

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	Mary Coutts Beck to All Executive Office of the President Staff re: New Staff Passes (1 page)	02/04/1997	b(7)(E)
002. note	re: SSNs and DOBs [Personally Identifiable Information] (1 page)	00/00/0000	b(6)
003. letter	re: personal (1 page)	02/12/1997	Personal Misfile

COLLECTION:

Clinton Presidential Records
Domestic Policy Council
Jose Cerda
OA/Box Number: 16956

FOLDER TITLE:

Miscellaneous

2016-0931-S

rc2296

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]

To: Erik Reid
From: Jim Sweeney
Re: Retention language
12/12/96

Tony Sutin asked me to fax over this language on retention. We provided this language to OPA yesterday in anticipation of the Attorney General's press availability this morning.

RETENTION:

- Q. It appears from recent reports that police departments across the country are starting to worry about their ability to keep COPS-funded officers after their grants run out. Can't they just reapply for a new grant to keep these officers? If not, why not?
- A. The vast majority of departments that have received COPS-funded officers have planned from the beginning and remain committed to retaining these officers once the three-year grant runs out. Every department that has accepted a COPS grant was fully aware of the retention expectation from the outset.

A jurisdiction cannot apply for a new grant to keep an officer. Grants are for additional officers. The whole point of this program has been to increase the number of officers in a department. This program was never intended to be another ongoing federal entitlement, but only a kick-start for those law enforcement agencies that wanted to expand their force and implement community policing.

COLLEGE COPS:

- Q. Earlier this week, the Bureau of Justice Statistics released a report that showed that the number of officers on college campuses is on the rise. What's driving this increase and does it alarm you? Also, how many COPS-funded officers have gone to colleges and universities?
- A. Overall, we had the very good news that crime nationally has been decreasing. Part of the point of additional officers in our cities and towns as well as on campus is to keep it down.

Unfortunately, crime does take place on campus. But I think an important factor has been that reporting of crime has increased over the past few years. Reports of incidents of violence against women, such as date rapes, have gone up and college administrations have as a result strengthened their campus police departments.

Under the President's COPS program, funds of over \$34 million have been announced for 117 colleges and universities to hire close to 500 officers (489 full-time, 4 part-time.)

December COPS Universal Hiring Announcement

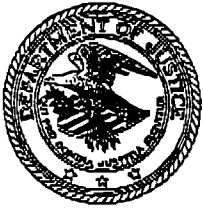
Note: The award list is undergoing vetting through the U.S. Attorneys' Offices and the Civil Rights Division. That process will be complete COB Friday, December 13. Accordingly, until then, the numbers and included agencies are subject to change.

Total anticipated dollars awarded: \$263,604,217
Total number of anticipated awards: 1,647
Tentative number of new full-time officers: 3,968
Tentative number of new part-time officers: 464

Tentative grants for 20 or more officers:

Salt River Prima-Maricopa Indian Community, AZ	20
Atlanta, GA	40
Jefferson County, KY	25
Newark, NJ	100
Paterson, NJ	20
Youngstown, OH	20
Toa Baja, PR	50
Pasadena, TX	25
Fairfax County, VA	27
Vancouver, WA	20

Also, New Orleans has made an emergency appeal to the Attorney General for additional resources. It is possible that a substantial grant to the NOPD will be added to this list.



Office of the Attorney General
Washington, D. C. 20530

December 12, 1996

MEMORANDUM

TO: Rahm Emmanuel
FROM: Erik Reid *ER*
SUBJECT: COPS Grant Announcement -- 12/19/96

Here's the latest on the announcement and the other items you wanted:

- **List of Grantees** -- The final list will not be ready until COB Friday. However, attached is a list of those jurisdictions receiving grants for 20+ officers. As you can see, most of the awards will go to small jurisdictions for just a few officers each.
- **Announcement Plan** -- The current plan is to have the AG announce the grants as part of her Thursday press availability. Please let us know if there is any interest in moving the date or location of the announcement. (It may be a problem to move the announcement back, because the AG is on travel beginning Thursday afternoon.) Finally, next week is the second anniversary of the President's appointment of Brann as Director of the COPS Program.
- **Talking Points** -- We still working on the talking points you requested. The Qs & As we prepared for the AG press availability today are attached.

Please let me know if you need anything else. Thanks.

attachment

11/27/96 Mtg w/ Entertainment Industries Council
Brian Dyak
Marie Dyak

ONDCP EIC has been in contact
Rush w/ ONDCP
McDermitt
Ston
Karen Dodge
McClafferty

Oct 96 Prop 215
Mtg in LA w/ McClafferty
→ will come out to LA
in Jan 9 for mtg w/
20-25 EIC group
→ influence of media in
popular culture, what
industry can do

allegation suggestions

Music Industry
music video

Office of the HHS Secretary

Smoking

→ Anti smoking in workplace

- partner w/ organizations such as American Lung Assoc -- tracking through young people

ELC Board is split on medical marijuana

video: "Will you be there tomorrow?"
→ a part of a direct marketing package

→ other use: Public broadcast special geared toward public policy makers → use toward cable in states
show created as centerpiece

⇒ IMMEDIA

spin off an institute for media
~~how~~ where sciences come from
media

→ work w/ the fed agencies to come
up w/ a think tank for media
PEN Fund?

Meeting where ELC presented idea of
what IMMEDIA is about w/ what

IMMEDIA is about

want help getting an inspiration
on IMMEDIA

TERRENCE B. SHERIDAN
Chief of Police



Integrity . . . Fairness . . . Service

Baltimore County Police
Headquarters
700 East Joppa Road
Towson, Maryland 21286-5501

(410) 887-2214
Fax (410) 821-8887

April 4, 1997

Mr. Dennis Burke
Senior Domestic Policy Advisor
The White House
1600 Pennsylvania Ave., Room 213
Washington, DC 20502

Dear Dennis:

In accordance with our conversation, please find enclosed a copy of the "Youth Violence: Present and Future Law Enforcement Concerns" which was developed between the Major Cities Chiefs and the National Executive Institute in 1995.

Once you have had an opportunity to review it, if you have any thoughts or questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Mark G. Spurrier".

Mark G. Spurrier
Director
Legal Division

MGS:je

Enclosures





Ingrid M. Schroeder
05/07/97 11:46:18 AM

.....

Record Type: Record

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

cc: James C. Murr/OMB/EOP, James J. Jukes/OMB/EOP, Nancy J. Duykers/OMB/EOP

Subject: LRM #IMS62 - OMB Request for Views on HR1428 Voter Eligibility Verification Act

Total Pages: _____

LRM ID: IMS62

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
Washington, D.C. 20503-0001**

Wednesday, May 7, 1997

LEGISLATIVE REFERRAL MEMORANDUM

TO: Legislative Liaison Officer - See Distribution below

FROM: James J. Jukes (for) Assistant Director for Legislative Reference

OMB CONTACT: Ingrid M. Schroeder

PHONE: (202)395-3883 FAX: (202)395-3109

SUBJECT: OMB Request for Views on HR1428 Voter Eligibility Verification Act 

DEADLINE: 4pm Friday, May 9, 1997

In accordance with OMB Circular A-19, OMB requests the views of your agency on the above subject before advising on its relationship to the program of the President. **Please advise us if this item will affect direct spending or receipts for purposes of the "Pay-As-You-Go" provisions of Title XIII of the Omnibus Budget Reconciliation Act of 1990.**

COMMENTS: The House Judiciary Committee intends to hold hearings on HR 1428 in the near future. HR 1428, as introduced, is attached.

DISTRIBUTION LIST

AGENCIES:

61-JUSTICE - Andrew Fois - (202) 514-2141

110-Social Security Administration - Judy Chesser - (202) 358-6030

114-STATE - Julia C. Norton - (202) 647-4463

76-National Economic Council - Sonyia Matthews - (202) 45/6-5351

EOP:

Steven M. Mertens

Matthew McKearn

Jack A. Smalligan

Leanne A. Shimabukuro 05/09/97 11:35:27 AM

Record Type: Record

To: Bruce N. Reed/OPD/EOP

cc: Elena Kagan/OPD/EOP

Subject: Re: immigration 

I suggest that we put together a joint DPC/NSC high-level working group to address the issues raised by the President's trip. The working group should have deputy-level agency people involved. Maybe you should come to the first meeting and Elena can run follow-up meetings with either Eric Schwartz from NSC or other appropriate designee.

I think a short pre-meeting with NSC is necessary to make sure we are in agreement on basic principles and to discuss what we need to get out of the working group. This meeting should be set for early next week.

I have some ideas on who could be invited from agencies; I can work with NSC and touch base with Steve Warnath on additional suggestions.

Let me know how this sounds to you. Thanks.

Statement of Responsibility

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

	<u>Bar Code Number</u>	<u>Serial Number</u>	<u>Phone/Pin Number</u>
Cellular Telephone	_____	<u>D5898 DC8</u>	<u>395-1583</u>
Bmus Charger	_____	_____	_____
Sabre Radio	_____	_____	_____
Surv. Kit	_____	_____	_____
Bravo Pager	_____	_____	_____
Advisor Pager	_____	_____	_____
Skypager	_____	_____	_____

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, 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): Card Raso

SIGNATURE: Card Raso

DATE: 11/12/1996

***In order to assist Signal Switchboard in keeping their records updated, we ask you to add you home telephone number below:

703-370-1329



INSTALLATION COMPLETION REPORT

ATTENTION INSTALLER

Please complete this form along with customer during installation, and return to originating dealer with Warranty Registration Card.

INSTALLER/CUSTOMER

Familiarize customer with proper operation and features by using Operator Instruction Book.

- ☐ Loading paper and paper jam removal
- ☐ Programming—User soft switch, date and time, telephone numbers, User name, User phone number, polling ID, etc.
- ☐ User's name programmed _____ PLEASE PRINT
- ☐ User's telephone number programmed (____) _____
- ☐ One-touch and Coded speed dialing
- ☐ Transaction management functions (activity reports, etc.)
- ☐ Sending, receiving and copy mode
- ☐ Explained operating features
- ☐ Gave customer opportunity to test unit operation
- ☐ Explained who to call for service and supplies
- ☐ Completed Warranty Registration Card

FAX MODEL: _____ **SERIAL NUMBER:** _____

☐ Installed at _____
COMPANY NAME ADDRESS

INSTALLER

- ☐ Power outlet is three prong receptacle ☐ Yes ☐ No
- ☐ Phone line ☐ Touch tone ☐ Rotary pulse
- ☐ Fax phone line is ☐ dedicated ☐ PBX-extension
- ☐ Location ☐ desktop ☐ table ☐ stand ☐ L910/L920 Cabinet
- ☐ other Describe: _____
- ☐ Room area ☐ office ☐ other Describe: _____
- ☐ Out of box inspection performed
- ☐ I have personally inspected and installed unit and find it fully operational

Installer's Name: _____ PLEASE PRINT

I acknowledge that all items checked ☐ above have been thoroughly reviewed with customer

Installer's Signature: _____

CUSTOMER ACKNOWLEDGEMENT:

I acknowledge that all items checked ☐ above have been thoroughly reviewed with me.

CUSTOMER NAME AND TITLE (PLEASE PRINT)

SIGNATURE DATE

Customer Comments: _____



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CUSTOMER NAME AND TITLE (PLEASE PRINT)

SIGNATURE DATE

Customer Comments: _____

Canon
FAX

CFR

WARRANTY REGISTRATION CARD

CUSTOMER

Name

Street

City

State

Phone

FAX Phone

Key Operator Name

MODEL **LASER CLASS 5000/5500**

SERIAL
NUMBER

Zip Code

Type of
Business:

- ☐ Advertising
☐ Government
☐ Manufacturing
☐ Transportation

- ☐ Airline
☐ Hospital & Medical Inst.
☐ Petroleum
☐ Others

- ☐ Banking
☐ Publishing
☐ Brokerage

- ☐ Insurance
☐ Retailing/
Wholesaling

- ☐ Engineering
☐ Law Firm

Location Usage: ☐ Head Office ☐ Branch Office ☐ Others

Number of Employees in Company _____ ; Canon Copier Customer; ☐ Yes / ☐ No

INSTALLING DEALER

Code No.

Installation Date

Name

Phone

FAX Phone

Technician Name

ORIGINATING
DEALER NAME

Optional
Equipment

MACHINE STATUS:

☐ Sold / ☐ Customer Rental

INSTALLING DEALER
OFFICIAL SIGNATURE

MAIL TO: CANON U.S.A. INC. FACSIMILE DIV. ONE CANON PLAZA, LAKE SUCCESS, N.Y. 11042-9979 - Phone (516) 488-6700

Printed in Japan

THIS WARRANTY APPLIES TO FACSIMILE MACHINE SOLD IN U.S.A. ONLY

HT2-2007-000-V.1.4

Canon
FAX

CFR

WARRANTY REGISTRATION CARD

CUSTOMER

Name

Street

City

State

Phone

MODEL **LASER CLASS 5000/5500**

SERIAL
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Wholesaling

☐ Engineering

☐ Law Firm

Location Usage: ☐ Head Office ☐ Branch Office ☐ Others

Number of Employees in Company _____ ; Canon Copier Customer; ☐ Yes / ☐ No

INSTALLING DEALER

Code No.

