th Street
Department of Commerce
17th Street
Ticket Bus Zone (Mar.–Sept.)
Ticket Bus Zone (Mar.–Sept.)
Ticket Bus Zone (Mar.–Sept.)
Constitution Avenue
Washington Monument
revised 2/00