

● Paul J. Weinstein Jr.

04/30/97 06:25:46 PM

Record Type: Record

To: See the distribution list at the bottom of this message

cc: Bruce N. Reed/OPD/EOP, Elena Kagan/OPD/EOP

Subject: Stuff

New Procedures

As you all are well aware, we are currently short-staffed in the support area. We don't have any new interns coming on for another couple of weeks and we still have not filled the three support slots (although hopefully one will be filled shortly). We are working very hard to get the support slots filled, and I appreciate everyone's efforts in identifying detailees for these positions. In the meantime, Cathy and Laura, even though they are very busy do work for Bruce and Elena, have been trying to help out with everyone. However, none of us are being particularly cooperative. In fact many of us are making the process much more difficult than it has to be. For example, it is simply not acceptable to hand in travel vouchers months after you have taken a business trip when Cathy does all the work. Therefore, we are instituting the following new procedures:

Travel Vouchers

All policy staff must provide all receipts from business trips to Cathy within five business days after returning from the trip. If you do not provide the receipts within five days, YOU will have to fill out the travel voucher yourself. No exceptions. And for those of you who figure that you just won't ask to be reimbursed, it does not work. The Office of Administration will track you down, because Congress requires a full record of all transactions.

When the various teams get support staff, they will be doing your travel. However, these same rules will still apply.

Leave Slips

All DPC payrolled staff must provide me with a leave slip at least five business days before going on vacation. Cathy has to enter this into the payroll system every two weeks. If you do not give us the information, you can't take the trip.

If you are a detailee or a commissioned officer of the President (Special Assistant and up), you need to send Cathy and I an E-mail five days before you leave so we can make certain Bruce and Elena are aware that you are gone.

DPC Conference Room

If you want to reserve the DPC conference room (211), you must now contact Laura Emmett or Cathy

Mays. Please do not reserve the room for other White House offices without checking with first. Often DPC staff need the room last minute, and you all have a priority over other White House offices.

Now the good news...

The laptop and cell phone are in my office if people want to rent them (free of charge) for trips or whatever. There is a signup sheet in my office.

We have two new staffers coming on board. Mary Smith, currently at the Welfare to Work Foundation will be joining Tom Freedman's team as an Associate Director. Liz Stock will be joining the Welfare team until August. Liz is a White House Fellow. Mary will be sitting in 213 1/2 and Liz will be sitting in 217 L.

Moves. In the coming weeks a few staff will be moving. Mike Cohen will be moving into Room 218 L, Elizabeth Drye will be moving over to Dennis' office, and Elena will be moving into room 222.

Intern Space. We will have 3 intern spaces on the 2nd floor of the OEOB, five spaces in 470, 468, and one space in the West Wing.

New Wall. A wall to create a new support space and policy office will be put up in room 217L in the next week or so. Most of the other repair work has been completed, including the recent carpeting of Suite 216.

Hang in there.

Thanks.

Message Sent To:

Sarah A. Bianchi/OMB/EOP
Michael Cohen/OPD/EOP
Elizabeth Drye/OPD/EOP
Laura Emmett/WHO/EOP
Cathy R. Mays @ EOP @ LNGTWY
Leanne A. Shimabukuro @ EOP @ LNGTWY
Diana Fortuna/OPD/EOP
Eric P. Goosby/OPD/EOP
Christopher C. Jennings/OPD/EOP
William R. Kincaid/OPD/EOP
Jennifer L. Klein/OPD/EOP
Jeanne Lambrew/OPD/EOP
Cathy R. Mays/OPD/EOP
MAZUR_M @ A1 @ CD @ LNGTWY
Nicole R. Rabner/WHO/EOP
Cynthia A. Rice/OPD/EOP
Christa Robinson @ EOP @ LNGTWY
Alice E. Shuffield @ EOP @ LNGTWY
Stephen C. Warnath/OPD/EOP
Thomas L. Freedman/OPD/EOP
Jonathan Prince/WHO/EOP

MATERIALS FOR THE PRESIDENT

All materials for the President are routed through the Staff Secretary, with appropriate coordination among staff offices prior to or simultaneous with delivery.

The following outlines the policies and procedures for preparing and submitting materials for the President. For more detailed guidance, consult the White House Correspondence Manual.

Briefing Memoranda

Briefing memoranda should be prepared for all meetings and events on the President's schedule. Each such memorandum should be prepared, coordinated, and forwarded by the senior staff member ("project officer") who has been assigned lead responsibility for the meeting or event.

Format: Briefing memoranda should be concise – ordinarily a single page. Talking points, as appropriate, are to be provided as attachments. Specific guidance is suggested by the attached "Briefing Paper Format." (See Attachment I.)

Deadline: **Briefing memoranda (with 16 copies) must be delivered to the Staff Secretary by 3:00 p.m. on the day before the scheduled meeting or event.** This deadline is set to allow such further staffing as may be necessary prior to delivery to the President. The President wishes to receive all briefing memoranda for a given day in a single package by the end of the prior day. It is therefore important that there be strict adherence to the 3 o'clock rule.

Decision Memoranda

Decision memoranda are to be prepared for substantive matters requiring Presidential decision. These may originate in the Cabinet (through the Office of Cabinet Affairs), through the NSC system, or through the initiative of particular White House staff offices.

Format: However action memoranda may originate, they should ordinarily take the form suggested by the attached "Decision Memoranda Format." (See Attachment II.)

