

FOIA MARKER

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OA/ID Number: 2257
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Folder Title:
Administrative: Computer Forms

Stack:	Row:	Section:	Shelf:	Position:
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EXECUTIVE OFFICE OF THE PRESIDENT DATA CENTER COMPUTER SERVICE REQUEST

REQUEST NO: _____

REQUEST SUBMITTED BY: _____ DATE: _____

OFFICE/ACCOUNT: _____ ROOM: _____ PHONE: _____

WORK TO BE PERFORMED FOR: _____

OFFICE/ACCOUNT: _____ ROOM: _____ PHONE: _____

DESCRIPTION OF SERVICE

- | | | | | |
|-----------------------------------|------------------------------------|--------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> INSTALL | <input type="checkbox"/> REMOVE | <input type="checkbox"/> MOVE | <input type="checkbox"/> EXCHANGE | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> DATALINE | <input type="checkbox"/> TELEPHONE | <input type="checkbox"/> CABLE | <input type="checkbox"/> EQUIPMENT | <input type="checkbox"/> OTHER _____ |

REQUIREMENTS: _____

APPLICATION NAME: _____ DATE REQUIRED: _____

PLEASE CIRCLE AND LIST THE APPROPRIATE SYSTEM(S)

IBM SYSTEM: _____ VAX: _____ LAN SERVER: _____ OTHER: _____

AUTHORIZED/APPROVED BY:

MGR INFO SYSTEM: _____ DATE: _____

IRMD FAC MANAGER: _____ DATE: _____

PCR MANAGER: _____ DATE: _____

PCRG CONT. MANAGER: _____ DATE: _____

FOR IRMD USE ONLY

COMMENTS _____

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COMMENTS: _____

ANDREA S. RUTLEDGE

Kurt,

1/18/94.

The policy is the
same for all OBEs --

Detailers

Agency Reps

WH Fellows

Presidential Management

Interns

Assignees

IPAs

and other policy
fellows.

ASR

Hiring Detailees

Before arrangements to have a detailee work in a White House Office can be made, a Personnel From Other Agencies Form must be completed by the Assistant to the President for the respective department and approved by the Office of Management and Administration.

Every effort should be made to submit the Personnel From Other Agencies Form at least two weeks before the prospective employee's anticipated start date.

After action by the Office of Management and Administration, a signed copy of the form will be returned to your office.

After approval by the Office of Management and Administration, the Administrative Contact must complete the following three steps:

1. White House Supplemental Information Form (first three sections) - the prospective employee should complete this information;
2. White House Supplemental Information Form ("Access/Pass" section) - the Administrative Contact should complete this section and have it signed by the Assistant to the President for the respective department;
3. Return the completed Supplemental Information Form immediately to the Office of Management and Administration.

Finally, the prospective detailee should be reminded that under no circumstances will they be put on the payroll prior to being drug tested.

Any questions about the process to follow when seeking to employ a detailee should be directed to White House Personnel (x. 2260) or to the White House Office of Management and Administration (x. 7052).

Checklist for Hiring Detailees

(for intra-office use when seeking to hire detailees)

Name of Prospective Employee

Position to be Filled

Anticipated Start Date

When considering hiring a detailee:

- Complete Personnel From Other Agencies Form
- Have Assistant to the President for the department sign Personnel From Other Agencies Form
- Submit Personnel From Other Agencies Form to White House Office of Management and Administration
- Preliminary approval received from White House Office of Management and Administration

After preliminary approval from the White House Office of Management and Administration:

- Have prospective employee complete the first three sections of the Blue Form
- Fill in "Access/Pass" section of the Blue Form
- Have "Access/Pass" section of the Blue Form signed by the Assistant to the President for the department
- Submit the Blue Form immediately to the White House Office of Management and Administration
- Remind the prospective detailee that under no circumstances will they be put on the payroll prior to being drug tested.

No personnel action can be initiated until the Office of Management and Administration gives preliminary approval or disapproval of the requested action.

THE WHITE HOUSE

WASHINGTON

November 8, 1993

MEMORANDUM FOR ALL EOP AND WHITE HOUSE ADMIN CONTACTS
(EXCLUDING OMB AND USTR)

FROM:

ALICE HONEA *A. Honea*
OFFICE OF MANAGEMENT AND
ADMINISTRATION

SUBJECT:

Personnel Procedures

The purpose of this memorandum is to remind you of the policies of our office on personnel actions. First, all personnel actions (including both appointments and salary adjustments) must be approved through the Office of Management and Administration prior to their effective date. All appropriate forms, as detailed in the White House Personnel Manual (available from me at extension 6693), must be completed by your office and approved by this office prior to any action taking effect.

Second, effective dates for all personnel actions are determined in accordance with Office of Management and Administration policy outlined in the White House Personnel Manual. Under this policy, an individual's effective date for joining the staff will be no earlier than the date that the paperwork is approved by the Office of Management and Administration.

For salary adjustments and other changes, the effective date will be the first day of the pay period following the date that the requested action is approved by the Office of Management and Administration.

The department head and administrative contact are responsible for ensuring that before anyone actually begins work and before any salary adjustments are promised, the necessary actions are approved and effective dates set with the Office of Management and Administration. All departments and agencies should understand that no exceptions will be allowed absent extremely compelling and unique circumstances. To be safe, we recommend submitting all the necessary forms at least two weeks prior to the desired effective date.

Your cooperation is appreciated.

THE WHITE HOUSE

WASHINGTON

December 9, 1993

MEMORANDUM FOR ALL EOP AND WHITE HOUSE ADMINISTRATIVE
CONTACTS (EXCLUDING OMB AND USTR)

FROM: DAVID WATKINS 
ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

SUBJECT: Personnel Procedures for Other Government Employees

This memorandum will serve to remind you of the policies and procedures established by our office for requests for Other Government Employees (OGEs). The OGE category includes: Historically Provided Services, Assignees, Presidential Management Interns, White House Fellows, Detailees, Agency Representatives, and Student Volunteers.

All requests for OGEs must be approved through the Office of Management and Administration prior to their effective date. Either an OA-8 or "White House Office Personnel from Other Agencies" form must be completed by your office and approved by this office prior to any action taking effect.

Effective dates for all OGEs are to be determined in accordance with Office of Management Administration policy as outlined in the White House Personnel Manual. Under this policy, the effective date will be no earlier than the date the paperwork is approved by the Office of Management and Administration. Finally, prior to reporting for duty, all OGEs must be drug tested, regardless of their testing-designated status at their parent agencies.

For any OGE arrangement defined as a reimbursable detail, every effort should be made to establish an interagency agreement (IAG) outlining the terms of reimbursement to the parent agency. The Office of Administration, Financial Management Division is available to assist you with the development of these agreements. While it is incumbent upon the lending agency to initiate the IAG, it will be to your advantage to conclude this document as early as possible. IAGs should be concluded for all OGEs defined as reimbursable details regardless of whether reimbursement is made to the parent agency.

Department heads and administrative contacts are responsible for ensuring that before an OGE reports for duty on the White House Complex, the necessary action is approved and an effective date set with the Office of Management and Administration. No exceptions will be allowed absent extremely compelling and unique circumstances. We recommend submitting all the necessary forms at least two weeks prior to the desired effective date.

Your cooperation is appreciated.