

# ISSUE RECEIPT

TRIP/LOCATION WASHINGTON, D.C. DATE 14 APR 95

                     SABER                      SURV KIT  
                     BAG-PHONE                      PAGEBOY  
                     SX BC: 332 BMUS-PHONE  
                     OTHER BC: 87 CHGR-BMUS

REMARKS:                     

NAME MELANIE VERUEER ORG.                     

SIGNATURE                      PHONE                     

OFFICE SEC OF FIRST LADY

STATEMENT OF RESPONSIBILITY: I UNDERSTAND THAT BY SIGNING  
THIS RECEIPT, I CAN BE HELD ACCOUNTABLE FOR REPLACEMENT  
COSTS INCURRED IF THIS/THESE ITEMS(S) ARE LOST OR STOLEN.

RM 444

# ISSUE RECEIPT

TRIP/LOCATION \_\_\_\_\_ DATE 15 MAR 95  
\_\_\_\_\_ SABER \_\_\_\_\_ SURV KIT  
\_\_\_\_\_ BAG-PHONE \_\_\_\_\_ PAGEBOY  
\_\_\_\_\_ SX \_\_\_\_\_ BMUS-PHONE  
\_\_\_\_\_ OTHER \_\_\_\_\_ CHGR-BMUS

REMARKS: CAP CODE: 4035  
NAME WILLIAMS, MARGARET ORG. \_\_\_\_\_  
SIGNATURE Margaret Williams PHONE 1-626-610  
OFFICE DEL, RM 100

STATEMENT OF RESPONSIBILITY: I UNDERSTAND THAT BY SIGNING  
THIS RECEIPT, I CAN BE HELD ACCOUNTABLE FOR REPLACEMENT  
COSTS INCURRED IF THIS/THESE ITEMS(S) ARE LOST OR STOLEN.

## **EXECUTIVE OFFICE OF THE PRESIDENT POLICY ON THE LOSS OR DAMAGE OF GOVERNMENT-OWNED EQUIPMENT**

Government-owned equipment is issued to White House and Executive Office of the President employees and staff support personnel only to facilitate the cost-effective conduct of official government business. Administrative Officers or designated Department Managers must sign a Statement of Responsibility for government property provided for use by interns and volunteers.

Employees taking temporary possession of government property shall be required to sign a Statement of Responsibility for the property. By signing the Statement of Responsibility, the employee acknowledges that he/she is assuming personal liability for the loss or damage to property. Personal responsibility remains with the employee regardless of whether acceptance of the equipment is voluntary or required by the employee's supervisor.

In general, employees should not loan their government equipment to other persons. In instances where the temporary loan of government equipment is absolutely necessary, liability for the equipment must be transferred in writing to the new recipient of the equipment. If a new Statement of Responsibility is not executed, the employee who originally took possession of the property will remain responsible for the property.

These policies also extend to volunteers, interns, and temporary personnel on a per diem basis who must take temporary possession of government equipment. Such individuals will be asked by a representative of the EOP office issuing the equipment to sign a Statement of Responsibility and assume liability for the equipment. If the office representative fails to obtain a signed Statement of Responsibility, liability remains with the office representative who issued the equipment.

White House and EOP employee liability for government equipment is as follows:

- 1. Loss of Government Equipment:** Persons taking temporary possession of government equipment must take every reasonable precaution to prevent loss of the property. Whether or not a person elects to obtain personal insurance for the equipment, he/she is liable to fully reimburse the government for the loss of all equipment specified in the signed Statement of Responsibility. Equipment no longer operable may not be discarded by the employee. All broken equipment must be returned to the telecommunications office for repair and/or excess evaluation.
- 2. Damage to Government Equipment:** Persons who are loaned government property must take every reasonable precaution to protect the equipment entrusted to them. Persons taking responsibility for government property are liable for damage due to carelessness and negligence, but are exempt from damage incurred from normal wear and tear. If an item is damaged beyond repair and must be replaced, both the new and the old items remain the property of the government.

**3. Recovery of Previously Lost Government Equipment:** In the event that any government equipment in an employee's care is lost, he/she is personally responsible for the replacement cost of the equipment. Upon recovery of lost items, the individual will be fully reimbursed for any personal expenses incurred in the replacement of lost equipment. However, even if the lost item is replaced in the interim, neither the recovered item nor the newly replaced item will be considered the property of the individual, items in either situation will continue to remain under the ownership and responsibility of the government.