Installation Date

M

D

Y

Name

Phone

FAX Phone

Technician Name

ORIGINATING
DEALER NAME

Optional
Equipment

MACHINE STATUS:

☐ Sold / ☐ Customer Rental

INSTALLING DEALER
OFFICIAL SIGNATURE

CUSTOMER COPY

Canon
FAX

CFR

WARRANTY REGISTRATION CARD

CUSTOMER

Name

Street

City

State

Phone

FAX Phone

Zip Code

Key Operator Name

MODEL **LASER CLASS 5000/5500**

SERIAL
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☐ Petroleum

☐ Brokerage

☐ Transportation

☐ Others

Location Usage:

☐ Head Office

☐ Branch Office

☐ Others

Number of Employees in Company

; Canon Copier Customer;

☐ Yes / ☐ No

INSTALLING DEALER

Code No.

Installation Date

Name

Phone

FAX Phone

Technician Name

ORIGINATING
DEALER NAME

Optional
Equipment

MACHINE STATUS:

☐ Sold /

☐ Customer Rental

INSTALLING DEALER
OFFICIAL SIGNATURE

MAIL TO: ORIGINATING DEALER

Canon
FAX

CFR

WARRANTY REGISTRATION CARD

CUSTOMER

Name

Street

City

State

Phone

FAX Phone

Zip Code

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Installation Date

Name

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FAX Phone

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ORIGINATING
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Optional
Equipment

MACHINE STATUS:

- ☐ Sold / ☐ Customer Rental

INSTALLING DEALER
OFFICIAL SIGNATURE

INSTALLING DEALER COPY

INSTALLING DEALER COPY



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This warranty does not extend to software. The purchaser will be solely responsible for obtaining and installing all required software, programming design or coding, as to all of which Canon shall have no responsibility.

This warranty shall only apply if the FAX Equipment is used in conjunction with compatible computers, peripheral equipment and software, as to which items Canon shall have no responsibility.

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Conditions of Warranty

Defective parts must be returned to Canon (or one of its authorized dealers) with all necessary documentation including proof of purchase.

THIS WARRANTY APPLIES TO FAX EQUIPMENT SOLD IN THE U.S.A. AND CANADA ONLY.

HT2-8004-000-V.1.14



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TO:

LE ANN SHIMABARUKO

FAX:

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456-7028 F

FROM:

SUSAN LINSBURG

SUBJECT:

MESSAGE:

2/14/97

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FINE, DEBORAH L. 209

~~FLEMING, PATRICIA S.~~

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KAGAN, ELENA

MAGAZINER, IRA C.

MILON, PATRICIA

MONTOYA, DANIEL C.O

PARRIS, CARMENA O

RABNER, NICOLE R.

REED, BRUCE N.

~~ROMOCKI, LAHOMA~~

~~SANVILLE, URSULA J.~~

~~SORIAN, RICHARD~~

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NAME	SIGNATURE	DATE
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BURKE, DENNIS K.	<i>Dennis Burke</i>	2/14
COHEN, MICHAEL	<i>Michael Cohen</i>	
CRAFT, DOROTHY K.	<i>Dorothy Craft</i>	2/14
DRYE, ELIZABETH	<i>Elizabeth Dye</i>	
FORTUNA, DIANA	<i>Diana Fortuna</i>	2/24
HOGAN, LYN A.	<i>Lyn A. Hogan</i>	2/14
KLEIN, JENNIFER L. → <i>stun</i>	<i>Jennifer Klein</i>	
MASTEN, MIA T.	<i>Mia Masten</i>	2/24
MAYS, CATHY R.	<i>Cathy Mays</i>	2/14
REGAS, DIANE C.	<i>Diane Regas</i>	2/14
SHIMABUKURO, LEANNE A.	<i>Leanne Shimabukuro</i>	2/14
SMARTT, JEANINE D.	<i>Jeanine Smartt</i>	
WARNATH, STEPHEN C.	<i>Stephen C. Warnath</i>	2/25
WEINSTEIN JR, PAUL J.	<i>Paul Weinstein</i>	
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Leanne Shimabukuro
Senior Policy Analyst
Executive Office of the President
1600 Pennsylvania Ave NW
Washington DC 20500-0005



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To: Dennis K. Burke/OPD/EOP, Leanne A. Shimabukuro/OPD/EOP
cc: Michael Cohen/OPD/EOP
Subject: Safe and Drug Free Schools Meeting

I spoke with Gerry Tirozzi just now. He confirmed that he will be out of town tomorrow, but he said that he is anxious to come over here (along with Bill Modzeleski) and talk with folks because he knows there is concern about the program.

I spoke with Mike about this this afternoon, and I recommend that we go ahead and postpone the meeting until next week, Gerry said that he will be in town all of next week except Friday, although he has approps testimony on Tuesday. Mike will likely be in North Carolina on Thursday (and possibly Florida on Friday), so perhaps we should shoot for late Tuesday or early Wednesday.

Thanks.

**DOMESTIC POLICY COUNCIL
SUPPORT CENTER**

VOLUNTEER STAFF

<u>NAME</u>	<u>SCHEDULE</u>	<u>PHONE</u>	<u>ADDRESS</u>
JERRY INGE	MON	703/437-6167	1680 MOORINGS DRIVE RESTON, VA. 20190
TOM LINDSEY	TUE-THU	703/370-1812	6101 EDSALL ROAD #1009 ALEXANDRIA, VA. 22304
LAUREN SOKOLSKI	FRI	301/871-2928	3607 PEAR TREE CT. APT.32 SILVER SPRING, MD. 20906



U.S. Department of Justice
Office of the Associate Attorney General

March 5, 1997

TO: Dennis Burke

FROM: John Dwyer

I thought you should be given a head's up on the attached study regarding the assault weapons ban. The bottom line is, it is too soon to tell what effect the ban has had. Give me a call.



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

Memorandum

To: Members of the Working Group on American Indians and Alaska Natives

From: Faith Roessel, Special Assistant to the Secretary *Faith Roessel*

Subject: Action Items from Last Meeting of January 28, 1997 and Draft Minutes

The first meeting of the new year was busy and many items were discussed and agreed to for further action. *This memorandum summarizes the action items that will need to be carried out before the next meeting tentatively scheduled for early April.* Where an item provoked discussion and is intrinsic to keep the process going, I took the liberty of setting out specific action steps.

Action Items

Subgroup on Education:

- 1) send a directive memorandum to all agencies, preferably from the Secretary of Education, laying out the requirements for agencies to meet the implementation of the tribal colleges executive order.
- 2) included in the directive memorandum or separately, the Office of Adult and Vocational Education, Department of Education will notify Working Group members of staffing and other needs for creating the tribal college office, and is encouraged to continue communication and collaboration among the Members.
- 3) deadline for five year plans is on or before August 30, 1997 which coincides incidentally with the reporting deadline for historically black colleges and universities and hispanic serving institutions.

Subgroup on Environment and Natural Resource Protection:

- 1) the subgroup co-chairs will invite all Members to a meeting to discuss what should be included in an Indian environmental policy.
- 2) all interested Members should contact the subgroup co-chairs for further information on the National Tribal Environmental Council meeting in April and are encouraged to attend.

3) all interested Members need to contact the subgroup co-chairs to participate in upcoming consultations with tribes on the proposed Indian environmental policy.

Subgroup on Consultation:

1) the White House Domestic Policy Council will issue a memorandum to all agencies regarding a status report on implementation of the Presidential Memorandum of April 1994 on Government to Government Relations with Indian Tribes with sufficient time for Members to respond so that a report can be given at the next Working Group meeting,

2) all Members are encouraged to begin organizing their status report since a draft of this proposed memorandum was circulated to Members at the January 28, 1997 meeting.

Subgroup on Reinvention:

The Indian Health Service and Bureau of Indian Affairs will continue to collaborate and both agencies agreed to the time line presented to the Working Group toward implementation of the quarters and telecommunications joint projects.

1997 Work Plan:

Person(s) who suggested topics for consideration (see attached minutes) are responsible for developing the background paper explaining 1) why the issue is important, 2) what can be accomplished in the Working Group on that issue and 3) how it will further strengthen administration policies toward tribes and interagency coordination.

These papers are due to Mike Anderson, Department of the Interior, on or before March 14, 1997 and each author should circulate the paper for comment among the Members before finalizing them.

Final papers for presentation and discussion will be made at the next Working Group meeting.

Staff Contact:

For the time being, Mike Anderson of the Department of the Interior will be taking over as the staff contact for the Working Group. He can be reached at (202) 208-7163, FAX: (202) 208-6334 and all material should be directed to his attention. His secretary is Daphne Berwald and she can be reached at the same number.

Working Group Member List:

At tab 10 of the meeting notebook of January 28, 1997, please take a moment and check the Member list to see if the information is correct. Please add your e-mail address if it is not listed. We rely on this list to communicate with you and make notebook deliveries before meetings.

Draft Minutes and Attendance List:

Attached is the draft minutes from the January 28, 1997 meeting and a typed list of those who attended, i.e., signed-in. If you have edits please direct them to Mike Anderson.

I want to thank everyone for a truly exceptional experience in government and for the opportunity to work with each of you. Best regards for the new year.

Attachment

cc: Secretary Babbitt
Anne Shields, Chief of Staff

**Draft of Minutes of Working Group on
American Indians and Alaska Natives
Meeting held on January 28, 1997**

The meeting of the Working Group was convened by the Honorable Bruce Babbitt, Secretary of the Interior, on January 28, 1997, at 11:10 a.m.

Secretary Babbitt welcomed the Members and their staffs and then began the meeting.

OLD BUSINESS

Minutes of Last Meeting: Secretary Babbitt asked if there were any amendments or changes to the minutes and hearing none declared the minutes were approved.

Subgroup on Education: Jim Kohlmoos, Office of Elementary and Secondary Education, Department of Education expressed the regrets of Dr. Gerald Tirozzi who was called away at the last minute to the White House. Mr. Kohlmoos introduced Patricia McNeil, Assistant Secretary for Vocational and Adult Education. Assistant Secretary McNeil stated that she was present to give the report on the status of implementation of the tribal colleges executive order. She said that her office is responsible for community colleges generally and that it was a "good fit" that her office will house the initiative. The Office of Vocational and Adult Education (OVAE) already has a tribal colleges liaison and funds programs to tribal colleges through the Carl Perkins Act. She emphasized that implementation of the order will be a "joint venture" with the Office of Elementary and Secondary Education. She described there have been three "program measurements" to date: 1) \$50,000 has been reprogrammed from the Office of Indian Education to OVAE to get this off the ground, 2) the charter for the Advisory Board is ready for Congressional review, and 3) authority is in place to hire a "schedule C" executive director. Consultation has started with the American Indian Higher Education Consortium and Assistant Secretary McNeil said one of the biggest challenges will be staffing and funding the office.

In response to a question about how much the office will cost, Assistant Secretary McNeil said although the amount was not in the FY'98 budget, she estimated \$300,000. Secretary Babbitt asked T. J. Glauthier, OMB for his reaction. Mr. Glauthier, said that additional money was put in for tribal colleges under BIA. But he did not know if any funds were put in for administration of the order. Mr. Kohlmoos stated there is an unfriendliness on the hill especially with funding advisory committees. He emphasized that the collaborative process among the agencies was excellent and is a testament to the order being signed by the President. He expressed the hope that the same approach would be taken during implementation. Secretary Babbitt asked Assistant Secretary McNeil if a date had been set for submitting the five-year plans required under the order and recommended the deadline of August 30, 1997. No objections were expressed by the Members.

Dr. Trujillo, Director of the Indian Health Service (IHS) said he had a chance to talk with the tribal colleges and suggested that someone ought to be in an advisory capacity on health care. Ada Deer, Assistant Secretary Indian Affairs told Assistant Secretary McNeil that the Office of

Indian Education Programs had offered to send a person on detail to assist in setting up the initiative office. Victoria Thorton of the Department of Energy suggested to Assistant Secretary McNeil that it would be extremely helpful if she could get a letter from Secretary Riley asking for outside assistance in implementing the executive order. She added that she will check to see what resources her department could find to support the order although Energy is going through reductions at the moment. Assistant Secretary McNeil responded she thought sending a Riley memorandum was a great idea. Secretary Babbitt asked Faith Roessel, Special Assistant if she had any comments. Faith said she believed that following the interagency meeting that Assistant Secretary's Tirozzi and Deer convened in December 1996 that the agencies were poised to help and were awaiting direction from the Department of Education. She also stressed the collaborative process as being important and urged that information be forthcoming to the agencies so they could help fulfill the purposes of the order which requires interagency support.

Subgroup on Environment and Natural Resource Protection: Dana Minerva, Deputy Administrator for Water, Environmental Protection Agency, and Tom Wall, Acting Director, American Indian Environmental Office, Environmental Protection Agency, reported on the three projects previously approved of by the Working Group for further work: 1) development of a draft federal policy on natural resources and environmental protection in Indian country; 2) preparation of draft guidance on implementation of the National Environmental Policy Act (NEPA) when federal actions affect tribal environments or natural resources; and 3) development of a Tribal Environmental Assistance Handbook to help tribes identify and, where possible, leverage all available federal programs, technical assistance, and grant and loan opportunities to address their environmental needs. Ms. Minerva said the subgroup is concentrating on the draft federal policy. She emphasized the need for uniform principles and common approaches to policy. There are 12 specific issues that have been identified for consideration in formulating an Indian environmental policy. She recommended that the subgroup draft a proposal and seek comments from the Working Group at large and that tribes would be consulted thereafter. Ada Deer stressed how important this is to tribes and said this would be the first time these issues would be focused on government wide. Dr. Trujillo added that IHS is working with a consortium of tribes and will be addressing the National Tribal Environmental Council at their upcoming meeting. He encouraged interested members and agency representatives to attend on April 20-24, 1997. Actions needed are: 1) development of agency specific policies or implementation strategies; 2) identification of procedural and legal impediments and agency specific plans for removing those impediments; and, 3) submitting annual progress reports to the Domestic Policy Council.

