

*File
internal
memos*

THE WHITE HOUSE

WASHINGTON

September 16, 1994

MEMORANDUM FOR MEMBERS OF THE CABINET
SENIOR WHITE HOUSE STAFF
EOP AGENCY HEADS

FROM: LEON PANETTA
WHITE HOUSE CHIEF OF STAFF



SUBJECT: White House Mission Requests

Commercial airline accommodations generally shall be used as the most economical means to conduct official travel. In appropriate cases, military aircraft may be used for official White House support missions. Situations in which commercial flight accommodations are not available or those in which commercial travel is inappropriate for the mission, fall into this category.

Use of DoD Aircraft

White House directed use of Department of Defense (DoD)¹ aircraft on a non-reimbursable basis is limited to the following types of missions:

1. White House Support Missions
 - a. Direct support of the President, Vice President and First Family;
 - b. Immediate White House activities; and,
 - c. Presidential Missions - missions which, due to special interest on the part of the President, are performed at his specific direction².
2. Official Support Missions for:
 - a. Secretary of State;
 - b. Attorney General;
 - c. Director of the Federal Bureau of Investigation;
 - d. Director of Central Intelligence.

¹Unless specifically stated, this memorandum and attachment does not apply to the Department of Defense. This policy memorandum establishes controls for the use by other agencies of aircraft owned, controlled, and operated by the DoD.

²Requests based solely on "the general furtherance of on-going Presidential initiatives" do not automatically qualify as "Presidentially directed missions." The fact that the President concurs with a prospective trip by a Cabinet member or his/her representative -- as distinct from directing the trip to be made -- does not make it a White House mission (for which reimbursement is not required). Requests that are not specifically covered by criteria set forth in this memorandum require the President's specific direction to receive Presidential Mission designation.

Pursuant to applicable statutes and policies, one of the following criteria -- in addition to the unavailability of the requesting agency's assets for the mission -- must be met in order for the White House to direct the use of military aircraft on a non-reimbursable basis for these officials. Travel must be:

- a. defense-related;
- b. in direct support of the President,³ the Vice President or First Family;
- c. specifically directed by the President; or,
- d. required to meet national security concerns (e.g., a threat exists, 24-hour secure communications required).⁴

Presidential, Vice-Presidential, and Heads of State airlift missions, in addition to use for classified military exercises, receive first priority for the use of DoD aircraft, including HMX-1 helicopters.⁵ When HMX-1 assets are not committed to these priority missions, their use is determined pursuant to applicable DoD statutes and policies without White House involvement.

For all other travel by Cabinet and government officials, the Economy Act, 31 U.S.C. § 1535, authorizes DoD to provide transportation to another government agency provided all of the following conditions are met:

- a. travel is in the national interest;
- b. there is **full reimbursement** to DoD;
- c. use of resources does not detract from the national defense; and,
- d. transportation cannot be provided as conveniently or cost effectively by a commercial enterprise.

³Official international travel by the Secretary of State always is considered to be in direct support of the President.

⁴Additionally, unofficial travel on military aircraft in accordance with the President's February 10, 1993 Memorandum is permitted if a threat exists or 24-hour secure communications are required, provided that travellers reimburse for fixed wing aircraft at full commercial economy class rate and for helicopter aircraft on a prorated fare based on the hourly operating cost and total passengers.

⁵Military helicopter support may be used when the press pool requires simultaneous movement with the President and no other means of transportation is available. Press organizations are billed their pro rata fare based on the helicopter hourly operating cost and total passengers.

Review of Requests

The Chief of Staff,⁶ or his designee, will evaluate all Executive Office of the President (EOP) and other agency requests for White House directed use of military aircraft. Requests that meet the criteria will be granted White House mission status. All other requests shall be referred to the Office of the Executive Secretariat of the Secretary of Defense for consideration in accordance with appropriate statutes, regulations and policies.

The Chief of Staff, or his designee, will notify the Director of the White House Military Office (WHMO) once a mission is approved; the Director then will direct DoD to carry out the mission. DoD will schedule and operate White House missions only when directed to do so by the WHMO, Airlift Operations Office.

The Airlift Operations Office is the White House point of contact for all aircraft planning information, in-flight service and airfare reimbursements. Airlift Operations can be reached at (202) 395-2006 or by fax at (202) 638-1578. After business hours, an Airlift Operations representative may be reached through the White House Signal Switchboard at (202) 757-5000.

Attached are procedures to ensure that the appropriate approvals are obtained and that DoD resources are efficiently used. This memorandum supersedes memoranda entitled "White House Mission Requests," July 30, 1993; "Supplemental Guidance Re: White House Mission Requests," August 11, 1993; and White House Chief of Staff Memorandum, "White House Mission Requests," May 31, 1994.

REFERENCES: Executive Memorandum, "Restricted Use of Government Aircraft," February 10, 1993; Counsel to the President Memorandum, "Use of Government Aircraft for Official Business," July 30, 1993.

⁶In instances where the Chief of Staff seeks to use military aircraft, approval by the White House Counsel or Deputy Counsel is required.