**4. Request for Waiver of Liability:** If property loaned out to an employee under the conditions listed above is lost or damaged due to extenuating circumstances, the employee may appeal his/her financial responsibility for those items. A written request for exemption may be made to the Deputy Assistant to the President for Management and Administration.

## **Guidelines for the Use of Communications Equipment**

- 1. Government-issued cellular telephones are to be used for official business only.** Each month, cellular telephone users will be asked to certify that all calls made on the phones they were issued were placed or received for official government business. Should a government-issued cellular phone be used for anything other than official business, the employee to whom the phone was issued will be required to reimburse the government for those calls. Do not use cellular phones to make calls within the Executive Office of the President complex--landline phones are available throughout the complex. Good judgement and prudence should be used when utilizing cellular phones within the EOP complex if landline phones are accessible. Events within the complex, out of doors, may justify the use of the cellular phone capability.
- 2. For security reasons, a cellular telephone should not be used when there are landline or other "regular" telephones available.** It is extremely easy to eavesdrop on cellular calls. Use extreme caution when talking on the cellular phone, and do not discuss sensitive issues over the cellular line. Business Sensitive or Classified information may not be discussed over cellular phones.
- 3. It is your responsibility to protect government-owned equipment from breakage, misuse, or loss.** Therefore, it is necessary that you take personal responsibility for its security. In the event the equipment is damaged or lost, the individual to whom the equipment was issued is financially liable for its replacement or repair as deemed appropriate by the department that issued the equipment. The approximate cost of equipment issued at the EOP is listed on attachment A. While equipment is in your care, keep it out of sight and securely stored. When traveling, keep equipment in your hand-carry luggage. Do not leave equipment in the pockets of suit jackets or overcoats.
- 4. The communications equipment that you have been issued must be returned upon demand to the issuing agency/department, or at the conclusion of the business for which its use was required or requested.**
- 5. If you lose equipment, you must report the loss to the agency/department that has issued it to you immediately upon realizing the loss and/or misplacement.** A memo to stating the circumstances, addressed to Sheryl Hall in the Office of Administration, c/o the Telecommunications Office, NEOB, Room 5233 must be filed, (along with a copy of the police report, if the equipment was stolen) and a report to U.S.S.S. must be initiated.
- 6. In the event you lose or damage equipment in your care, you must reimburse the issuing agency/department by bringing a check or money order made payable to the U. S. Treasury to the Administrative Officer of your issuing agency in full for its cost as indicated in attachment A.**

# ATTACHMENT A

## Fiscal Year 1995 Costs

|                         |            |
|-------------------------|------------|
| Cellular Telephone..... | \$ 324.50  |
| Bravo Pager.....        | 181.77     |
| SkyTel Pager.....       | 205.00     |
| Sabre Radio.....        | \$2,900.00 |

# EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF IDENTIFICATION  
WASHINGTON, D.C. 20503

## INFORMATION SYSTEM & TECHNOLOGY DIVISION VOICE MAIL USER AGREEMENT

You have been authorized to receive a dial-in access card for use of the Executive Office of the President (EOP) Telecommunications System. This card will enable you to access your voice mailbox from a remote location. Before your card can be issued however, you must read this agreement and sign below.

By signing this agreement, I agree to the following:

1. Violation of any of these conditions and related statutes could subject me to revocation of my dial-in access card, termination of my employment, a fine, and/or imprisonment.
2. I have received, read and understand the attached portions of the United States Code concerning "Fraud and Related Activity in Connection with Computers (U.S.C. 1030)" and how it applies to dial-in access.
3. I will establish a voice mail personal identification number that I will never share with anyone, keep near where I store the card, nor write on the card.
4. The access telephone number is sensitive, critical information that I will not share with anyone.
5. I will immediately return the dial-in access card when voice mail access is no longer required, employment is terminated or upon request by the EOP/OA Information Security Officer, or designee.
6. I will immediately call the OA Client Services Help Desk ((202) 395-7370) if any of the following events occur:
  - my dial-in access card is lost, stolen, damaged or broken;
  - a change in my employment status;
  - suspected or actual unauthorized use of my card.
7. If my dial-in access card is lost or broken, I am personally responsible for repaying the approximate \$70 replacement cost for the card.

I have read and understand the conditions described herein and will adhere to them at all times when using my dial-in access card.

WILLIAMS, MARGARET  
Print Name (Last, First MI)

*Margaret Williams*  
Signature

WHO WFL  
Organization

Date

1/11/95  
1157199  
Dial-In Access Card Serial Number

Phone

THE WHITE HOUSE  
WASHINGTON

June 8, 1995

MEMORANDUM FOR WHCA CUSTOMER SERVICE

FROM: ANDREA S. RUTLEDGE   
DIRECTOR, ADMINISTRATIVE OFFICE

SUBJECT: Pager Reassigned

Please assign the pager previously issued to Ms. Marjorie Tarmey to Ms. Deborah Both, Office of the First Lady. Ms. Tarmey returned her equipment to Room 444 when she checked out.

