

REQUEST FOR PHOTOGRAPH INSCRIPTION

Please type as a courtesy to the Calligraphers

If you photocopy this form, please cut the bottom so that it remains on this size paper. Thank you.

To: Jeff Riley - Rm 94, Ext. 7610, Presidential Correspondence

From: _____ **Rm:** _____ **Ext.:** _____

- Please attach photograph or choose from the below:
☐ Official President ☐ Official First Lady ☐ Official First Couple ☐ Casual First Couple
- Is a lithograph, less expensive photo, okay for this request? ☐ yes ☐ no
- Photo to be signed by: ☐ President ☐ First Lady
- Destination of photograph: ☐ Return to originating office ☐ Mail (*must attach typed mailing label*)
- For record purposes, please type full name and address of who the photograph should be inscribed to:
 Name: _____
 Organization: _____
 Street: _____
 City/State/Zip: _____
- Inscribe to: (*First & Last name please*) _____
- Message: ☐ With Best Wishes ☐ Congratulations ☐ With Appreciation ☐ Happy Birthday

Once the request is received, it will take approximately one week to process. Thank you.

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WHITE HOUSE MEDICAL UNIT
Washington, D. C. 20500-0001

PATIENT INFORMATION

Mission: The primary mission of both the personnel and facilities of the White House Medical Unit is to provide health care for the President, the Vice President, and their respective families. In addition, the services listed below are provided to personnel on the White House complex on the basis of availability of medical staff. This availability may be greatly limited at times.

Location: The Medical Unit is located in Room 107 in the Old Executive Office Building. The clinic phone numbers are: (202) 395-6024/5/6.

Hours: Mondays through Fridays (except Holidays): 0900 - 1130 & 1300 - 1600.

Emergencies: Medical personnel can be reached at 395-6024/5/6 during the normal duty day. If an emergency occurs while Medical Unit personnel are not available, or if it occurs after duty hours, emergencies should be referred to:

1. The individual's family physician.
2. Non-DOD eligible personnel - to the emergency room at George Washington University Hospital. Their phone number is (202) 994-3211.
3. DOD eligible personnel - to the nearest DOD medical facility or to the emergency room at George Washington University Hospital (202) 994-3211.
4. For additional assistance on the compound when medical personnel are not available, contact 456-4497.

SERVICES AVAILABLE

I. Non-DOD Eligible Personnel:

1. OCCUPATIONAL MEDICINE—Minor illnesses will be diagnosed and treated with simple medications to avoid job time loss from minor problems.
2. ALLERGY SHOTS—Allergy shots will be given upon direction of the physician managing the patient. The directions for administration must be written and accompany the allergy serum. All patients will be required to remain in the clinic for 30 minutes after receiving any injection.
3. BLOOD PRESSURE & WEIGHT CHECKS—Will be obtained at the request of the patient.
4. IMMUNIZATIONS—Immunizations will be provided as needed for individuals involved in official foreign travel. All individuals receiving immunizations must remain in the clinic for 15 minutes after receiving an injection.

II. DOD Eligible Personnel: All of the above services will be provided in addition to the following:

1. BASIC PRIMARY CARE—Basic primary care consistent with the availability of medical personnel will be provided.

II. DOD Eligible Personnel:

2. LABORATORY WORK—Laboratory tests which can be accomplished on an outpatient basis will be provided. This will include blood work requested by referring physicians from other DOD medical facilities.
3. PRESCRIPTIONS—Prescriptions and refills of medicines prescribed by both Medical Unit personnel and referring DOD providers will be honored. Prescriptions will not be refilled, however, unless the original prescription is on file in the Medical Unit. Requests for medications must be made in person. Medications will not be dispensed via third parties.
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PROTOCOL LISTING OF SELECTED U. S. GOVERNMENT OFFICIALS

The President
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The Secretary of the Treasury
The Secretary of Defense
The Attorney General
The Secretary of the Interior
The Secretary of Agriculture
The Secretary of Commerce
The Secretary of Labor
The Secretary of Health and Human Services
The Secretary of Transportation
The Secretary of Energy
The Secretary of Education
The Secretary of Veterans Affairs
Director of the Office of Management and Budget
United States Trade Representative

Chief of Staff to the President
Director of National Drug Control Policy
Assistant to the President for National Security Affairs
Director of Central Intelligence
Representative of the United States to the United Nations
Chair of the Council of Economic Advisors
Assistant to the President and Deputy to the Chief of Staff
Assistant to the President for Economic and Domestic Policy
Director of the Office of Science and Technology Policy
Deputy Secretary of State
Deputy Secretary of Defense
Chairman of the Joint Chiefs of Staff
Administrator of the Agency for International Development
Director of the Arms Control and Disarmament Agency
Administrator of the Environmental Protection Agency
Director of the Federal Bureau of Investigation
Director of the Federal Emergency Management Agency
Administrator of the National Aeronautics and Space
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Administrator of Drug Enforcement
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**U.S. Secret Service
Uniformed Division Benefit Fund**

1600 Pennsylvania Ave.
O. E. O. B. Room 060A
Washington, D. C. 20500
(202) 395-4199

Attn.: Marty Carbone

Ship To: _____

Phone #: _____

Price List

Minimum Order \$20.00

Item No.	Item Description	Price Each	Quantity Ordered	Total Price
91	Address Book (Magnetic Brass Cover with Star)	\$4.00		
92	Address Book (Magnetic Brass Cover with WH)	\$4.00		
11	Appointment Book (Desk Top Burg. Navy, Black)	\$17.00		
15	Appointment Book Refill (OUT)	\$11.00		
81	Badge Holder (Black Leather Clip-On)	\$7.00		
176	Bank - Oak Wood with WH Logo	\$20.00		
24	Belk Buckle (Large Oval - Old Star Gold & Silver Plated)	\$75.00		
23	Belk Buckle (Oval Brass New Star)	\$12.00		
25	Belk Buckle (Rectangle Brass New Star)	\$10.00		
22	Belk Buckle (Round Brass Old Star)	\$16.00		
21	Belk Buckle (Round Old Star Gold & Silver Plated)	\$45.00		
12	Binder (Large Pad - Vinyl - Burg. Navy, Black)	\$15.00		
94	Bookmarks with SS Logo	\$3.00		
93	Bookmarks with WH Logo	\$3.00		
35	Bud Vase with WH Logo	\$10.00		
173	Business Card Holder (SS or WH Logo)	\$10.00		
111	Candy Dish (Polished Pewter) WH Logo	\$17.00		
37	Candy Jar (with etched WH Logo)	\$12.00		
67	Cinch Bag (WH Logo) Navy	\$20.00		
62	Commission Book & Badge Holder Agent or UD	\$18.00		
182	Decanter Set (with 4 glasses) WH Logo	\$55.00		
63	Flashlight - Mini Mag "AA" Black	\$11.00		
64	Flashlight Case (Black Nylon Velcro)	\$3.00		
36	Glass Rock Paperweight (WH Logo)	\$20.00		
32	Glassware with Etched Star or WH Old Fashioned	\$10.00		
72	Golf Balls - Wilson Ultras (with WH or SS Logo) Dozen	\$22.00		
71	Golf Balls - Wilson Ultras (with WH or SS Logo) Sleeve of 3	\$7.00		
70	Golf Towel with WH or SS Logo	\$5.00		
73	Golfer's Aid Set (Includes: Divot Repair Tool, Tees, Ball Marker with SS Logo)	\$1.50		
68	Gym Bag (Black with SS Logo, Navy with WH Logo)	\$15.00		
43	Hats (Blue, White, Black Poplin with WH Logo)	\$8.00		
45	Hats (Neon Pink or Green with SS Logo)	\$8.00		
41	Hats (White or Royal Poplin with SS Star)	\$8.00		
168	Heavy T-Shirt (Embroidered SS Logo)	\$16.00		
145	Hooded Sweat Top (with SS Logo only) S, M, L, XL	\$25.00		
102	Jackets BB - Type with SS Logo S, M, L, XL	\$37.00		
101	Jackets BB - Type with WH Logo XS, S, M, L, XL, XXL	\$37.00		
80	Jelly Bean Jar with WH Logo	\$10.00		
112	Jewelry Box (Polished Pewter) WH Logo	\$20.00		
51	Key Tags (Brass / Gold Plated with etched Star)	\$6.00		
57	Key Tags (WH or SS Logo)	\$4.00		
52	Lapel Pins (Star Logo)	\$3.50		

No.	Description	Unit Price	Quantity Ordered	Total Price
55	Lapel Pins (U.S.A. Map behind Star Logo)	\$3.75		
118	Letter Opener (Pewter - WH Logo)	\$15.00		
171	Lighters (Zippo Stainless with Star Logo)	\$10.00		
172	Money Clip and Pocket Knife (with Star Logo)	\$9.00		
84	Mug (Blue with Gold Accent)	\$10.00		
81	Mug (Coffee - White Porcelain with Star)	\$8.00		
86	Mug (Porcelain with SS Medallion - White or Black)	\$12.00		
83	Mug (White Porcelain, Gold trim with SS Logo)	\$10.00		
160	Night Shirt One Size Fits All	\$12.00		
175	Oak Wood Coasters (WH Logo)	\$8.00		
152	Pen and Pencil Set (Garland) SS Logo only	\$20.00		
117	Pencil Holder cup (Pewter - WH Logo)	\$16.00		
153	Pens (Shaeffer Black with WH or SS Logo)	\$3.00		
151	Pens Garland (with U.S. Secret Service on side and Star Logo on Top - Black, Gold, Rose, Pearl) WH Logo in Blk only	\$10.00		
119	Pewter Coasters (WH Logo)	\$12.00		
115	Pewter Mug (WH Logo)	\$28.00		
116	Pewter Tray (WH Logo)	\$60.00		
88	Playing Cards (WH or SS Logo)	\$4.50		
134	Shirts w/ SS (Outdoor Impressions) White, Navy, Melon, Jade XXL	\$24.00		
132	Shirts with SS (Outdoor Impressions) White, Navy, Melon, Jade S, M, L, XL	\$22.00		
131	Shirts with WH (Outdoor Impressions) White, Red, Blue S, M, L, XL	\$22.00		
133	Shirts with WH (Outdoor Impressions) White, Red, Blue XXL	\$24.00		
141	Shirts (Practice Type) Navy or Gray S, M, L, XL	\$8.00		
142	Shirts (Sweat Type) Navy, Gray, White S, M, L, XL	\$14.00		
114	Shotglass (Pewter with WH Logo)	\$10.00		
113	Stamp Holder (Pewter with WH Logo)	\$16.00		
53	Stick Pin (Ladies - with Star Logo)	\$3.50		
144	Sweat Pants (with Star) White or Navy XL	\$16.00		
140	Sweat Shirt Crew (WH Logo only) Cream	\$25.00		
143	Sweat Tops (with Star) White or Navy S, M, L, XL	\$16.00		
103	Sweater Crew Neck (with SS Logo) Jade, Beige S, M, L, XL	\$35.00		
	Sweater Crew Neck (with WH) Navy, Beige S, M, L, XL	\$35.00		
165	T-Shirt (CHILDS 50/50) Gold, Navy, White S, M, L	\$5.00		
162	T-Shirt 100% Cotton (Onclia) Gray, Navy, White S, M, L, XL	\$8.00		
161	T-Shirt Puff (with WH Logo) Gray & White S, M, L, XL	\$9.00		
74	Teddy Bear (with WH or SS Logo T-Shirt on)	\$10.00		
54	Tie Tack (with Star Logo)	\$3.50		
78	Tote Bag (with WH Logo in natural Canvas)	\$13.00		
34	Vase (with etched WH Logo)	\$20.00		
56	Watch (WH or SS Logo)	\$30.00		
104	Golf Jackets WH OR SS	\$50.00		