Deadline: **Decision memoranda for the President should ordinarily be provided to the Staff Secretary at least 48 hours before the desired time of Presidential decision.** This deadline is set in order to allow sufficient time for such further staffing as may be necessary, as well as appropriate time for Presidential review.

Signature Memoranda

Documents requiring the President's signature should be forwarded to the Staff Secretary with a brief explanatory cover note. This note should indicate: (1) the nature of the action involved; (2) its relationship to the approved Presidential policy; and (3) the concurrences or non-concurrences of appropriate reviewing parties. (See Attachment III.)

Attachment I
SAMPLE — BRIEFING PAPER
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

MEETING WITH NAME OF INDIVIDUAL (centered)

DATE:

LOCATION:

TIME:

~~FROM:~~ (Name of Senior Staff Person responsible
for meeting and person's signature/initials)

I. PURPOSE

State purpose of meeting. Paper should be written as if you were talking to the President – in 2nd person (i.e. "you will meet with . . .").

II. BACKGROUND

State relevant context in which meeting arises, issues of special concern to parties, as appropriate, previous participation, etc.

III. PARTICIPANTS

List all participants including White House Staff.

IV. PRESS PLAN

Specify press coverage, photo opportunity, no press coverage, etc.

V. SEQUENCE OF EVENTS

Outline meeting agenda and President's role using bullet points.

VI. REMARKS

To be provided by Speechwriters,
Talking points attached, or
None required

Attachment: Talking Points as appropriate (see attached guidance).



~~(IMPORTANT NOTE: Briefing memoranda [with 16 copies] must be delivered to the Staff Secretary by 3:00 p.m. the day before the scheduled meeting or event.)~~

SAMPLE — DECISION MEMO
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:

I. ACTION-FORCING EVENT: (The nature of the event requiring or suggesting action - and the degree of flexibility associated with it.)

II. BACKGROUND/ANALYSIS: (outline history, current status, possible options and impacts - _____ financial, constituent or other public policy considerations.)

III. RECOMMENDATION: (Indicate single recommendation or list options.)

IV. DECISION:

_____ Approve _____ Approve as amended _____ Reject _____ No action

NOTE: Where necessary, tabs may be attached to Decision Memoranda. However, as in the case of other written materials directed to the President, brevity is important. Seldom should a Decision Memorandum be longer than one or two pages, and tabs, whenever possible, should be limited to five or fewer.

**SAMPLE — SIGNATURE MEMORANDUM
(Format)**

THE WHITE HOUSE

WASHINGTON

DATE (centered)

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:

Example – Forwarded for your approval and signature is a nomination containing the names of 266 officers for promotion and original appointment in the Navy.

This nomination has been staffed by the Secretary of the Navy and approved by the Secretary of Defense.

Recommendation

That you sign the nomination attached at Tab A.

SAMPLE — INFORMATION MEMO
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

INFORMATION

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:

- I. SUMMARY
(Three (3) sentences or less)
- II. DISCUSSION
(Please be concise)

NOTE: Information Memoranda should not raise issues for decision.

Attachment V
TELEPHONE CALL RECOMMENDATION
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

RECOMMENDED TELEPHONE CALL

TO: Name and telephone number of person you recommend be called with brief identifying information only when you suspect name will be unfamiliar to the President.

DATE: Date and time the President should make the call.

RECOMMENDED BY: Your name and if recommendation has concurrence of another staff member, so state.

PURPOSE: Preferably one sentence; two at most.

BACKGROUND: Whatever background information you feel will be helpful to the President. Usually 3-4 short sentences will suffice to set the stage and give substance to talking points. Also, make sure that no letter has been sent by Correspondence for the same purpose as the call.

TOPICS OF DISCUSSION: 1. (The specific points that you recommend be made during the conversation)

2.

3.

4.

CONTACT PERSON AND
TELEPHONE NUMBER(S):

DATE OF SUBMISSION:

ACTION: _____

THE WHITE HOUSE
WASHINGTON

March 18, 1997

MEMORANDUM TO WHITE HOUSE STAFF

FROM: NANCY HERNREICH 
DEPUTY ASSISTANT TO THE PRESIDENT
AND DIRECTOR OF OVAL OFFICE OPERATIONS

SUBJECT: RADIO ADDRESS POLICY

It has come to my attention that many staff members may not be aware of the guidelines for bringing guests to the President's Saturday morning Radio Address. Please review the following policy.

Spaces in the Radio Address may be reserved on the following priority basis:

1. Personal friends of the President visiting from out of town;
2. Photo opportunities that can not be scheduled during the regular work week;
3. Permanent White House staff and their **immediate** families;
4. Cabinet Secretaries and Appointees and their **immediate** families.

All requests should be sent to Rebecca Cameron either by mail (1FL, WW), fax (x66703) or e-mail at least **two weeks** prior to the date requested. No one will be permitted without reservations. Staff should notify their guests that the Radio Addresses are subject to cancellation at the last minute. Staff requesting that family members attend the Radio Address **must** accompany them to the address.

We hope these guidelines will help to maintain this unique experience for you and your family, while at the same time preserving the President's time. Thank you for your cooperation.

THE WHITE HOUSE

WASHINGTON

March 17, 1997

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: JODIE R. TORKELSON
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: Guidelines for Use of White House
Stationery and Envelopes

This memorandum serves to remind staff that the use of official stationery, envelopes, and postage for personal letters and packages violates Federal regulations.