WHITE HOUSE MISSION REQUEST PROCEDURES

I. REQUESTS FROM CABINET OFFICERS, WHITE HOUSE STAFF, SENIOR ADMINISTRATION OFFICERS, AND CONGRESSIONAL REQUESTS

All requests for White House missions by the above mentioned officials require the approval of the Chief of Staff, or his designee. Requests for White House directed travel by Cabinet Secretaries (except the Secretary of State and the Attorney General) or senior Cabinet members travelling on behalf of a Secretary, shall be forwarded in writing to the Deputy Assistant to the President for Cabinet Affairs (Cabinet Secretary). The Cabinet Secretary will forward those requests that meet the criteria for White House mission status to the Deputy Assistant to the President for Management and Administration.

White House Staff, Senior Administration Officers, and Congressional requests shall be forwarded in writing directly to the Deputy Assistant to the President for Management and Administration.

The Deputy Assistant to the President for Management and Administration then will forward all requests that meet the criteria for White House mission status to the Chief of Staff, or his designee.

After coordinating with the White House Counsel (or his designee), the Chief of Staff (or his designee) will notify the requesting party or agency of his decision as to whether the proposed travel meets the criteria for a White House mission for which DoD resources may be used.

II. DEPARTMENT OF STATE REQUESTS (Including Delegations and Foreign Dignitaries)

The Secretary of State is authorized to use government aircraft on a non-reimbursable basis for overseas official travel and domestic travel related specifically to an international diplomatic mission. All proposed missions that State Department officials determine warrant consideration for Presidential Mission status, including travel by the Secretary of State, shall be forwarded in writing to the Assistant to the President for National Security Affairs. The National Security Advisor will forward these requests with a recommendation to the Deputy Assistant to the President for Management and Administration who, in turn, will forward the requests (with recommendation) to the Chief of Staff or his designee. The Chief of Staff, or his designee, will notify WHMO and NSC of the decision.

Requests based solely on "the general furtherance of on-going Presidential initiatives" do not automatically qualify as Presidential Missions. Requests not specifically covered by criteria set forth in this memorandum require the President's specific direction to receive Presidential Mission designation.

All other Department of State requests are to be directed to the Office of the Executive Secretariat at DoD, **without White House involvement**.

III. REQUESTS FROM THE ATTORNEY GENERAL, THE DIRECTOR OF THE FBI, AND THE DIRECTOR OF THE CIA

Requests for White House directed travel on DoD aircraft by the Attorney General, the Director of the FBI, or the Director of the CIA shall be forwarded in writing to the Deputy Assistant to the President for Management and Administration. The Deputy Assistant to the President for Management and Administration will forward requests that meet the criteria for White House mission status to the Chief of Staff or his designee. After coordinating with the White House Counsel (or his designee), the Chief of Staff (or his designee) will notify the requesting official of his decision as to whether the proposed travel meets the criteria for which DoD resources may be used.

IV. GENERAL INFORMATION

Every effort should be made to submit requests as early as possible and when feasible, not later than 72 hours before the proposed travel. Requests should contain the following information:

- a. purpose of the trip;
- b. travel dates;
- c. type of aircraft requested;
- d. number of passengers and name of primary (principal) passenger;
- e. a proposed flight itinerary; and,
- f. statement outlining reasons that agency assets or commercial aircraft accommodations are not reasonably available or appropriate for the mission.

A copy of the request must be forwarded to the Director of the White House Airlift Operations Office to ensure aircraft availability and permit ample time for mission planning.

V. REIMBURSEMENT RATES

Travel on government aircraft, except White House missions, must be reimbursed at "Government Non-DoD" rates as follows:

<u>AIRCRAFT TYPE</u>	<u># OF PASSENGERS</u>	<u>RATE/HOUR</u>
C-137 B/C (Boeing 707)	50 - 63	\$ 11,916
C-9 (DC-9)	42	5,151
C-20 (Gulfstream III)	12*	3,725

* 10 passengers for overseas missions

Notes:

- The above numbers are for general planning only. The number of seats available for a mission is restricted by distance and airport.
- Should a mission require the use of another (unlisted) aircraft, that aircraft's hourly operating cost will be used to determine the appropriate reimbursement.
- Agencies are charged a minimum of two flight-hours per day for each full day an aircraft is deployed on the agency's mission.
- In-flight meal and beverage service is not included in the hourly rate of the aircraft. These charges must be paid by each passenger. Passengers will be billed following each trip whether or not meals are actually consumed.
- Government non-DoD use rates are subject to and will change in subsequent fiscal years.

*Administration
memo*

THE WHITE HOUSE
WASHINGTON

April 22, 1994

MEMORANDUM FOR ALL WHITE HOUSE STAFF

OFFICE OF THE VICE PRESIDENT STAFF
OFFICE OF POLICY DEVELOPMENT STAFF

FROM:

DAVID WATKINS *D. Watkins*
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT:

Policies and Procedures for Use of the White House
Tennis and Basketball Courts

With the onset of Spring and nice weather approaching, we would like to outline the following procedures for using the White House tennis and basketball courts.