Funding for Major Government-wide Indian Programs: T.J. Glauthier, Associate Director, Natural Resources, Energy and Science, Office of Management and Budget stated that details will be provided after the budget is released and Irene James, OMB analyst, will put together a summary table on the FY '98 funding of Indian Programs government-wide. He did say that Native American programs are being treated very well in light of a difficult budget year. Mr. Glauthier said OMB has been working with the Working Group and has tried very hard to support Native American Programs. He believes the results of the Working Group and subgroups have been especially helpful. He reported that there is a greater emphasis (in the FY '98 budget) on a) tribal decision making; b) IHS tribal hospital management; c) EPA tribal

funding; d) HUD block grant funding; e) tribally controlled community colleges and universities; f) BIA priorities; and, g) trust funds. Assistant Secretary Deer complimented Mr. Glauthier for his strong leadership and for "trekking across Indian country." She noted it was the first time OMB staff had regularly visited sites and sat through field meetings listening to Indian people. Mr. Glauthier thanked Assistant Secretary Deer and said it means a lot, adding Irene James and Richard Kodl have tried to always be available and to reach out.

Subgroup on Consultation: Thomas LeClaire, Director, Office of Tribal Justice, Department of Justice, reported that a third memorandum had been drafted and sent to the White House for comment. The memorandum asks agencies and departments to provide a status report on a) policy statements on government-to-government relations, b) persons/offices that work with tribal governments, and c) a 2-3 page synopsis of the agency's approach to implement the President's April 23, 1994 Executive Memorandum. Mr. LeClaire said hopefully, a status report will be given by the next Working Group meeting. Leanne Shimabukuro, Policy Analyst, Domestic Policy Committee, explained that when the Domestic Policy Council received the draft memo, Carol Rasco was departing and now Bruce Reed is head of the office. She said the memo should go out soon. Secretary Babbitt asked for a firm commitment and Leanne said yes.

Subgroup on Religious Freedom: James Simon, Deputy Assistant Attorney General, Environment and Natural Resources Division, U.S. Department of Justice, began the report stating at the last meeting the DOJ had circulated informal guidance in implementing the Executive Order. He passed out a status report on that guidance. At this meeting the subgroup's focus is to report on plans to consult with tribes regarding Federal agencies setting up procedures to implement the access to sacred sites executive order. Mr. Simon asked Elizabeth Homer, Director, Office of American Indian Trust, to report on the subgroup's plan. Ms. Homer said that her office used the Interior model of trust resources protection procedures to plan the consultation with tribes which is scheduled in March. Ms. Homer distributed a blue packet containing the schedule of workshops. The Working Group members were in agreement and recommended that the land management agencies participate in the March meeting rather than schedule their own separate consultations. Currently, Interior has a draft departmental manual plan going through the review process and Ms. Homer said there is an Executive Order deadline of May 24, 1997 for a status report on government-wide implementation of the Order. Mike Anderson, Deputy Assistant Secretary - Indian Affairs said a letter inviting the tribes to the consultation will be sent this week so if agencies will be participating let Interior know so your agency will be referenced. He also commended the Hopi tribal letter (in the blue packet) to the Members stating it captures the concerns of tribes.

Mr. Simon asked for input on the agenda for the meeting and said he would also like practical suggestions on how to coordinate amongst agencies. He suggested that the land management agencies form a working group and meet on an ongoing basis and asked that names from agencies be sent to either Craig Alexander or Judy Rabinowitz, both with the Department of Justice. Secretary Babbitt said the working group is an important idea because if we get it right the first time we would achieve better follow through on the Order.

Subgroup on Reinvention: Dr. Trujillo, Assistant Surgeon General and Director of Indian Health Service, reported on progress on reinvention efforts, specifically the joint BIA/IHS shared

facilities and telecommunications projects. Regarding the telecommunications project, Hilda Manuel, Deputy Commissioner Indian Affairs, Department of the Interior, said, the BIA will meet the deadlines for completing the tasks. Dr. Trujillo reported that a Memorandum of Agreement has been signed between BIA and IHS that specifies each agency's lead roles, joint ownership, and sites. Secretary Babbitt responded that this is the stuff of governance that will not make the front page. He said "I salute you".

Future Work Plan for the Working Group on American Indians and Alaska Natives:

Secretary Babbitt asked the Members to engage in a brief brainstorming session for a 1997 agenda and said we now have an opportunity to think of new issues and said he is delighted to hear suggestions from the members. The following comments and ideas were shared:

1. Federalism: Growing State Authority and Decision Making vs. Protecting/maintaining Tribe and Federal Interests:

Dr. Boufford, Principal Deputy Assistant Secretary for Health, Department of Health and Human Services, noted that there is increasing State authority and discretion being recognized, e.g. welfare reform and Medicaid. There is a lot of State discretion regarding eligibility and holding money. Issues arise when States do not pay particular attention to tribes, especially when there is historical tension between some States and tribes. Jim Kohlmoos, Department of Education, agreed and said general education funding may go to States with a set-aside for tribes, but in another education program funding may only go directly to public schools. How are tribes assured of accessing all available funds becomes a challenge.

2. Venetie Case:

Dana Minerva, Environmental Protection Agency, raised the issue of the "Venetie" case which involves Alaska Native villages and Alaska. She said the case will have an affect on EPA programs and has implications for all programs. Jim Simon, Department of Justice, agreed the case is important. He said the 9th Circuit Court decision is on appeal and does not automatically apply to other Alaska Native villages. The decision may have generic reach to the rest of the villages and beyond.

3. Freedom of Information Act (FOIA):

Craig Alexander, Department of Justice, said the issue of confidentiality arises in FOIA requests by non-tribal groups wanting tribal related data. Should there be a FOIA exemption? Mike Anderson, Department of the Interior, concurred stating that other laws provide a basis for cultural exemptions.

4. Economic Development:

Assistant Secretary Deer suggested that a subgroup be created to look at economic development and to analyze tribal economies and the economic health of American Indian communities.

5. Outreach:

Dr. Trujillo said we need to get the message to Indian country of the work and accomplishments of the Working Group. He reiterated that this is important for positive communications.

6. Means Testing:

Dr. Trujillo urged consideration of the issue of "means testing" of Indian programs and related questions about why Indians appear to be getting special attention/treatment or have unique programs.

7. Foundation Support:

Dr. Trujillo raised the issue of how to coordinate outside foundation efforts that complement Federal human/social services, education, and health projects for American Indians and Alaska Natives. He thought there should be pilot programs to look at model programs of public-private-tribal efforts.

Secretary Babbitt said the Members were "soaring" with ideas. He asked that on each idea and topic expressed that those persons prepare a 1-2 page paper on long term development. Then the Working Group members could select the topics that will engage their attention. The Secretary stated that he was very pleased with the brainstorming session.

Appreciation for Faith Roessel:

A comment about Faith Roessel, Special Assistant to the Secretary, was expressed by Victoria Thornton, Department of Energy who was concerned what would happen to the Working Group now that Faith was leaving. Secretary Babbitt acknowledged that Faith was leaving and that she gave the only acceptable reason to leave and that was to be with her family. He noted her high level of work and agreed she had added significantly to the Working Group's success. There was applause for Faith.

Next Meeting Date and Adjournment: The Secretary said that the next meeting will be in April to keep the Working Group on track with quarterly meetings. The meeting adjourned at approximately 12:15 p.m.

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WHITE HOUSE - DOMESTIC POLICY COUNCIL
28 JANUARY 1997

NAME	AGENCY	PHONE
Douglas Offerman	Corporation for National Service	(202) 606-5000 EXT: 341
Jill Long Thompson	Agriculture	(202) 720-4581
Brad Chilton	Agriculture	(202) 720-4581
Albert Barros	Agriculture	(202) 720-0352
Jeffrey Hunker	Commerce	(202) 482-6055
Roanne Robinson	Commerce	(202) 501-2564
Martha Riche	Commerce	(301) 457-2135
Bruce Beard	Defense	(703) 604-1630
Patricia McNeil	Education	(202) 205-5451
Dennis Berry	Education - OVE	(202) 205-9650
Sandra Spaulding	Education - OIE	(202) 260-1441
James Kohlmoos	Education	(202) 260-1983
Victoria Thornton	Energy	(202) 586-5499
Elizabeth Bell	Environmental Protection Agency	(202) 260-8106
Meghan Kelly	Environmental Protection Agency	(202)
Dana Minerva	Environmental Protection Agency	(202) 260-5700 Ext 5711
Tim Wall	Environmental Protection Agency	(202) 260-1489
Jo Ivy Boufford	Health and Human Services	(202) 690-7694
Dr. Michael Trijillo	Health and Human Services - (IHS)	(301) 443-1083
Leo Nolan	Health and Human Services - (IHS)	(301) 443-4245
Robert Carson	Health and Human Services - OSI	(301) 443-5084
Deborah Yatsko	Health and Human Service	(202) 690-7843
Ada Deer	Interior - ASIA	(202) 208-7163

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NAME	AGENCY	PHONE
Kate Vandemoer	Interior - BIA	(202) 208-6033
Janie Sheppard	Interior - Solicitor	(202) 208-6260
Michael Anderson	Interior - ASIA	(202) 208-7163
Elizabeth Homer	Interior - Indian Trust	(202) 208-3338
Duncan Brown	Interior - Fish and Wildlife Service	(202) 208-4133
Dana Cooper	Interior - Water and Science	(202) 208-5158
Michael Chapman	Interior - BIA	(202) 208-7163
Tom LeClaire	Justice - OTJ	(202) 514-8835
Judith Robenovitz	Justice	(202) 514-2714
T. J. Glauthier	Office of Management and Budget	(202) 395-4061
Irene James	Office of Management and Budget	(202) 395-6968
Craig Alexander	Transportation	(202) 514-9080
James Simon	Transportation	(202) 514-3372
Peter Necheles	Treasury	(202) 622-2139
Catherine dePlour	Housing and Urban Development	(202) 755-0102 x-106
Ted Key	Housing and Urban Development	(202) 755-0066
Leanne Shimabukwo	White House	(202) 456-5574

LONG ALDRIDGE
& NORMAN
ATTORNEYS AT LAW
March 4, 1997

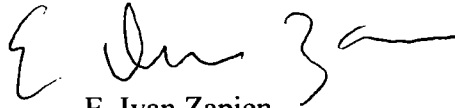
Direct Dial (202) 624-1233

Leanne A. Shimabukuro
Policy Analyst/Domestic Policy Council
The White House
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20001

Dear Ms. Shimabukuro:

It was a pleasure to meet you during Attorney General Fuentes Agostini's visit to the Domestic Policy Council. Thank you for taking time out of your schedule to listen to our concerns. I look forward to working with you in the future.

Best Wishes,



E. Ivan Zapien
Legislative Analyst

cc: Kyle G. Michel, Esq.

EIZ/jp

701 PENNSYLVANIA AVENUE, N.W.
SUITE 600 • WASHINGTON, D.C. 20004
202 624-1200 • FACSIMILE 202 624-1298

ATLANTA, GEORGIA OFFICE:
303 PEACHTREE STREET • SUITE 5300 • ATLANTA, GEORGIA 30308
404 527-4000 • FACSIMILE 404 527-4198

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30255

1. Origin Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

4. Agency

5. Room

6. Phone

II. WORK TO BE PERFORMED FOR

7. Name

8. Agency acc't to be charged

9. Room

10. Phone

☐ Check if estimate requested

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY

☐ Furniture Repair

☐ Locksmith Services

☐ Other

12. DECORATOR SERVICES

☐ Select Furniture

☐ Touch-up

☐ Reupholstering

☐ Painting

☐ Carpet

☐ Other

13. MOVING

☐ Furniture

☐ Safes

☐ Other

(Attach copy of this form to EACH item being moved; Indicate specific description and destination of each item or group of items; A completed SF-120 MUST be attached to this form for all items being excessed)

Your agency Telecommunications Representative (TR) should complete the appropriate telephone requests and submit them to the Telephone Service Office (TSO), OEOB 019.

14. ELECTRICAL

☐ Outlet

☐ Cable

☐ Other

15. CLEANING

☐ Carpet

☐ Furniture

☐ Drapery

16. OTHER

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30255

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

4. Agency

5. Room

6. Phone

II. WORK TO BE PERFORMED FOR

7. Name

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16. OTHER

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 00255

1. Org. Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

4. Agency

5. Room

6. Phone

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☐ Carpet

☐ Furniture

☐ Drapery

16. OTHER

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

OA FORM 36
Rev. April 1994

HOLD THIS COPY UNTIL WORK IS COMPLETED, INITIAL AND RETURN TO FACILITIES MANAGEMENT

FACILITY REQUEST INSTRUCTIONS

1. Complete Sections I, II, and III of the Facility Request, sign and date.

2. Estimates —

A written cost estimate will be provided to the agency for approval prior to the beginning of work only when requested by the agency. (Check box.) Estimates serve primarily as the basis for determining if a GSA Request for Work Authorization (Form 2957) should be generated to cover the cost of the project. Generally, to avoid unnecessarily depleting a miscellaneous account any project estimated at more than \$500 requires a Form 2957.

3. After completing all the information in Sections I, II, and III, remove the Blue copy and retain until completion of the work order. Submit the Yellow and White copies to Facilities Management.
4. Upon completion of the work order, initial the Blue copy indicating the date the work was completed and return to Facilities Management.
5. Call x52335 if you have questions regarding this form or if you need a copy of the GSA Form 2957.