Thank you for your assistance and support.

cc: Devere Patton, Telecommunications Services  
Deborah Both

EXEC. SEC. PRESIDENT  
THE WHITE HOUSE  
WASHINGTON  
1995 JUN -7 AM 10:56

June 6, 1995

MEMORANDUM TO: ANDREA RUTLEDGE

FROM: EVAN RYAN *ER*

Deborah Both is the new Assistant to the Chief of Staff in the First Lady's Office. Maggie Williams would like to request that Deborah Both be issued a pager as soon as possible, so that she may reach her at all times. If you have any questions, please feel free to contact me at x66266. Thank you.

*Approved.*  
*6/7/95*  
*Andrea Rutledge*

# Statement of Responsibility

I, the undersigned, have received the following equipment in working order:

|                                          |                        |
|------------------------------------------|------------------------|
| <u>0A21</u> Cellular Telephone           | Number <u>395-1504</u> |
| _____ Sabre Radio                        | Number _____           |
| _____ Pager (Please indicate type below) |                        |
| _____ Skypager                           | Number _____           |
| _____ Pageboy                            | Number _____           |
| _____ Nationwide Net<br>(OPD Only)       | Number _____           |

By signing this agreement, I accept full responsibility for this equipment. I understand that if it is lost, misused, damaged or stolen, I will reimburse the government in full for its cost.

I agree to use this equipment only for official government business. If I have been loaned a cellular phone or Sabre radio, I will only place or receive calls for official government business. If it has been determined that any personal calls have been placed while the phone is in my care, I shall reimburse the government in full for the cost of the calls.

I have read this form, the Policy on the Loss or Damage of Government-Owned Equipment, and any forms attached, and agree to their terms:

NAME (please print): Williams, Maggie

SIGNATURE: Margaret A. Williams

DATE: 20 Dec 1994

OPD Administrator: \_\_\_\_\_  
(OPD ONLY)

CC: Sheryl Hall (x69811), Room 019, OEOP (Original)  
Employee

Perm

## ISSUE RECEIPT

TRIP/LOCATION Wash, D.C. DATE 22 Dec 94

SABER \_\_\_\_\_ SURV KIT \_\_\_\_\_  
MX-340 P/M 216 9761/0A 21 395-1504/0A 21 PAGEBOY \_\_\_\_\_  
PX-300S \_\_\_\_\_ CELLPHON \_\_\_\_\_  
757-9209 OTHER 0A 33 CELLPHCH \_\_\_\_\_

REMARKS: turn in 312NAME Williams, Maggie ORG. WHO

SIGNATURE \_\_\_\_\_ PHONE \_\_\_\_\_

OFFICE OFL

STATEMENT OF RESPONSIBILITY: I UNDERSTAND THAT BY SIGNING THIS RECEIPT, I CAN BE HELD ACCOUNTABLE FOR REPLACEMENT COSTS INCURRED IF THIS/THESE ITEM(S) ARE LOST OR STOLEN.

Perm

## ISSUE RECEIPT

TRIP/LOCATION Wash, D.C. DATE 22 Dec 94

SABER \_\_\_\_\_ SURV KIT \_\_\_\_\_  
MX-340 P/M 216 9761/0A 21 PAGEBOY \_\_\_\_\_  
PX-300S 395-1504/0A 21 CELLPHON \_\_\_\_\_  
757-9209 OTHER 0A 33 CELLPHCH \_\_\_\_\_

REMARKS: turn in 312NAME Williams, Maggie ORG. WHO

SIGNATURE \_\_\_\_\_ PHONE \_\_\_\_\_

OFFICE OFL

STATEMENT OF RESPONSIBILITY: I UNDERSTAND THAT BY SIGNING THIS RECEIPT, I CAN BE HELD ACCOUNTABLE FOR REPLACEMENT COSTS INCURRED IF THIS/THESE ITEM(S) ARE LOST OR STOLEN.