TENNIS COURT

- Tennis court times are Monday through Friday from 5:00 p.m. until dark and Saturday and Sunday from 10:00 a.m. until 1:00 p.m.
- Senior White House Staff may request a court time through the Office of Management and Administration Monday through Friday at 456-2861 or fax to 456-1655.
- A lottery will be held each Wednesday for White House Office (WHO), Office of the Vice President (OVP) and Office of Policy Development (OPD) staff to randomly select names for the following Saturday and Sunday. Please submit an index card with your name, title and phone extension to OEOP 145 by Wednesday at 12:00 p.m.
- Please provide the date and time you wish to play on the request or index card. We suggest that you provide alternate times in case your preference has been previously reserved.
- Reservations will be confirmed by telephone and you will be notified at least four hours in advance if it is necessary to reschedule.

BASKETBALL COURT

- WHO, OVP and OPD staff may reserve the half-court basketball court Monday through Friday from 5:00 p.m. until dark and Saturday and Sunday from 8:00 a.m. until 1:00 p.m. Please call the Office of Management and Administration at 456-2861 to reserve a time.

The tennis and basketball courts may not be used when there are events on the South Lawn or during Presidential arrivals and departures.

All staff and guests using the tennis or basketball courts must enter through the Southwest Gate. When all members of the group have arrived, the Officer at the Southwest gate will provide access to the courts. **All guests must be accompanied by a blue passholder.**

If you have any questions about the tennis and basketball court policies, please contact the Office of Management and Administration at 456-2861.

THE WHITE HOUSE

WASHINGTON

April 22, 1994

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MEMORANDUM

*file
admin*

TO: Roy Neel
Bernie Nussbaum
Maggie Williams

FROM: Skila Harris *SK*

SUBJECT: Staff Counseling

DATE: July 22, 1993

Mrs. Gore thought it might be useful for you to have information on organizations available to provide counseling to members of the White House staff and others within the Administration who were close to Vince Foster.

The St. Francis Center is a non-profit organization specializing in loss, grief, death, dying and adjustment counseling for individuals and groups. The Center's counselors have worked with office staff members after the loss of a colleague.

Paul Tschudi, Director of the St. Francis Center, has offered group or individual counseling at the Center or here in the Old Executive Office Building. The Center's telephone number is 202-363-8500. Information on the Center is attached.

In addition, Lanny Berman, a psychologist who has done extensive work related to suicide and counseling also is available to assist. He is associated with the National Center for the Study and Prevention of Suicides at the Washington School of Psychiatry. A copy of a brochure is attached.

If you have specific questions about offering such counseling services, Dr. Bernie Aarons is available to discuss these with you. He can be reached by calling Mrs. Gore's office, 456-6640.

cc: Tipper Gore
Jack Quinn

St. Francis Center

nondenominational

Grief and Loss Support Groups Spring 1993 Series

Grief and Loss Support Groups

The loss of a family member, friend, or other important person can often lead to feelings of isolation - to the sense that we are entirely alone with our pain. When we are grieving, we may have trouble talking about our losses, and sometimes feel that no one can understand what we are going through.

Grief and loss support groups are a way to face some of those feelings in a supportive and caring environment, with people who have had similar experiences. St. Francis Center facilitators are specially trained and experienced in grief and loss. They help provide guidance and information, while group members share experiences and insights. While no group or program can "cure" grief, joining a support group can be a way to find friendly and understanding companionship through the journey.

About the St. Francis Center

Since 1975, the St. Francis Center (*nondenominational*) has served as a unique resource for people living with loss, illness, and grief. The Center counsels and supports adults, children and families; trains professional and volunteer caregivers, clergy and mental health workers; offers guidance to schools, religious institutions and workplaces; and helps the community respond compassionately to those affected by loss.

Support groups and all other St. Francis Center programs are guided by a philosophy of respect for individuals and their experiences, awareness and acknowledgement of the pain of loss, and loyalty to people in times of illness and death.

For more information on support groups or other St. Francis Center programs, call (202) 363-8500.

St. Francis Center

Staff

Leah F. Cohen, MBPA, *Executive Director*

Anna M. Bartolomeo, *Director of Development and Communications*

Judy Gregory Bowes, LCSW, *Director of Volunteer Services*

Sharon Bauer Lerner, MS, MFCC, *Director of Training and Education*

Carole F. Riley, *Administrative Assistant*

Gayle Crandell Sherman, MA, *HIV/AIDS Training Coordinator*

Nancy Silverman, *Office Manager*

Dottie Ward-Wimmer, MA, RN, *Children's Coordinator*

Counselors

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Judy Gregory Bowes, LCSW

Susan W. Eig, MA

Elizabeth T. Haase, PhD

Cay Hartley, LCSW

Sharon Bauer Lerner, MS, MFCC

Barbara Rubin, LCSW

Melinda C. Salaman, LCSW

Gayle Crandell Sherman, MA

Paul P. Tachudi, MA

Dottie Ward-Wimmer, MA, RN

Robert Washington, PhD

Consultants

Peter Blues, MD, *Psychiatric Consultant*

Richard Rapp, *Funeral Consultant*

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William A. Wendt, STD, *Founder*

St. Francis Center



The St. Francis Center
is a source of
guidance, information, and support
for people living with
life-threatening illness and
bereavement.