TOTALS

PLEASE ADD 10% FOR SHIPPING AND INSURANCE

SHIPPING

GRAND TOTAL

MINIMUM ORDER \$20.00

Please State **SIZE** and **COLOR** for ALL clothing items.
 Make Checks Payable to: THE UNIFORMED DIVISION BENEFIT FUND.
 Items sold by THE BENEFIT FUND ARE NOT FOR COMMERCIAL RESALE

ANY QUESTIONS PLEASE CALL (202) 395-4199

Item No.	Item Description	Price Each	Quantity Ordered	Total Price
55	Lapel Pins (U.S.A. Map behind Star Logo)	\$3.75		
118	Letter Opener (Pewter - WH Logo)	\$15.00		
171	Lighters (Zippo Stainless with Star Logo)	\$10.00		
172	Money Clip and Pocket Knife (with Star Logo)	\$9.00		
84	Mug (Blue with Gold Agent)	\$10.00		
81	Mug (Coffee - White Porcelain with Star)	\$8.00		
86	Mug (Porcelain with SS Medallion - White or Black)	\$12.00		
83	Mug (White Porcelain, Gold trim with SS Logo)	\$10.00		
160	Night Shirt One Size Fits All	\$12.00		
175	Oak Wood Coasters (WH Logo)	\$8.00		
152	Pen and Pencil Set (Garland) SS Logo only	\$20.00		
117	Pencil Holder cup (Pewter - WH Logo)	\$15.00		
153	Pens (Shaeffer Black with WH or SS Logo)	\$3.00		
151	Pens Garland (with U.S. Secret Service on side and Star Logo on Top - Black, Gold, Rose, Pearl) WH Logo in Blk only	\$10.00		
119	Pewter Coasters (WH Logo)	\$12.00		
115	Pewter Mug (WH Logo)	\$28.00		
116	Pewter Tray (WH Logo)	\$60.00		
66	Playing Cards (WH or SS Logo)	\$4.50		
134	Shirts w/SS (Outdoor Impressions) White, Navy, Melton, Jade XXL	\$24.00		
132	Shirts with SS (Outdoor Impressions) White, Navy, Melton, Jade S, M, L, XL	\$22.00		
131	Shirts with WH (Outdoor Impressions) White, Red, Blue S, M, L, XL	\$22.00		
133	Shirts with WH (Outdoor Impressions) White, Red, Blue XXL	\$24.00		
141	Shorts (Practice Type) Navy or Gray S, M, L, XL	\$8.00		
142	Shorts (Sweat Type) Navy, Gray, White S, M, L, XL	\$14.00		
114	Shotglass (Pewter with WH Logo)	\$10.00		
113	Stump Holder (Pewter with WH Logo)	\$15.00		
53	Stick Pin (Ladies - with Star Logo)	\$3.50		
144	Sweat Pants (with Star) White or Navy XL	\$16.00		
140	Sweat Shirt Crew (WH Logo only) Cream	\$25.00		
143	Sweat Tops (with Star) White or Navy S, M, L, XL	\$16.00		
103	Sweater Crew Neck (with SS Logo) Jade, Beige S, M, L, XL	\$35.00		
	Sweater Crew Neck (with WH) Navy, Beige S, M, L, XL	\$35.00		
165	T-Shirt (CHILDS 50/50) Gold, Navy, White S, M, L	\$5.00		
162	T-Shirt 100% Cotton (Oncis) Gray, Navy, White S, M, L, XL	\$8.00		
161	T-Shirt Puff (with WH Logo) Gray & White S, M, L, XL	\$9.00		
74	Teddy Bear (with WH or SS Logo T-Shirt on)	\$10.00		
54	Tie Tack (with Star Logo)	\$3.50		
78	Tote Bag (with WH Logo in natural Canvas)	\$13.00		
34	Vase (with etched WH Logo)	\$20.00		
56	Watch (WH or SS Logo)	\$30.00		
104	Golf Jackets WH OR SS	\$50.00		

TOTALS

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GRAND TOTAL

MINIMUM ORDER \$20.00

Please State **SIZE** and **COLOR** for ALL clothing items.
 Make Checks Payable to: **THE UNIFORMED DIVISION BENEFIT FUND.**
 Items sold by THE BENEFIT FUND **ARE NOT FOR COMMERCIAL RESALE**

ANY QUESTIONS PLEASE CALL (202) 395-4199

**U.S. Secret Service
Uniformed Division Benefit Fund**

1600 Pennsylvania Ave.
O. E. O. B. Room 040A
Washington, D. C. 20500
(202) 395-4199

Attn.: Marty Carbone

Ship To: _____

Phone #: _____

Price List

Minimum Order \$20.00

Item No.	Item Description	Price Each	Quantity Ordered	Total Price
91	Address Book (Magnetic Brass Cover with Star)	\$4.00		
92	Address Book (Magnetic Brass Cover with WH)	\$4.00		
11	Appointment Book (Desk Top Burg, Navy, Black)	\$17.00		
15	Appointment Book Refill (OUT)	\$11.00		
61	Badge Holder (Black Leather Clip-On)	\$7.00		
176	Bank - Oak Wood with WH Logo	\$20.00		
24	Belk Buckle (Large Oval - Old Star Gold & Silver Plated)	\$75.00		
23	Belk Buckle (Oval Brass New Star)	\$12.00		
25	Belk Buckle (Rectangle Brass New Star)	\$10.00		
22	Belk Buckle (Round Brass Old Star)	\$16.00		
21	Belk Buckle (Round Old Star Gold & Silver Plated)	\$45.00		
12	Binder (Large Pad - Vinyl - Burg, Navy, Black)	\$15.00		
94	Bookmarks with SS Logo	\$3.00		
93	Bookmarks with WH Logo	\$3.00		
35	Bud Vase with WH Logo	\$10.00		
173	Business Card Holder (SS or WH Logo)	\$10.00		
111	Candy Dish (Polished Pewter) WH Logo	\$17.00		
37	Candy Jar (with etched WH Logo)	\$12.00		
67	Cinch Bag (WH Logo) Navy	\$20.00		
62	Commission Book & Badge Holder Agent or UD	\$18.00		
182	Decanter Set (with 4 glasses) WH Logo	\$55.00		
63	Flashlight - Mini Mag "AA" Black	\$11.00		
64	Flashlight Case (Black Nylon Velcro)	\$3.00		
36	Glass Rock Paperweight (WH Logo)	\$20.00		
32	Glassware with Etched Star or WH Old Fashioned	\$10.00		
72	Golf Balls - Wilson Ultra (with WH or SS Logo) Dozen	\$22.00		
71	Golf Balls - Wilson Ultra (with WH or SS Logo) Sleeve of 3	\$7.00		
70	Golf Towel with WH or SS Logo	\$5.00		
73	Golfer's Aid Set (Includes: Divot Repair Tool, Tees, Ball Marker with SS Logo)	\$1.50		
68	Gym Bag (Black with SS Logo, Navy with WH Logo)	\$15.00		
43	Hats (Blue, White, Black Poplin with WH Logo)	\$8.00		
45	Hats (Neon Pink or Green with SS Logo)	\$8.00		
41	Hats (White or Royal Poplin with SS Star)	\$8.00		
188	Heavy T-Shirt (Embroidered SS Logo)	\$16.00		
145	Hooded Sweat Top (with SS Logo only) S, M, L, XL	\$25.00		
102	Jackets BB - Type with SS Logo S, M, L, XL	\$37.00		
101	Jackets BB - Type with WH Logo XS, S, M, L, XL, XXL	\$37.00		
80	Jelly Bean Jar with WH Logo	\$10.00		
112	Jewelry Box (Polished Pewter) WH Logo	\$20.00		
51	Key Tags (Brass / Gold Plated with etched Star)	\$6.00		
57	Key Tags (WH or SS Logo)	\$4.00		
52	Lapel Pins (Star Logo)	\$3.50		

No.		Price Each	Quantity Ordered	Total Price
55	Lapel Pins (U.S.A. Map behind Star Logo)	\$3.75		
118	Letter Opener (Pewter - WH Logo)	\$15.00		
171	Lighters (Zippo Stainless with Star Logo)	\$10.00		
172	Money Clip and Pocket Knife (with Star Logo)	\$9.00		
84	Mug (Blue with Gold Agent)	\$10.00		
81	Mug (Coffee - White Porcelain with Star)	\$8.00		
86	Mug (Porcelain with SS Medallion - White or Black)	\$12.00		
83	Mug (White Porcelain, Gold trim with SS Logo)	\$10.00		
160	Night Shirt	One Size Fits All	\$12.00	
175	Oak Wood Coasters (WH Logo)	\$8.00		
152	Pen and Pencil Set (Garland) SS Logo only	\$20.00		
117	Pencil Holder cup (Pewter - WH Logo)	\$15.00		
153	Pens (Shaeffer Black with WH or SS Logo)	\$3.00		
151	Pens Garland (with U.S. Secret Service on side and Star Logo on Top - Black, Gold, Rose, Pearl) WH Logo in Blk only	\$10.00		
119	Pewter Coasters (WH Logo)	\$12.00		
115	Pewter Mug (WH Logo)	\$28.00		
116	Pewter Tray (WH Logo)	\$60.00		
66	Playing Cards (WH or SS Logo)	\$4.50		
134	Shirts w/SS (Outdoor Impressions) White, Navy, Melon, Jade	XXL	\$24.00	
132	Shirts with SS (Outdoor Impressions) White, Navy, Melon, Jade	S, M, L, XL	\$22.00	
131	Shirts with WH (Outdoor Impressions) White, Red, Blue	S, M, L, XL	\$22.00	
133	Shirts with WH (Outdoor Impressions) White, Red, Blue	XXL	\$24.00	
141	Shorts (Practice Type) Navy or Gray	S, M, L, XL	\$8.00	
142	Shorts (Sweat Type) Navy, Gray, White	S, M, L, XL	\$14.00	
114	Shotglass (Pewter with WH Logo)		\$10.00	
113	Stamp Holder (Pewter with WH Logo)		\$15.00	
53	Stick Pin (Ladies - with Star Logo)		\$3.50	
144	Sweat Pants (with Star) White or Navy	XL	\$16.00	
140	Sweat Shirt Crew (WH Logo only) Cream		\$25.00	
143	Sweat Tops (with Star) White or Navy	S, M, L, XL	\$16.00	
103	Sweater Crew Neck (with SS Logo) Jade, Beige	S, M, L, XL	\$35.00	
	Sweater Crew Neck (with WH) Navy, Beige	S, M, L, XL	\$35.00	
165	T-Shirt (CHILDS 50/50) Gold, Navy, White	S, M, L	\$5.00	
162	T-Shirt 100% Cotton (Onsize) Gray, Navy, White	S, M, L, XL	\$8.00	
161	T-Shirt Puff (with WH Logo) Gray & White	S, M, L, XL	\$9.00	
74	Teddy Bear (with WH or SS Logo T-Shirt on)		\$10.00	
54	Tie Tack (with Star Logo)		\$3.50	
78	Tote Bag (with WH Logo in natural Canvas)		\$13.00	
34	Vase (with etched WH Logo)		\$20.00	
56	Watch (WH or SS Logo)		\$30.00	
104	Golf Jackets WH OR SS		\$50.00	