NOTE: All facility requests must be signed and dated by the administrative coordinator for each office or agency. By signing the request, the administrative office verifies the requested work has been approved and the funds are available.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	Mary Coutts Beck to All Executive Office of the President Staff re: New Staff Passes (1 page)	02/04/1997	b(7)(E)

COLLECTION:

Clinton Presidential Records
Domestic Policy Council
Jose Cerda
OA/Box Number: 16956

FOLDER TITLE:

Miscellaneous

2016-0931-S
rc2296

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]

THE WHITE HOUSE
WASHINGTON

17 January 1997

MEMORANDUM TO JODIE TORKELOSON
FROM LEANNE SHIMABUKURO, ^{AS} DPC Administrative Contact
SUBJECT News Clips for Elena Kagan

As you know, Elena Kagan has been named to the position of Deputy Assistant to the President for Domestic Policy. She would like to be added to the routing list for both weekend and magazine news clips. It is my understanding from your staff, Teresa Wildman, that your approval is needed to make this change. This memo is to request your formal approval.

Please have your staff contact me with your decision. I can be reached at 6-5574. Thank you.

Jennings - Conway

66245

→ add
x 65500

Jennings
66241 - personal

Chris-

I thought you
might want to
order new
cards.

They can be
ordered in
100, 250, 500
or 1,000 card
boxes.

Please fill out.

Lianne

REQUEST FOR BUSINESS CARDS

Business cards are a personal expense.

Name: _____

Title: _____

Office: _____

Telephone Extension: _____

Number of cards ordered: _____

Seal	
NAME TITLE	
The White House	Phone No.

Approval: _____
Head of Office or Agency

Approval: _____
Administrative Office

For Office Use Only

Estimate: _____ Date: _____

Check Received: _____

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
002. note	re: SSNs and DOBs [Personally Identifiable Information] (1 page)	00/00/0000	b(6)

COLLECTION:

Clinton Presidential Records
Domestic Policy Council
Jose Cerda
OA/Box Number: 16956

FOLDER TITLE:

Miscellaneous

2016-0931-S
rc2296

RESTRICTION CODES

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

- P1 National Security Classified Information [(a)(1) of the PRA]
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- 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]
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- 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]

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
003. letter	re: personal (1 page)	02/12/1997	Personal Misfile

COLLECTION:

Clinton Presidential Records
Domestic Policy Council
Jose Cerda
OA/Box Number: 16956

FOLDER TITLE:

Miscellaneous

2016-0931-S
rc2296

RESTRICTION CODES

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

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EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
WASHINGTON, D.C. 20503

MEMORANDUM FOR JOHN H. GIBBONS
DIRECTOR OF THE OFFICE OF SCIENCE
AND TECHNOLOGY POLICY

FROM: FRANKLIN S. REEDER
DIRECTOR

SUBJECT: Implementation Plan for Executive Order 12999

Attached is the Executive Office of the President implementation plan for Executive Order 12999. This process is in place and action has already been taken to notify employees of the need for volunteers through the EOP newsletter. Agency contacts have been provided information on flexibilities managers can use to make employees available to volunteer their services.

We are pleased to support such a worthwhile initiative.

EXECUTIVE OFFICE OF THE PRESIDENT

IMPLEMENTATION PLAN

FOR

EXECUTIVE ORDER 12999

Educational Technology: Ensuring Opportunity for All Children
in the Next Century

This plan implements the provisions of EO 12999, as required by Section 3(b) of the order. This plan sets forth Executive Office of the President (EOP) policy on procedures to be followed in the transfer of excess and surplus computer equipment to schools and nonprofit educational organizations. The plan also addresses actions and procedures for encouraging and accommodating EOP employees to volunteer their time and expertise to assist teachers and connect classrooms.

Section 1. Protection of Educationally Useful Equipment.

The Office of Administration (OA) will protect and safeguard excess and surplus computer equipment and software, as appropriate, for transfer to schools and nonprofit educational organizations. This equipment will include computers and related peripherals, e.g. printers, modems, routers, and servers. This also includes telecommunications and research equipment, as well as software for which the agency has received permission from the vendor or licensor to effect a transfer.

As part of the inventory of computer equipment required by Section 5402 of the Information Technology Management Reform Act of 1996, suitable surplus equipment will be identified by the Information Systems and Technology Division (IS&T). Identification of suitable surplus equipment will be a part of all subsequent inventories conducted by IS&T.

The Office of Administration, General Services Division (GSD) will ensure that any equipment that is no longer needed within the EOP will be evaluated by IS&T to determine if it is educationally useful and therefore appropriate for transfer to a school or nonprofit organization. Excess equipment identified by IS&T will be reported to the Department of Agriculture's Centralized Excess Property Operations (USDA/CEPO) following the procedures outlined in section 2.

Section 2. Efficient Transfer of Educationally Useful Federal Equipment to Schools and Nonprofit Organizations.

The following procedures will be followed by agencies of the EOP and USDA/CEPO in compliance with Executive Order 12999. This process is established for the transfer and tracking of excess and surplus computer equipment to schools and nonprofit educational institutions.

A. EOP Agency Procedures

(1) EOP agency administrative officers will contact the Office of Administration's (OA) Remote Delivery Site (RDS) supervisor to obtain a report number and to discuss the requirements, movement, and transportation of excess material to another EOP agency, federal agency outside the EOP or USDA/CEPO. Large jobs must be coordinated in advance.

(2) EOP agencies will prepare a Standard Form 122, Report for Transfer of Excess Personal Property. A red excess property card/tag will be attached to each individual piece of excess property. An EOP/OA Facility Request will be prepared requesting that the materials be moved. If the excess property is to be sent to the RDS, the move date will be coordinated with the RDS Supervisor or the RDS Storage Specialist.

Orientation and assistance will be provided by the RDS supervisor or by a designated RDS staff assistant for agency administrative officers in completing the red card/tag.

(3) The Facility Request and a copy of the SF-122 will be sent to the OA Facilities Management office. The original SF-122 will be forwarded to the RDS supervisor (Naval Station Anacostia, Bldg. #410). The agency will retain a copy for their files.

(4) The paperwork and tagged items will be reviewed by the Property & Supply Management Branch Chief or the RDS Supervisor for compliance and completeness. All tags must be thoroughly completed and attached to excess materials for the materials to be picked up.

(5) In order to give EOP agencies an opportunity to acquire property declared excess by another EOP agency at no cost, the RDS will send a copy of the SF-122 via fax to EOP administrative contacts. EOP administrative contacts expressing an interest in the excess property will have 5 business days to physically check the condition of the property at the RDS. The property will be transferred to interested EOP agencies on a first-come, first-served basis.

(6) After the 5 day holding period, the RDS supervisor will coordinate the transfer and removal of the excess property with the Operations Manager of the USDA/CEPO.

B. USDA/CEPO Procedures

- (1) USDA/CEPO will arrange for the transfer/excess and pick-up of the property.
- (2) After receiving the property, USDA/CEPO will follow procedures in compliance with Public Law 102-245 SEC. 303 Amended (Stevenson Wydler Technology Innovation Act of 1980 Subsection - Research Equipment).
- (3) In accordance with Public Law 102-245, USDA/CEPO will initially advertise nationwide to U.S. Department of Agriculture agencies (USDA agencies have first option on equipment) for a period of 35 to 45 days. Educational institutions can screen the list and put a freeze on equipment to guarantee first choice after completion of USDA's advertisement.
- (4) If agencies of the USDA do not select equipment and the property is operational, the equipment is then officially advertised to Educational Institutions.
- (5) If Educational Institutions do not select the equipment, the property is then reported to the appropriate GSA Regional Office for screening by Federal, State, and other local agencies.

Note: USDA/CEPO will have records available on the property disbursed to schools. Equipment will be tracked from information contained in the initial EOP Report (SF-122, or the USDA Report) forwarded at the time the property is transferred/excessed. USDA/CEPO will release a status report every 30 to 90 days. Copies will be forwarded upon request.

The Office of Administration will receive a letter from USDA/CEPO notifying the EOP that USDA will be participating in the Stevenson/Wydler Program and that USDA will be gifting the EOP's property to educational and non-profit institutions.

USDA/CEPO Point of Contact:

Mr. Joseph A. Govan, Sr.
Supervisor, Operations Manager
Centralized Excess Property Operation
Office of Operations
U.S. Department of Agriculture
3346 Hubbard Road
Landover, Maryland 20785

(301) 436-4288

Section 3. Assisting Teachers' Professional Development:
Connecting Classrooms.

Employees will be encouraged to volunteer their time to help connect America's classrooms. This will be done through the EOP newsletter, E-mail messages, fliers, or bulletin board notices.

Managers and supervisors will be notified of the volunteer program and the flexibility available to them to authorize leave, alternative work schedules, job sharing, and other programs available to them in making employees available to volunteer while ensuring the agency mission is accomplished.

Notifications to employees and managers will be done on a periodic basis, as required.

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF SCIENCE AND TECHNOLOGY POLICY
WASHINGTON, D.C. 20502

December 6, 1996

MEMORANDUM FOR EXECUTIVE DEPARTMENT AND AGENCY HEADS, CHIEF
INFORMATION OFFICERS, AND PROPERTY MANAGERS

FROM: Dr. Henry Kelly *HK*
Acting Associate Director for Technology

SUBJECT: Notice Regarding Implementation Plan for Executive Order 12999,
*Educational Technology: Ensuring Opportunity for All Children in the
Next Century*

Last April, President Clinton signed Executive Order 12999 (E.O.). Pursuant to E.O., departments and agencies were required to submit an implementation plan by mid-October to inform the Office of Science and Technology Policy (OSTP) of initiatives and activities designed to achieve the aims of the E.O.. The implementation plans are essential tools to ensure the efficient and equitable transfer of excess and surplus computers to schools and educational nonprofit organizations. Review of the implementation plans will also provide the basis of OSTP's E.O. progress report to Congress in early 1997.

On September 24, 1996, Dr. Gibbons, the Director of OSTP, sent a memorandum to all executive department and agency heads providing guidance on the information to be included in the implementation plans (see attached). This memorandum required that the implementation plans be submitted to OSTP by October 25, 1996. However, to date, an implementation plan from your department or agency has not been received. Please identify the staff responsible for the development of an implementation plan and submit the plan to my attention as soon as practicable.

Please note that Section 2(b) of E.O. encourages departments and agencies to give preference to schools and nonprofit organizations in the Federal enterprise communities and empowerment zones. Lists of local points of contacts in enterprise communities and schools in empowerment zones are available from the Department of Education's EZ/EC Task Force. Please contact Dr. William L. Smith, Director, at (202) 401-0504 to receive a copy.

Please notify Martha Livingston of OSTP at (202) 456-6063 of when we can expect to receive your implementation plan and if you have any questions regarding the development your implementation plan.

Attachment

*Maybe
Did you see
this? 12/8*

36 DEC 9 14:28
OFFICE OF ADMINISTRATION

FBI's Credibility With Hill Slumps After Missteps

Computer Systems Improvements Far Behind Schedule, Over Cost

By Jim McGee and Roberto Suro
Washington Post Staff Writers

The FBI, long accustomed to staunch support in Congress, is facing increasing congressional criticism because of a series of expensive and embarrassing management miscues, including more than \$200 million in cost overruns on two enormous computer systems.

Difficulties with the computer systems—coupled with recent allegations of evidentiary problems at the FBI forensic laboratory and other controversies—have led to complaints on Capitol Hill about the bureau's stewardship at a time when the FBI is trying to expand its role as the central repository of law enforcement data in the United States.

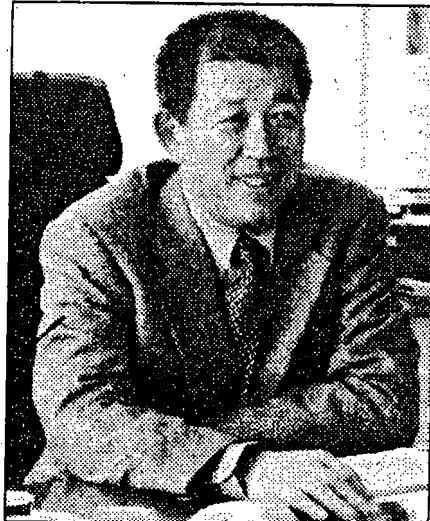
"I think the leadership of the FBI has brought the entire organization into question, and you are the leader," Rep. Bob Livingston (R-La.), chairman of the House Appropriations Committee, told FBI Director Louis J. Freeh during a hearing earlier this month.

Sen. Charles E. Grassley (R-Iowa), chairman of the Senate Judiciary administrative oversight subcommittee, recently declared, "The issue is trust and confidence in the nation's number one law enforcement agency. And in the context of other recent management fiascos at the FBI, skepticism is ... the order of the day."

Grassley and other congressional critics blame overly ambitious planning and administrative shortcomings at FBI headquarters for the computer system setbacks, which have forced police agencies around the country to postpone long-promised enhancements to their crime-fighting capabilities.

One of the troubled systems involves a massive upgrade of the National Crime Information Center, the FBI's central database of criminal records, which handles an average of 100,000 requests a day for information from police agencies. Originally, FBI executives estimated the upgrade would cost \$73 million, but that has since soared to at least \$183 million—a 151 percent increase, according to congressional and bureau documents. Known as NCIC 2000, the project is more than four years behind schedule, and the FBI is uncertain whether it will ever perform as originally anticipated.