In order to avoid such a violation, please use the following guidelines:

1. White House letterhead, envelopes and other stationery, such as notepads, are to be used for official purposes only.
2. All official White House correspondence and packages should be placed in your office outbox unsealed. Should the Mail Section conclude that the contents are of a personal or unofficial nature, the letter or package will be returned if possible.
3. Personal correspondence should be on your own stationery, using your own postage. It may be placed in the outbox for pickup for delivery by the U.S. Postal Service. You should seal such correspondence.
4. Azure (pale green) stationery is for the exclusive use of the President.

Any questions regarding these guidelines should be directed to the White House Administrative Office (Room 1 OEOB, x6-2500).

THE WHITE HOUSE

WASHINGTON

March 17, 1997

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Any questions regarding these guidelines should be directed to the White House Administrative Office (Room 1 OEOP, x6-2500).

Fax to Jane Sanville —
632-1096

— Letter to Pammyrants —

THE WHITE HOUSE
WASHINGTON

POTUS memos

- Staff Sec.
- TO Erskine, CC, Alberto
- Jason Goldberg



Record Type: Record

To: See the distribution list at the bottom of this message
cc: Bruce N. Reed/OPD/EOP, Elena Kagan/OPD/EOP
Subject: Scheduling Requests

In our efforts to make your lives easier , improve our tracking of scheduling requests, and provide you with more time to conduct policy work, we have developed some new procedures regarding Presidential scheduling requests:

Bruce Reed (after discussions with the relevant policy staffer if needed) decides to submit a scheduling request;

Relevant policy staffer and Christa Robinson meet to discuss scheduling memo;

Scheduling request is drafted by Christa Robinson;

Relevant policy staffer reviews;

Scheduling request is either approved or disapproved by Bruce Reed and Elena Kagan;

Request is submitted;

Christa Robinson tracks scheduling request at short-term scheduling meeting;

Christa advises DPC if request has been approved or disapproved.

Finis

If you have any questions or concerns, please let me know.

Message Sent To: _____



Record Type: Record

To: See the distribution list at the bottom of this message
cc: Bruce N. Reed/OPD/EOP, Elena Kagan/OPD/EOP
Subject: New Procedures

In order to insure better coordination and to reduce your workload, we are instituting the following procedures:

- 1) All memorandums from DPC staff going to the President or Vice President -- including event briefings, backgrounders, etc. -- must first be reviewed by Bruce Reed and Elena Kagan;**
- 2) Any documents to be circulated to the press or the public by the White House Press or Communications Office must be cleared by Bruce Reed and Elena Kagan;**
- 3) Before taking on significant work requests from other White House Offices, clear the project with Elena Kagan. In the past, many of you have been swamped with requests for documents from Public Liaison, Press, Communications, Political, Legislative, NEC, etc. We want to make certain that your valuable time is not taken up with tasks that may not be necessary, do not require immediate attention, or are redundant. Therefore, Elena will work with you all in insuring that the project is relevant and necessary.**

Message Sent To:

Sarah A. Bianchi/OMB/EOP
Pauline M. Abernathy/OPD/EOP
Dennis K. Burke/OPD/EOP
Michael Cohen/OPD/EOP
Elizabeth Drye/OPD/EOP
Cathy R. Mays @ EOP @ LNGTWY
Leanne A. Shimabukuro @ EOP @ LNGTWY
Diana Fortuna/OPD/EOP
Eric P. Goosby/OPD/EOP
Lyn A. Hogan/OPD/EOP
Christopher C. Jennings/OPD/EOP
William R. Kincaid/OPD/EOP
Jeanne Lambrew/OPD/EOP
Nicole R. Rabner/WHO/EOP
Diane C. Regas/OPD/EOP
Cynthia A. Rice/OPD/EOP
Christa Robinson/WHO/EOP
Stephen C. Wamath/OPD/EOP

PERSONAL PHOTO REQUEST FORM FOR
STAFF, INTERNS, AND VOLUNTEERS

Rm. 475
Fax 55247

-COPY ID PHOTO HERE-

If you had a **one-on-one** photo with President Clinton or Mrs. Clinton, please fill out this form completely and attach a photo of yourself for identification purposes, or simply xerox your pass in the space above.

Date of meeting _____

Location (be specific) _____

Event _____

Detailed physical description _____
(including attire)

Your name _____

Home or office address _____
(where you would like your photo sent)

Home or work phone _____

PLEASE ALLOW 4 TO 8 WEEKS FOR DELIVERY

PHOTO OFFICE USE ONLY

Contact Sheet Status	_____	Color	BW
Roll	Frame	Size	Quantity
			Borders

REMARKS:

PERSONAL PHOTO REQUEST FORM FOR
STAFF, INTERNS, AND VOLUNTEERS

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Date of meeting _____

Location (be specific) _____

Event _____

Detailed physical description _____
(including attire)

Your name _____

Home or office address _____
(where you would like your photo sent)

Home or work phone _____

PLEASE ALLOW 4 TO 8 WEEKS FOR DELIVERY

PHOTO OFFICE USE ONLY

Contact Sheet Status	_____	Color	BW
Roll	Frame	Size	Quantity
			Borders

REMARKS:

THE WHITE HOUSE
WASHINGTON

January 22, 1997

MEMORANDUM FOR EOP STAFF

FROM: JODIE R. TORKELSON
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: White House Photos

This is a reminder that photographs from the White House Photographer's Office are available for use in offices and public spaces within the complex only and, like any other government property, may not be removed from the complex. When you no longer need a photo, please return it to the Photo Office, Room 475 OEOP or Ground Floor West Wing, so that the photo can be archived and the frame recycled. If you are in a photograph with the President, you may request a print of that photo by submitting the appropriate form. Request forms are available from the Photo Office.