TOTALS

PLEASE ADD 10% FOR SHIPPING AND INSURANCE

SHIPPING

GRAND TOTAL

MINIMUM ORDER \$20.00

Please State **SIZE** and **COLOR** for ALL clothing items.
 Make Checks Payable to: **THE UNIFORMED DIVISION BENEFIT FUND.**
 Items sold by **THE BENEFIT FUND** ARE NOT FOR COMMERCIAL RESALE

ANY QUESTIONS PLEASE CALL (202) 395-4199

Printed 3/2/83

Unifirst Division Benefit Fund

1600 Pennsylvania Ave.
O. E. O. B. Room 048A
Washington, D. C. 20500
(202) 395-4199

Attn.: Marty Carbone

Ship To: _____

Phone #: _____

Price List

Minimum Order \$20.00

Item No.	Item Description	Price Each	Quantity Ordered	Total Price
91	Address Book (Magnetic Brass Cover with Star)	\$4.00		
92	Address Book (Magnetic Brass Cover with WH)	\$4.00		
11	Appointment Book (Desk Top Burg. Navy, Black)	\$17.00		
15	Appointment Book Refill (OIT)	\$11.00		
61	Badge Holder (Black Leather Clip-On)	\$7.00		
176	Bank - Oak Wood with WH Logo	\$20.00		
24	Belt Buckle (Large Oval - Old Star Gold & Silver Plated)	\$75.00		
23	Belt Buckle (Oval Brass New Star)	\$12.00		
25	Belt Buckle (Rectangle Brass New Star)	\$10.00		
22	Belt Buckle (Round Brass Old Star)	\$16.00		
21	Belt Buckle (Round Old Star Gold & Silver Plated)	\$45.00		
12	Binder (Large Pad - Vinyl - Burg. Navy, Black)	\$15.00		
94	Bookmarks with SS Logo	\$3.00		
93	Bookmarks with WH Logo	\$3.00		
35	Bud Vase with WH Logo	\$10.00		
173	Business Card Holder (SS or WH Logo)	\$10.00		
111	Candy Dish (Polished Pewter) WH Logo	\$17.00		
37	Candy Jar (with etched WH Logo)	\$12.00		
67	Cinch Bag (WH Logo) Navy	\$20.00		
62	Commission Book & Badge Holder Agent or UD	\$18.00		
182	Decanter Set (with 4 glasses) WH Logo	\$65.00		
63	Flashlight - Mini Mag "AA" Black	\$11.00		
64	Flashlight Case (Black Nylon Velcro)	\$3.00		
36	Glass Rock Paperweight (WH Logo)	\$20.00		
32	Glassware with Etched Star or WH Old Fashioned	\$10.00		
72	Golf Balls - Wilson Ultras (with WH or SS Logo) Dozen	\$22.00		
71	Golf Balls - Wilson Ultras (with WH or SS Logo) Sleeve of 3	\$7.00		
70	Golf Towel with WH or SS Logo	\$5.00		
73	Golfer's Aid Set (Includes: Divot Repair Tool, Tees, Ball Marker with SS Logo)	\$1.50		
68	Gym Bag (Black with SS Logo, Navy with WH Logo)	\$15.00		
43	Hats (Blue, White, Black Poplin with WH Logo)	\$8.00		
45	Hats (Neon Pink or Green with SS Logo)	\$8.00		
41	Hats (White or Royal Poplin with SS Star)	\$8.00		
168	Heavy T-Shirt (Embroidered SS Logo)	\$16.00		
145	Hooded Sweat Top (with SS Logo only) S, M, L, XL	\$25.00		
102	Jackets BB - Type with SS Logo S, M, L, XL	\$37.00		
101	Jackets BB - Type with WH Logo XS, S, M, L, XL, XXL	\$37.00		
80	Jelly Bean Jar with WH Logo	\$10.00		
112	Jewelry Box (Polished Pewter) WH Logo	\$20.00		
51	Key Tags (Brass / Gold Plated with etched Star)	\$6.00		
57	Key Tags (WH or SS Logo)	\$4.00		
52	Lapel Pins (Star Logo)	\$3.50		

No.		Quantity Ordered	Total Price
55	Lapel Pins (U.S.A. Map behind Star Logo)	\$3.75	
118	Letter Opener (Pewter - WH Logo)	\$15.00	
171	Lighters (Zippo Stainless with Star Logo)	\$10.00	
172	Money Clip and Pocket Knife (with Star Logo)	\$9.00	
84	Mug (Blue with Gold Accent)	\$10.00	
81	Mug (Coffee - White Porcelain with Star)	\$8.00	
86	Mug (Porcelain with SS Medalion - White or Black)	\$12.00	
83	Mug (White Porcelain, Gold trim with SS Logo)	\$10.00	
160	Night Shirt One Size Fits All	\$12.00	
175	Oak Wood Coasters (WH Logo)	\$8.00	
152	Pen and Pencil Set (Garland) SS Logo only	\$20.00	
117	Pencil Holder cup (Pewter - WH Logo)	\$15.00	
153	Pens (Shaeffer Black with WH or SS Logo)	\$3.00	
151	Pens Garland (with U.S. Secret Service on side and Star Logo on Top - Black, Gold, Rose, Pearl) WH Logo in Blk only	\$10.00	
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116	Pewter Tray (WH Logo)	\$60.00	
66	Playing Cards (WH or SS Logo)	\$4.50	
134	Shirts w/SS (Outdoor Impressions) White, Navy, Melon, Jade XXL	\$24.00	
132	Shirts with SS (Outdoor Impressions) White, Navy, Melon, Jade S, M, L, XL	\$22.00	
131	Shirts with WH (Outdoor Impressions) White, Red, Blue S, M, L, XL	\$22.00	
133	Shirts with WH (Outdoor Impressions) White, Red, Blue XXL	\$24.00	
141	Shorts (Practice Type) Navy or Gray S, M, L, XL	\$8.00	
142	Shorts (Sweat Type) Navy, Gray, White S, M, L, XL	\$14.00	
114	Spectacles (Pewter with WH Logo)	\$10.00	
113	Stamp Holder (Pewter with WH Logo)	\$15.00	
53	Stick Pin (Ladies - with Star Logo)	\$3.50	
144	Sweat Pants (with Star) White or Navy XL	\$16.00	
140	Sweat Shirt Crew (WH Logo only) Cream	\$25.00	
143	Sweat Tops (with Star) White or Navy S, M, L, XL	\$16.00	
103	Sweater Crew Neck (with SS Logo) Jade, Beige S, M, L, XL	\$35.00	
	Sweater Crew Neck (with WH) Navy, Beige S, M, L, XL	\$35.00	
165	T-Shirt (CHILDS 50/50) Gold, Navy, White S, M, L	\$5.00	
162	T-Shirt 100% Cotton (Onclite) Gray, Navy, White S, M, L, XL	\$8.00	
161	T-Shirt Puff (with WH Logo) Gray & White S, M, L, XL	\$9.00	
74	Teddy Bear (with WH or SS Logo T-Shirt on)	\$10.00	
54	Tie Tack (with Star Logo)	\$3.50	
78	Tote Bag (with WH Logo in natural Canvas)	\$13.00	
34	Vase (with etched WH Logo)	\$20.00	
56	Watch (WH or SS Logo)	\$30.00	
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GRAND TOTAL

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Uniformed Division Benefit Fund

1600 Pennsylvania Ave.

O. R. O. B. Room 668A

Washington, D. C. 20500

(202) 395-4199

Attn.: Marty Carbone

Copy To:

Phone #:

Price List

Minimum Order \$20.00

Item No.	Item Description	Price Each	Quantity Ordered	Total Price
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01	Address Book (Magnetic Brass Cover with Star)	\$4.00		
02	Address Book (Magnetic Brass Cover with WH)	\$4.00		
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15	Appointment Book Refill (OUT)	\$11.00		
61	Badge Holder (Black Leather Clip-On)	\$7.00		
178	Bank - Oak Wood with WH Logo	\$20.00		
24	Belk Buckle (Large Oval - Old Star Gold & Silver Plated)	\$75.00		
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26	Belk Buckle (Rectangle Brass New Star)	\$10.00		
22	Belk Buckle (Round Brass Old Star)	\$16.00		
21	Belk Buckle (Round Old Star Gold & Silver Plated)	\$45.00		
12	Binder (Large Pad - Vinyl - Burg. Navy, Black)	\$15.00		
04	Bookmarks with SS Logo	\$3.00		
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35	Bud Vase with WH Logo	\$10.00		
173	Business Card Holder (SS or WH Logo)	\$10.00		
111	Candy Dish (Polished Pewter) WH Logo	\$17.00		
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67	Cinch Bag (WH Logo) Navy	\$20.00		
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182	Decanter Set (with 4 glasses) WH Logo	\$65.00		
63	Flashlight - Mini Mag "AA" Black	\$11.00		
64	Flashlight Case (Black Nylon Velcro)	\$3.00		
36	Glass Rock Paperweight (WH Logo)	\$20.00		
32	Glassware with Etched Star or WH Old Fashioned	\$10.00		
72	Golf Balls - Wilson Ultras (with WH or SS Logo) Dozen	\$22.00		
71	Golf Balls - Wilson Ultras (with WH or SS Logo) Sleeve of 3	\$7.00		
70	Golf Towel with WH or SS Logo	\$5.00		
73	Golfer's Aid Set (Includes: Divot Repair Tool, Tees, Ball Marker with SS Logo)	\$1.50		
68	Gym Bag (Black with SS Logo, Navy with WH Logo)	\$15.00		
43	Hats (Blue, White, Black Poplin with WH Logo)	\$8.00		
45	Hats (Neon Pink or Green with SS Logo)	\$8.00		
41	Hats (White or Royal Poplin with SS Star)	\$8.00		
168	Heavy T-Shirt (Embroidered SS Logo)	\$16.00		
145	Hooded Sweat Top (with SS Logo only) S, M, L, XL	\$25.00		
102	Jackets BB - Type with SS Logo S, M, L, XL	\$37.00		
101	Jackets BB - Type with WH Logo XS, S, M, L, XL, XXL	\$37.00		
80	Jelly Bean Jar with WH Logo	\$10.00		
112	Jewelry Box (Polished Pewter) WH Logo	\$20.00		
61	Key Tags (Brass / Gold Plated with etched Star)	\$6.00		
57	Key Tags (WH or SS Logo)	\$4.00		
62	Lapel Pins (Star Logo)	\$3.50		

Printed 3/2/93

Today's Date: _____

Date of Event: _____

STAFF REQUEST FOR PRESIDENTIAL ACKNOWLEDGEMENT LETTER

REQUEST TO: Presidential Messages FROM: (Name) _____
Room 93 (Dept.) _____
Ext. 2276 (Room) _____
(Ext.) _____

A MINIMUM OF 2 WEEKS NOTICE IS REQUIRED FOR PROCESSING

ALL REQUESTS ARE SUBJECT TO FINAL APPROVAL BY MARSHA SCOTT

Mark ☒ in appropriate box and include any additional comments pertinent to the request in information space below.