## ISSUE RECEIPT

TRIP/LOCATION Wash, D.C. DATE 20 Dec 94

SABER \_\_\_\_\_ SURV KIT \_\_\_\_\_  
BAG-PHONE \_\_\_\_\_ PAGEBOY \_\_\_\_\_  
SX 0A 21 BMUS-PHONE \_\_\_\_\_  
OTHER 0A 33 CHGR-BMUS \_\_\_\_\_

REMARKS: \_\_\_\_\_

NAME EVAN RYAN ORG. StaffSIGNATURE Evan Ryan PHONE 416 514 1111OFFICE OFL

STATEMENT OF RESPONSIBILITY: I UNDERSTAND THAT BY SIGNING THIS RECEIPT, I CAN BE HELD ACCOUNTABLE FOR REPLACEMENT COSTS INCURRED IF THIS/THESE ITEMS(S) ARE LOST OR STOLEN.

Perm

# ISSUE RECEIPT

TRIP/LOCATION Washington D.C. DATE 12 JUL 94

SABER  
BAG-PHONE 2516/CC 4035 SURV KIT  
PX-300S  
OTHER  
CHGR-BMUS

REMARKS: Turn in bad pager  
NAME Maggie Williams ORG. Office of the First Lady  
SIGNATURE Christy H. Carter PHONE 866266  
OFFICE

STATEMENT OF RESPONSIBILITY: I UNDERSTAND THAT BY SIGNING THIS RECEIPT, I CAN BE HELD ACCOUNTABLE FOR REPLACEMENT COSTS INCURRED IF THIS/THESE ITEMS(S) ARE LOST OR STOLEN.

Form

ISSUE RECEIPT

CELLPHONE

TRIP/LOCATION

WASH DC

DATE

14 SEP 94

SABER

SURV KIT

BAG-PHONE

202-257-9209

RAGERQY

PX-300S

0392

CELLPHON

OTHER

CELLPHCH

REMARKS:

REPLACE BROKEN PHONE - 0217

NAME

Maggie Williams

ORG.

CEI

SIGNATURE

[Signature]

PHONE

471 1211

OFFICE

202-257-9209

STATEMENT OF RESPONSIBILITY: I UNDERSTAND THAT BY SIGNING THIS RECEIPT, I CAN BE HELD ACCOUNTABLE FOR REPLACEMENT COSTS INCURRED IF THIS/THESE ITEM(S) ARE LOST OR STOLEN.

PERM

# ISSUE RECEIPT

TRIP/LOCATION \_\_\_\_\_ DATE 4 OCT 94  
\_\_\_\_\_ SABER \_\_\_\_\_ SURV KIT  
\_\_\_\_\_ BAG-PHONE BC 3747 PAGEBOY  
\_\_\_\_\_ SX \_\_\_\_\_ BMUS-PHONE  
\_\_\_\_\_ OTHER \_\_\_\_\_ CHGR-BMUS

REMARKS: CC: 4223

NAME EVAN RYAN ORG. OFF FLOTUS  
SIGNATURE Evan Ryan PHONE 6-6266  
OFFICE Office of First Lady

STATEMENT OF RESPONSIBILITY: I UNDERSTAND THAT BY SIGNING  
THIS RECEIPT, I CAN BE HELD ACCOUNTABLE FOR REPLACEMENT  
COSTS INCURRED IF THIS/THESE ITEMS(S) ARE LOST OR STOLEN.

THE WHITE HOUSE  
WASHINGTON

October 27, 1994

MEMORANDUM TO: JUNE KING

FROM: EVAN RYAN   
OFFICE OF THE FIRST LADY

SUBJECT: PAGER

Marge Tarmey is the new Assistant to the Chief of Staff in the First Lady's Office. In order for her to best function in this position, a pager is necessary. We would appreciate it if a pager could be issued to Marge as soon as possible. Please call me at x66266 if you have any questions. Thank you.

**WHITE HOUSE COMMUNICATIONS AGENCY**

THE WHITE HOUSE  
WASHINGTON, D.C. 20500-0001

**RESPONSIBILITY STATEMENT**

The user agrees to safeguard and protect the Government Property provided. By signing this receipt, the user understands that he/she can be held accountable for the replacement costs incurred if this/these item(s) is/are lost or stolen. The replacement cost of a pager is approximately \$200.00; a cellular phone is approximately \$600.00, and a saber radio is approximately \$2,900.00.

**WHCA Issued Cellular Phones:**

This WHCA issued cellular phone is for trip purposes and is to be used for official business only. Should this instrument be used for anything other than official business, you will be charged. For expense and security reasons, this instrument should not be used when there are other WIRELINE telephones available. The cellular telephone you have been issued will be returned immediately upon completion of the visit.

Paul Collins SGT, USA  
Issuing Official

"I have read the above statement and understand my responsibility for compliance."