Thank you for your cooperation.

THE WHITE HOUSE

WASHINGTON

February 21, 1997

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: JOHN PODESTA
SYLVIA MATHEWS
TODD STERN
NANCY HERNREICH
STEPHANIE STREETT

SUBJECT: Presidential events and briefings

In an effort to make the time before presidential events more organized and effective for the President, the following policies will be in effect immediately:

- **Manifests** - pre-briefings prior to events with the President are to be manifested. The Staff Contact will be responsible for listing on the event memo WH staff from his/her office, or other offices, who are to be present for the pre-briefing. In order to make this often short time go smoothly for the President, the list should include only policy and logistical staff **absolutely necessary**. Staff related to breaking news events of the day will be included in the briefing as determined by the Chief of Staff's office, Nancy Hernreich's office or the Press Office.

The Staff Contact will also be responsible for working with those manifested to organize the pre-briefing time in a concise, logical way most beneficial to the President.

The manifest should be listed under the "Participant" section of the briefing memo as submitted to the Staff Secretary's office (see attached sample).

Two important reminders:

- 1) The Staff Contact is responsible for all aspects of a presidential event. This includes: coordinating with the Scheduling or the Social Office on all matters related to the event; coordinating with Communications to make sure the substance and message aspects of the event match; vetting lists of guests and clearing people into the complex; preparing briefing memos; and making sure all follow-up is completed including thank-you notes and WH photo distribution.
- 2) Briefing papers (plus four copies) are due to the Staff Secretary by 4:00 PM the day before an event. The Staff Secretary's office will edit the document and return comments, if any, shortly thereafter, so that final submission can be made by 6:00 PM.

THE WHITE HOUSE
WASHINGTON

DATE (centered)

NAME OF EVENT (centered)

DATE:
LOCATION:
TIME:
FROM: (Staff contact)

I. PURPOSE

Should state purpose of meeting or event including, if appropriate, what meeting or event is intended to accomplish. Paper should be written as if you are talking to the President (e.g., "you will meet with xyz to discuss...")

II. BACKGROUND

Should state relevant context of event, issues of special concern, previous participation, etc.

III. PARTICIPANTS

Pre-brief participants:

(Limited number of WH staff, Cabinet Secretaries or Deputy Secretaries to be present for the oral briefing.)

Event participants:

(Speakers and other event participants, special guests, Cabinet members, Members of Congress, WH staff, friends of the President, audience members of note. Also include audience size.)

IV. PRESS PLAN

Must be coordinated with Press Office and should specify press coverage (e.g., "closed", "WH photo only", "press pool", "open press")

V. SEQUENCE OF EVENTS

Must be coordinated with Scheduling or Social Office and include outline of event...should be written using bullet-point format (e.g., Briefing in holding room; Offstage announcement; Governor X speaks and introduces you; you make remarks, work ropeline and depart.)

VI. REMARKS

("To be provided by Speechwriters", "talking points attached", "none required". Talking points should always be provided on a separate piece of paper.)

VII. ATTACHMENTS (if any)

(Very limited background material, relevant newsclips, etc.)

IMPORTANT NOTE: Briefing memos must be delivered to the Staff Secretary's office by 4:00 PM the day before the event (memos are required for events appearing on the schedule as "optional"). The Staff Secretary's office will return comments, if any, to the staff contact shortly thereafter so that final submission can be made to the Staff Secretary's office by 6:00 PM.

632-1096

TO: *Jane Sanville*
Form for POTUS event
memo.

Attachment I

SAMPLE — BRIEFING PAPER
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

MEETING WITH NAME OF INDIVIDUAL (centered)

DATE:

LOCATION:

TIME:

~~FROM:~~ (Name of Senior Staff Person responsible
for meeting and person's signature/initials)

I. PURPOSE

State purpose of meeting. Paper should be written as if you were talking to the President – in 2nd person (i.e. "you will meet with . . .").

II. BACKGROUND

State relevant context in which meeting arises, issues of special concern to parties, as appropriate, previous participation, etc.

III. PARTICIPANTS

List all participants including White House Staff.

IV. PRESS PLAN

Specify press coverage, photo opportunity, no press coverage, etc.

V. SEQUENCE OF EVENTS

Outline meeting agenda and President's role using bullet points.

VI. REMARKS

To be provided by Speechwriters,
Talking points attached, or
None required

Attachment: Talking Points as appropriate (see attached guidance).