The other FBI computer project under fire from
See FBI, A10, Col. 1



BY STEVEN MUFSON—THE WASHINGTON POST
Wang Jun heads Chinese military-owned arms trading company.

Chinese Der Businessman Says N.Y.

By Steven Mufson
Washington Post Foreign Service

BEIJING, March 15—A Chinese business executive who attended a controversial White House coffee for political contributors hosted by President Clinton last year said his visit was arranged by the New York-based investment bank Lehman Brothers Inc., which was competing with other American firms to do business with China.

In an interview with The Washington Post, Wang Jun, who heads China's most

GETTING THE CHILDREN OUT OF ALBANIA



Under cover of U.S. Marines, helicopter crews escort American youngsters for airlift from Albania's chaotic capital, Tirana. The evacuation resumed without incident yesterday after suspension

following incidents of gunfire already ramped up more weapons to citizens.

As Anesthesia Wears Off Clinton 'Knows He U

Cost Overruns for FBI's Computer Upgrades Create Congressional Skeptics

FBI, From A1

members of Congress is the Integrated Automated Fingerprint Identification System (IAFIS). Envisioned as a quantum leap in law enforcement technology, the system is designed to enable police officers in their cruisers to use portable computers to scan an individual's fingerprints and obtain a quick identification from the sprawling FBI computer center in West Virginia. FBI executives estimated the cost of the IAFIS system initially at \$520 million, it is now expected to cost \$640 million—approximately \$120 million or nearly 25 percent over budget. It is also 15 months behind schedule.

Concern over FBI management of the two computer projects has led Congress to balk at financing other high-tech initiatives proposed by the FBI and to tighten oversight of bureau spending by demanding, for example, monthly

reports on how \$300 million is to be used on new counter-terrorism initiatives.

"The bureau has not delivered vital law enforcement systems, such as NCIC and IAFIS, anywhere near within budget or on time," appropriations subcommittee chairman Rep. Harold Rogers (R-Ky.) told Freeh recently. "And you haven't shown the committee any ability to hire and train personnel and spend the resources we provided to respond to the threat of terrorism."

The rebukes over the computer systems follow another setback for one of the FBI's most important new crime-fighting initiatives, a \$500 million upgrade of the nation's telephone system that would allow the FBI to install court-authorized wiretaps on new digital switching systems. That project has been delayed because of FBI miscalculations and planning shortcomings, according to bureau statements and congressional records. Last summer, the Senate temporarily suspended funding for the wiretap initiative, cit-

ing "the FBI's poor track record of delivering high-tech contracts on-time and on-budget."

The problems with technical projects like

"I think the leadership of the FBI has brought the entire organization into question."

— Rep. Bob Livingston (R-La.)

the IAFIS and NCIC 2000 systems have occurred against a backdrop of controversy over operational snafus such as the highly questionable interrogation of security guard Richard Jewell following the bombing during the Atlanta Olympics and the transfer of summaries of hun-

dreds of sensitive FBI personnel files to the Clinton White House.

While some management problems clearly predate Freeh's confirmation as director, in Sept. 1993, delays and cost overruns on the two computer systems have continued during his tenure. FBI reports to Congress show that the estimated cost of NCIC 2000 increased \$58 million in October 1995 and another \$45.8 million through August of last year. An independent audit of the IAFIS fingerprint system last summer found that despite attempted fixes, the FBI still lacks a "built-in infrastructure for large-scale systems development."

NCIC 2000 was hurt by an initial failure to clearly define the software requirements, officials said, and poor communication between FBI supervisors and the software contractor. Upgrades to the system were slowed because its three largest segments, which transmit fingerprints, identify the images and then search

criminal records, were not properly integrated. Both NCIC 2000 and the IAFIS fingerprint system were further delayed when new features were added to the original designs.

In an interview, outgoing Deputy Attorney General Jamie S. Gorelick said that "both of these projects were mismanaged, and it is my impression that as soon as we heard about it and raised it with Director Freeh, he took steps to address it. Whether he knew about it earlier, I don't know."

Late last year, FBI executives surprised the Justice Department by requesting another \$50 million to complete the IAFIS fingerprint system, which was already \$118 million over budget. Attorney General Janet Reno rejected the FBI request and ordered the agency to live within the existing budget.

Freeh declined numerous requests to be interviewed for this article. Instead, the bureau's

See FBI, A11, Col. 1

MARLO
FINAL 3 DAYS! TODAY 11AM-7PM, MONDAY & TUESDAY 10AM-10PM

Fingerprint Computer Upgrade Is 15 Months Behind Schedule



BY RAY LUSTIG—THE WASHINGTON POST
Rep. Bob Livingston (R-La.) points to FBI leaders for cost overruns.

SLOW GOING

These two FBI crime-fighting systems have been held up by poor oversight.

NCIC 2000

The National Crime Information Center serves as a central repository of criminal history and fingerprint records. NCIC 2000 is a massive computerization and telecommunications project designed to give police agencies around the country instant access to a vast a storehouse of information including mugshots, prison records and handwriting samples. Some of that data could be retrieved by a police officer in patrol car.

■ **Cost overrun:** \$110 million

IAFIS

The Integrated Automated Fingerprint Identification System will create a computer database out of 213 million fingerprint records currently on paper cards. Urgent fingerprint identifications could be completed in as little as two hours instead of the current manual system, which can produce long delays.

■ **Cost overrun:** \$120 million

FBI, From A10

press office produced a "status report" on the two computer projects. The reports lauded Freeh's troubleshooting efforts.

During a review of the FBI's fiscal 1997 budget request last year, Freeh testified about the two big computer projects, "I can't guarantee it's going to work, but I'm very hopeful," the director said of the NCIC 2000 system. About IAFIS, Freeh said he was "confident" the system could eventually be brought "on-line, albeit at a great delay and a great cost."

Those glum assessments contrasted with Freeh's assertions at a March 1994 hearing that no further funding was needed for NCIC 2000—which Freeh declared "a little bit ahead of schedule"—or the fingerprint system designed to complement it, which he said would be "fully on-line with state participation" in January 1998.

But Stephen Pomerantz, a former assistant director, said in an interview that the projected time and cost schedule for completing NCIC 2000 was long considered unrealistic.

"There was a recognition from Day One, in fact, in 1988, that we were not going to be able to do this within the time frame or within the budget that was appropriated for the project," Pomerantz said. "So it was only a question of how much over in time and money."

FBI officials said Freeh was not informed of the computer system problems until 1995. Stephen R. Colgate, the Justice Department's assistant attorney general for administration, said he was shocked to learn of NCIC 2000's shortcomings after assurances from the bureau of steady progress.

"I do feel that I was misled," Colgate said in an interview. "I was presented too rosy of a scenario."

While acknowledging the FBI's problems, the Clinton administration defends Freeh's management record.

"We're going through such a major, fundamental expansion of infrastructure all at once," Colgate said. "Freeh rightly identified the infrastructure of the bureau in all areas as needing improvement."

Nevertheless, the cumulative impact of the management problems has added to doubts about the FBI's assertion that it is "the most appropriate and capable agency" to serve as architect and custodian of the national information systems that support all state and federal police agencies.

Last year, during the congressional

review of the FBI's 1997 budget request, the bureau's legendary reputation for winning congressional support for high-tech law enforcement projects suffered an unusual setback. Chagrined by disclosures about the computer system snafus, the Senate refused to provide the first \$100 million for the digital telephone eavesdropping initiative.

Freeh recently told a House subcommittee the IAFIS and NCIC 2000 projects are adhering to revised schedules, and he emphasized he is personally watching for further "slippage" in progress. "We're following that closely, closer than any other single two projects in the FBI," Freeh said.

But Grassley's skepticism seems undiminished. "Confidence and trust in the nation's premier law enforcement agency," the senator said, "is dwindling."

FOR MORE INFORMATION

For the FBI's press release on one of their proposed computer systems, click on the above symbol on the front page of The Post's site at www.washingtonpost.com

GETAWAYS

Wednesday, Escapes page



17

TODAY ONLY 10-8



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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.

EXECUTIVE OFFICE OF THE PRESIDENT
Office of Administration

FACILITY REQUEST

READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM

NO: 30121

1. O/O Code

2. Charged To: (GSA Use Only)

I. ADMINISTRATIVE COORDINATOR

3. Name

4. Agency

5. Room

6. Phone

II. WORK TO BE PERFORMED FOR

7. Name

8. Agency acc't to be charged

9. Room

10. Phone

☐ Check if estimate requested

III. WORK ORDERS

11. CONSTRUCTION/CARPENTRY

☐ Furniture Repair

☐ Locksmith Services

☐ Other

12. DECORATOR SERVICES

☐ Select Furniture

☐ Touch-up

☐ Reupholstering

☐ Painting

☐ Carpet

☐ Other

13. MOVING

☐ Furniture

☐ Safes

☐ Other

(Attach copy of this form to EACH item being moved; Indicate specific description and destination of each item or group of items; A completed SF-120 MUST be attached to this form for all items being excessed)

Your agency Telecommunications Representative (TR) should complete the appropriate telephone requests and submit them to the Telephone Service Office (TSO), OEOB 019.

14. ELECTRICAL

☐ Outlet

☐ Cable

☐ Other

15. CLEANING

☐ Carpet

☐ Furniture

☐ Drapery

16. OTHER

17. AGENCY AUTHORIZATION

18. DATE

19. FACILITIES AUTHORIZATION

20. DATE

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 30121		1. Org. Code	
		2. Charged To: (GSA Use Only)			
I. ADMINISTRATIVE COORDINATOR					
3. Name		4. Agency		5. Room	6. Phone
II. WORK TO BE PERFORMED FOR					
7. Name		8. Agency acc't to be charged		9. Room	10. Phone
III. WORK ORDERS					
☐ <i>Check if estimate requested</i>					
11. CONSTRUCTION/CARPENTRY ☐ Furniture Repair ☐ Locksmith Services ☐ Other					
12. DECORATOR SERVICES ☐ Select Furniture ☐ Touch-up ☐ Reupholstering ☐ Painting ☐ Carpet ☐ Other					
13. MOVING ☐ Furniture ☐ Safes ☐ Other (Attach copy of this form to <u>EACH</u> item being moved; Indicate specific description and destination of each item or group of items; A completed SF-120 <u>MUST</u> be attached to this form for all items being excessed)					
Your agency Telecommunications Representative (TR) should complete the appropriate telephone requests and submit them to the Telephone Service Office (TSO), OEOB 019.					
14. ELECTRICAL ☐ Outlet ☐ Cable ☐ Other					
15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery					
16. OTHER					
17. AGENCY AUTHORIZATION		18. DATE		19. FACILITIES AUTHORIZATION	

OA FORM 36
Rev. April 1994

FACILITIES MANAGEMENT COPY

EXECUTIVE OFFICE OF THE PRESIDENT Office of Administration FACILITY REQUEST READ INSTRUCTIONS ON BACK BEFORE FILLING OUT THIS FORM		NO: 30121		1. Org. Code	
		2. Charged To: (GSA Use Only)			
I. ADMINISTRATIVE COORDINATOR					
3. Name		4. Agency		5. Room	6. Phone
II. WORK TO BE PERFORMED FOR					
7. Name		8. Agency acc't to be charged		9. Room	10. Phone
III. WORK ORDERS					
☐ Check if estimate requested					
11. CONSTRUCTION/CARPENTRY ☐ Furniture Repair ☐ Locksmith Services ☐ Other					
12. DECORATOR SERVICES ☐ Select Furniture ☐ Touch-up ☐ Reupholstering ☐ Painting ☐ Carpet ☐ Other					
13. MOVING ☐ Furniture ☐ Safes ☐ Other (Attach copy of this form to <u>EACH</u> item being moved; Indicate specific description and destination of each item or group of items; A completed SF-120 <u>MUST</u> be attached to this form for all items being excessed)					
Your agency Telecommunications Representative (TR) should complete the appropriate telephone requests and submit them to the Telephone Service Office (TSO), OEOB 019.					
14. ELECTRICAL ☐ Outlet ☐ Cable ☐ Other					
15. CLEANING ☐ Carpet ☐ Furniture ☐ Drapery					
16. OTHER					
17. AGENCY AUTHORIZATION		18. DATE		19. FACILITIES AUTHORIZATION	
				20. DATE	

OA FORM 36
Rev. April 1994

HOLD THIS COPY UNTIL WORK IS COMPLETED, INITIAL AND RETURN TO FACILITIES MANAGEMENT

FACILITY REQUEST INSTRUCTIONS

1. Complete Sections I, II, and III of the Facility Request, sign and date.
2. Estimates —

A written cost estimate will be provided to the agency for approval prior to the beginning of work only when requested by the agency. (Check box.) Estimates serve primarily as the basis for determining if a GSA Request for Work Authorization (Form 2957) should be generated to cover the cost of the project. Generally, to avoid unnecessarily depleting a miscellaneous account any project estimated at more than \$500 requires a Form 2957.
3. After completing all the information in Sections I, II, and III, remove the Blue copy and retain until completion of the work order. Submit the Yellow and White copies to Facilities Management.
4. Upon completion of the work order, initial the Blue copy indicating the date the work was completed and return to Facilities Management.
5. Call x52335 if you have questions regarding this form or if you need a copy of the GSA Form 2957.

NOTE: All facility requests must be signed and dated by the administrative coordinator for each office or agency. By signing the request, the administrative office verifies the requested work has been approved and the funds are available.