TYPE OF EVENT

- | | | |
|--|--|--|
| ☐ RETIREMENT
(no. of yrs; name of
co. or govt agency) | ☐ CONDOLENCE
(sent to
next-of-kin only) | ☐ ILLNESS
(type: surgery,
accident, cancer, etc.) |
| ☐ BIRTHDAY
(no. of years) _____ | ☐ GRADUATION
(list name of school
and degree awarded) | ☐ WEDDING
(provide first names) |
| ☐ BIRTH OF BABY
(child's name &
birthdate) | ☐ ADOPTION
(list parents &
child's name) | ☐ BAR OR BAT MITZVAH |
| ☐ WEDDING ANNIVERSARY
(no. of years) _____ | | ☐ OTHER
(please specify) |

INFORMATION: _____

MAILING ADDRESS FOR LABEL (include complete address and zip code)

CIRCLE ONE: Mr. Mrs. Miss Mr. & Mrs. Dr. Ms.

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

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: _____

Today's Date: _____

Date of Event: _____

STAFF REQUEST FOR PRESIDENTIAL ACKNOWLEDGEMENT LETTER

REQUEST TO: Presidential Messages FROM: (Name) _____
Room 93 (Dept.) _____
Ext. 2276 (Room) _____
(Ext.) _____

A MINIMUM OF 2 WEEKS NOTICE IS REQUIRED FOR PROCESSING

ALL REQUESTS ARE SUBJECT TO FINAL APPROVAL BY MARSHA SCOTT

Mark ☒ in appropriate box and include any additional comments pertinent to the request in information space below.

TYPE OF EVENT

- | | | |
|--|--|--|
| ☐ RETIREMENT
(no. of yrs; name of
co. or govt agency) | ☐ CONDOLENCE
(sent to
next-of-kin only) | ☐ ILLNESS
(type: surgery,
accident, cancer, etc.) |
| ☐ BIRTHDAY
(no. of years) _____ | ☐ GRADUATION
(list name of school
and degree awarded) | ☐ WEDDING
(provide first names) |
| ☐ BIRTH OF BABY
(child's name &
birthdate) | ☐ ADOPTION
(list parents &
child's name) | ☐ BAR OR BAT MITZVAH |
| ☐ WEDDING ANNIVERSARY
(no. of years) _____ | | ☐ OTHER
(please specify) |

INFORMATION: _____

MAILING ADDRESS FOR LABEL (include complete address and zip code)

CIRCLE ONE: Mr. Mrs. Miss Mr. & Mrs. Dr. Ms.

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

INSIDE ADDRESS FOR LETTER (complete address to appear on letter)

CIRCLE ONE: Mr. Mrs. Miss Mr. & Mrs. Dr. Ms.

NAME: _____

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NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

THE WHITE HOUSE
WASHINGTON

March 31, 1993

MEMORANDUM FOR THE FIRST LADY'S STAFF

FROM: DIANE LIMO *Diane*
Office Manager

SUBJECT: Updated Important Numbers, Home Address and
Private Numbers Lists

Attached are the following updated lists for your use:

- Important Numbers
- Home Addresses
- Private Lines

Please replace the version you received yesterday with this one.
If there are additional changes, please let me know.

IMPORTANT NUMBERS
(as of March 31, 1993)

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Room 100-OEOB			
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Evelyn Lieberman	Executive Assistant to the Chief of Staff	x6266	6244
Melanne Verveer	Deputy Chief of Staff to the First Lady	x6266	6244
Anne Bartley	Assistant to the Deputy Chief of Staff	x6266	6244
Diane Limo	Special Assistant/ Office Manager	x6266	6244
Lisa Caputo	Press Secretary for the First Lady	x2960	7805
Neel Lattimore	Deputy Press Secretary	x2960	7805
Karen Finney	Deputy Press Secretary	x2960	7805
 Second Floor - West Wing			
Pam Barnett	Executive Assistant for Domestic Policy	x2369	2878
Shirley Sagawa	Special Assistant to the President for Domestic Policy	x2599	2878
 Rm 185 1/2 - OEOB			
Patti Solis	Director of Scheduling for the First Lady	x7560	2317
Julie Hopper	Deputy Director of Scheduling for the First Lady	x7560	2317
Isabelle Tapia	Director of Advance	x7560	2317
Sara Grote	Ofc. of Scheduling for the First Lady	x7560	2317

Rm 188 - OEOB

		Ext	Fax
Kelly Craighead	Associate Director of Advance (First Lady)/ Trip Director	x2518	2317

Second Floor - East Wing

Capricia Marshall	Special Assistant to the First Lady	x7064	6235
Ann Stock	Social Secretary	x7136	6235
Ann McCoy	Deputy Social Secretary	x7136	6235
Helen Dickey	Assistant to the Social Secretary	x7136	6235
Joyce Bonnett	Special Assistant to Social Secretary	x7136	6235
Carolyn Huber	Director, Personal Correspondence	x2957	4198
Millie Alston	Personal Correspondence	x2957	4198

Rm 19 - OEOB

Kelly Carnes	Acting Director of Correspondence	x2708	2926
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Rm 197 - OEOB

Kim Tilley	Research/Briefing Book Coordinator	x7845	2239
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HOME ADDRESS LISTING

(as of 03/31/93)

<u>NAME</u>	<u>ADDRESS</u>	<u>BIRTHDAY</u>
Mildred C. Alston	3622 Prospect St. Washington, DC 20007 (202) 333-0987	February 10
Pamela Barnett	2725 Washington Ave. Chevy Chase, MD 20815 (301) 588-2214	August 18
Anne Bartley	2852 Ontario Rd., NW Washington, DC 20009 (202) 462-1472	June 15
Joyce Bonnett	618 Bennington Dr. Silver Spring, MD 20910 (301) 589-8441	June 13
Lisa Caputo	1804 North Quinn St. #210 Arlington, VA 22209 (703) 524-2480	January 13
Kelly Carnes	3114 Tennyson St., NW Washington, DC 20015 (202) 363-7063	November 22
Kelly Craighead	1763 Willard, NW Washington, DC 20009 (202) 387-5811	August 22
Helen Dickey	1600 Pennsylvania Ave., NW Washington, DC 20500 (202) 456-1414	September 20
Karen Finney	1800 S Street, NW Washington, DC 20009 (202) 462-1409	August 15
Sara Grote	1720 S Street, NW Apartment SG Washington, DC 20009 (202) 483-7312	November 2
Julie Hopper	708 E. Capital St., NE Washington, DC 20002 (202) 544-4223	February 24

Carolyn Huber	3622 Prospect St., NW Washington, DC 20007 (202) 333-0987	October 14
Neel Lattimore	20 8th Street, NE #3 Washington, DC 20002 (202) 544-6573	January 6
Evelyn Lieberman	2230 California St., NW Apartment 2A E Washington, DC 20008 (202) 588-1211	July 9
Diane Limo	6978 Mayfair Terrace Laurel, MD 20707 (301) 497-0243	February 5
Capricia Marshall	9101 Crosby Road Silver Spring, MD 20910 (301) 589-8542	
Ann McCoy	2111 Jefferson-Davis Hgwy. Apt 411 North Arlington, VA (703) 418-4637	October 1
Shirley Sagawa	805 Gibbon Street Alexandria, VA 22314 (703) 548-4919	
Patti Solis	1320 21st Street, NW #404 Washington, DC 20036 (202) 785-1521	August 23
Ann Stock	521 Duke Street Alexandria, VA 22314 (703) 549-6489	June 3
Isabelle Tapia	7120 Sea Cliff Road McLean, VA 22101	
Kim Tilley	2801 Quebec Street, NW Washington, DC 20008 (202) 364-5331	November 17

Melanne Verveer

2125 Leroy Place, NW
Washington, DC 20008
(202) 265-0230
or
(202) 265-0236

June 24

Maggie Williams

1730 New Hampshire Ave.
Washington, DC 20009
(via Signal)
(202) 395-2000

December 25

PRIVATE LINES
(as of 03/31/93)

Millie Alston	x6634
Anne Bartley	x2398
Lisa Caputo	x2856
Kelly Craighead	x2518
Karen Finney	x7951
Sara Grote	x2922
Julie Hopper	x7561
Carolyn Huber	x6635
Neel Lattimore	x2558
Evelyn Lieberman	x7904
Diane Limo	x6751
Capricia Marshall	x7064
Ann McCoy	x2347/2399
Patti Solis	x2466
Ann Stock	x2347/2399
Kim Tilley	x2131
Melanne Verveer	x2538
Maggie Williams	x7194

THE WHITE HOUSE
WASHINGTON

March 31, 1993

MEMORANDUM FOR THE FIRST LADY'S STAFF

FROM: DIANE LIMO *Diane*
Office Manager

SUBJECT: Updated Important Numbers, Home Address and
Private Numbers Lists

Attached are the following updated lists for your use:

- Important Numbers
- Home Addresses
- Private Lines

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Rm 188 - OEOB

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Second Floor - East Wing

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Rm 19 - OEOB

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Rm 197 - OEOB

Kim Tilley	Research/Briefing Book Coordinator	x7845	2239
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(as of 03/31/93)**

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Evelyn Lieberman	x7904
Diane Limo	x6751
Capricia Marshall	x7064
Ann McCoy	x2347/2399
Patti Solis	x2466
Ann Stock	x2347/2399
Kim Tilley	x2131
Melanne Verveer	x2538
Maggie Williams	x7194

THE WHITE HOUSE

WASHINGTON

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Rm 188 - OEOB

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Rm 197 - OEOB

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THE WHITE HOUSE
WASHINGTON

March 31, 1993

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(as of 03/31/93)

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Karen Finney	1800 S Street, NW Washington, DC 20009 (202) 462-1409	August 15
Sara Grote	1720 S Street, NW Apartment SG Washington, DC 20009 (202) 483-7312	November 2
Julie Hopper	708 E. Capital St., NE Washington, DC 20002 (202) 544-4223	February 24

