

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. agenda	re: political (2 pages)	n.d.	Personal Misfile
002. schedule	re: Convention Schedule fo Members of Cabinet (10 pages)	08/1996	Personal Misfile
003. list	re: leave balances (1 page)	07/20/1996	b(6)
004. list	re: leave balances (1 page)	07/20/1996	b(6)
005. memo	Debra DeLee to Chiefs of Staff (1 page)	ca. 1996	Personal Misfile
006. form	Covention Leave Request Forms (8 pages)	08/1996	b(6)

COLLECTION:

Clinton Presidential Records
Domestic Policy Council
Elizabeth Drye
OA/Box Number: 10449

FOLDER TITLE:

Convention Week Schedules

2014-0046-S

rc1414

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
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C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM: Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

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AUG 14 1996

August 9, 1996

To DPC Staff

MEMORANDUM FOR DON BAER
CAROL RASCO
LAURA D'ANDREA TYSON
RAHM EMANUEL
GEORGE STEPHANOPOULOS
PETER KNIGHT

CC: LEON PANETTA
EVELYN LIEBERMAN
MAGGIE WILLIAMS
RON KLAIN
SKILA HARRIS
ERSKINE BOWLES
VICTORIA RADD

FROM: Harold Ickes *(initials)*

SUBJECT: Debate preparation

Ersine Bowles has agreed to head up and manage the President's debate preparation. Victoria Radd will work with Ersine in this regard. I request that you and your staff give them full cooperation.

31 July 1996

MEMORANDUM TO

ASSISTANTS TO THE PRESIDENT
DEPUTY ASSISTANTS TO THE PRESIDENT

FROM

HAROLD ICKES *HI*
KEVIN O'KEEFE

RE

Invitations to speak at and attend events, media etc.,
during Convention week

Many of you have or will be receiving invitations to participate in various events, meetings, interviews, and the like at or in connection with the Democratic National Convention. In order to best determine how to schedule these events, including media requests, please provide a copy of all invites to David Beaubaire on Kitty Higgin's staff in Room 160 of the OEOB.

David, who has been compiling a similar list in connection with requests of the Cabinet Secretaries, and others in the federal agencies, will maintain a master list for the Senior White House staff, which, in turn, will be provided to the surrogate scheduling operation for the Convention, managed by Peter Kadzik and Karen Adler, who are based in Chicago. Peter, who will also be involved with the surrogate operation for Clinton/Gore during the general election, working for Gloria Johnson, has already begun this compilation effort, and Karen, who has been in Chicago for several weeks, has been maintaining and developing a list of events, caucus meetings, constituency requests, and the like, which we must be responsive to. In addition, the communications operation at the Convention, managed by KiKi Moore, will work closely with Peter and Karen to obtain the necessary surrogates for radio and television interviews.

While some of you may have made some commitments, I ask that you keep your schedules open so that you will be available for scheduling by the surrogate operation. The Clinton/Gore '96 Re-elect and the Convention know the most important targets, both media and groups. It is a very high priority that you are scheduled by our surrogate scheduling operation before these groups and media outlets first and foremost. Therefore, please do not accept invitations to speak or appear before a group or with the media during the week of the Convention (Saturday 24 August - Friday 30 August) without first going through Kitty Higgins (456-2572), David Beaubaire (456-2572) or Peter Kadzik, who will have a number in Chicago within the next day or so.

Please call Janice Enright if you have any questions or need additional information.

cc:

Kitty Higgins
David Beaubaire
Janice Enright
Peter Knight
Peter Kadzik
Karen Adler
KiKi Moore

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Eliz

31 July 1996

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ASSISTANTS TO THE PRESIDENT
DEPUTY ASSISTANTS TO THE PRESIDENT

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KEVIN O'KEEFE

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312. 336-1996
-5134

1-800 967-0421 - 8888
187-8018

Please call Janice Enright if you have any questions or need additional information.

cc:

Kitty Higgins
David Beaubaire
Janice Enright
Peter Knight
Peter Kadzik
Karen Adler
KiKi Moore

Sen Reid ante

1996 DEMOCRATIC NATIONAL CONVENTION COMMUNICATIONS OFFICE

The Communications Office of the DNCC is responsible for maintaining relations with the 15,000 members of local, state and national media organizations who will cover the Convention. In addition, the Communications Office is responsible for the coordination of the Democratic Party themes and message with the other entities of the "Democratic Family" - the Democratic National Committee, campaign committees of the Senate, House and Governors, as well as the State Parties, White House and Clinton/Gore campaign.