Total Pages: ____

LRM ID: IMS30

**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
Washington, D.C. 20503-0001**

Monday, March 17, 1997

LEGISLATIVE REFERRAL MEMORANDUM

TO: Legislative Liaison Officer - See Distribution below

FROM: James J. Jukes (for) Assistant Director for Legislative Reference

OMB CONTACT: Ronald E. Jones

PHONE: (202)395-3386 FAX: (202)395-3109

SUBJECT: HUD Oversight Testimony on Church Arson Investigations 

DEADLINE: 3pm Tuesday, March 18, 1997

In accordance with OMB Circular A-19, OMB requests the views of your agency on the above subject before advising on its relationship to the program of the President. Please advise us if this item will affect direct spending or receipts for purposes of the "Pay-As-You-Go" provisions of Title XIII of the Omnibus Budget Reconciliation Act of 1990.

COMMENTS: If we do not receive your comments by the above deadline we will assume that you have no objections to the testimony.

DISTRIBUTION LIST**AGENCIES:**

118-TREASURY - Richard S. Carro - (202) 622-0850

61-JUSTICE - Andrew Fois - (202) 514-2141

39-Federal Emergency Management Agency - David L. de Courcy - (202) 646-4105

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Peter G. Jacoby

Lisa M. Kountoupes

Alice E. Shuffield

James C. Murr

**RESPONSE TO
LEGISLATIVE REFERRAL
MEMORANDUM**

If your response to this request for views is short (e.g., concur/no comment), we prefer that you respond by e-mail or by faxing us this response sheet. If the response is short and you prefer to call, please call the branch-wide line shown below (NOT the analyst's line) to leave a message with a legislative assistant.

You may also respond by:

(1) calling the analyst/attorney's direct line (you will be connected to voice mail if the analyst does not answer); or

(2) sending us a memo or letter

Please include the LRM number shown above, and the subject shown below.

TO: Ronald E. Jones Phone: 395-3388 Fax: 395-3109
Office of Management and Budget
Branch-Wide Line (to reach legislative assistant): 395-3454

FROM: _____ (Date)
 _____ (Name)
 _____ (Agency)
 _____ (Telephone)

The following is the reponse of our agency to your request for views on the above-captioned subject:

☐ **Concur**
☐ **No Objection**
☐ **No Comment**
☐ **See proposed edits on pages** _____
☐ **Other:** _____

FAX RETURN of _____ pages, attached to this response sheet

Draft

STATEMENT OF JACQUIE LAWING
ACTING ASSISTANT SECRETARY FOR COMMUNITY PLANNING AND DEVELOPMENT
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
BEFORE THE HOUSE JUDICIARY COMMITTEE
MARCH 19, 1997

Mr. Chairman, Representative Conyers, and members of the Committee, thank you for the opportunity to represent Secretary Andrew Cuomo in speaking with you today regarding HUD's role in the National Rebuilding Initiative. I am pleased to join the Federal Emergency Management Agency (FEMA), the Department of Justice (DOJ), and the Community Relations Service (CRS) in updating you on the progress of the Church Arson Task Force. Since January 1995, 369 arsons, bombings or attempted bombings have occurred at places of worship. The enactment of the Church Arson Prevention Act of 1996 and the President's creation of the Church Arson Task Force signify the nation's intolerance for this type of hate crime. As the President has said, arson attacks on churches are an affront to basic liberty and religious tolerance, posing a challenge not just to those houses of worship that are burned but to the entire nation and our future as a common community.

HUD is proud to have a role in providing financial and technical and other support to aid churches in the rebuilding process. Under the Church Arson Prevention Act of 1996, HUD's Office of Community Planning and Development was given authority to administer a \$10 million loan guaranty fund to assist with the rebuilding of churches and other non profits damaged by arson or terrorism.

The Office of Community Planning and Development, under the direction of then-Assistant Secretary Cuomo, recognized that in order to maximize the opportunity presented by the loan guaranty and relief package, organizations from around the country should be involved in the rebuilding effort. Before churches and other non-profit organizations could apply for a loan, they needed help completing loan applications and even more, in establishing workable rebuilding plans. Then-Assistant Secretary Cuomo created the National Rebuilding Task Force, bringing private, public and non-profit resources to the table to aid in the rebuilding effort. These resources enabled churches to establish workable rebuilding plans and to have all information necessary to effectively use the loan guaranty.

THE NATIONAL REBUILDING INITIATIVE

As you know, the federal response to the church arson fires is focused in three areas: enforcement, prevention, and rebuilding. HUD has taken a lead in rebuilding. Through the Office of Community Planning and Development, HUD is working to support the rebuilding of affected churches and non-profits in three ways: 1) administering loan guarantees; 2) co-chairing, along with the National Council of Churches and the Congress of National Black Churches, the National Rebuilding Task Force, and 3) offering regional conferences.

Loan Guaranty Program. The Loan Guaranty Program was signed into law as part of the Church Arson Prevention Act of 1996. The purpose of the program is to guarantee private sector loans to assist nonprofit organizations in financing the rebuilding of facilities damaged or destroyed by arson or terrorism, including

churches. The Act allows the Secretary of HUD to guarantee up to an aggregate principal of \$10 million in private sector loans, including a credit subsidy of \$5 million.

HUD has established terms and conditions for the guarantees, and other program requirements and will guarantee up to 100% of the amount of the loan.

Although the availability of federal loan funds offers a important option to churches that are short on capital necessary to rebuild, many churches shared with HUD that they need increased technical capacity to complete loan fund applications and to formulate a plan for financing a rebuilding process. As you can imagine, some churches are unable or reluctant to take on additional debt burdens. The National Rebuilding Task Force launched a series of Regional Conferences to help organizations understand and effectively use the guaranty fund.

National Rebuilding Task Force. Mr. Chairman, one of the most exciting results of the National Rebuilding Initiative has been the formation of a national partnership for rebuilding. The National Rebuilding Task Force coordinates all aspects of the rebuilding effort and is co-chaired by the Department of Housing and Urban Development, the National Council of Churches and the Congress of National Black Churches. The partners worked together not only disseminating information at the conferences but using the conference to conduct one-on-one interviews with each congregation. The one-on-one interviews were also used to conduct assessments of the financial support the churches would need to rebuild.

Resources available through the National Rebuilding Initiative include: grants, low-interest loans, materials and in-

kind donations, volunteers, pro-bono professional legal, architectural design, and insurance services, as well as hate crimes counseling and arson prevention programs.

Partners. Key to the success of the rebuilding task force is the wide array of partners it involves. Private sector entities and non-profit entities, such as Habitat for Humanity, worked side-by side with HUD in a series of regional conferences designed to ensure that affected churches and non-profits receive all the assistance that they need to rebuild.

Regional Conferences. In the Fall of 1996, HUD held five regional conferences which provided information about HUD's loan guarantee program as well as other aspects of rebuilding. Each workshop offered different sessions with expert panelists, providing construction and architectural advice as well as loan application assistance. HUD coordinated the workshops with other federal agencies, the Governors' offices and many other organizations, including the National Council of Churches, Habitat for Humanity, the Enterprise Foundation and the American Institute of Architects. This collaboration on training workshops was just one example of the overall multi-agency collaboration of the National Rebuilding Task Force.

ADDITIONAL SOURCES OF FINANCING THROUGH THE TASK FORCE

While administering the federal loan guaranty program, HUD has worked with its partners on the National Rebuilding Task Force to leverage additional financial resources to support rebuilding. As you might imagine, some churches are reluctant to take on additional debt, making it necessary for the Task Force to seek alternative sources of funds.

The National Council of Churches (NCC) has been an integral partner to the National Rebuilding Initiative, raising over \$7 million in direct and in-kind contributions to support the rebuilding efforts. NCC has provided direct rebuilding grants as well as in-kind materials such as lumber and other building materials, pews, and hymnals. In addition, NCC has joined with Habitat for Humanity to provide a network of volunteer specialists and laborers to assist with all aspects of the rebuilding efforts.

On January 27, 1997, the Congress of National Black Churches (CNBC) launched a \$12 million initiative to complement the efforts of the National Rebuilding Initiative. CNBC plans to provide rebuilding assistance to 50 churches over the next three years. As a partner in the National Rebuilding Initiative, CNBC plans to coordinate these efforts with the rebuilding efforts already underway.

RESULTS TO DATE

In summary, since the passage and signing of the Church Arson Prevention Act of 1996,

- * Implementing regulations were published in September 1996 and became effective in October 1996;
- * The public-private partnership has made available a variety of resources for the rebuilding of places of worship. The partnership has held 3 major organizational meetings, 5 regional conferences and a total of 70 on-site assessments.
- * The National Rebuilding Initiative has come into contact with 124 churches during Phase One with the following

results:

54 churches are eligible for a blended resources package consisting of HUD loan assistance, NCC grant assistance, as well as volunteer and in-kind assistance

6 churches are eligible for HUD loan assistance

29 churches have received NCC grant assistance only

25 churches need no assistance

12 churches have been referred to Phase Two

Churches that have been destroyed recently have been targeted for help in Phase Two of the National Rebuilding Initiative. Approximately 30 churches have asked for assessments, which will make up the preliminary Phase Two list.

- * Grants have been made or allocated to 72 places of worship, composing about \$7 million.
- * 60 churches have been rebuilt or are under construction and 64 are in the pre-planning stage.

Vice-President Gore demonstrated true insight when he said communities "will become stronger" as a result of the tragedy they faced. The National Rebuilding Initiative is committed to providing the resources to rebuild not just the physical structure, but also, to heal broken relationships and begin new ones. HUD Secretary Cuomo looks forward to continuing to work with our national partners, Treasury, Justice, FEMA, and members of Congress to ensure that the nation's churches and communities are successfully and sustainably rebuilt.

David Westin
President

March 6, 1997

**Donald A. Baer
Assistant to the President and
Director of Strategic Planning and Communications
The White House
Washington, D.C. 20502**

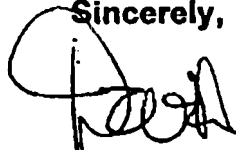
Dear Don:

As you know, the ABC Television Network is addressing the issue of drug use by children in this Country during the month of March. This effort includes various programming specifically directed at the issue throughout the month and culminating in a primetime special on March 30 in which Peter Jennings will talk with children about the drug issue. A centerpiece of our activities is a series of "public service announcements," ranging between ten and thirty seconds each, aired every hour the Network is on the air for the entire month. All of these PSAs are designed to encourage parents and kids to talk together about drugs. We chose this theme because statistics show that whether parents talk with their children about drugs is one of the important determinants of whether children use drugs. This is a simple, easily-taken step for our viewers that can make a real difference for our Country. By airing these PSAs every hour, we estimate that we will reach over 90% of all adults in the Country eleven times during the course of the month.

We would very much like President Clinton to appear in one of our PSAs. Attached is a draft script to illustrate the sort of thing we have in mind. I also enclose a tape showing some of the other PSAs we are using. We would air the presidential PSA as part of our regular lineup, and it would receive several airings during the month in various time periods.

We appreciate your taking the time to consider our request. If the President were willing to appear, we could either send our own crew to the White House or work with your colleagues to shoot something with the least possible disruption.

Sincerely,

A handwritten signature in black ink, appearing to read 'David Westin', with a large, stylized initial 'D'.

David Westin

Attachment and Enclosure

Howard J. Silver, Ph. D.
Executive Director

February 27, 1997

Leanne Shimaburkoru
Domestic Policy Council
Executive Office of the President
1600 Pennsylvania Avenue NW
Washington, DC 20500

Dear Ms. Shimaburkoru:

I am writing to invite you or a member of your staff to attend a breakfast seminar, ***Juvenile Crime: A Research Perspective***. The seminar will be take place on **Friday, March 21, 1997 from 9:00 a.m. to 11:00 a.m. in Room B-354 of the Rayburn House Office Building**. A continental breakfast will be served.

Three distinguished social scientists will discuss the findings of their research and evaluation on the causes, prevention and policy implications of juvenile crime. The participants are:

- **Dr. Richard Rosenfeld**, University of Missouri, St. Louis
Overview of trends in youth violence, its causes, and prevention
- **Dr. Simon Singer**, SUNY-Buffalo
Juvenile justice systems and juvenile crime
- **Dr. Denise Gottfredson**, University of Maryland, College Park
The effects of school environments on youth behavior

Additional materials on the seminar are enclosed with this letter.

COSSA is an advocacy organization for federal support for social and behavioral science research and is supported by close to 100 professional associations, scientific societies, universities and research institutes.

We hope you can be with us for this informative event. **Please RSVP to COSSA by March 18 at 202/842-3525 or by FAX at 202/842-2788.**

Sincerely,

Howard J. Silver
Executive Director

enclosure

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.



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

February 14, 1997

Ms. Leanne Shimabukuro
Domestic Policy Committee
Office of the Deputy Chief of Staff
Old Executive Office Building, Room 111
1700 Pennsylvania Avenue, N.W.
Washington, D. C. 20500

Dear Ms. Ms. Shimabukuro:

I am writing to inform you that I will be leaving my position as Special Assistant to the Secretary of the Department of the Interior. I have decided to take time-off to be at home with my two young children. It was a difficult decision to make since I will greatly miss the challenges of my position and being in government at a critical time in Federal-Tribe relations. But, I am looking forward to going to my second job -- full time.

