

FOIA MARKER

This is not a textual record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: National AIDS Policy Office

Series/Staff Member:

Subseries:

OA/ID Number: 19397

FolderID:

Folder Title:

Admin - ONAP [Office of National AIDS Policy] - Thurman - White House Transportation Priority

Stack:

S

Row:

66

Section:

6

Shelf:

11

Position:

3

Sarah -
Mum and Sandy in
files -

TEF Room -
4pm tomorrow
is fine -

-245-0058-

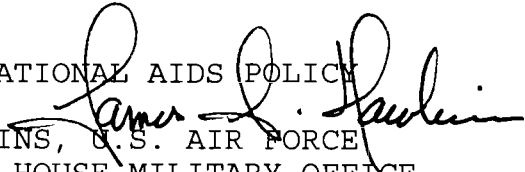
Fr:
Sarah Helwinster
5:25pm 8/27

THE WHITE HOUSE

WASHINGTON

May 8, 1997

MEMORANDUM FOR SANDY THURMAN
DIRECTOR, OFFICE OF NATIONAL AIDS POLICY

FROM: COLONEL JAMES A. HAWKINS, U.S. AIR FORCE 
CHIEF OF STAFF, WHITE HOUSE MILITARY OFFICE

SUBJECT: Addition to Priority Transportation List

The White House Military Office is pleased to inform you that your name has been placed on the White House Transportation Agency Priority Transportation List. A copy of the rules is attached in order to familiarize you with the operation.

If you have any questions or comments concerning the transportation operations, please call this office.

Attachment

WHITE HOUSE TRANSPORTATION AGENCY CAR RULES

The White House Transportation Agency will assist authorized White House and executive Office of the President staff with transportation requirements throughout the Washington, D.C. area when on official business.

Use of the transportation service is by category:

PRIORITY LIST

Assistants and Deputies to the President will be placed on the Priority List and will receive transportation service during the day, and if needed, after-hours in the evening.

These members receive scheduling priority over members on the General List.

GENERAL LIST

Special Assistants to the President will be placed on the General List to receive restricted transportation service if on official business. Restricted use covers a 7:00 a.m. to 7:00 p.m. time frame, weekdays, when cars are available.

In addition, selected non-Commissioned staff from the White House and other Executive Office of the President agencies, will be placed on the General List for official business, but use is restricted to car availability.

Since the number of vehicles is limited, it is necessary that all members observe the rules outlined below to assure a fair and equitable use of resources:

1. Transportation will be to authorized destinations only. They include: the Capitol, the House and Senate Office Buildings, all Federal Agency buildings inside the Beltway, and National Airport if required for approved official travel.
2. Only Priority members may request transportation to or from Dulles or Baltimore-Washington Airports if required for approved official travel.
3. Drivers will not wait more than 15 minutes. Drivers are instructed to return to the Garage for subsequent trips after discharge of passengers.
4. Transportation will be provided only to or from the White House. Transportation to or from a residence (including traveling to or from an airport) is NOT authorized.
5. Transportation for unauthorized staff members or guests is not allowed unless accompanied by an authorized member and all individuals traveling are on official White House business.
6. The White House transportation service is not to be used for courier service. (Use the White House Messenger Service).
7. Transportation to the Democratic National Committee not authorized.

To request a car, please contact the White House Transportation Agency on extension 71467. Due to the location of the Agency, please allow 15 minutes for a car to arrive at the White House.

Any questions regarding these rules should be directed to the White House Military Office at Extension 62150.

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