MEDIA PAVILION

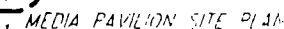
The media will have its workspace in five temporary structures in the South Lot, adjacent to the United Center. The pavilions -- uniquely designed two-story, air-conditioned structures -- are comprised of designated and unassigned press areas as well as a special service center and lounge for members of the media. The pavilion will also accommodate workspace for Democratic Party affiliate organizations.

DEMOCRATIC NEWS SERVICE

For the first time, the 1996 Democratic National Convention will offer House and Senate members, Governors, Mayors, candidates, delegates, party and elected officials the unique opportunity to use the Democratic News Service (DNS). The DNS provides "one-stop media shopping" for convention attendees with state-of-the-art satellite television, a full-range of radio services, and Internet capability. For the first time ever, the national convention will truly be a national communications event, the boundaries of the building overcome through the use of integrated technology.

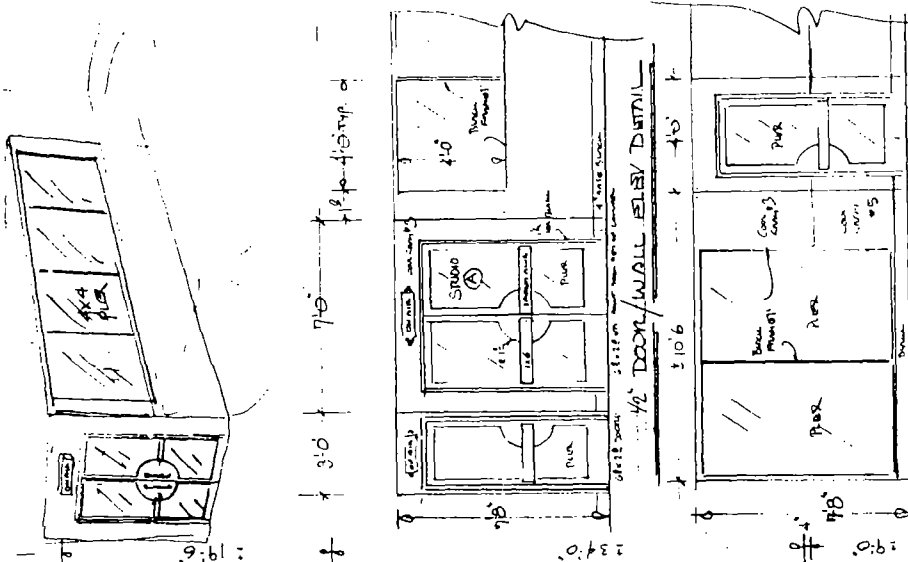
The DNS is located in the United Center adjacent to the convention floor for easy access for convention participants. During the basketball and ice hockey seasons, the location is known as "Fandamonium" where Chicago Bulls and Black Hawks souvenirs are sold. This central location marks the DNS's significance to the convention, and the importance of communicating beyond the four walls of the United Center. Convention visitors, delegates, and the media can observe the DNS - the hub of media activities - through the facility's glass walls.

Television: The DNS will provide party and elected officials and candidates with two TV studios, both with the ability to go live with home state TV stations. Time for these interviews will be pre-arranged through the party committees. In addition, in the late morning and early afternoon, the DNS will provide crews to tape live-to-tape interviews to be fed to home town stations later in the afternoon. All scheduling for these interviews will be coordinated through the party committees.