St. Francis Center
5135 MacArthur Blvd., N.W.
Washington, D.C. 20016
(202) 363-8500

Counseling

Training

"When my mother died, everybody tried to cheer me up."

A young woman came to the Center wanting to resolve the issues surrounding her mother's life and death.

From the moment of diagnosis, after a sudden death, or in the long season of bereavement, the St. Francis Center offers professional counseling to individuals and families on a sliding fee scale.

Counseling people who are confronting life-threatening illness and people who are bereaved is a sensitive and specialized process. St. Francis Center counselors, with extensive experience, are aware of the needs of people who are seriously ill and of the fears of their friends and families. They know the manifestations of grief; they understand the intricacies of love and loss.

Individually, or in support groups, clients are encouraged to explore their own feelings at their own pace. Some sense a resolution after a few sessions; some continue to grow in continuing counseling.

To ask about individual or group counseling for people who are seriously ill or bereaved, call the Director of Counseling.

Everyone looks to parents, teachers, nurses, doctors, clergy, social workers, and service volunteers for answers.

How are they to know what to say when someone dies?

The St. Francis Center's training program helps professionals and caregivers explore issues of living and dying. When their clients and communities ask the hard questions, they are ready to talk about death, and to talk about life in a new way.

Trainings are designed by St. Francis Center staff in close consultation with the organization requesting the service. A training session can be arranged for two hours or two days. The material can be adapted to the various forums of professional education: classes, in-service trainings, staff development sessions, community workshops, grand rounds presentations, and informal discussions.

Topics available for training include:

Needs of People Living with AIDS
Children and Death
Loss and Grief in the Workplace
Stress and Burnout Among Caregivers
Death and Dying, Grief and Bereavement
Teenagers and Suicide
Funerals and Rituals

To arrange for agency training, to discuss possible curricula, or to organize a workshop, contact the Director of Training.

St. Francis Center

The St. Francis Center is a non-profit, non-sectarian organization exploring life and living in the shadow of death and dying. Professional counselors see clients experiencing serious illness and the death of people they love. Training sessions help caregivers and health professionals respond to the psycho-social aspects of life and death issues. Volunteers offer practical and personal support for people who are ill and bereaved. The St. Francis Center was founded in 1975 by Rev. William A. Wendt.

A dying mother's fear is for her young children. A Counselor enables her to talk about her pain; in counseling, her children are free to express their feelings.

High school teachers want to talk to students about a suicide attempt. Training from the Center encourages them to be honest about death.

A child was killed in an accident three years ago. A volunteer from the Friends Program helps her parents create a scrapbook in celebration of their daughter's life.

A family struggles with the death of a son from AIDS. Counseling gives them the opportunity to face their grief.

An older woman wishes to die at home with her family and have her ashes buried in the garden. The Center provides information about a living will and a box for her ashes.

An oncology ward staff is pushed to its limit caring for seriously ill people. The Center's training program helps them understand their patients' feelings about death and their own.

Friends Program

Memberships and Tributes

"It is comforting to have someone who you can really talk to, who doesn't make any judgments."

A young man with a degenerative nerve disease describes his Friends Program volunteer this way:

A group of forty men and women — building managers, homemakers, typesetters — are the professionally-guided volunteers of the St. Francis Center Friends Program. They are aware of the feelings of people who are living with life-threatening illness; they understand the loneliness of loss for friends and families; they provide personal and practical support.

Volunteer Friends are carefully selected. They receive intensive training and meet frequently with the St. Francis Center's staff for support and workshops. Each Friend discovers the way to reach each client: some read together, some meet for coffee. Each pair determines the course of assistance: some telephone often, some get together weekly, others have supper once a month.

To give or receive volunteer support through the Friends Program, contact the Director of Volunteer Services.

I want to support the work of the St. Francis Center:

Name _____

Address _____

Telephone _____

My membership is in memory of:

My membership is in honor of:

Please notify:

Name _____

Address _____

Categories of Membership:

___ New ___ Renewal

___ Donor \$30

___ Contributor \$100

___ Friend \$500

___ Patron \$1000

Please make checks payable to:

St. Francis Center
5135 MacArthur Blvd., N.W.
Washington, D.C. 20016

Non-Profit Org.
U.S. POSTAGE
PAID
Permit #8567
Washington, DC

Amount \$ _____

In memory of: _____

In honor of: _____

Name: _____

Address: _____

Phone No: () _____

The National Center for the Study and Prevention of Suicide
Washington School of Psychiatry
1610 New Hampshire Avenue, NW
Washington, DC 20009

The Washington School of Psychiatry is accredited by the Accreditation Council for Continuing Medical Education (AOCME) to sponsor continuing medical education for physicians. The Washington School of Psychiatry designates all the events in this brochure for continuing education credit in Category 1 of the Physician's Recognition Award, AMA. The School is approved by the American Psychological Association to offer Category 1 continuing education for psychologists. The APA Approved Sponsor maintains responsibility for the program.

The National Center for the Study and Prevention of Suicide

and Prevention of Suicide

Alan L. Berman, PhD, Director
David Jobes, PhD, Assistant Director

The National Center was established in 1991 under the auspices of the Washington School of Psychiatry. Its focus is on understanding the suicidal character, improving clinical services for the suicidal patient, and creating programmatic initiatives to decrease the incidence and prevalence of suicidal behaviors.