~~(IMPORTANT NOTE: Briefing memoranda [with 16 copies] must be delivered to the Staff Secretary by 3:00 p.m. the day before the scheduled meeting or event.)~~

Helpful Hints for West Wing Interns:

1. *Numbers to memorize -*

Jill 6-2249
Julie 6-5392
Elizabeth 6-5573
Dorothy 6-5571
Rosalyn 6-5585
Support Center 6-2216

2. Initials and acronyms are used a lot. The most commonly used are:

CHR - Carol Rasco
JED - Julie Demeo
JMP - Jill Pizzuto
JBA - Jeremy Ben-Ami
EED - Elizabeth Drye
POTUS - President of the United States

3. When you first get here, you may find it helpful to go through all the files and folders at your desk to familiarize yourself with the filing system, and also note areas for improvement.
4. You may have to get supplies. The supply room is room 83 in the Basement of the OEOB (WARNING: It feels like a jungle down there)! The account code is J101.
5. I organized the file cabinets the way that it would most help me. You can arrange them however you want, as long as it is neat and organized and you tell Julie.
6. When writing thank-you letters, (of which there will be *a lot*,) it must be in the correct format and completely error-free, or it will be returned to you. I learned this the hard way. I have included an example of a correct letter.
7. The Domestic Policy Support Center Interns are your *friends*. If you get bogged down in a project, call and ask them to help you.
8. Lastly, If you ever want a bagel in the morning from the OEOB, GO EARLY - they run out fast!!!

- Regina
'96 Summer Session I Intern

Basic things the West Wing intern does:

1. **Answer Phone** Note: phone must be covered by at least one person from 8:00am - 6:00pm; please coordinate with Jill and Julie to make sure phone is covered.
2. **Help Carol** Be available to help fax, get someone on the phone for her, return calls for her, track down information, etc.
3. **Paper Flow** Check fax machine and in box regularly. (Also, many things will be hand delivered to Carol and you will be the initial recipient). When something comes in for Carol, please:
 1. **Log it** - (The log sheets are in the bottom drawer next to the trash can in a marked folder) Everything piece of correspondence must be logged in every day.
 2. **Sort it** - Put mail in colored folder
 - green - general items/ magazines
 - orange- letters or memos to Carol
 - red- items that require Carol's sig. or action or items from the President or stamped "seen by the President"
 - yellow - scheduling requests - GIVE TO JILL

When Carol is in the office, folders go on the chair outside her office. When she is not, the folders go in Carol's in box for Elizabeth to sort through.
4. **Scheduling** If Jill gives you a "regret," where you call the company or agency and decline an invitation for Carol, it is logged in a "meeting regrets" binder which is located next to the typewriter. Then the invitation along with the request form is filed under the month of the event. These files are kept in the bottom drawer on the right.

5. **Outbox**

Julie regularly checks Carol's outbox, and will give you things to do in the top in box on your desk. Examples:

- * All mail to DPC staff should be red-dotted to Roz Miller, OEOB 213 so it can be logged-out and given to the appropriate staff. This applies to all staff members except: Elizabeth, Jen, Julie or Jill.
- * all mail to non-DPC members should be sent out (either label-typed - see rolodex or federal listing book for addresses if external to White House; or if internal, put it inter-office envelope and put in out-box (next to fax)
- * Signed letters should be xeroxed, copy put in bottom tier of intern in-box for intern to file, original should be mailed out; type envelope. If letter is drafted by someone on DPC staff they should also be sent a copy of signed letter.

6. **Voice Mail**

- * Check voice mail on Julie's phone and intern phone when red message light appears: Pick up phone, press AUDIX button, when prompted, follow directions. The code for Julie's phone is 123456; the code for the intern phone is 654321.

7. **Screen Calls**

- * One major task you will help Jill and Julie with is screening Carol's phone calls. Carol is "in a meeting" or "out of the office," unless it is her son, Hamp; daughter Mary-Margaret, the President, Panetta, a Cabinet Secretary, an assistant to the President, a DPC staffer (if urgent), or someone she has specified that she is waiting for a call from. Other than that, take a very detailed message with all the relevant information including subject, or ask Jill for guidance.

OTHER THINGS YOU SHOULD KNOW

1. How to transfer calls
2. How to forward (*2 then #) and unforward (#2) the phone
3. How to conference in more than one line
4. How to page someone x 7-5000
5. Who the following people are and how to get ahold of them:

President's assistants

- Nancy Hernreich
- Betty Curie
- Rebecca Cameron

Chief of Staff's office

- Leon Panetta (Jen Palmieri and ~~Adam Kreisel~~)
- Harold Ickes (John Sutton)
- Evelyn Lieberman
- John Angell
- Martha Foley
- Barry Toiv

WH - Intergovernmental affairs

- Marcia Hale (~~Lawton Jordan~~) *Alex Brawell*
- Rahm Emanuel

HHS - Chief of Staff to Donna Shalala

- Kevin Thurm (Marybeth or Vivian) 690-6133

note: if you need to make changes to this document, it is stored on the C- drive on the intern. computer under c:\work\wp\intern.job.

THE WHITE HOUSE
WASHINGTON

May 30, 1996

MEMORANDUM FOR SENIOR STAFF

FROM: EVELYN S. LIEBERMAN
TODD STERN

SUBJECT: Clearance Process

This is intended to reiterate the importance of providing documents to the Staff Secretary's Office with adequate time for them to be circulated to relevant White House policy and communications staff for comment, editing, etc.

Documents are circulated in the first place to ensure that they are accurate in terms of substance, message and form. On several recent occasions, lengthy documents -- e.g., EOP agency reports introduced by a Presidential message -- were delivered to the Staff Secretary's office far too late for relevant staff to provide anything more than a cursory review. That can create problems. Failure to allow proper review of Presidential documents can result in the release of inaccurate or unclear information.

Substantive documents must be submitted to the Staff Secretary's Office to allow a minimum of five days of clearance time.

Thank you for your cooperation.