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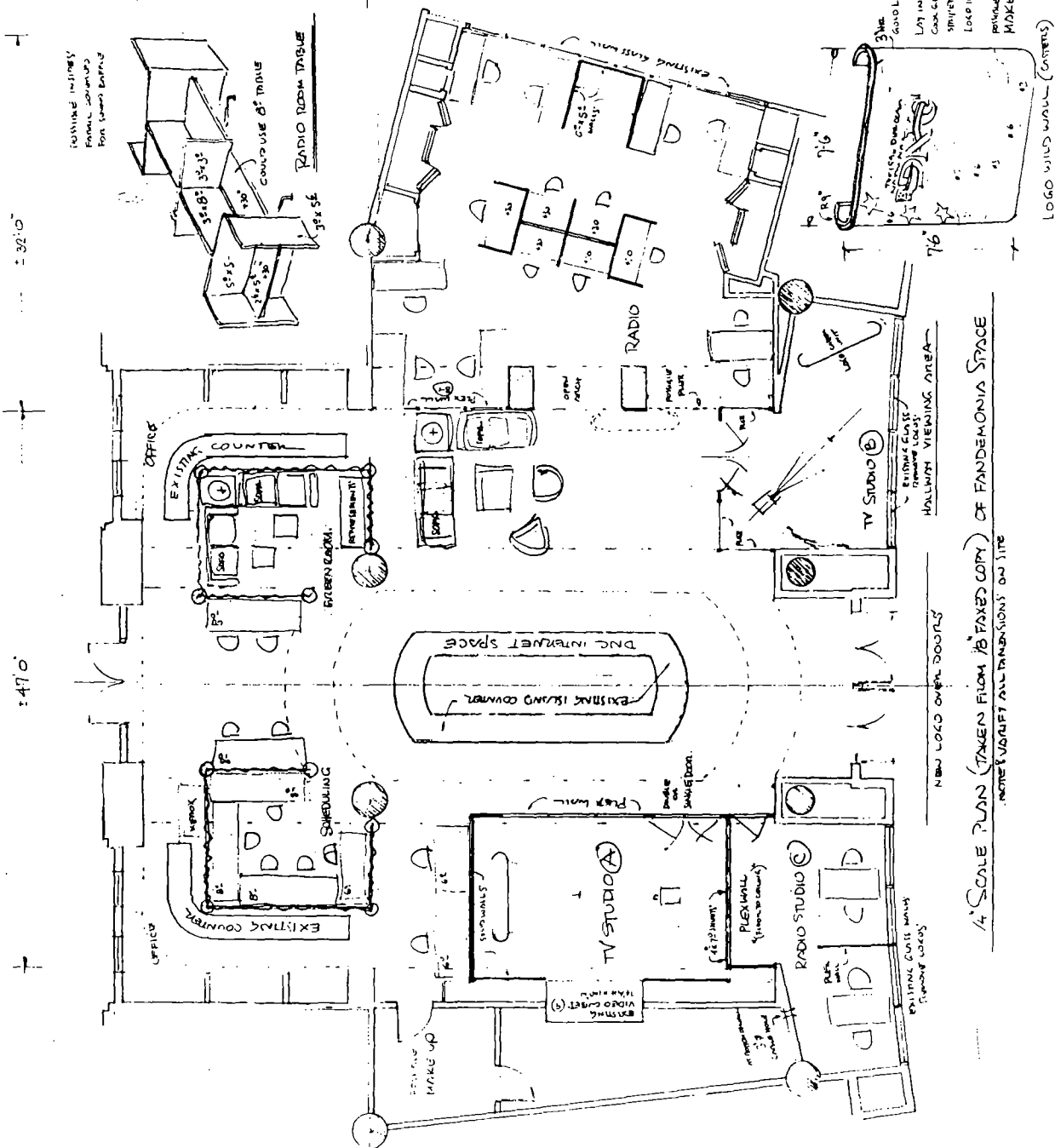
Last Revised
7.17.80

René Faller

DEMOCRATIC NATIONAL CONVENTION 1996	6-996
INTERVIEW AREA-	TS/A- 100-115 2629

INTERVIEW AREA

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1/4 SCALE PLAN (TAKEN FROM B'BOXED COPY) OF FANDEMONIA SPACE

EXTRACTS FROM ALL DIMENSIONS ON SITE

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מחירי המוצרים

THE WHITE HOUSE
WASHINGTON

1:30 of Director
Regional Offices -
AHS -

August 1, 1996

MEMORANDUM FOR ELIZABETH DRYE

FROM: JULIE DEMEO *Jed*
SUBJECT: Notes From Cabinet Affairs Travel Meeting

Below is an outline of what was discussed at the recent travel meeting in OEOB 180:

I. POTUS TRAVEL

All Post-convention POTUS travel is considered political, unless it is a meeting with a head of state.