Carolyn Huber	3622 Prospect St., NW Washington, DC 20007 (202) 333-0987	October 14
Neel Lattimore	20 8th Street, NE #3 Washington, DC 20002 (202) 544-6573	January 6
Evelyn Lieberman	2230 California St., NW Apartment 2A E Washington, DC 20008 (202) 588-1211	July 9
Diane Limo	6978 Mayfair Terrace Laurel, MD 20707 (301) 497-0243	February 5
Capricia Marshall	9101 Crosby Road Silver Spring, MD 20910 (301) 589-8542	
Ann McCoy	2111 Jefferson-Davis Hgwy. Apt 411 North Arlington, VA (703) 418-4637	October 1
Shirley Sagawa	805 Gibbon Street Alexandria, VA 22314 (703) 548-4919	
Patti Solis	1320 21st Street, NW #404 Washington, DC 20036 (202) 785-1521	August 23
Ann Stock	521 Duke Street Alexandria, VA 22314 (703) 549-6489	June 3
Isabelle Tapia	7120 Sea Cliff Road McLean, VA 22101	
Kim Tilley	2801 Quebec Street, NW Washington, DC 20008 (202) 364-5331	November 17

Melanne Verveer

2125 Leroy Place, NW
Washington, DC 20008
(202) 265-0230
or
(202) 265-0236

June 24

Maggie Williams

1730 New Hampshire Ave.
Washington, DC 20009
(via Signal)
(202) 395-2000

December 25

PRIVATE LINES
(as of 03/31/93)

Millie Alston	x6634
Anne Bartley	x2398
Lisa Caputo	x2856
Kelly Craighead	x2518
Karen Finney	x7951
Sara Grote	x2922
Julie Hopper	x7561
Carolyn Huber	x6635
Neel Lattimore	x2558
Evelyn Lieberman	x7904
Diane Limo	x6751
Capricia Marshall	x7064
Ann McCoy	x2347/2399
Patti Solis	x2466
Ann Stock	x2347/2399
Kim Tilley	x2131
Melanne Verveer	x2538
Maggie Williams	x7194

~~CONFIDENTIAL~~

Revised
2/12

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Both Offices

THE WHITE HOUSE
WASHINGTON

DETERMINED TO BE AN ADMINISTRATIVE
MARKING Per E.O. 12958 as amended, Sec. 3.3 (c)

Initials: Ry Date: 8/15/2013
2013-0359-5

President Clinton's
Cabinet

The Honorable Warren Christopher
Secretary
Department of State
2201 C Street, Northwest
Washington, D.C. 20520

Work: 202/647-5291
Home: 202/857-0820

NOTE: Personnel can also be reached through State
Department OPS Center (202/647-1512).

Sr. Adv. &
Public

Affairs: Tom Donilon
Work: 202/647-5548
Fax: 202/647-5939
Home: 202/244-0294

Pers.

Asst. Carlene Ackerman
Work: 202/647-9574
Fax: 202/647-6434

Pers.

Asst. Liz Lineberry
Work: 202/647-5298
Fax: 202/647-6434

* The Honorable Lloyd Bentsen
Secretary
Department of the Treasury
15th Street and Pennsylvania Avenue, N.W.
Washington, D.C. 20220

Work: 202/622-1100
Home: 202/234-7776

CoS: Philip Diehl
Work: 202/622-0041
Fax: 202/622-0073

The Hon. Lloyd Bentsen
Department of the Treasury (continued)

Deputy

CoS: Roger Altman
Work: 202/622-1070
Fax: 202/622-0000
Home: 202/659-3420 or 212/360-1220

Pers.

Asst. Gay Burton
Work: 202/622-0425
Fax: 202/622-0000
Home: 703/836-1386

Conf.

Asst.: Leslie Williams
Work: 202/622-0190
Home: 703/765-9312

*** The Honorable Les Aspin**
Secretary
Department of Defense
The Pentagon
Room 3E-880
River Entrance
Washington, D.C. 20301

Work: 703/695-5261
Fax: 202/697-9080
Home: 202/342-0395

CoS: Rudy DeLeon
Work: 703/697-8388
Fax: 703/697-9080
Home: 703/276-7892

Pers.

Secy.: Judy Berman
Work: 703/695-5261
Fax: 703/697-9080
Home: 703/922-5744

Attorney General of the United States
Department of Justice
10th Street and Constitution Avenue, N.W.
Washington, D.C. 20530
Tel: 202/514-2001

The Honorable Bruce Babbitt
Secretary
Department of the Interior
1849 C Street, N.W.
Washington, D.C. 20240

Work: 202/208-7624
Fax: 202/208-6956
Home: 202/337-2554

CoS: Tom Collier
Work: 202/208-7351
Fax: 202/208-6956
Home: 703/683-0169

Pers.
Secy.: Barbara Atkinson
Work: 202/208-5218
Fax: 202/208-6956
Home: 703/998-8453

The Honorable Mike Espy
Secretary
Department of Agriculture
Second Floor
14th Street and Independence Avenues, S.W.
Washington, D.C. 20250

Work: 202/720-5539
Home: 301/587-2854

CoS: Ron Blackley
Work: 202/720-3631
Fax: 202/720-5437
Home: 202/479-6800
Pager: 202/597-9738

Pers.
Secy.: Sharon Harris
Work: 202/720-5538
Fax: 202/720-5437
Home: 301/890-3369

The Honorable Ronald H. Brown
Secretary
Department of Commerce
14th Street and Constitution Avenue, N.W.
Washington, D.C. 20230

Work: 202/482-4233
Home: 202/362-3915 or 362-3828

CoS: Rob Stein
Work: 202/482-2112
Fax: 202/482-2741
Home: 202/722-0883

Pers.
Secy.: Barbara Schmitz
Work: 202/482-1157
Fax: 202/482-2741
Home: 301/890-3369

The Honorable Robert Reich
Secretary
Department of Labor
200 Constitution Avenue, N.W.
Washington, D.C. 20210

Work: 202/219-8274
Fax: 202/219-7659
Home: 202/393-4058

CoS: Kitty Higgins
Work: 202/219-8274
Fax: 202/219-7659
Home: 301/907-0925

Pers.
Asst.: Debby Goldberg
Work: 202/219-8274
Fax: 202/291-7659
Home: 202/737-5435

The Honorable Donna Shalala
Secretary
Department of Health and Human Services
200 Independence Avenue, S.W.
Washington, D.C. 20201

Work: 202/690-8204
Home: 202/347-6467

CoS: Kevin Thurm
Work: 202/690-6133 or 690-8204
Fax: 202/690-7755
Home: 703/522-1615

Pers.
Secy.: Jolinda Gaither
Work: 202/690-8204
Fax: 202/690-6154
Home: 410/766-6399

The Honorable Henry Cisneros
Secretary
Department of Housing and Urban Development
451 Seventh Street, S.W.
Washington, D.C. 20401

Work: 202/708-0417
Home: 202/328-3608

CoS: Bruce Katz
Work: 202/708-2713
Fax: 202/708-2476
Home: 202/543-0368
Pager: 202/539-3260

Spec.
Asst.: Bert Benavides
Work: 202/708-0417
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Home: 202/462-8842
Pager: 202/539-3246

The Honorable Federico Pena
Secretary
Department of Transportation
400 Seventh Street, S.W.
Room 10-200
Washington, D.C. 20590

Work: 202/366-1100
Home: 703/812-5733

Acting

CoS: Ann Bormolini
Work: 202/366-1103
Fax: 202/366-3956
Home: 703/812-5887

Pers.

Secy.: Joyce Craley
Work: 202/366-1101
Fax: 202/366-3956
Home: 301/932-0426

The Honorable Hazel O'Leary
Secretary
Department of Energy
1000 Independence Avenue, S.W.
Washington, D.C. 20585

Work: 202/586-0900
Home: 202/457-0500

CoS: Richard H. Rosenzweig
Work: 202/586-6210
Fax: 202/586-7644
Home: 703/824-0254

Pers.

Secy.: Carolyn Wallace
Work: 202/586-6210
Fax: 202/586-7644
Home: 410/265-7455

The Honorable Richard Riley
Secretary
Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Work: 202/401-1181
Home: 202/686-0777

CoS: **Billy Webster**
Work: 202/401-6143
Fax: 202/401-2098
Home: 202/797-8333

Pers.
Secy.: **Pat Pearson**
Work: 202/401-3006
Fax: 202/338-2421
Home: 202/338-2418

The Honorable Jesse Brown
Secretary
Department of Veterans Affairs
801 Eye Street, N.W.
Washington, D.C. 20001

Work: 202/535-8616 or 535-8900
Home: 703/349-1268

CoS: **Gabby Hartnett**
Work: 202/535-8900
Fax: 202/535-8667
Home: 202/488-8662

Exec.
Asst.: **Linda Kaufmann**
Work: 202/535-8900
Fax: 202/535-8667
Home: 301/934-8643

Honorable Thomas F. (Mack) McLarty
Chief of Staff
Executive Office of the President
The White House
Washington, D.C. 20500

Work: 202/456-6798
Fax: 202/456-1121
Home: (Through White House Switchboard)

Deputy
CoS: Mark Gearan
Work: 202/456-2533
Fax: 202/456-1121
Home: (Through White House Switchboard)

Pers.
Secy.: Sara Johnson
Work: 202/456-6798
Fax: 202/456-2883
Home: 703/455-4570

The Honorable Carol Browner
Administrator
Environmental Protection Agency
401 M Street, S.W.
Washington, D.C. 20460

Work: 202/260-4700
Home: 301/891-7871

CoS: Ann Hardison
Work: 202/260-7960
Fax: 202/260-0279
Home: 202/543-0372

Pers.
Secy.: Denise Schwarz
Work: 202/260-4700
Fax: 202/260-0279
Home: 703/451-1073

The Honorable Leon Panetta
Director
Office of Management and Budget
Old Executive Office Building
Washington, D.C. 20503

Work: 202/395-4840
Home: 202/781-1234 ext. 830

CoS: John Angel
Work: 202/395-6190
Fax: 202/395-5730
Home: 202/543-7959

Pers.
Secy.: Diana Marino
Work: 202/395-4844
Fax: 202/395-5730
Home: 703/241-0150

The Honorable Laura D'Andrea Tyson
Chair
Council of Economic Advisors
Old Executive Office Building
Washington, D.C. 20503

Work: 202/395-5042
Home: 202/638-4968

CoS: Tom O'Donnell
Work: 202/395-5084
Fax: 202/395-6947
Home: 703/379-7295

Pers.
Secy.: Alice Williams
Work: 202/395-5042
Fax: 202/395-6947
Home: 202/829-4450

The Honorable Madeleine Albright
Ambassador to the United Nations
2201 C Street, N.W.
Washington, D.C. 20520

Work: 202/736-4536
Home: 202/337-2428 or 202/337-2429
NY Home: 212/415-4005 or 4006

Acting

CoS: Caroline Croft
Work: 202/736-4535
Fax: 202/736-4550
Home: 202/965-3876

The Honorable Mickey Kantor
Ambassador
United States Trade Representative
600 Seventeenth Street, N.W.
Washington, D.C. 20506

Work: 202/395-3204
Home: 202/965-5989

CoS: Debbie Shon
Work: 202/395-3204
Fax: 202/395-3390
Home: 202/965-5505

Co-CoS: Steve Engleberg
Work: 202/395-3204
Fax: 202/395-3911
Home: 202/537-3146

President Clinton's
Senior Policy Advisors

The Honorable Carol Rasco
Director
Domestic Policy Council
The White House
Washington, D.C. 20506