~~Elin Shaw~~
~~Staff~~
All DPC
Staff

Eliz - fyi

THE WHITE HOUSE
WASHINGTON

May 8, 1996

MEMORANDUM FOR ASSISTANTS TO THE PRESIDENT

FROM: LEON E. PANETTA
CHIEF OF STAFF

SUBJECT: Weekly Cabinet Reports

In order to better coordinate responses to questions and concerns raised by the President in his review of the weekly Cabinet report, and to ensure that he receives thorough and prompt answers, staff are asked to follow the procedures noted below:

- The Staff Secretary will transmit the President's comments to the responsible White House office.
- Cabinet Affairs will follow-up on comments directed to the agencies.
- Responses to the President's questions should be forwarded to the Staff Secretary with copies to the Chief of Staff and Cabinet Affairs.
- Cabinet Affairs will work with each office to help ensure that all questions are answered promptly.

Thank you for your continued cooperation.

RASCO, CAROL H.
WHITE HOUSE OFFICE

DOMESTIC POLICY COUNCIL

WH

2FL/WW

Ros

Congressional TOURS
Kennedy Center Tickets

~~Ask~~

Timekeeper~~s~~

Intern - note to Madge

~~Ask~~

- visitors office to Neellinda Bates

↳ How many DPZ

Debbie

*

- Kennedy Center Tickets -

↳ DPZ -

- Kathy Mass -

- one a day - guided tours

request -

Date: Friday, October 4
To: All interns and volunteers
From: Dorothy K. Craft, ext. 65571
Subject: The following incidents

Please cc: all volunteers/interns.
cc: jbenami
elizabeth
jill pigguto

IMPORTANT NOTE TO ALL INTERNS AND VOLUNTEERS

- 1 -- THE SUPPORT CENTER STAFF MUST SORT FAXES IMMEDIATELY AND PAY ATTENTION TO THE NOTES ON FAXES!!

Yesterday, an **URGENT** fax came through for Jeremy Ben-ami at 4:30 p.m. (attached)
The fax did not get into his box until the next morning.

This specific fax notes: **PLEASE DELIVER AS SOON AS POSSIBLE.**

And still, the fax was left in his box. If you are unable to deliver a fax, you must NOTIFY the receiver and or the receiver's assistant of the fax. In fact, this fax included edits for a memorandum to the President -- Jeremy received the fax **TOO LATE** to make changes. Please be responsible in your support center assignments throughout the day.

If you need to be reminded of your responsibilities throughout the day in the support center, please review the manuals in 213 for very clear instructions outlining your responsibilities when you come in each morning and what must be done before you leave for the day.

- 2 -- THE SUPPORT CENTER STAFF MUST LOOK CAREFULLY AT REQUESTS IN THE STAFF REQUEST BOX. THIS WEEK, A DOCUMENT WAS LEFT IN THE STAFF REQUEST BOX TO BE FAXED, BUT THIS FAX WAS COLLATED INCORRECTLY AND THE RECEIVER SAW AN INTERNAL WHITE HOUSE FAX THAT NEVER SHOULD HAVE GONE OUT.

It is true that staff members often leave unclear instructions in the staff request box. In that case, it is very appropriate for you to call this staff member and ask for more clear instructions. If the staff member cannot be clear initially, then it is perfectly fine that the request wait until you are certain of the request. Any delay from confusion, is not your fault.

Both incidents are an example of why it is critical to carefully scan everything you see so you can appropriately handle the paper/assignment. It is true that in most other internships, huge backlashes as these aren't as likely to occur from such mistakes. However, you are in the White House, which demands that you are responsible in every project. It is your responsibility to balance all of your assignments. Also, because this is the White House, you also are exposed to wonderful opportunities. Please take advantage of them!

BRIEFING BOOK MEMO

Meeting Date, Time and Place

FROM:

SUBJECT:

PARTICIPANTS:

PURPOSE:

Background information.
Goal of meeting.

AGENDA:

Sequence of events.
CHR's role.
Any talking points or remarks (can attach).

I:\dpc\data\carol.brf

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I:\dpc\data\carol.brf

Sample

**Event Memo
Urban 13 Luncheon**

Date: Friday, October 11, 1996
Time: 11:30 a.m. - 1:00 p.m.
Location: University of New Orleans
Chancellor O'Brien's Private Dining Room
Contact: Rachel Kincaid, 504-280-7049

I. Purpose

To meet with members of the "Urban 13" - a group of 21 Presidents of eminent public universities in the United States. You will be the keynote speaker at a closed roundtable luncheon. The group would like you to provide a general overview of the President's domestic policy goals and how universities might participate in them.

II. Background/Briefing Material

The group is in New Orleans for its semi-annual meeting. They are interested in learning more about how they can further participate in urban initiatives. They are particularly interested in helping to create public/private partnerships to address the need for more and better jobs for urban residents and in discussing how their institutions can become more involved in federal urban initiatives.

Other speakers at the conference will be:

Richard Schoell, Director for Federal Relations/ Univ. of Illinois
H. Stewart Van Scoyoc, President, Van Scoyoc Associates, Inc.
Andy Levine, President, Development Counsellors International
Malcolm P. Ehrhardt, President, The Ehrhardt Group
Mayor Marc Morial, City of New Orleans

- EZ/EC talking points on University/college involvement (Paul)
- Campus of Learners 2 pager + HUD press release (Molly)
- University Involvement in Welfare to Work (Lyn)
- America Reads talking points

III. Participants

J. Claude Bennett	Univ. of Alabama-Birmingham
Yolanda T. Moses	City College of New York
Frederick Humphries	Florida A & M Univ.
Carl V. Patton	Georgia Stat Univ.
Judith A. Ramaley	Portland State Univ.