A. Implications for Staff

Any staff either traveling with the POTUS or meeting the POTUS at an out of town event needs to follow rules for political travel, (i.e., vacation time and campaign must pay for trip).

B. Mixing Political & Official

If you are in a state on official business and join the POTUS in that state for an event, the campaign must still pick up (at a minimum) the roundtrip cost of your flight from DC to the event site, as well as the hotel cost and site costs for that day.

II. ANALYSIS OF OFFICIAL VS. POLITICAL FOR STAFF/CABINET

Must have process in place for determining if travel is official or political. A lot of this comes down to perception. Factors involved include:

A. Origin of Event

A third party invitation is more official; a White House created event is more political.

NOTE: Needless to say this puts into question the Cabinet Affairs Roll-Outs, such as Back to School Week. They are working on this issue now and may limit the Back to School Week roll-out to Department of Education principals only.

B. Event Type/Timing

A regularly scheduled or annual event that you usually attend is more official; a first time acceptance is more political, esp. if it is on a politically hot topic.

C. Location of Event

An indoor speech or site visit is more official; an outside speech or rally is more political.

D. Nature of Remarks Made

Talking about the POTUS' record is more official; talking about Bob Dole's record or advocating for Clinton's re-election is political.

E. Attendees/Participants at Event

Bi-partisan group is more official; a largely democratic group is more political - example of a political group given is the NAACP.

NOTE: Campaign officials can not be at official events and certainly shouldn't be introducing you at such event. This could be problematic since many Governors and Congresspersons will be named to the campaign steering committees (list not out yet of who's on it).

F. Lit Distribution

Accomplishments documents are more official; campaign literature or campaign filming is blatantly political.

G. Off-Hours

If on a political trip you need to be careful not to accept casual invitations from campaign/political people for dinner etc.

III. PROCEDURE FOR POLITICAL TRAVEL

A. Anticipate

If you think you may have a potentially political trip let the campaign know ASAP. The more lead time the better.

B. Support Staff

They have not decided on a policy for allowing a staff person to accompany a principal on post-convention campaign trips. It may be decided on a case by case basis.

C. No Retroactive Cover

If you are on an official trip that becomes political that is bad (they didn't go into detail). You need to try and determine this possibility before you go.

D. Frequent Flyer Miles

It is legal to accept frequent flyer miles on political travel, but the campaign would rather you didn't due to the perception of it. They have not, however, developed an official policy on this issue as of yet.

THE WHITE HOUSE
OFFICE OF DOMESTIC POLICY

CAROL H. RASCO
Assistant to the President for Domestic Policy

To: CHR FyI
Bill - Hold (frank)

Draft response for POTUS
and forward to CHR by: _____

Draft response for CHR by: _____

Please reply directly to the writer
(copy to CHR) by: _____

Please advise by: _____

Let's discuss: _____

For your information: _____

Reply using form code: _____

File: _____

Send copy to (original to CHR): _____

Schedule? ☐ Accept ☐ Pending ☐ Regret

Designee to attend: _____

Remarks: _____

(FORM MAY
HAVE CHANGED)

JODIE R. TORKELSON

CAROL -

ATTACHED IS THE LEAVE BALANCE SHEETS FOR YOUR WHITE HOUSE STAFF, AS WELL AS COPIES OF THE FORMS TO BE COMPLETED BY ALL STAFF WISHING TO ATTEND THE CONVENTION.

IN ADDITION TO TAKING THE NECESSARY LEAVE (ANNUAL OR LEAVE WITHOUT PAY), STAFF NEED YOUR AUTHORIZATION STATING THEY ARE NOT ESSENTIAL FOR OFFICIAL BUSINESS DURING CONVENTION WEEK.

PLEASE LET ME KNOW IF YOU HAVE QUESTIONS ON THE PROCESS OR THE ATTACHED MATERIALS.

JODIE

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THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR MANAGEMENT AND ADMINISTRATION

FROM:

SUBJECT: Convention Leave Request

I plan to attend the Convention from _____ to _____ . I have discussed this with my supervisor to make sure that my office will have enough staff coverage during this period.