The Center is directed by Alan L. Berman, PhD, past president of the American Association of Suicidology. Dr. Berman with Dr. Jobes is co-author of *Adolescent Suicide: Assessment and Intervention*, editor, *Suicide Prevention: Case Consultations*, and co-editor, *Assessment and Prediction of Suicide*.

Advisory Board

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Meryl Comer Carol Pensky
George Gallup Benjamin Read
Kathleen Golden Madeleine Will

Program Coordinator

Stephanie Akers
Telephone: 202-667-3008
Fax: 202-667-8542

The Washington School of Psychiatry Director, David E. Scheff, MD

The Washington School of Psychiatry, founded in 1936 by Harry Stack Sullivan and guided by his vision, today serves physicians and professionals from the mental health community seeking new knowledge and growth in order to meet today's complex health challenges.

The School operates a sliding-scale outpatient clinic and offers post-graduate certificate programs in individual, object relations, child and adolescent, family and group psychotherapy, in addition to the suicide training program.

Additional training and learning opportunities abound through School-sponsored conferences, courses, seminars, lectures and other special events.

The Washington School of Psychiatry is a nonprofit corporation supported by fees for service and through charitable contributions from individuals recognizing the need for quality mental health training and treatment which is responsive to the needs of our community.

TRAINING

Suicidal behavior is the most frequently encountered mental health emergency for the mental health professional. Recent surveys have found that the average psychiatrist has a 50% chance of having a patient suicide; the corresponding odds for a psychologist are almost one in four.

One increasingly frequent, untoward consequence of these patient deaths is the threat of litigation alleging malpractice on the part of the treating clinician.

The typical mental health professional is seriously undertrained to deal with the suicidal patient. Given this, it is imperative that clinicians receive extensive postgraduate training in the current practice of assessing and treating suicidal patients.

Weekend Conferences

- Basic Suicidology
- Advanced Suicidology

Clinical Suicidology - Workshops

- Assessment and Treatment of the Suicidal Patient
- Risk Management
- Adolescent Suicide
- And other special topics workshops

PREVENTION AND INTERVENTION PROGRAMS

- Preventive Education Programs for Communities and Groups
- Paraprofessional and Gatekeeper Training in Assessment and Referral/Triage Systems

- Policy and Procedures: Inpatient and Outpatient Services for the Suicidal Patient
- School Suicide Prevention Program Consultation
- Survivors Programs
- Other Special Programs Per Request

CONSULTATION AND SUPERVISION

- Individual case consultation and supervision on request
- Forensic Suicidology:
Wrongful Death Consultation
Malpractice - Case Review and Consultation
Psychological Autopsies

RESEARCH

- Research Externship in Suicidology
- Psychological Autopsy Studies
- Treatment Interventions
- Assessment Protocols
- Follow-up Studies

PROGRAMMING INITIATIVES/COMMUNITY SERVICES

- Sponsored Debates, e.g., on Rational Suicide
- Regional Networking of Suicidologists
- Regional Networking of Survivor Groups
- Task-Force Meetings: Defining Suicidal Behaviors
- Sponsored Conferences:
Religion and Suicide
HIV Sero Status and Suicidality
Risk-Taking Behavior Among Teens

WASHINGTON PSYCHOLOGICAL CENTER, P.C.
SUITE 802
4201 CONNECTICUT, N.W.
WASHINGTON, D. C. 20008
TELEPHONE 202-364 1575

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BARRY W. MCCARTHY, PH.D.
CRAIG E. MESSERSMITH, D.E.D.

SUMMARY C.V.: DR. ALAN L. BERMAN (LANNY)

Dr. Berman is a past president of the American Association of Suicidology and their 1982 Shneidman Award recipient (for Outstanding Contributions in Research in Suicidology). He currently is on the Board of Directors of the National Committee on Youth Suicide Prevention.

Dr. Berman holds a B.A. degree from the Johns Hopkins University and a Ph.D. from the Catholic University of America. From 1969 to 1991 he taught at the American University where he attained the rank of tenured full professor. In 1991 Dr. Berman changed his appointment to that of Distinguished Adjunct Professor when he was named Director of the newly established National Center for the Study and Prevention of Suicide at the Washington School of Psychiatry.

A Diplomate in Clinical Psychology (American Board of Professional Psychology) and a Fellow of the American Psychological Association, Dr. Berman maintains a full time ~~private practice of psychotherapy and psychological consultation~~ at the Washington (D.C.) Psychological Center. He has published over 70 professional articles and book chapters and serves as both consulting editor and case conference editor of the journal Suicide and Life Threatening Behavior.

Dr. Berman appears frequently on both national and local media. He has appeared on Good Morning America, Hour Magazine, and The Larry King Show and has testified on Capitol Hill three times (most recently regarding the USS Iowa explosion). He served on the HHS Federal Task Force on Youth Suicide Prevention (1985-6) and was an initiating member of the Centers for Disease Control sponsored "Working Group" on the operational criteria for the classification of suicide. He frequently is asked to serve as an expert witness in legal cases involving suicide malpractice and wrongful death and has a national reputation as a teacher and professional workshop leader on the topics of suicide and youth suicide (assessment and intervention).