Work: 202/456-4046
Home: 301/718-8689

Pers.
Secy.: Rosalyn Kelly
Work: 202/456-2216
Fax: 202/456-2878
Home: 301/599-0113

The Honorable Robert Rubin
Director
National Economic Council
The White House
Washington, D.C. 20500

Work: 202/456-2174
Home: 202/347-2200

CoS: Sylvia Matthews
Work: 202/456-2174
Fax: 202/456-2878

Pers.
Secy.: Linda McLaughlin
Work: 202/456-2174
Fax: 202/456-2878

The Honorable Anthony Lake
Director
National Security Council
The White House
Washington, D.C. 20500

Work: 202/456-2255 or 202/395-2000
Home: Through White House Switchboard

Exec.
Asst.: Michael W. Punke
Work: 202/456-2256
Home: Through White House Switchboard

The Honorable John H. (Jack) Gibbons
Director
Office of Science and Technology Policy
Old Executive Office Building
Washington, D.C. 20503

Work: 202/456-7116
Home: 202/543-2207 or 703/253-5409

Exec.
Asst. Damar Hawkins
Work: 202/456-6272
Fax: 202/395-3261
Home: 301/587-7656

Spec.
Asst. Susanne (Susie) Bachtel
Work: 202/456-7116
Fax: 202/395-3261
Home: 301/587-7656

(Updated 2/12/93)

THE WHITE HOUSE

WASHINGTON

April 27, 1993

MEMORANDUM FOR THE FIRST LADY'S STAFF

FROM: DIANE G. LIMO

SUBJECT: Helpful Information

Attached you will find the following information which may be helpful to you:

- Listing of Federal Department and Agency Phone Numbers and Addresses
- Protocol Listing of U.S. Government Officials
- Information on the White House Medical Unit
The White House Medical Unit is located in Room 107, OEOP and is available to provide limited services to personnel in the White House complex. The hours of operation are 9:00am-11:30am and 1:00pm-4:00pm.
- Gift Catalog from G.M.L. Design
This catalog may be used to order White House paraphernalia and gifts. Delivery of gifts can be arranged for pick-up on Tuesdays and Fridays at the 17th & G Street entrance of the OEOP. For more information contact John or Michelle at (703) 536-3635.
- Price list for White House gifts from the U.S. Secret Service Uniformed Division Benefit Fund
U.S. Secret Service has a small gift shop in the basement of the OEOP (Room 060A) where White House paraphernalia and gifts can be purchased. The store hours are 7:00am-2:30pm. For additional information, please call x4199.

-- **Request form for inscribed photos of the President and First Lady**

Inscribed photos or lithographs of the President and First Lady can be requested by using the attached form. This form must be typed and filled out completely. Lithographs are less expensive and save the government a considerable amount of money. Please reserve the more expensive photos for special requests whenever possible. Please appoint one person from each office to send in all requests for your office.

-- **Request form for Special Letters**

Requests for special letters celebrating the occasions of retirement, birthdays, birth of a baby, condolence, graduation, adoption, illness, wedding, Bar or Bat Mitzvah are available by using the attached form. This form must also be typed. Please appoint one person from each office to send in all requests.

-- **White House Tours**

There are three alternatives for those interested in White House tours. They are: 1) Congressional tours, 2) Public self-guided tours and 3) VIP tours. Congressional tours are guided tours and are available Tuesday through Saturday at 8:15, 8:30 and 8:45 a.m. Guests should use the Visitors Entrance Gate on East Executive Avenue for Congressional tours. These tours require tickets and usually book up a month in advance. I have a supply of these tickets in my office. Public self-guided tours are available Tuesday through Saturday and begin at 10:00 a.m. All WH and OEOB passholders may escort up to six guests to the head of the line for the public self-guided tours. Passholders should meet their guests at 9:45 a.m. outside of the Visitors Entrance and show your pass to the USSS officers. If the passholder is unable to personally meet guests, they should wait in the public line outside the Visitors Entrance. The public self-guided tours require tickets from March 23 to Labor Day. These free tickets are available on a first come, first serve basis at 8:00 a.m. at kiosks run by the National Park Service on the Ellipse. VIP tours are guided by a White House passholder and will be allowed Monday through Friday (8:00pm - 10:00pm),

Saturday (after 1:00 p.m.) and Sunday (all day). Groups for VIP tours should be limited to six persons per group. The taking of photographs is prohibited.

-- Long Distance Calls

When making long distance phone calls be sure to dial "8" before the area code (instead of "9"). The use of "8" allows the federal government to access a WATTS line at a reduced cost. If "9" is used, the government must pay regular long distance rates. This also applies when sending long distance faxes.

Attachments

DEPARTMENT HEADS, ADDRESSES, AND PHONE NUMBERS
(As of April 26, 1993)

DEPARTMENT OF STATE

Warren Christopher
2201 C Street, N.W.
Washington, D.C. 20520
202-647-4000

DEPARTMENT OF THE TREASURY

Lloyd Bentsen
1500 Pennsylvania Avenue, N.W.
Washington, D.C. 20220
202-622-2000

DEPARTMENT OF DEFENSE

Les Aspin
The Pentagon
Washington, D.C. 20301
703-545-6700

DEPARTMENT OF JUSTICE

Janet Reno
Tenth & Constitution Avenues, N.W.
Washington, D.C. 20530
202-514-2000

DEPARTMENT OF THE INTERIOR

Bruce Babbitt
1849 C. Street, N.W.
Washington, D.C. 20240
202-208-3100

DEPARTMENT OF AGRICULTURE

Mike Espy
Fourteenth & Constitution Avenues, S.W.
Washington, D.C. 20250
202-720-8732

DEPARTMENT OF COMMERCE

Ronald H. Brown
Fourteenth & Constitution Avenues, N.W.
Washington, D.C. 20230
202-377-2000

DEPARTMENT OF LABOR**Robert B. Reich**

200 Constitution Avenue, N.W.

Washington, D.C. 20210

202-219-5000

DEPARTMENT OF HEALTH & HUMAN SERVICES**Donna E. Shalala**

330 Independence Avenue, N.W.

Washington, D.C. 20201

202-690-7000

DEPARTMENT OF HOUSING & URBAN DEVELOPMENT**Henry G. Cisneros**

451 Seventh Street, SW

Washington, D.C. 20410-1047

202-708-1422

DEPARTMENT OF TRANSPORTATION**Fredrico Pena**

400 Seventh Street, S.W.

Washington, D.C. 20590

202-366-4000

DEPARTMENT OF ENERGY**Hazel Rollins O'Leary**

1000 Independence Avenue, S.W.

Washington, D.C. 20585

202-586-5000

DEPARTMENT OF EDUCATION**Richard W. Riley**

400 Maryland Avenue, S.W.

Washington, D.C. 20202-0100

202-708-5366

DEPARTMENT OF VETERANS AFFAIRS**Jesse Brown**

801 Eye Street, N.W.

Washington, D.C. 20006

202-233-2300

ENVIRONMENTAL PROTECTION AGENCY

Carol M. Browner
401 M Street, S.W.
Washington, D.C. 20460
202-260-2090

UNITED STATES REPRESENTATIVE TO THE UNITED NATIONS

Madeline Korbelt Albright
Room 1208A
State Department
2201 C Street, N.W.
Washington, D.C. 20520
202-736-4500

CHIEF OF STAFF

Thomas F. (Mac) McLarty
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500
202-456-6797

COUNCIL OF ECONOMIC ADVISORS

Laura D' Andrea Tyson
Room 314 OEOB
Washington, D.C. 20500
202-395-5042

OFFICE OF MANAGEMENT & BUDGET

Leon E. Panetta
OEOB
Washington, D.C. 20500
202-395-3000

U.S. TRADE REPRESENTATIVE

Michael (Mickey) Kantor
600 17th Street, N.W.
Washington, D.C. 20506
202-395-3204

CIA

Washington, D.C. 20505
202-828-2026 (temporary)

GENERAL SERVICE ADMINISTRATION

Dennis Fisher (Acting)
Roger Johnson (Nominee)
18th & F Streets, N.W.
Washington, D.C. 20405
202-708-5082

OFFICE OF PERSONNEL MANAGEMENT

James B. King
1900 E Street NW
Washington D.C. 20415-0001
202-606-1800

WHITE HOUSE PERSONNEL

Bruce Lindsey
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500
202-456-6676

CHIEF OF STAFF--VP

Roy Neel
Room 272 OEOB
Washington, D.C. 20500
202-456-6606

TIPPER GORE'S OFFICE

OEOB
Washington, D.C. 20500
202-456-7022; 456-2326

PROTOCOL LISTING OF SELECTED U. S. GOVERNMENT OFFICIALS

The President
The Vice President
The Secretary of State
The Secretary of the Treasury
The Secretary of Defense
The Attorney General
The Secretary of the Interior
The Secretary of Agriculture
The Secretary of Commerce
The Secretary of Labor
The Secretary of Health and Human Services
The Secretary of Transportation
The Secretary of Energy
The Secretary of Education
The Secretary of Veterans Affairs
Director of the Office of Management and Budget
United States Trade Representative

Chief of Staff to the President
Director of National Drug Control Policy
Assistant to the President for National Security Affairs
Director of Central Intelligence
Representative of the United States to the United Nations
Chair of the Council of Economic Advisors
Assistant to the President and Deputy to the Chief of Staff
Assistant to the President for Economic and Domestic Policy
Director of the Office of Science and Technology Policy
Deputy Secretary of State
Deputy Secretary of Defense
Chairman of the Joint Chiefs of Staff
Administrator of the Agency for International Development
Director of the Arms Control and Disarmament Agency
Administrator of the Environmental Protection Agency
Director of the Federal Bureau of Investigation
Director of the Federal Emergency Management Agency
Administrator of the National Aeronautics and Space
Administration
Director of the National Science Foundation
Chairman of the Nuclear Regulatory Commission
Director of the United States Information Agency
Director of the United States International Development
Cooperation Agency
Director of the ACTION Agency
Administrator of Drug Enforcement
Administrator of General Services

WHITE HOUSE MEDICAL UNIT
Washington, D. C. 20500-0001

PATIENT INFORMATION

Mission: The primary mission of both the personnel and facilities of the White House Medical Unit is to provide health care for the President, the Vice President, and their respective families. In addition, the services listed below are provided to personnel on the White House complex on the basis of availability of medical staff. This availability may be greatly limited at times.

Location: The Medical Unit is located in Room 107 in the Old Executive Office Building. The clinic phone numbers are: (202) 395-6024/5/6.

Hours: Mondays through Fridays (except Holidays): 0900 - 1130 & 1300 - 1600.

Emergencies: Medical personnel can be reached at 395-6024/5/6 during the normal duty day. If an emergency occurs while Medical Unit personnel are not available, or if it occurs after duty hours, emergencies should be referred to:

1. The individual's family physician.
2. Non-DOD eligible personnel - to the emergency room at George Washington University Hospital. Their phone number is (202) 994-3211.
3. DOD eligible personnel - to the nearest DOD medical facility or to the emergency room at George Washington University Hospital (202) 994-3211.
4. For additional assistance on the compound when medical personnel are not available, contact 456-4497.