Glenn A. Goerke	Univ. of Houston
V. Lane Rawlins	Univ. of Memphis
Peter J. Liacouras	Temple Univ.
*Judy Hompel	Univ. of Toledo
Gerald L. Bepko	Indiana Univ - Perdue

* Staff to President Frank E. Horton

IV. Sequence of Events

11:15 a.m.	Arrive UNO. Rachel Kincaid will greet you.
11:20 a.m.	Meet Chancellor O'Brien in his office.
11:30 a.m.	Opening remarks & introduction by Chancellor O'Brien
11:35 a.m.	You provide remarks
11:50 a.m.	Lunch and open discussion
1:00 p.m.	Luncheon concludes
1:15 p.m.	Depart for airport.

V. Media

Closed

VI. Remarks

You will make a few opening remarks (15 minutes) followed by general discussion and Q & A. (See briefing materials for prepared remarks).

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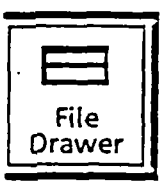
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TO:
FROM:

DATE: *All DPL Staff FYI*

OFFICE OF RECORDS MANAGEMENT
Room , Extension

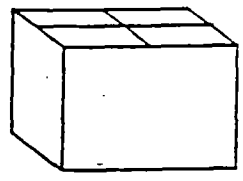


So you want to retire office files!

Here are ten simple *Do's* and *Dont's* to make your task easier.

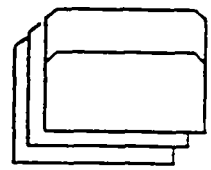
DO: Put each carton together correctly.
Press the bottom flaps down inside the carton.
Tuck the top flaps when full.

*Don't leave the bottom flaps upright.
Don't tape the bottom or top flaps.*



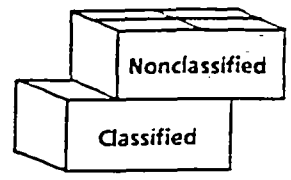
DO: Use manila file or accordian folders.

Don't use "handing folders" or binders.



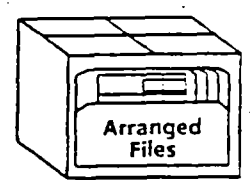
DO: Send security classified documents separately.

Don't mix with nonclassified material,



DO: Place the files upright in the carton.

Don't lay them down.



DO: Arrange the files in the carton as they are in the file drawer.

Don't rearrange them.

DO: Prepare an inventory with staff and office name describing the file arrangement and listing the file folder labels.

Don't send without inventory.

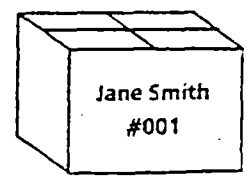


DO: Place a copy of the inventory inside the carton.

Don't tape it to the outside.

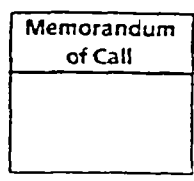
DO: Mark the carton with the staff member's name and office and the carton's number.

Don't send the carton unidentified.



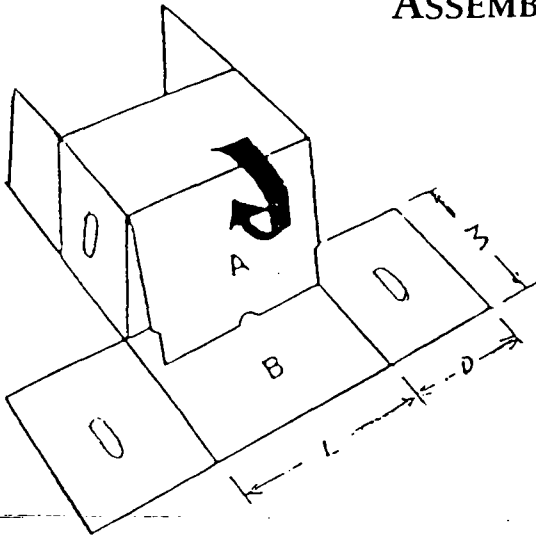
DO: Call regarding carton(s) pick up.

Don't send without advance notice.

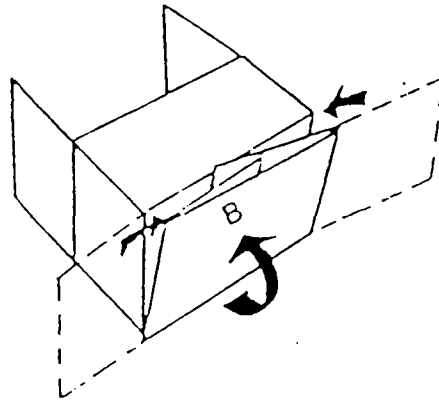


DO: CALL WITH ANY QUESTIONS.