Dr. Berman has edited (1) Suicide Prevention: Case Consultations (1990), N.Y.: Springer; is the senior author of (2) Adolescent Suicide: Assessment and Intervention (1991), Wash., D.C.: American Psychological Association (David Jobes, co-author); and co-edited (with Drs. Ronald Maris, John Maltzberger, and Robert Yufit) (3) Assessment and Prediction of Suicide (NY: Guilford Press). Two additional books are in long-term preparation, one on Forensic Suicidology (with Dr. Robert Litman) and a Textbook of Suicidology (with Drs. Ronald Maris and John Mann).

DRAFT

MEMORANDUM FOR THE HEALTH CARE COMMUNICATIONS GROUP

FROM: MARGARET A. WILLIAMS
CHIEF OF STAFF TO THE FIRST LADY

SUBJECT: Administrative Procedures and Operations

We are now completing our fiscal year 1994 agreement with the Department of the Treasury to provide funds for the activities of the Health Care Communications Group (HCCG). This group encompasses three specific areas of operation: policy development, communications, and correspondence. This year's funds are limited and will provide only for the basic needs of all three areas.

The Office of Policy Development (OPD) has been designated to receive the funds from the Treasury Department and to manage their use. Andrea S. Rutledge is the principle administrator for OPD and is the only person authorized to commit these funds on our behalf. OPD is a separate Executive Office of the President (EOP) agency and as a part of OPD, the health care group is required to operate under guidelines for the acquisition of goods and services, including printing and graphics, and staff travel that differ from those that apply to the White House Office. Generally, speaking this means several things:

- (1) no member of the group may make commitments to vendors on behalf of the government;
- (2) only Ms. Rutledge may initiate and approve requisitions that will lead to purchase orders for all goods or services;
- (3) requisitions must be initiated in advance of delivery of a good or service and government contracting regulations must be followed;
- (4) only Ms. Rutledge may make the final commitment to a printer or graphic designer for publications work; and
- (5) only Ms. Rutledge may approve travel authorizations and staff travel in direct support of the health care initiative must be authorized on EOP travel forms.

- 2 -

In order to ensure that administrative support is provided in a timely and orderly fashion, I have asked each of the groups supporting the health care initiative designate an administrative contact. Please route your requests to them and they will bring them to Ms. Rutledge for appropriate action. The Administrative Contacts are:

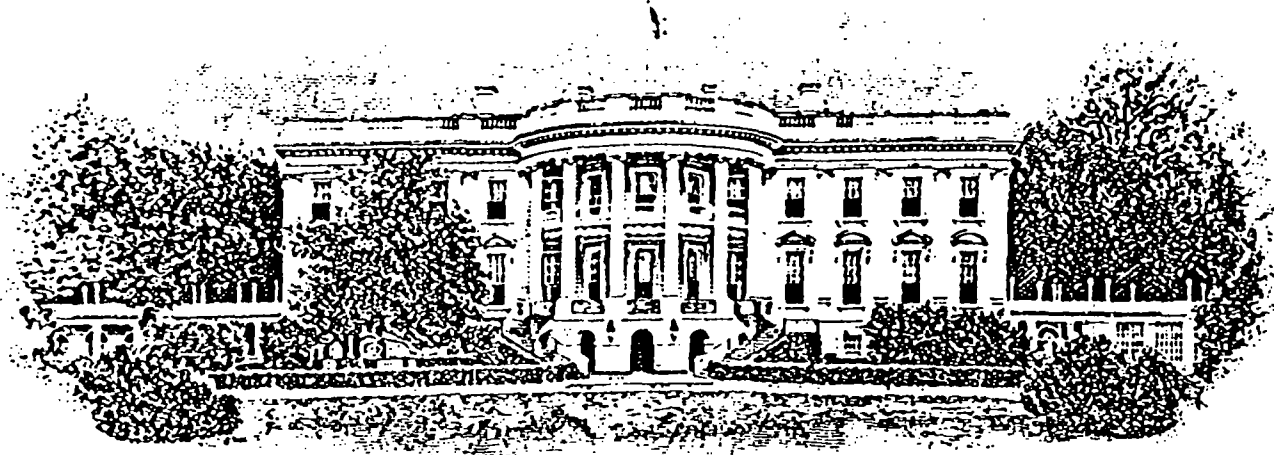
Communications (Room 160)
Communications/Publications
Policy Development
Correspondence

Catherine Houston
Katherine Balsam-Schwaber
Marge Tarmey
TBD

If you have any questions or concerns, Ms. Rutledge is in Room 480 and can be reached at x3043. In the event of an emergency she can be paged.

cc: David Watkins
Patsy L. Thomasson

THE WHITE HOUSE



OFFICE OF THE FIRST LADY

PHONE: 202-456-6266

FAX: 202-456-6244

DATE:

Dec. 2

TO:

Ray Neel

FROM:

Maggie Williams

RECEIVER FAX:

X1121

RECEIVER PHONE:

X2533

NUMBER OF PAGES (INCLUDING COVER SHEET):

3

COMMENTS

Pls. "sign off" on this & return
to Maggie.