SERVICES AVAILABLE

I. Non-DOD Eligible Personnel:

1. OCCUPATIONAL MEDICINE—Minor illnesses will be diagnosed and treated with simple medications to avoid job time loss from minor problems.
2. ALLERGY SHOTS—Allergy shots will be given upon direction of the physician managing the patient. The directions for administration must be written and accompany the allergy serum. All patients will be required to remain in the clinic for 30 minutes after receiving any injection.
3. BLOOD PRESSURE & WEIGHT CHECKS—Will be obtained at the request of the patient.
4. IMMUNIZATIONS—Immunizations will be provided as needed for individuals involved in official foreign travel. All individuals receiving immunizations must remain in the clinic for 15 minutes after receiving an injection.

II. DOD Eligible Personnel: All of the above services will be provided in addition to the following:

1. BASIC PRIMARY CARE—Basic primary care consistent with the availability of medical personnel will be provided.

II. DOD Eligible Personnel:

2. LABORATORY WORK—Laboratory tests which can be accomplished on an outpatient basis will be provided. This will include blood work requested by referring physicians from other DOD medical facilities.
3. PRESCRIPTIONS—Prescriptions and refills of medicines prescribed by both Medical Unit personnel and referring DOD providers will be honored. Prescriptions will not be refilled, however, unless the original prescription is on file in the Medical Unit. Requests for medications must be made in person. Medications will not be dispensed via third parties.
4. REFERRAL SERVICE—Referral service to other DOD facilities will be provided.

**U.S. Secret Service
Uniformed Division Benefit Fund**

1600 Pennsylvania Ave.
O. R. O. B. Room 060A
Washington, D. C. 20500
(202) 395-4199

Attn.: Marty Carbone

Ship To: _____

Phone #: _____

Price List

Minimum Order \$20.00

Item No.	Item Description	Price Each	Quantity Ordered	Total Price
01	Address Book (Magnetic Brass Cover with Star)	\$4.00		
02	Address Book (Magnetic Brass Cover with WH)	\$4.00		
11	Appointment Book (Desk Top Burg. Navy, Black)	\$17.00		
15	Appointment Book Refill (OUT)	\$11.00		
01	Badge Holder (Black Leather Clip-On)	\$7.00		
170	Bank - Oak Wood with WH Logo	\$20.00		
24	Belt Buckle (Large Oval - Old Star Gold & Silver Plated)	\$75.00		
23	Belt Buckle (Oval Brass New Star)	\$12.00		
25	Belt Buckle (Rectangle Brass New Star)	\$10.00		
22	Belt Buckle (Round Brass Old Star)	\$16.00		
21	Belt Buckle (Round Old Star Gold & Silver Plated)	\$45.00		
12	Binder (Large Pad - Vinyl - Burg. Navy, Black)	\$15.00		
04	Bookmarks with SS Logo	\$3.00		
03	Bookmarks with WH Logo	\$3.00		
35	Bud Vase with WH Logo	\$10.00		
173	Business Card Holder (SS or WH Logo)	\$10.00		
111	Candy Dish (Polished Pewter) WH Logo	\$17.00		
37	Candy Jar (with etched WH Logo)	\$12.00		
07	Cinch Bag (WH Logo) Navy	\$20.00		
02	Commission Book & Badge Holder Agent or UD	\$18.00		
182	Decanter Set (with 4 glasses) WH Logo	\$55.00		
03	Flashlight - Mini Mag "AA" Black	\$11.00		
04	Flashlight Case (Black Nylon Velcro)	\$3.00		
30	Glass Rock Paperweight (WH Logo)	\$20.00		
32	Glassware with Etched Star or WH Old Fashioned	\$10.00		
72	Golf Balls - Wilson Ultras (with WH or SS Logo) Dozen	\$22.00		
71	Golf Balls - Wilson Ultras (with WH or SS Logo) Sleeve of 3	\$7.00		
70	Golf Towel with WH or SS Logo	\$5.00		
73	Golfer's Aid Set (Includes: Divot Repair Tool, Tees, Ball Marker with SS Logo)	\$1.50		
08	Gym Bag (Black with SS Logo, Navy with WH Logo)	\$15.00		
43	Hat (Blue, White, Black Poplin with WH Logo)	\$8.00		
45	Hat (Neon Pink or Green with SS Logo)	\$8.00		
41	Hat (White or Royal Poplin with SS Star)	\$8.00		
100	Heavy T-Shirt (Embroidered SS Logo)	\$16.00		
145	Hooded Sweat Top (with SS Logo only) S, M, L, XL	\$25.00		
102	Jackets BB - Type with SS Logo S, M, L, XL	\$37.00		
101	Jackets BB - Type with WH Logo XS, S, M, L, XL, XXL	\$37.00		
00	Jelly Bean Jar with WH Logo	\$10.00		
112	Jewelry Box (Polished Pewter) WH Logo	\$20.00		
01	Key Tags (Brass / Gold Plated with etched Star)	\$6.00		
07	Key Tags (WH or SS Logo)	\$4.00		
02	Lapel Pins (Star Logo)	\$3.50		

Item No.	Item Description	Price Each	Quantity Ordered	Total Price
55	Lapel Pins (U.S.A. Map behind Star Logo)	\$3.75		
118	Letter Opener (Pewter - WH Logo)	\$15.00		
171	Lighters (Zippo Stainless with Star Logo)	\$10.00		
172	Money Clip and Pocket Knife (with Star Logo)	\$9.00		
84	Mug (Blue with Gold Agent)	\$10.00		
81	Mug (Coffee - White Porcelain with Star)	\$8.00		
86	Mug (Porcelain with SS Medallion - White or Black)	\$12.00		
83	Mug (White Porcelain, Gold trim with SS Logo)	\$10.00		
160	Night Shirt One Size Fits All	\$12.00		
175	Oak Wood Coasters (WH Logo)	\$8.00		
152	Pen and Pencil Set (Garland) SS Logo only	\$20.00		
117	Pencil Holder cup (Pewter - WH Logo)	\$16.00		
153	Pens (Shaeffer Black with WH or SS Logo)	\$3.00		
151	Pens Garland (with U.S. Secret Service on side and Star Logo on Top - Black, Gold, Rose, Pearl) WH Logo in Blk only	\$10.00		
119	Pewter Coasters (WH Logo)	\$12.00		
115	Pewter Mug (WH Logo)	\$28.00		
116	Pewter Tray (WH Logo)	\$60.00		
66	Playing Cards (WH or SS Logo)	\$4.50		
134	Shirts w/SS (Outdoor Impressions) White, Navy, Mellon, Jade XXL	\$24.00		
132	Shirts with SS (Outdoor Impressions) White, Navy, Mellon, Jade S, M, L, XL	\$22.00		
131	Shirts with WH (Outdoor Impressions) White, Red, Blue S, M, L, XL	\$22.00		
133	Shirts with WH (Outdoor Impressions) White, Red, Blue XXL	\$24.00		
141	Shorts (Practice Type) Navy or Gray S, M, L, XL	\$8.00		
142	Shorts (Sweat Type) Navy, Gray, White S, M, L, XL	\$14.00		
114	Shotglass (Pewter with WH Logo)	\$10.00		
113	Stamp Holder (Pewter with WH Logo)	\$15.00		
53	Stick Pin (Ladies - with Star Logo)	\$3.50		
144	Sweat Pants (with Star) White or Navy XL	\$16.00		
140	Sweat Shirt Crew (WH Logo only) Cream	\$25.00		
143	Sweat Tops (with Star) White or Navy S, M, L, XL	\$16.00		
103	Sweater Crew Neck (with SS Logo) Jade, Beige S, M, L, XL	\$35.00		
	Sweater Crew Neck (with WH) Navy, Beige S, M, L, XL	\$35.00		
165	T-Shirt (CHILDS 50/50) Gold, Navy, White S, M, L	\$5.00		
162	T-Shirt 100% Cotton (Onsize) Gray, Navy, White S, M, L, XL	\$8.00		
161	T-Shirt Puff (with WH Logo) Gray & White S, M, L, XL	\$9.00		
74	Teddy Bear (with WH or SS Logo T-Shirt on)	\$10.00		
64	Tie Tack (with Star Logo)	\$3.50		
78	Toe Bag (with WH Logo in natural Canvas)	\$13.00		
34	Vase (with etched WH Logo)	\$20.00		
56	Watch (WH or SS Logo)	\$30.00		
104	Golf Jackets WH OR SS	\$50.00		

TOTALS

PLEASE ADD 10% FOR SHIPPING AND INSURANCE

SHIPPING

GRAND TOTAL

MINIMUM ORDER \$20.00

Please State **SIZE** and **COLOR** for ALL clothing items.
 Make Checks Payable to: **THE UNIFORMED DIVISION BENEFIT FUND.**
 Items sold by **THE BENEFIT FUND ARE NOT FOR COMMERCIAL RESALE**

ANY QUESTIONS PLEASE CALL (202) 395-4199

REQUEST FOR PHOTOGRAPH INSCRIPTION

Please type as a courtesy to the Calligraphers

If you photocopy this form, please cut the bottom so that it remains on this size paper. Thank you.

To: Jeff Riley - Rm 94, Ext. 7610, Presidential Correspondence

From: _____ **Rm:** _____ **Ext.:** _____

- Please attach photograph or choose from the below:

☐ Official President ☐ Official First Lady ☐ Official First Couple ☐ Casual First Couple

- Is a lithograph, less expensive photo, okay for this request? ☐ yes ☐ no

- Photo to be signed by: ☐ President ☐ First Lady

- Destination of photograph: ☐ Return to originating office ☐ Mail (*must attach typed mailing label*)

- For record purposes, please type full name and address of who the photograph should be inscribed to:

Name: _____

Organization: _____

Street: _____

City/State/Zip: _____

- Inscribe to: (*First & Last name please*) _____

- Message: ☐ With Best Wishes ☐ Congratulations ☐ With Appreciation ☐ Happy Birthday

Once the request is received, it will take approximately one week to process. Thank you.

Today's Date: _____

Date of Event: _____

STAFF REQUEST FOR PRESIDENTIAL ACKNOWLEDGEMENT LETTER

REQUEST TO: Presidential Messages FROM: (Name) _____
Room 93 (Dept.) _____
Ext. 2276 (Room) _____
(Ext.) _____

A MINIMUM OF 2 WEEKS NOTICE IS REQUIRED FOR PROCESSING

ALL REQUESTS ARE SUBJECT TO FINAL APPROVAL BY MARSHA SCOTT

Mark ☐ in appropriate box and include any additional comments pertinent to the request in information space below.

TYPE OF EVENT

- | | | |
|--|--|--|
| ☐ RETIREMENT
(no. of yrs; name of
co. or govt agency) | ☐ CONDOLENCE
(sent to
next-of-kin only) | ☐ ILLNESS
(type: surgery,
accident, cancer, etc.) |
| ☐ BIRTHDAY
(no. of years) _____ | ☐ GRADUATION
(list name of school
and degree awarded) | ☐ WEDDING
(provide first names) |
| ☐ BIRTH OF BABY
(child's name &
birthdate) | ☐ ADOPTION
(list parents &
child's name) | ☐ BAR OR BAT MITZVAH |
| ☐ WEDDING ANNIVERSARY
(no. of years) _____ | | ☐ OTHER
(please specify) |

INFORMATION: _____

MAILING ADDRESS FOR LABEL (include complete address and zip code)

CIRCLE ONE: Mr. Mrs. Miss Mr. & Mrs. Dr. Ms.