A highlight of my service in government has been staffing the Secretary on the Working Group on American Indians and Alaska Natives and working with you and others. I will miss that work and the chance to collaborate with colleagues as yourself. As you start the new year and second term of the Clinton administration, you should feel proud of the successes of these last several years and look forward to the promise of many more. I welcome the opportunity to stay in touch and invite you to keep me informed on what you are doing. I know myself all too well to think I will be completely out of the loop and disinterested in Indian policy or issues. Please feel free to add me to any mailing lists you keep for outside contacts. My address is 9000 Hempstead Avenue, Bethesda, MD 20817.

Best regards,

Faith Roessel

Faith Roessel
Special Assistant to the Secretary

Home #:
301-530-0577

*Leanne,
although I
only worked with
you a short while
I enjoyed the
opportunity. Good
luck in an exciting
adventure ahead of you
in your position. Good
call away. I'm only a
call. By the way, I have someone
in mind for the Indian
affairs position. Let's
stay in touch.
FR*



***Federal Communications Commission
Office of Legislative and Inter-governmental Affairs***

FACSIMILE TRANSMITTAL MEMORANDUM

From: OLIA

Date: 2/19/97

Time: 11:20AM

Fax: 202-418-2806

Phone: 202-418-1900

To: MS. LEANNE

Organization: THE WHITE HOUSE

Fax: 456-5581

Phone:

This cover sheet is Page 1 of pages.

Note:

If there are any problems with this transmission, call 202-418-1900.

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NEWS

News media information 202 / 418-0500

Fax-On-Demand 202 / 418-2830

Internet: <http://www.fcc.gov>[ftp.fcc.gov](ftp://ftp.fcc.gov)**Federal Communications Commission****1919 - M Street, N.W.****Washington, D.C. 20554**

This is an unofficial announcement of Commission action. Release of the full text of a Commission order constitutes official action. See *MCI v. FCC*, 515 F. 2d 385 (D.C. Cir. 1974).

Report No. CC 97-7

COMMON CARRIER ACTION

February 19, 1997

FCC CREATES NEW 311 CODE FOR NON-EMERGENCY POLICE CALLS AND 711 CODE FOR ACCESS TO TELECOMMUNICATIONS RELAY SERVICES

The Commission today announced it has made available a new code, 311, as a means of quick access to non-emergency police and other government services. The Commission stated that use of this code could improve the effectiveness of 911 emergency services by alleviating congestion on 911 circuits. The Commission also made available 711 for quick access to Telecommunications Relay Services (TRS), a service that allows persons with hearing or speech disabilities to use the telephone. Both numbers will be available for use nationwide.

In a First Report and Order and Further Notice of Proposed Rulemaking (FNPRM), the Commission directed Bell Communications Research (Bellcore), in its capacity as North American Numbering Plan (NANP) administrator, to set aside 311 as a code to be used for the public to reach non-emergency police and other government services. The Order does not obligate any entity to adopt 311, rather it ensures that any local entity that wishes to use 311 has the option to do so. Wherever 311 is currently in use for other purposes, that use would be allowed to continue until the local government in that area was prepared to activate a non-emergency 311 service. The Commission required that when a provider of telecommunications services receives a request from an entity (for example a local police chief or local fire chief) to use 311 for access to non-emergency police and other government services in a particular jurisdiction, that provider must ensure that, within six months of the request: (1) it takes any steps necessary (for example reprogramming switch software) to complete 311 calls from its subscribers to a requesting 311 entity in its service area; and (2) entities that were assigned 311 for non-compliant use at the local level prior to the effective date of the First Report and Order relinquish the number.

The Commission also directed Bellcore to assign 711 for access to TRS, stating this may further the goals of the Telecommunications Act of 1996 and the Americans With Disabilities Act by significantly facilitating TRS access. In addition, the Commission required that all providers of telephone exchange service be able to allow their customers to call 611 and 811 to reach their repair and business service

offices. The Commission also said that a local exchange carrier may not itself offer enhanced services using a 411 code, or any other N11 code, unless that local exchange carrier offers access to the code on a reasonable, nondiscriminatory basis to competing enhanced service providers to facilitate distribution of their enhanced services in the local service area for which it is using the code.

In addition, the Commission issued an FNPRM seeking comment on issues related to 711 implementation. The FNPRM seeks comment on the technical feasibility of developing an N11 "gateway" offering access to multiple TRS providers; the possibility of providing both voice and text TRS services through the same abbreviated N11 code; the proprietary nature of N11 codes; and the Commission's proposal to transfer the administration of N11 codes at the local level from the incumbent local exchange carriers to the NANP administrator.

The Commission found that the 1996 Act amendments to the Communications Act of 1934 granted the Commission exclusive jurisdiction over those portions of the NANP that pertain to the United States as well as authority to delegate to State commissions or other entities all or any portion of such jurisdiction. The Commission allowed incumbent LECs to continue to perform the N11 code administration functions that they performed at the time of enactment of the 1996 Act amendments to the Communications Act, until further Commission action.

Action by the Commission February 18, 1997 by First Report and Order and Further Notice of Proposed Rulemaking (FCC 97-51). Chairman Hundt, Commissioners Quello, Ness, and Chong.

-FCC-

News media contact: Rochelle Cohen at (202) 418-0253.

Common Carrier Bureau contact: Elizabeth Nightingale at (202) 418-2352.

THE WEXLER GROUP

1317 F Street, N.W.

Suite 600

Washington, D.C. 20004

202-638-2121

202-638-7045 Telecopy

Betsey Wright

MEMORANDUM

TO: Bruce Reed
Domestic Policy Advisor to the President

FROM: Betsey Wright *BW*

DATE: February 12, 1997

RE: **SOTU Challenge to the Arts Community**

In the SOTU, the President issued a challenge to the arts community to bring the arts to everyone.

Is there a point person at the White House on this? We have a client who wants to respond very quickly, so I need more information about any plans the Administration has and how to get involved.

Elena
Who?

Leanne -
Consider yourself
The point person. Thanks.
Elena
cc: Bruce / Cathy

MEMORANDUM TO DENNIS BURKE

FROM: ANGUS KING *ASK*
RE: Cabinet Affairs weekly report follow through
DATE: 20 February 1997

Sylvia and John wanted to make sure that the attached comments from the POTUS had been brought to your attention.

cc: Sylvia Mathews
John Podesta

Ann

Summary of Weekly Cabinet Reports

Items of Interest

February 7 - 14, 1997

Department of Treasury

p. 1 150 Account: Good.

p. 1 U.S.-Russia Debt: The President expressed interest.

p. 1 **Connie Lee (school construction):** Good. This should be publicized in DC--how much \$?
Can Rubin, maybe HRC do event with Becton (& Cong. leaders who supported)?

Melanne, Mathews, Maylock, Hilley, Deich, Raine, Spe-ling

p. 2 DC Hearing: The President expressed interest.

p. 2 Youth Firearms Initiatives: The President expressed interest.

Department of Commerce

p. 3 Auto Parts: The President expressed interest.

p. 3 U.S.-Turkey Business Development Council: The President expressed interest.

p. 4 Sustainable Development: The President expressed interest.

p. 4 Technology Program: The President expressed interest.

Department of Labor

p. 5 Alternative Dispute Resolution (comment period on Website): Good.

p. 5 American Axle: The President expressed interest.

Department of Transportation

p. 7 WA Coast Guard Accident: He should attend and I should write families.

Dorskind, Balderson, P. Caplan

p. 8 Air Bags: Good.

p. 8 Drugs, Driving and Youth (state demonstration program): Good!

Rahn, Dennis Burke

Department of Health and Human Services

- p. 9 **Child Support Enforcement:** Rahm: Do something with this!
Rahm
- p. 10 **Graduate Medical Education:** The President expressed interest.
- p. 10 **Medical Utility of Marijuana:** The President expressed interest.

Department of Housing and Urban Development

- p. 12 **Mortgage Sales Record:** Great.
- p. 12 **Public Housing (funding levels):** The President expressed interest.
- p. 12 **WA First-Time Home Buyers:** The President expressed interest.
- p. 12 **Media Activities (Palm Grove Apartments):** The President expressed interest.

Department of Interior

- p. 13 **Coastal Wetlands:** The President expressed interest.
- p. 14 **BIA School Reconstruction:** They should be included.

Sperling, Reed, Mike Cohen
United States Department of Agriculture

- p. 15 **Civil Rights Report:** The President expressed interest.
- p. 15 **Yellowstone Bison:** Is he satisfied? Is it enough to stop the slaughter of bison?
Bulderson, CEA
- p. 16 **Welfare Reform Update (waiver approval):** Good.

Environmental Protection Agency

- p. 18 **Brownfields:** Good.
- p. 18 **MI Fish Consumption:** cc:C. T. Smith.

Craig Smith
Office of Personnel Management

- p. 18 **Welfare to Federal Work:** We need this sooner rather than later.

Bruce Reed
United States Information Agency

- p. 19 **Human Rights:** The President expressed interest.

E. Bowles

THE WHITE HOUSE
WASHINGTON

THE PRESIDENT HAS SEEN

2-18-97

February 14, 1997

MEMORANDUM FOR THE PRESIDENT

FROM: KITTY HIGGINS *for Kitty*
SUBJECT: Summary of Cabinet Weekly Reports
February 7 - February 14, 1997

Wb of notes
As chair carefully

DEPARTMENT OF TREASURY

- **Israel:** On February 14, Secretary Rubin met with Prime Minister Netanyahu to commend him on the important deficit reduction package he and Finance Minister Meridor were able to get through the Knesset. He also signaled concern about slower progress on structural reform to reduce and rationalize the role of the state in the Israeli economy.
- **150 Account:** On February 14, Secretary Rubin held a joint press conference with Secretary Albright on the 150 account. This briefing emphasized the importance the Administration places on meeting U.S. commitments and on maintaining U.S. leadership in the world.
- **U.S.-Russia Debt:** On February 6, Deputy Secretary Summers and Russian Finance Ministry officials signed a comprehensive debt rescheduling agreement. Russia also signed a bilateral debt rescheduling agreement with Germany last week. The U.S. rescheduled \$2.3 billion in principal and interest over a 25-year period. The two agreements implement Russia's April 1996 accord with the Paris Club, which was designed to eliminate the need for repeated reschedulings and helps Russia meet its external debt obligations.
- **Connie Lee:** On February 7, Treasury received Salomon Brothers appraisal of the Connie Lee stock held by DOEd. Treasury officials will work with Connie Lee's staff to complete privatization prior to February 27. The proceeds will go to DC for school construction.

John
John
Cabinet Weekly Report, February 7 - February 14, page 1

*→ This should be published
in DC - how much \$?
Can Rubin, maybe HRC
do something better (+ Cong.
leader who supported?)*

THE PRESIDENT HAS SEEN

2-18-97

- **Air Bags:** On February 5, the open public comment period closed on the two proposed air bag regulation changes. On January 6, NHTSA proposed two specific regulatory changes: (1) a new regulation that would permit vehicle owners to have their air bag disconnected without obtaining a waiver from the government, and (2) a change in the vehicle test procedure that would permit depowering of air bags.
- **Child Passenger Safety:** February 9-15 is National Child Passenger Safety/Air Bag Safety Awareness Week. On February 11, NHTSA Administrator Martinez held a child safety seat checkpoint in collaboration with the DC Metropolitan Police Department and the DC SAFE KIDS Coalition. The checkpoint was to highlight the safe transport of children, particularly in vehicles with passenger side air bags.
- **Drugs, Driving and Youth:** On February 7, the Report on the Presidential Initiative on Drugs, Driving and Youth was delivered to the White House with a cover letter from Secretary Peña and ONDCP Director McCaffrey. The report included recommendations to conduct a state demonstration program for drug testing of youth applying for a driver's license; state incentive grants to improve state drugged driving laws; increased Federal assistance to improve state drugged driving enforcement; and expanded drug prevention, education, and treatment. The White House is expected to announce the report soon, possibly as early as February 17.

UNITED STATES TRADE REPRESENTATIVE

- **China IPR:** China continues to take action against IPR violators. Since the June 1996 U.S.-China IPR Agreement, a total of 26 production lines have been closed, in part due to a new campaign granting cash rewards of up to \$37,000 for individuals who report IPR violators. Senior USTR officials continue to meet with industry representatives and government officials in Hong Kong, China and the U.S. to monitor progress and promote enforcement.
- **Japan Film:** On February 20, the opening brief in the WTO case brought against Japan, on behalf of Kodak, to challenge Japanese measures affecting imports of photo film is due. The brief will be made available to the public as soon as it has been filed in Geneva. Given the considerable interest in this case among the media and trade policy experts, we are working closely with Kodak on a public relations strategy to accompany the release of the brief. Japan's reply is due April 3 and oral argument begins on April 16.
- **U.S.-Japan Business Council:** On February 16, Ambassador Shapiro will travel to Dana Point, CA, to participate in the U.S.-Japan Business Council's Joint Executive Committee meeting, where he will discuss the post-election agenda for U.S.-Japan trade relations.

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 OEOB 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.

① date of copy 100,000

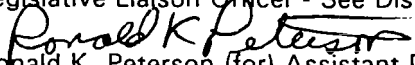
② PFL's

③ Drug Strat. Rollout Pub. 107

* NGA response

LRM ID: EHF6

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
Washington, D.C. 20503-0001
12/13/96
LEGISLATIVE REFERRAL MEMORANDUM

TO: Legislative Liaison Officer - See Distribution below
FROM:  Ronald K. Peterson (for) Assistant Director for Legislative Reference
OMB CONTACT: Holly Fitter FAX: (202)395-5691 PHONE: (202)395-3233
SUBJECT: INTERIOR Proposed Draft Bill on Judgement Fund Distribution to the Ottawa and Chippewa Indians of Michigan
DEADLINE: 10:00 AM Monday, January 6, 1997

In accordance with OMB Circular A-19, OMB requests the views of your agency on the above subject before advising on its relationship to the program of the President. Please advise us if this item will affect direct spending or receipts for purposes of the "Pay-As-You-Go" provisions of Title XIII of the Omnibus Budget Reconciliation Act of 1990.