I plan on taking _____ hours of _____ .
(Annual Leave or Leave Without Pay)

Please review the following if you plan to work at the Convention while on leave:

1. If you make more than \$28,912 you cannot accept compensation for convention work.
2. If you make less than \$28,912 and expect to be paid while at the Convention, you must contact Cheryl Mills of White House Counsel's Office at x6-7900 before beginning outside employment.

If you are taking leave without pay, please read the attached information on what happens with your benefits while in a leave without pay status.

Employee signature: _____ Date: _____

SUPERVISOR AUTHORIZATION

I authorize _____ to take leave for the period outlined above.

Supervisor signature: _____ Date: _____

This memorandum serves as the official document for processing your leave. Once this form is completed, send to Kelli McClure, White House Personnel Liaison, Room 145 OEOB to process.

Attachment

cc: White House Counsel's Office

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WASHINGTON

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cc: White House Counsel's Office

THE WHITE HOUSE

WASHINGTON

June 21, 1996

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: LEON E. PANETTA
CHIEF OF STAFF



SUBJECT: Travel Authorizations, Travel Vouchers and Official and Clinton/Gore '96 Travel

TRAVEL AUTHORIZATIONS

All travel outside the Washington metropolitan area, except personal travel, should be authorized in advance. **This includes travel on Air Force One and the press plane.** As soon as the decision to travel is made, a travel authorization (TA) must be completed and signed by both the traveler and the appropriate office head, and submitted to the travel manager in Room 1, OEOB for processing. A travel authorization is required for travel being paid for by outside organizations. Any travel paid, in whole or in part, by an outside source (official or political), must be reviewed and approved by White House Counsel before it is submitted to me.

In order to provide an adequate amount of time to properly review the travel request, please submit your TA 72 hours prior to the departure date. A traveler may not travel without proper authorization. This includes travelers on Air Force One and the press plane. Travelers incurring costs on unauthorized trips may be held personally responsible for these costs.

OFFICIAL AND CLINTON/GORE '96 TRAVEL

The U.S. government may only pay for official travel; any travel during which you advocate the re-election of the President is not official travel and must be paid for by the Clinton/Gore '96 Re-elect campaign directly (or by reimbursement to the United States Treasury for travel on government aircraft). To ensure that staff are sensitive to these important distinctions in how travel costs must be paid, all travel by Executive Office of the President staff on behalf of Clinton/Gore '96 must first be authorized by Harold Ickes or Janice Enright. **This means that your travel authorization for a political trip on behalf of Clinton/Gore '96, must also be signed by Harold or Janice prior to my review.**

In addition, political travel where another entity is paying, such as Clinton/Gore '96, the Democratic National Committee, the Democratic Senatorial Campaign Committee or the Democratic Congressional Campaign Committee, must be approved by Cheryl Mills. Outside source payment forms for political travel are also available in Room 1.

TRAVEL VOUCHERS

Following any trip, a completed travel voucher signed by the traveler and the appropriate office head and all required receipts must be submitted to the travel manager in Room 1, OEOB for processing. **Vouchers must be completed for all trips on which reimbursement is sought within one week of the trip.**

REVIEW

As a reminder, all travel by Executive Office of the President employees, including official travel on commercial aircraft, on Air Force One, other government aircraft, and the press plane, as well as travel on behalf of Clinton/Gore '96, must be authorized by a travel authorization form which in appropriate circumstances also must be reviewed by White House Counsel and/or Harold Ickes and Janice Enright.

If you have any questions regarding these travel policies, please contact Kim Holmes at x62500.

June 12, 1996

MEMORANDUM FOR ALL WHITE HOUSE DEPARTMENT HEADS

CC: Leon Panetta
Evelyn Lieberman
Nancy Hernreich
Debra DeLee
Kevin O'Keefe
Peter Knight
B.J. Thornberry

FROM: Harold Ickes 

SUBJECT: Pre-convention travel

Recently, there has been a substantial increase in the number of requests to the Democratic National Convention Committee ("DNCC") from White House staff, and others, wishing to tour the United Center and other Convention facilities in Chicago. The increasing number of requests is beginning to severely tax the Convention staff in Chicago, causes confusion on the Chicago end, results in overlapping travel to hotel and other facilities, leaving the impression with the management of those facilities that we are unorganized, and incurs substantial travel costs for already very tight budgets. Henceforth, if you expect to have Convention related travel to / from Chicago or elsewhere to be paid from either the DNCC, DNC or Re-elect budgets, as appropriate, you must submit a travel request in writing to either Janice Enright or John Sutton in my office, who will coordinate with Peter Knight, Debra DeLee and B.J. Thornberry. You must detail your purpose in travelling to Chicago and your proposed dates of travel. If approved, either John or Janice will forward your memo to Julie Burns, Special Assistant to Debra DeLee, the CEO of the Convention, and she will contact you to discuss your travel arrangements. You should not contact Ms. Burns or Ms. DeLee until after your proposed trip has been signed off on by my office.