CC: 4223

BC: 3747

EVAN RYAN 4 OCT 94  
Printed Name and Date  
Evan Ryan  
Signature

WHITE HOUSE COMMUNICATIONS AGENCY

THE WHITE HOUSE  
WASHINGTON, D.C. 20500-0001

RESPONSIBILITY STATEMENT

The user agrees to safeguard and protect the Government Property provided. By signing this receipt, the user understands that he/she can be held accountable for the replacement costs incurred if this/these item(s) is/are lost or stolen. The replacement cost of a pager is approximately \$200.00; a cellular phone is approximately \$600.00, and a saber radio is approximately \$2,900.00.

WHCA Issued Cellular Phones:

This WHCA issued cellular phone is for trip purposes and is to be used for official business only. Should this instrument be used for anything other than official business, you will be charged. For expense and security reasons, this instrument should not be used when there are other WIRELINE telephones available. The cellular telephone you have been issued will be returned immediately upon completion of the visit.

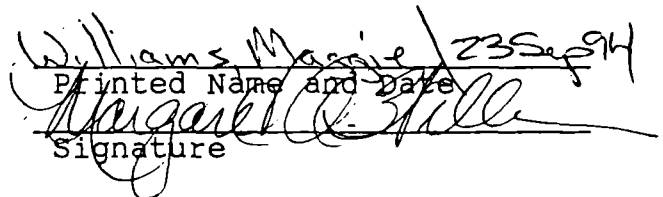
  
\_\_\_\_\_  
Issuing Official

"I have read the above statement and understand my responsibility for compliance."

Pager (Skytel)

BC 87

CC 2074764

  
\_\_\_\_\_  
Printed Name and Date  
Signature

PHOTOCOPY  
PRESERVATION

Like 7-2446

Request: 110699

\*\*\* CHANGE OUTSTANDING REQUEST \*\*\*

ECSM03

Updated By: GUNIA

#: 01

Updtd Time: 15 43 Date: 10 24 94

Received By: GUNIA

Recvd Time: 15 01 Date: 10 24 94

Last Name: VERVEER

First Name: MELANNE

Userid: N/A

Ph: ( ) 456 6266 Rm:

100

Org: WFL DY : WH-First Lady's Office

O Prob/Req: R

COM DEPUTY ASST TO THE PRESIDENT & DEPU

Application: OTHER

Area: OTHER

Code: GH Device: SKYTEL

Referred To: CSG\*GUN

Refrd Time: 15 01 Date: 10 24 94

Serial No.: 2169822

Problem Summary: User needs SkyTel Pager.

Problem Description: She is leaving with FL at 8:00 A.M. Tuesday and needs pager before 6:30 P.M. today. EVEN # 6-6266 is POC in office. I called Even to info her we are working on getting pager to her per request via Sheryl.

NOTE:GUN 10/24 3:44 - Called Evan to info her SkyTel Sky Pager is ready for pickup. The BOX it is in is marked #11 SN# 2169734 CODE # 7859. But, the pager is PIN# 2169822. User was info that this pager isn't on the WHCA / ALL-IN-1 E-Mail system.

Outstanding CSAR Record accessed for update

Hlp 1/13 Prt 2/14 Retn 3/15 Flip 4/16 Bkw 7/19 Fwd 8/20 Change 9/21 Exit 12/24

Penn

ISSUE RECEIPT

SKIPAGE

TRIP/LOCATION

Wash. D.C.

DATE

23 Sep 74

SABER

SURV KIT

BAG-PHONE

87

PAGEBOY

PX-300S

BMUS-PHONE

OTHER

CHGR-BMUS

REMARKS:

2074764

NAME

Williams, Maggie

ORG.

Staff

SIGNATURE

Di Ann Kline

PHONE

26224

OFFICE

OSL - COS

STATEMENT OF RESPONSIBILITY: I UNDERSTAND THAT BY SIGNING THIS RECEIPT, I CAN BE HELD ACCOUNTABLE FOR REPLACEMENT COSTS INCURRED IF THIS/THESE ITEMS(S) ARE LOST OR STOLEN.

THE WHITE HOUSE  
WASHINGTON

October 25, 1994

MEMORANDUM TO: ANDREA RUTLEDGE

FROM: MARGE TARMEY



SUBJECT: PAGER

As we discussed, I have lost my pager. In order to best function in my position, a pager is a necessity. I would appreciate it if a pager could be reissued to me. Anything you can do to accomodate this request would be greatly appreciated. Please call me at x66266 if you have any questions. Thank you.

PHOTOCOPY  
PRESERVATION