

FOIA MARKER

**This is not a textual record. This is used as an
administrative marker by the William J. Clinton
Presidential Library Staff.**

Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: Public Liaison

Series/Staff Member: Alexis Herman/Ruby Moy

Subseries:

OA/ID Number: 5073

FolderID:

Folder Title:

Memorandums to David Watkins

Stack:

S

Row:

29

Section:

5

Shelf:

11

Position:

1

TO: All Staff

FR: David Watkins

RE: General information

DA: January 22, 1993

*file
procedure*

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Following is some general information:

- **ACCESS** - Effective immediately, all staff members who receive a brown pass at the gate will be able to make appointments for visitors or staff to enter the WH, the OEOB and the NEOB. Staff who receive a green pass can make appointments into the OEOB and the NEOB. Appointments are arranged by contacting the Waves Center at x6742 and stating your name, the full name of the person who is visiting and their date of birth.
- **KEYS** - Keys to West Wing offices and secured rooms in the OEOB (offices with alarms) can be picked up in Room 23 (x4295).
- **PARKING** - Commissioned officers (Assistants, Deputies and Special Assistants to the President) have been assigned parking on West Executive Avenue. Permits can be picked up in my office on the ground floor of the West Wing. Unassigned parking on the Ellipse is available on a **limited** basis. Available permits will be given on a percentage basis to department heads by Monday, January 25. The department head is responsible for deciding who receives parking privileges. Although we would like to accommodate everyone's needs, **parking is limited**.
- **REQUESTS** - All requests for furniture, computers, pagers, phones, beepers, etc. should be submitted **in writing** to the Office of Management & Administration located in the ground floor of the West Wing of the White House.
- **EXECUTIVE MESS** - The President, Assistants to the President and Cabinet members may eat in the Executive Mess which is open Monday through Saturday, except holidays. Lunch is served in two settings; one at 12:00p.m. and one at 1:15p.m.
- **WHITE HOUSE STAFF MESS** - Only Commissioned Officers may eat in the White House Staff mess. However, **all West Wing staff** may order carry out food by calling x4192. **Food may not be brought through the residence**. Reservations or accounts for either mess can be arranged by calling x6377 (xMESS).
- **OEOB MESS** - The mess on the ground floor of the OEOB is open to all staff. It closes at approximately 2:00 p.m.
- **HELP LINE** - The help line (x1100) is still open to answer any of your questions.

If you have any questions or need additional information feel free to contact the office of Management & Administration at x2681 or x7052.

THE WHITE HOUSE
WASHINGTON

February 18, 1993

MEMORANDUM FOR DAVID WATKINS
 JANET GREEN

FROM: Alexis Herman 

RE: Furniture

This is to request a book hutch or organizer for my Executive Assistant located in the West Wing/2nd Floor. The type of furniture that would be appropriate is similar to the desk with overhead bookshelves mounted to the top of the desks. A similar desk is located in Bob Rubin's office. This would be more practical and more organized for our purposes.

Should you have any questions, please feel free to contact Ruby Moy on x7620.

Thanks very much.

Handwritten note:
C. Tolson
2/18/93

MEMORANDUM

TO: David Watkins
FR: Alexis Herman
DT: January 27, 1993
RE: Software

*file OPL
summary*

The Office of Public Liaison (OPL) would like to request some additional software for our computer systems.

In order to meet our needs, this office will need database software. The database will drive the mission of this office -- without it, we will be unable to track interest groups, constituents and the contacts that we have made with these groups. Currently OPL can only access WordPerfect 5.0. Databases such as FoxPro or DBase is what will be needed.

Additionally, is it possible that our WordPerfect 5.0 be updated to 5.1? It is my understanding that the incremental features found in this version are enough to get 5.1.

The OPL office will be needing this as soon as is possible.

Thank you for your help. Do not hesitate to call if you have any questions.

January 31, 1993

MEMORANDUM FOR DAVID WATKINS

From: Alexis Herman
Subject: Software

The Office of Public Liaison (OPL) would like to request some additional software for our computer systems.

In order to meet our needs, this office will need database software. The database will drive the mission of this office -- without it, we will be unable to track interest groups, constituents and the contact that we have made with these groups. Currently, OPL can only access WordPerfect 5.0. Databases such as Foxpro or dBase is what will be needed

Additionally, is it possible that our WordPerfect 5.9 be updated to 5.1??? It is my understanding that the incremental features found in this version are enough to get 5.1???

The OPL office will be needing this as soon as possible.

Thank you for your help. Do not hesitate to call if you have any questions.

THE WHITE HOUSE

WASHINGTON

February 18, 1993

MEMORANDUM FOR DAVID WATKINS
 JANET GREEN

FROM: Alexis ~~Herman~~

RE: Request New Phone Numbers

I would like to express to you how very urgent it is for my office in the West Wing/2nd Floor to have new phone numbers never before assigned.

This morning is very similar to other mornings. Each day there are several dozen phone calls to the numbers on my directory (x7620, 7621, 7622, 7623).

People are calling these numbers because the main number x7620 is listed in the Federal Directory, The Yellow Book, over the radio stations, etc. Many of the callers are asking for other White House staffers' extensions or numbers to Cabinet members. They also ask for pictures of the President, copies of his speeches and/or press releases, how to reach other people in other agencies, complaint calls in general, etc.

I have only one staffer in the West Wing and it has become very time-consuming to have her field all these different types of phone calls.

Please, may I ask that you expeditiously change these numbers as soon as possible.

Thanks very much.

cc Stone 17
2/19/93