The attached form should be used for such requests.

Please forward this memo to the appropriate persons on your staff.

6/13/96

Democratic National Convention Travel Authorization Request

TO: Janice Enright
John Sutton

CC: Peter Knight

I request authorization to travel for Democratic National Convention related purposes, and I request that my travel related expenses be paid by the Clinton/ Gore '96 Re-elect Committee ("Re-elect"), the Democratic National Convention Committee ("Convention") or the Democratic National Committee ("DNC"), as appropriate.

Name: _____ Department: _____
(print)

Work phone number: _____

Name of your immediate supervisor: _____ Phone number: _____
(print)

Dates of travel: _____ to _____

Cities to visit: _____

Overnight: ☐ Yes ☐ No If yes: Where: _____

How many nights: _____

Purpose of trip: _____

Approval 1:

☐ I approve of this request:

Signature of immediate supervisor: _____ Date: _____

Approval 2:

This request is approved:

Janice Enright/ John Sutton: _____ Date: _____

cc: Debra DeLee B.J. Thornberry
Peter Knight

19 August 1996

MEMORANDUM TO WHITE HOUSE STAFF

From: Harold Ickes ^{HE}
Kevin O'Keefe ^{EO}

Re: 1996 Democratic National Convention

Attached is a copy of our 1 August 1996 memorandum for White House staff regarding the 1996 National Convention along with the Counsel's office guidance which specifically states that any individual invited by the Re-elect campaign to attend the Convention, or those who wish to travel to Chicago at their own expense, must submit their leave request in writing to their department head and, in turn, to Jodie Torkelson in room 145 OEOB for permission to take annual leave or leave without pay. A copy must also be sent to the Counsel's office.

All staff attending the Convention must submit a leave request form (attached). If you have not submitted a completed and signed Convention leave request form by close of business on Tuesday, your request to take leave may be denied.

Please call Kevin O'Keefe at 6-2896 if you have any questions.

PETCHEL, BEVERLY L.
WHITE HOUSE OFFICE

PHOTO OFFICE

OEOB

224

August 1, 1996

MEMORANDUM FOR WHITE HOUSE STAFF

From: Harold Ickes *HB*

Re: 1996 Democratic National Convention

The Democratic National Convention will be held in Chicago from August 26 through August 29. This memorandum outlines the White House's policy with respect to the role and attendance of White House staff during the week of the Convention.

The White House must be staffed during the week of the Convention to ensure the conduct of government business. Therefore, only a limited number of members of the staff will be asked by the Campaign to attend the Convention. Other individuals who wish to travel to Chicago for the Convention at their own expense may do so in accord with White House policy and the law, provided that their presence is not required at the White House for official business during that period. All White House staff must follow the procedure outlined below.

First, as discussed in the attached memorandum, dated August 1, 1996, from Jack Quinn, Counsel to the President, White House staff attending the Convention must do so while on vacation leave or an unpaid leave, unless you are traveling in direct support of the President or Vice President or performing official function. Second, individuals either invited to attend the Convention by the Campaign or those who wish to travel to Chicago at their own expense must submit their leave request in writing to their department head, and in turn to the Chief of Staff's Office (a form for which is attached) for permission to take annual leave or vacation. A copy must also be sent to the Counsel's Office. The department head must approve the leave or vacation time in writing, and each department head is instructed to insure that the operation of this or her department can and will continue during the week of August 26.

Assistance in securing housing and air transportation to the Convention for those traveling to Chicago on their own may be obtained by calling the phone numbers and individuals on the memorandum, dated July 16, 1996, from Debra DeLee, CEO of the Convention.