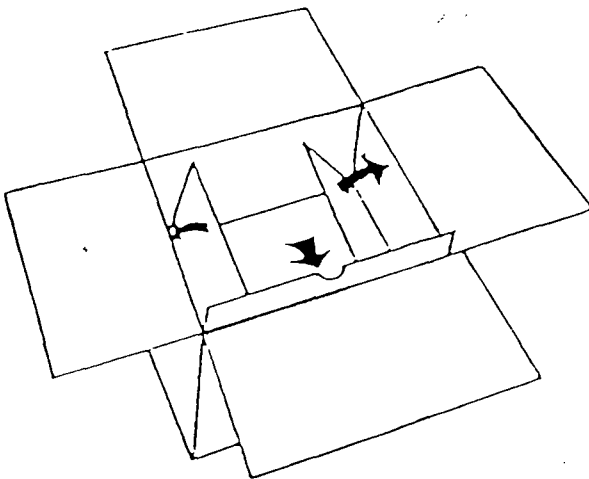
ASSEMBLY INSTRUCTIONS



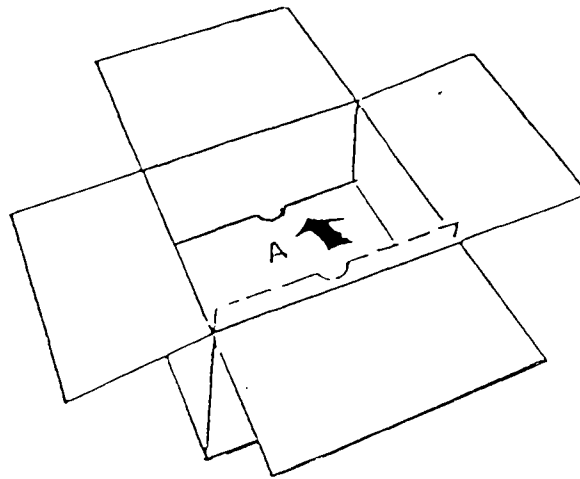
STEP 1. Square up box on its side, and fold flap A inside.



STEP 2. Fold extensions over on flap B, and fold to closed position.

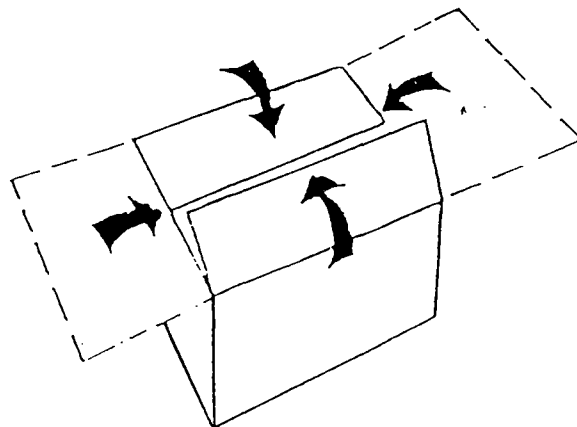


STEP 3. Lift flap A to vertical position, then lift and fold extensions of flap B up against end walls of box.



STEP 4. Lower flap A to bottom of box.

STEP 5. Fold all flaps in (small flaps first, large flaps last).



THE WHITE HOUSE

WASHINGTON

January 21, 1997

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: ERSKINE BOWLES
CHIEF OF STAFF 

SUBJECT: Clearance of Guests for Meetings and Events
in the Executive Residence, Vice President's Residence,
and White House Complex

There are tens of thousands of people who attend meetings and events each year at the White House and the Vice President's Residence. While it is important to keep the lines of communication open to as many people as possible, we must also remember that any guests that we invite to attend such events reflect upon this President, the Vice President, the First Lady and Mrs. Gore. Therefore, the utmost care should be exercised when issuing invitations to official or political events at those locations.

Although the names of visitors to the White House and Vice President's Residence are run through the various criminal databases by the United States Secret Service (USSS), and we appropriately have relied on the thoroughness of their screening process, the Secret Service only screens for individuals who may pose a physical threat to one of the principals. The USSS does not make determinations on the suitability and/or appropriateness of someone entering the complex or meeting with the President or Vice President.

Therefore, to ensure that an appropriate level of scrutiny is given of invitees who are likely to come into contact with one of the principals, the following procedures will be put in place effective immediately:

- All guests to the complex must provide their Social Security number. Providing a Social Security number will help the USSS to identify quickly guests who may have the same or similar name as others.
- Whenever possible, lists of names should be submitted to the Social Office and/or the coordinating office no later than one week prior to a meeting or an event with one of the principals to allow for proper review by the USSS. Since many events are necessarily scheduled on short notice, all departments should fully cooperate with coordinating offices to provide lists of attendees expeditiously so proper review can take place.

- Offices should not clear or escort individuals into an event for which they are not the host.
- Lists of attendees of all large events on the South Lawn must be carefully reviewed, although it would be impossible personally to vouch for all participants - - as is the case of large bill signing ceremonies, State Arrival Ceremonies, etc. For those events, department heads should pay particular attention to those who are most likely to come into contact with a principal.
- For all non-National Security Council related events that include a foreign national (other than lawful, permanent residents), the NSC Executive Secretary must be notified at least three days in advance of the identity of any foreign national scheduled to participate in an event with any of the principals.

As a reminder, all foreign visitors to the White House Complex must be escorted at all times while in the complex. You must identify foreign attendees on WAVES requests and the USSS will ask you to meet such guests at the gate and remain with them until they depart the buildings.

In addition, with regard to Democratic National Committee (DNC) finance events, the DNC has instituted new procedures for vetting the names on the lists they submit for such events.

Because I realize that these additional steps will place an even greater burden on you and your staff, I have asked John Podesta to provide you with as much individual guidance as possible on any questions you may have.