Thanks.

November 8, 1993

MEMORANDUM FOR MAGGIE WILLIAMS
OFFICE OF THE FIRST LADY

FROM: Brian Foucart
White House Administrative Office

SUBJECT: FISCAL YEAR 1994 BUDGET

Attached is your department's budget, exclusive of personnel costs, for fiscal year 1994 which began October 1, 1993, and runs through September 30, 1994. By providing each department within the White House Office with its own budget it is hoped that this will allow you autonomy as well as responsibility for your programs as we move into the first full fiscal year of the Administration.

Please take a moment to familiarize yourself with some simple conventions of federal government accounting terms and procedures, which follow below. Each department's (for example, Communications, or Legislative Affairs, etc.) budget is broken down into object classes. The object class is a broad grouping of like expenses and are as follows:

Staff Travel This object class represents travel costs which include air/rail fare, hotels, auto rental, per diem, etc.

Rent, Communications and Utilities This object class covers all expenses for long distance telephone charges, postage, and equipment rentals.

Transportation of Things This object class represents freight, parcel post, and express mail services.

G.S.A. Rent This figures represents the amount of rent your cost center is carrying as a part of the total rental the White House Office is required to pay on its space at the White House and the Old Executive Office Building.

Printing This represents the costs of printing including those costs incurred at the print shop in the Old Executive Office Building.

Other Services This represents costs associated with computer services, maintenance costs for equipment specific to your cost center and costs from GSA for extraordinary services (such as space alterations, specialty construction, etc.).

Representation These funds are the official reception and representation for the Executive Office of the President. Use of such funds is strictly limited by law and cannot be supplemented with funds from other object classes.

Supplies and Materials Under this object class are office supplies, purchased either commercially or through the supply store, as well as magazines, newspapers, and publications.

Furniture and Equipment This object class is for expenses relating to furniture and equipment purchases.

The above descriptions of object classes are meant to be illustrative only and not exhaustive. Should you have any questions about how a specific expense would be charged you should contact the White House Administrative Office (x2500) for guidance.

You will not be directly charged for expenses which, broadly speaking, are overhead items. Such items not charged to you include, but are not limited to, photocopier maintenance, fleet rental costs, usual GSA provided services, etc.

Consistent with the White House Office appropriation language, you may transfer up to 10 percent of any object class from one line to another. However, there are two exceptions to this rule: you may not supplement the travel line without written approval from the Office of Management and Administration and you cannot supplement the representation line. Any discussion about supplementing the Compensation and Benefits line must be approved by the Assistant to the President for Management and Administration.

Generally speaking, it is assumed that spending will be roughly in a straight-line down to zero over the course of the fiscal year. However, it is realized that there will be inevitable variations from this course as you purchase equipment, supplies, or services during the year. Any extraordinary expenditures in the first quarter of the fiscal year (October through December) should be accompanied by a memorandum demonstrating that there are sufficient funds for the usual operation of your cost center for the remainder of the fiscal year. Note that all spending under your budget must be in compliance with federal procurement and other federal financial guidelines. All purchases should be coordinated with the White House Administrative Office. In addition, the Administrative Office should be appraised of the impact that a purchase may have, if any, on future fiscal years. Should you have any questions concerning federal procurement or financial guidelines please do not hesitate to contact the White House Administrative Office at extension 2500.

Please take a moment to review the attached. Meetings will be scheduled in near future with your Administrative Contacts to finalize these budgets.

cc: Diane Limo, Administrative Contact

Division:

First Lady

Object Class

Travel	9,936
Rent Comm, & Utilities	22,324
Transportation of Things	658
Rent	231,879
Printing	14,000
Services	24,000
Representation	1,000
Supplies & Subs.	11,200
Furniture & Equipment	16,000
Total Non – Personnel	<u>330,997</u>



THE OLD EXECUTIVE OFFICE BUILDING

REMINDER FOR OLD EXECUTIVE OFFICE BUILDING OCCUPANTS

During the course of every day, many individuals visit the Old Executive Office Building (OEOB). For many of these visitors, this is their first, and perhaps only, impression of the Administration and its senior officers.

Your assistance is required to ensure our office facilities and public spaces are maintained in a manner that reflects a positive image of the President and his staff, and preserves the historic ambiance of the building. In order to accomplish this, and for safety purposes as well, PLEASE DO NOT PLACE NEWSPAPERS, UMBRELLAS, CAFETERIA TRAYS, OR UNWANTED FURNITURE IN THE CORRIDORS.

Newspapers should be deposited in recycling containers located in the restrooms. Plastic cafeteria trays should be returned to the cafeteria. Should you have unwanted furniture, please speak to your agency administrative contact about having the items properly removed.

We appreciate your cooperation. With your continued assistance, our work environment will be more attractive and productive.

Thank you.