As a point of information for those individuals who may elect to travel to the Convention on their own, obtaining approval for leave to attend the Convention is in no way to suggest that you will be able to obtain credentials for admittance to the Convention Hall. Access to credentials is controlled by the campaign and the Convention, not the White House.

Please contact Kevin O'Keefe at 6-2896 if you have any questions.

CC: Leon Panetta
Evelyn Lieberman
Jack Quinn
Kevin O'Keefe

THE WHITE HOUSE

WASHINGTON

August 1, 1996

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: JACK QUINN 
COUNSEL TO THE PRESIDENT

SUBJECT: CONVENTION-RELATED POLITICAL ACTIVITY

This memorandum outlines the applicable guidelines governing Democratic Convention-related activity on the part of White House staff.

I. General Political Activity Rules in Brief

In addition to performing your official duties, employees of the White House Office, Office of the Vice President, and Office of Policy Development are permitted by the Hatch Act Reform Amendments to engage in political activity during business hours and in a federal building, provided that government resources are not used to assist in that activity. Under the Hatch Act regulations, costs associated with a political activity are not considered paid for by the government provided that the U.S. Treasury is reimbursed within a reasonable period of time. 5 C.F.R. § 734.503.

Additionally, Executive Office of the President (EOP) employees whose duties continue outside normal agency hours and while away from their duty station are permitted to engage in political activity on the same basis as White House Office employees. All other EOP employees (Presidential appointees, non-career SES, Schedule C, and career) only may engage in political activity outside of agency business hours and outside of federal buildings (and of course, they like all others, may not use government resources to support such activity). Employees paid from appropriations for the National Security Council (NSC), however, by law may not engage in political activity.

There are several activities which are prohibited to all federal employees. Federal employees may not personally solicit, accept or receive a political contribution. (A very limited exception applies for certain federal multi-candidate political committees. All employees should consult their agency ethics official prior to any solicitation.) Federal employees also may not intimidate, threaten, command or coerce any employee to engage or not to engage in any political activity. Thus, a political appointee should not direct staff members or subordinates to attend the Convention in support of his or her attendance.

II. Vacation Time & Leaves of Absence

Unless you are travelling with or in direct support of the President or Vice President or are required to perform official functions, you must attend the Convention on your own time. All federal employees, provided they are otherwise permitted to engage in political activity, may use vacation or compensatory time to engage in political activity, including attending the Convention. Using vacation time (annual leave) or compensatory time is considered being "off-duty."

Although the Hatch Act Reform Amendments permit federal employees to take a leave of absence without pay to engage in political activity, political appointees (Senate-confirmed, non-career SES, Schedule Cs, and other Presidential appointees) may not take a leave of absence without pay to engage in campaign activity during the Presidential election cycle. The only exception to this policy for White House staff is for up to five days of leave without pay to participate in Convention-related activities.

As with all leave requests, your supervisor must approve or disapprove your leave based upon the department's work-load. Thus, your ability to take a leave of absence without pay for the week of the Convention is a matter of supervisor discretion.

III. Convention Attendance & Acceptance of Travel Expenses

Convention-related travel by appointees, except as described above, is political; therefore, appropriated funds may not be used to pay these costs. As political appointees who are permitted to engage in political activity, you may accept, consistent with the Standards of Ethical Conduct, gifts of meals, lodgings, transportation and other benefits -- including free attendance at events -- provided it is offered by a political organization in connection with active participation at the Convention or in related campaign activities. Thus, a political committee (e.g., the Convention, the Democratic National Committee, the Campaign) may pay, as appropriate, your Convention travel-related expenses. White House staff, like all political appointees, whose travel is paid for by a political committee other than the Campaign may not engage in any Campaign-related activity at the Convention.

Like other political appointees, you also may pay your own travel expenses to attend the Convention.

IV. Convention Positions

Under the law, federal employees who are permitted to engage in political activity may hold formal positions at the Convention. Thus, you may, for example, be a delegate, a Convention speaker or a member of any of the standing committees. As always, a

political appointee may not use his or her government position or resources for activities related to his or her Convention duties.

V. Outside Earned Income from Convention Positions

Full-time White House whose annual salary exceeds \$28,912 are prohibited from earning outside income. Thus, only full-time presidential appointees whose salaries are less than \$28,912 may be compensated for services they render for the Convention.