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

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: _____

THE WHITE HOUSE
WASHINGTON

May 11, 1994

MEMORANDUM TO THE STAFF

FROM: DIANE LIMO *Diane*
SUBJECT: Updated Lists

Attached are the following updated lists for your use:

- Important Numbers
- Home Addresses
- Private/Direct Numbers

If any of the information that pertains to you is inaccurate, please fill out the attached form with the correct information and return it to me at your earliest convenience.

OFFICE OF THE FIRST LADY

PLEASE FILL OUT AND RETURN TO:

DIANE LIMO

ROOM 100 - OEOb

NAME:

TITLE:

OFFICE LOCATION:

OFFICE PHONE:

OFFICE FAX NO.:

BEEPER NO.:

(if applicable)

CELLULAR PHONE:

(if applicable)

PRIVATE LINE:

(if applicable)

HOME ADDRESS:

HOME PHONE:

DATE OF BIRTH:

IMPORTANT NUMBERS
(as of May 11, 1994)

NAME	TITLE	PHONE	FAX	PAGER#
Room 100-OEOB				
Margaret A. Williams	Chief of Staff to the First Lady	WW x61660 x66266	x66244	4035
Evelyn Lieberman	Assistant to the Chief of Staff	x66266	x66244	4221
Diane Limo	Special Assistant/ Office Manager	x66266	x66244	4223
Melanne Verveer	Deputy Chief of Staff to the First Lady	x66266	x66244	4242
Anne Bartley	Assistant to the Deputy Chief of Staff	x66266	x66244	
Nicole Rabnor		x67263	x66244	
Lisa Caputo	Press Secretary for the First Lady	x62960	x67805	4038
Neel Lattimore	Deputy Press Secretary	x62960	x67805	4215
Karen Finney	Deputy Press Secretary	x62960	x67805	4216
Second Floor - West Wing				
Pam Barnett	Executive Assistant for Domestic Policy	x62369		
Jennifer Klein	Special Assistant to the President for Domestic Policy	x62599	x62878	
Rm 185 1/2 - OEOB				
Patti Solis	Director of Scheduling for the First Lady	x67560	x62317	4044
Julie Hopper	Deputy Director of Scheduling for the First Lady	x67560	x62317	4096
Sara Grote	Ofc. of Scheduling for the First Lady	x67560	x62317	4363
Isabelle Tapia	Director of Advance	x67560	x62317	4088

NAME	TITLE	PHONE	FAX	PAGER#
Rm 188 - OEOB				
Kelly Craighead	Associate Director of Advance (First Lady)/ Trip Director	x62518	x62317	4013
Second Floor - East Wing				
Capricia Marshall	Special Assistant to the First Lady	x67064	x66235	4224
Ann Stock	Social Secretary	x67136	x66235	4231
Ann McCoy	Deputy Social Secretary	x67136	x66235	4227
Helen Dickey	Assistant to the Social Secretary	x67136	x66235	4400
Joyce Bonnett	Special Assistant to Social Secretary	x67136	x66235	4303
Carolyn Huber	Director, Personal Correspondence	x62957	x64198	4455
Millie Alston	Personal Correspondence	x62957	x64198	
Rm 19 - OEOB				
Alice Pushkar	Director of First Lady Correspondence	x62941	x62926	
Rm 197 - OEOB				
Liz Bowyer	Research/Briefing Book Coordinator	x67845	x62239	4435
Rm 193 - OEOB				
Lissa Muscatine	Speechwriter	x62935	x65709	4477
Rm. 106 - OEOB				
Loretta Avent	Special Assistant to the President for Intergovernmental Affairs	x62896	x2889	4370

HOME ADDRESS LISTING**(as of 05/11/94)**

<u>NAME</u>	<u>ADDRESS</u>	<u>BIRTHDAY</u>
Milli C. Alston	3100 Shiloh Rd. Hampstead, MD 21074 (410) 374-4231	February 10
Loretta Avent	17 Crittenden Street, NE Washington, D.C. 20011 (202) 543-2771	April 21
Pam Barnett	6673 Fairfax Road Chevy Chase, MD 20815 (301) 718-7785	August 18
Anne Bartley	2852 Ontario Rd., NW Washington, DC 20009 (202) 462-1472	June 15
Joyce Bonnett	618 Bennington Dr. Silver Spring, MD 20910 (301) 589-8441	June 13
Liz Bowyer	1218 29th Street, NW Washington, D.C. 20007 (202) 333-5491	October 2
Lisa Caputo	1804 North Quinn St. #210 Arlington, VA 22209 (703) 524-2480	January 13
Kelly Craighead	1763 Willard, NW Washington, DC 20009 (202) 387-5811	August 22
Helen Dickey	1600 Pennsylvania Ave., NW Washington, DC 20500 (202) 456-1414	September 20
Karen Finney	2142 O Street, NW #5 Washington, DC 20037 (202) 466-8361	August 15
Sara Grote	1720 S Street, NW Apartment SG Washington, DC 20009 (202) 483-7312	November 2
Julie Hopper	708 E. Capital St., NE Washington, DC 20002 (202) 544-4223	February 24
Carolyn Huber	2111 Jefferson-Davis Hwy # 323N Arlington, VA 22202 (703) 418-0897	October 14

<u>NAME</u>	<u>ADDRESS</u>	<u>BIRTHDAY</u>
Neel Lattimore	122 12th Street, NE #1 Washington, DC 20002 (202) 544-6573	January 6
Evelyn Lieberman	3612 Newark Street, NW Washington, DC 20008 (202) 244-8441	July 9
Diane Limo	6978 Mayfair Terrace Laurel, MD 20707 (301) 497-0243	February 5
Capricia Marshall	2606 Spencer Road Chevy Chase, MD 20815 (301) 587-0966	May 25
Ann McCoy	2111 Jefferson-Davis Hgwy. Apt 411 North Arlington, VA (703) 418-4637	October 1
Lissa Muscatine	2238 49th Street, NW Washington, D.C. 20007 (202) 337-3171	August 23
Nicole Rabnor	2222 Q Street, NW Apartment 33 Washington, DC 20008 (202) 483-0383	April 14
Patti Solis	1320 21st Street, NW #404 Washington, DC 20036 (202) 785-1521	August 23
Ann Stock	521 Duke Street Alexandria, VA 22314 (703) 549-6489	June 3
Isabelle Tapia	7120 Sea Cliff Road McLean, VA 22101	
Melanne Verveer	2125 Leroy Place, NW Washington, DC 20008 (202) 265-0230 or (202) 265-0236	June 24
Maggie Williams	1730 New Hampshire Ave. Washington, DC 20009 (via Signal) (202) 395-2000	December 25

Alumni

NAME

ADDRESS

BIRTHDAY

Kelly Carnes

**3114 Tennyson St., NW
Washington, DC 20015
(202) 363-7063**

November 22

Kim Tilley

**2801 Quebec Street, NW
Washington, DC 20008
(202) 364-5331**

November 17

PRIVATE LINES
(AS OF MAY 11, 1994)

NAME	EXTENSION	FAX
Milli Alston	x66634	x64198
Loretta Avent	x67060	x66220
Pam Barnett	x62369	x62878
Anne Bartley	x62398	x66244
Joyce Bonnett	x66303	x66235
Liz Bowyer	x62131	x62239
Lisa Caputo	x62856	x67805
Kelly Craighead	x62518	x62317
Helen Dickey	x67707	x66235
Karen Finney	x67951	x67805
Sara Grote	x62922	x62317
Julie Hopper	x67561	x62317
Eric Hothem	x69401	x66235
Carolyn Huber	x66634	x64198
Jennifer Klein	x62599	x62878
Neel Lattimore	x62558	x67805
Evelyn Lieberman	x67904	x66244
Diane Limo	x66751	x66244
Capricia Marshall	x69400	x66235
Ann McCoy	x62977	x66235
OFL (Nicole R)	x67263	x66244
OFL (Room 102)	x67264	x66244
OFL (Room 102)	x67265	x66244
Alice Pushkar	x65955	x62926
Patti Solis	x62468	x62317
Ann Stock	x62399	x66235
Isabelle Tapia	x67948	x62317
Melanne Verveer	x62538	x66244
Maggie Williams	x67194	x66244

Today's Date: _____

Date of Event: _____

STAFF REQUEST FOR PRESIDENTIAL ACKNOWLEDGEMENT LETTER

REQUEST TO: Presidential Messages FROM: (Name) _____
Room 93 (Dept.) _____
Ext. 2276 (Room) _____
(Ext.) _____

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Mark ☒ in appropriate box and include any additional comments pertinent to the request in information space below.

TYPE OF EVENT

- | | | |
|--|--|--|
| ☐ RETIREMENT
(no. of yrs; name of
co. or govt agency) | ☐ CONDOLENCE
(sent to
next-of-kin only) | ☐ ILLNESS
(type: surgery,
accident, cancer, etc.) |
| ☐ BIRTHDAY
(no. of years) _____ | ☐ GRADUATION
(list name of school
and degree awarded) | ☐ WEDDING
(provide first names) |
| ☐ BIRTH OF BABY
(child's name &
birthdate) | ☐ ADOPTION
(list parents &
child's name) | ☐ BAR OR BAT MITZVAH |
| ☐ WEDDING ANNIVERSARY
(no. of years) _____ | | ☐ OTHER
(please specify) |

INFORMATION: _____

MAILING ADDRESS FOR LABEL (include complete address and zip code)

CIRCLE ONE: Mr. Mrs. Miss Mr. & Mrs. Dr. Ms.

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP CODE: _____

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CIRCLE ONE: Mr. Mrs. Miss Mr. & Mrs. Dr. Ms.

NAME: _____
ADDRESS: _____
CITY/STATE/ZIP CODE: _____

REQUEST FOR PHOTOGRAPH INSCRIPTION

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If you photocopy this form, please cut the bottom so that it remains on this size paper. Thank you.

To: Jeff Riley - Rm 94, Ext. 7610, Presidential Correspondence

From: _____ **Rm:** _____ **Ext.:** _____

- Please attach photograph or choose from the below:
☐ Official President ☐ Official First Lady ☐ Official First Couple ☐ Casual First Couple
- Is a lithograph, less expensive photo, okay for this request? ☐ yes ☐ no
- Photo to be signed by: ☐ President ☐ First Lady
- Destination of photograph: ☐ Return to originating office ☐ Mail (*must attach typed mailing label*)
- For record purposes, please type full name and address of who the photograph should be inscribed to:
 Name: _____
 Organization: _____
 Street: _____
 City/State/Zip: _____
- Inscribe to: (*First & Last name please*) _____
- Message: ☐ With Best Wishes ☐ Congratulations ☐ With Appreciation ☐ Happy Birthday

Once the request is received, it will take approximately one week to process. Thank you.