OFFICE OF ADMINISTRATION
Facilities Management Division
April 1993

TO: Janet Greene
FROM: Karen Finney
DATE: 1/25/93
RE: Miscellaneous items request

The Press Office for the First Lady is in need of a few items:

- 1) 1 telephone headset
- 2) 1 speaker phone for Lisa Caputo's phone in Rm. 104. In addition, this phone needs to have the ability to transfer calls and to have conference calls.
- 3) The phones in offices 103 and 104 need to have a number dedicated to the First Lady Press Office. This number should have the capacity to rollover to the receptionist's phone in Rm. 100.
- 4) The TV in Rm. 104 needs to be repaired, the picture contiunually shakes.
- 5) Lisa would like Neel Lattimore and Karen Finney to have pagers so they can be reached at anytime.
- 5) The door between Rm. 103 and 104 needs to be repaired, it currently does not have a handle.
- 6) In Rm. 104, Lisa would like to replace her desk with a large table, so as to create more working space. Also, replace the small blue chair with a larger one. Two of the lampshades need to be replaced as they are ripped. She would also like to have paintings or pictures to cover the walls which are in need of being painted.
- 7) In Rm. 103, Neel would like a larger desk with drawers for files, also a three level bookcase to sit on the desk.
- 8) The TVs in Rm. 103, 100 (Maggie's office) and 104 need to have VCR's, they also need to have remote controls.
- 9) Rm.102 needs a xerox copier that has the capacity to copy from newspaper and magazine photos, coallate and staple.

Thank you! If there are any questions, please call me at x.2960 or 6266.

7.

MEMORANDUM

TO: Janet Green

FROM: Lisa M. Caputo
Special Assistant to the President, and Press Secretary
to the First Lady

DATE: February 2, 1993

RE: Follow-up to 1/25/93 Memo

This is a follow-up to the Memo sent 1/25/93 regarding equipment need for the First Lady's press office. Several key items remain outstanding:

- 1) It is necessary that both Neel Lattimore and Karen Finney each have private lines on their phones.
- 2) The designated press line, x.2960 should have 2 TMNs.
- 3) A headset for my phone.
- 4) There are problems with the picture on the tv's. The tv's in room 103 have no remote control.
- 5) The door between rooms 103 and 104 needs to be repaired, it has no door handle.
- 6) I would like to replace my desk with a large table so as to create more working space. The two lampshades in my office are ripped and need to be replaced, and I had requested artwork for the walls.
- 7) Neel needs a three level bookcase to sit on his desk.
- 8) Maggie Williams, Chief of Staff to the First Lady needs five VCR's for the First Lady's offices in the OEOB.
- 9) Rm. 102 needs a xerox copier that has the capacity to copy from newspaper and magazine photos, collate and staple.

February 16, 1993

MEMORANDUM FROM MAGGIE WILLIAMS, ASSISTANT TO THE PRESIDENT
AND CHIEF OF STAFF TO THE FIRST LADY

TO : JANET GREEN

SUBJECT: SECOND FLOOR EAST WING OFFICES

IN ORDER TO ACCOMMODATE THE NECESSARY NUMBERS OF VOLUNTEERS, AND INCREASE THE EFFICIENCY OF THE WORK SPACES IN THE SECOND FLOOR EAST WING OFFICES, WE HOPE YOU CAN DO THE FOLLOWING AS EXPEDITIOUSLY AS POSSIBLE.

1. IN THE CALLIGRAPHERS' OFFICE, PLEASE REMOVE THE WALL AND LOCATE THE RSVP COMPUTERS TO THE ROOM NEXT DOOR.
2. REMOVE THE PRINTER AND FAX MACHINE FROM CAROLYN HUBER'S OFFICE AND PLACE IN THE RECEPTION AREA OF THE PERSONAL CORRESPONDENTS' OFFICE.
3. REMOVE THE COMPUTER AND COMPUTER-RELATED DETRITUS FROM THE DESK IN FRONT OF MILLI ALSTON'S.

THANKS VERY MUCH.

TO: Janet Greene
FROM: Karen Finney
DATE: 1/25/93
RE: Miscellaneous items request

Admin

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Thank you! If there are any questions, please call me at x.2960 or 6266.

Admin

MEMORANDUM

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- 9) Rm. 102 needs a xerox copier that has the capacity to copy from newspaper and magazine photos, collate and staple.

MEMORANDUM con't:

- 10) We have received one of the two fax machines previously requested, but are still in need of the second one.
- 11) The fax machine that is currently sitting in room 103 needs a 20-foot phone cord so that it can be hooked up. the second machine will also need a 20-foot cord, and a power extension cord.
- 12) Ann Stock, Social Secretary to the First Lady needs a PL between the OEOB offices and the East Wing offices.

For your convenience, I have included a copy of the 1/25/93 MEMO.



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

May 13, 1993

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM:

PATSY L. THOMASSON *Patsy Thomasson*
SPECIAL ASSISTANT TO THE PRESIDENT AND
DIRECTOR OF THE OFFICE OF ADMINISTRATION

SUBJECT:

Receiving Personal Items at Work

On an occasional basis, there has been damage to personal items sent to staff of the Executive Office of the President (EOP) either through the mail or delivered to the building directly. This would include, for example, flowers, food and catalogue orders. Because these items are not intended for the furtherance of government business, notice is being provided that no liability will be assumed by the staff of the Office of Administration (OA) in the case of damage to such items.

In brief, OA staff will continue to receive personal items and attempt delivery; however, it will not be liable for the loss or damage to an employee's personal items sent to the EOP.