VI. Official Events During the Convention

During the week of the Convention, local groups, community organizations and businesses may ask White House officials to engage in non-Convention activities in the Chicago area. While some of these activities might meet the standard for an official event, out of an abundance of caution, these events generally will be treated as political for the purpose of using appropriated funds. Therefore, White House staff should not fly to Chicago at government expense to staff such events; rather, persons already in the area must staff these events.

If you have any questions regarding these guidelines, please call Cheryl Mills or Dawn Chirwa in my office at (202)456-7900.

cc: Agency General Counsels
Designated Agency Ethics Officials

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR MANAGEMENT AND ADMINISTRATION

FROM:

SUBJECT: Convention Leave Request

I plan to attend the Convention from _____ to _____ . I have discussed this with my supervisor to make sure that my office will have enough staff coverage during this period.

I plan on taking _____ hours of _____ .
(Annual Leave or Leave Without Pay)

Please review the following if you plan to work at the Convention while on leave:

1. If you make more than \$28,912 you cannot accept compensation for convention work.
2. If you make less than \$28,912 and expect to be paid while at the Convention, you must contact Cheryl Mills of White House Counsel's Office at x6-7900 before beginning outside employment.

If you are taking leave without pay, please read the attached information on what happens with your benefits while in a leave without pay status.

Employee signature: _____ Date: _____

SUPERVISOR AUTHORIZATION

I authorize _____ to take leave for the period outlined above.

Supervisor signature: _____ Date: _____

This memorandum serves as the official document for processing your leave. Once this form is completed, send to Kelli McClure, White House Personnel Liaison, Room 145 OEOB to process.

Attachment

cc: White House Counsel's Office

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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005. memo	Debra DeLee to Chiefs of Staff (1 page)	ca. 1996	Personal Misfile
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COLLECTION:

Clinton Presidential Records
Domestic Policy Council
Elizabeth Drye
OA/Box Number: 10449

FOLDER TITLE:

Convention Week Schedules

2014-0046-S

rc1414

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

6-2674

EXECUTIVE OFFICE OF THE PRESIDENT

01-Aug-1996 08:37pm

TO: Elizabeth E. Drye

FROM: Jeanine D. Smartt
Domestic Policy Council

SUBJECT: RE: Vacation during Week of Aug 26

I know I am very late in responding to this message...I hope not too late. I was planning on taking off that Friday, Aug. 30.

Abrams: ~~Thank you~~ will be here.

Dem. Am. Convention
Grossman: (?) Here
Bublich-Max:

Burke: Here

Mike Cohen: Here

Demeo: Convention

Drye: 26-30 (H)

Fleming: 26-30 (V)

Hogan: Here

Jennings: Convention

Karagannis: Here

Klein: convention

Bruce

Levi: Here

Mays: Vacation

Pizzuto: Here

Reed: Convention

Levy: Here

Richerson: Vacation

Smartt: Here

Wamath: ~~27-30~~
~~26, 27, 28~~ (V)

Weinstein: Here?

Eluath: phone #;

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
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006. form	Covention Leave Request Forms (8 pages)	08/1996	b(6)
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COLLECTION:

Clinton Presidential Records
Domestic Policy Council
Elizabeth Drye
OA/Box Number: 10449

FOLDER TITLE:

Convention Week Schedules

2014-0046-S

rc1414

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E X E C U T I V E O F F I C E O F T H E P R E S I D E N T .

15-Aug-1996 11:51am

TO: Carol H. Rasco

FROM: Elizabeth E. Drye
Domestic Policy Council

SUBJECT: convention week addendum

Some modifications to the message I sent earlier re. convention week staffing. (attached). Dennis will probably be here every day but Thursday. Molly will be here the whole week (yeh). Given those changes, we will have the following bodies here:

Janet
Molly
Dennis (4 days)
Mike
Lyn
Dorothy
Jeff
Jill
Regas
Sandy (~~possibly~~) *in office all week*
Jeannine
Paul (but he would like to take some days off).

Given that Molly will be here, I'm comfortable with letting Paul know he doesn't have to be. Sorry to bother you with this decision now, but if you're comfortable with the above list w/out Paul I'd like to let Paul know (to reiterate, Paul has offered to be here if necessary barring a last minute request that he go to the convention).