COMMENTS:
DISTRIBUTION LIST

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61-JUSTICE - Andrew Fois - (202) 514-2141
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59-INTERIOR - Jane Lyder - (202) 208-6706
118-TREASURY - Richard S. Carro - (202) 622-0650

EOP:

Richard H. Kodl
Robert G. Damus
Douglas L. Steiger
David J. Haun
Edward M. Rea
Pamula L. Simms
Alicia K. Kolaian
SHIMABUKUR_L

_____ Concur

_____ No Objection

_____ No Comment

_____ See proposed edits on pages _____

_____ Other: _____

_____ FAX RETURN of _____ pages, attached to this reponse sheet

AT&T

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FAXDate: 10/31Number of pages including cover sheet: 2

To:

Dennis Burke

Phone:

Fax phone: 202-456-7028

CC:

From:

John Cohen

Phone:

202-776-5720

Fax phone:

202-776-5549

REMARKS:

☐ Urgent☒ For your review☒ Reply ASAP☐ Please comment

10/31/96
10/30/96

08:22
14:50

POLICE COMMISSIONERS OFFICE 911/311 SYSTEMS

NO. 350 002
NO. 730 003

311 NON EMERGENCY CALL VOLUME REPORT

DATE 2-23 OCTOBER 96

PERCENT
OF 311
CALLS

23,491	DIRECT DIALED 311 CALLS FROM CITIZENS	69.31
3,775	CALLS TRANSFERRED FROM 911 TO 311 FOR HANDLING	11.14
6,226	CALLS FROM POLICE CENTREX LINES TO 311	18.37
394	685-DRUG CALLS	1.16
8	685-GUNS CALLS	0.02

33,894 TOTAL CALLS HANDLED BY 311 PERSONNEL

70,162 TOTAL CALLS HANDLED BY 911 PERSONNEL

104,056 TOTAL CALLS HANDLED BY 311/911 PERSONNEL

32.6	PERCENT OF DAILY CALLS HANDLED BY 311
67.4	PERCENT OF DAILY CALLS HANDLED BY 911

SGT NELSON A. HERRMAN
911/311 SYSTEM ADMINISTRATOR

- 6 -

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF SCIENCE AND TECHNOLOGY POLICY
WASHINGTON, D.C. 20502

December 6, 1996

MEMORANDUM FOR EXECUTIVE DEPARTMENT AND AGENCY HEADS, CHIEF
INFORMATION OFFICERS, AND PROPERTY MANAGERS

FROM: Dr. Henry Kelly 
Acting Associate Director for Technology

SUBJECT: Notice Regarding Implementation Plan for Executive Order 12999,
*Educational Technology: Ensuring Opportunity for All Children in the
Next Century*

Last April, President Clinton signed Executive Order 12999 (E.O.). Pursuant to the E.O., departments and agencies were required to submit an implementation plan by mid-October to inform the Office of Science and Technology Policy (OSTP) of initiatives and activities designed to achieve the aims of the E.O.. The implementation plans are essential tools to ensure the efficient and equitable transfer of excess and surplus computers to schools and educational nonprofit organizations. Review of the implementation plans will also provide the basis of OSTP's E.O. progress report to Congress in early 1997.

On September 24, 1996, Dr. Gibbons, the Director of OSTP, sent a memorandum to all executive department and agency heads providing guidance on the information to be included in the implementation plans (see attached). This memorandum required that the implementation plans be submitted to OSTP by October 25, 1996. However, to date, an implementation plan from your department or agency has not been received. Please identify the staff responsible for the development of an implementation plan and submit the plan to my attention as soon as practicable.

Please note that Section 2(b) of E.O. encourages departments and agencies to give preference to schools and nonprofit organizations in the Federal enterprise communities and empowerment zones. Lists of local points of contacts in enterprise communities and schools in empowerment zones are available from the Department of Education's EZ/EC Task Force. Please contact Dr. William L. Smith, Director, at (202) 401-0504 to receive a copy.

Please notify Martha Livingston of OSTP at (202) 456-6063 of when we can expect to receive your implementation plan and if you have any questions regarding the development your implementation plan.

Attachment

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF SCIENCE AND TECHNOLOGY POLICY
WASHINGTON, D.C. 20502

September 24, 1996

MEMORANDUM FOR EXECUTIVE DEPARTMENT AND AGENCY HEADS

FROM: John H. Gibbons 
Director of the Office of Science and Technology Policy

SUBJECT: Implementation Plan for Executive Order 12999, *Educational Technology: Ensuring Opportunity for All Children in the Next Century*

President Clinton signed Executive Order 12999 (E.O.) on April 17, 1996 (see attached). This E.O. streamlines the transfer of excess and surplus Federal computer equipment to our Nation's classrooms and encourages Federal employees to volunteer their time and expertise to assist teachers and to connect classrooms to the Internet.

The E.O. requires executive departments and agencies to submit an implementation plan to the Office of Science and Technology Policy (OSTP) by mid-October. The plan should describe agency initiatives and activities designed to meet the objectives of the E.O.; more specifically, agency actions taken during the six months since the E.O. was signed and a plan of action for further implementation E.O.'s goals. The plan should, therefore, address executive department and agency efforts to:

- (1) protect and safeguard educationally useful federal equipment so that it can be recycled and/or transferred;
- (2) conduct efficient transfer of educationally useful federal equipment to schools and nonprofit organizations;
- (3) develop a process to inform and encourage employees to participate on a volunteer basis in the activities listed in Section 3(a) of the E.O.; and,
- (4) develop a process to track the number and type of equipment transferred.

The plan submitted to OSTP need not be lengthy, but should be informative. The plan may include, for example, recycling efforts, a description of the means for identifying and tracking excess computers available for transfer, the steps for identifying and accessing schools, the criteria for targeting schools on a need basis, efforts to target Federal enterprise communities and empowerment zones, and the specific information to be reported to the General Services Administration.

The implementation plans also will be used to assist in the preparation of an OSTP report to Congress. OSTP is required to provide a report to Congress by January 30, 1997, which evaluates the success of the E.O. in accomplishing its goals together with recommendations about actions needed to improve the operation of the federal program.

Please send your implementation plan to Henry Kelly, Assistant Director for Technology, at OSTP by October 25, 1996. If you have any questions regarding the implementation plan, please call or email Dr. Kelly at (202) 456-6046 or hkelly@ostp.eop.gov.

Thank you for your continuing activities in implementing the E.O. at your respective departments and agencies. I look forward to hearing about your progress.

SEND TO: Dr. Henry Kelly
Assistant Director for Technology
Office of Science and Technology Policy
Executive Office of the President
Old Executive Office Building, Room 423
Washington, DC 20502 - 0423
FAX: (202) 456-6023

RESPOND BY: COB Friday, October 25, 1996

Attachment



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
WASHINGTON, D.C. 20503

Handwritten signature: J. L. - [unclear]

January 29, 1997

MEMORANDUM FOR EXECUTIVE OFFICE THE PRESIDENT ADMINISTRATIVE
CONTACTS

FROM: MARY COUTTS BECK *Mary*
ASSOCIATE DIRECTOR
HUMAN RESOURCES MANAGEMENT

SUBJECT: Changes in Emergency Dismissal and Closure
Procedures

The Office of Personnel Management (OPM), in consultation the Metropolitan Washington Council of Governments, has revised emergency dismissal and closure procedures. We will be publishing these revised procedures in the upcoming newsletter due out in early February.

I have attached a draft of the newsletter article, as well as the complete guidance we received from OPM. The OPM guidance contains additional advice and guidance on when it is appropriate to charge leave, and when it is appropriate to grant excused absences.

Although this guidance covers a variety of scenarios, you may be faced with some unique situations in the future. Do not hesitate to call us on 5-1088 for advice and assistance.

Attachments

DRAFT

Major changes in Emergency Dismissal and Closure Procedures

The Office of Personnel Management, in consultation with Metropolitan Washington Council of Governments, has revised emergency dismissal and closure procedures which are applied in the Metro area. **This article supersedes guidance published in the November "NewsLine"**. Under the revision, the "delayed arrival" policy is replaced by a new "adjusted home departure" policy and the "residential zone dismissal plan" has been replaced by "adjusted work dismissal".

The "adjusted home departure" policy, which asks that employees leave their homes a designated number of hours later than usual, is designed to discourage employees from leaving home earlier than usual in order to arrive at work at a designated time. This should give work crews better access to unclogged roads and allow more time to remove snow and to salt icy and snowy roads.

The "adjusted work dismissal" plan releases employees from work relative to their normal departure time. This is designed to reduce overloading of highways and public transportation, since the same commuting pattern is maintained.

Always keep in mind that each EOP agency head determines which members of the staff are emergency personnel. Emergency personnel are not normally dismissed with the rest of the staff and are expected to report on time in the event of an emergency. Your office will tell you if you are among the emergency personnel required to work.

Should there be emergency dismissal or closure, the following procedures apply.

PROCEDURES FOR EMERGENCIES BEFORE THE WORKDAY BEGINS

Media Announcements. OPM makes every effort to provide one of the following announcements to the media before 6:00 a.m. Here is a list of the announcements you may hear.

- "Federal agencies are open; employees are expected to report for work on time."
- "Federal agencies are operating under an adjusted home departure policy. Employees are requested to leave home (___) hours later than their normal departure time."

Agencies will open on time, but nonemergency employees should adjust their normal home departure time

DRAFT

consistent with the announcement, and nonemergency employees who arrive late will be excused without loss of pay or charge to leave.

- "Federal agencies are operating under an unscheduled leave policy; employees may take leave without prior approval."

Agencies will open on time, but employees not designated as emergency personnel may take annual leave, leave without pay (LWOP), or use accrued compensatory time without prior approval of their supervisors. Employees should inform their supervisors of their intentions.

- "Federal agencies are operating under an adjusted home departure/unscheduled leave policy. Employees are requested to leave home () hours later than their normal departure time, and employees may take leave without prior approval."

Agencies will open on time, but nonemergency employees should adjust their normal home departure time consistent with the announcement, nonemergency employees who arrive late will be excused without loss of pay or charge to leave, and employees not designated as emergency personnel may take annual leave, LWOP, or use accrued compensatory time without prior approval of their supervisors. Employees should inform their supervisors of their intentions.

- "Federal agencies are closed."

Employees who are not emergency personnel are excused from duty without loss of pay or charge to leave.

PROCEDURES FOR EMERGENCIES DURING NORMAL WORK HOURS

When early dismissal is authorized by OPM, agencies dismiss employees relative to their normal departure time from work. For example, if a 3-hour early dismissal is announced, employees who normally leave at 6 p.m. would be authorized to leave at 3 p.m.

The emergency dismissal and closure procedures are available on the internet at <http://www.opm.gov/pay/cpm>.

LAG FAX TRANSMITTAL
U.S. OFFICE OF PERSONNEL MANAGEMENT
1900 E STREET NW., WASHINGTON, DC 20415

**Deliver to agency Personnel Director or equivalent (i.e.,
Director of Human Resources, Personnel Officer, etc.)**

January 21, 1997

TO: DIRECTORS OF PERSONNEL

FROM: ROSALIE A. CAMERON, IAG CHAIR *Rosalie A. Cameron*

**SUBJECT: Revised Washington, DC, Area Emergency Dismissal or Closure
Procedures**

The Office of Personnel Management (OPM) has issued a memorandum (CPM 97-2) transmitting revised "Washington, DC, Area Emergency Dismissal or Closure Procedures." The procedures have been revised to include a new "adjusted work dismissal" policy and "adjusted home departure" policy. The new procedures replace the procedures issued on October 30, 1996. We request that you take this opportunity to remind your employees of the procedures for emergency dismissal or closure as soon as possible.

To download the memorandum and attachment from OPM's electronic bulletin board system (BBS), please follow the instructions below:

Dial {via modem} (202) 606-4800
Select [1] Forums
Select [O] Compensation and Leave Policy
Select [F] File Area
Select [1] Compensation and Leave
Type d
Press the enter key
Type the filename*** you wish to download

The filenames posted:

CPM97-2.WP5 (WordPerfect 5.1 document)
or
CPM97-2.TXT (ASCII text format)

The memorandum and attachment will also be posted on OPM's Internet web site by the end of next week at <http://www.opm.gov/pay/cpm>.

For further information you may contact the Compensation Administration Division, Office of Compensation Policy, (202) 606-2858.

TRANSMITTAL Message MSG-400.FAX

INTERAGENCY ADVISORY GROUP

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, DC 20415

Secretariat
1900 E St., NW

MEMORANDUM FOR DIRECTORS OF PERSONNEL (CPM 97-2)

FROM:

ROSALIE A. CAMERON
IAG CHAIR



SUBJECT:

Revised Washington, DC, Area Emergency Dismissal or
Closure Procedures

The Office of Personnel Management (OPM) has made two policy changes in the Washington, DC, area emergency dismissal or closure procedures (copy attached). We request that you take this opportunity to remind all employees of the procedures for emergency dismissal or closure. These procedures supersede the procedures issued on October 30, 1996.

Effective immediately, in those rare events that require an early work dismissal or late work arrival due to severe inclement dangerous weather or other types of emergency situations, OPM may authorize an "adjusted work dismissal" policy or an "adjusted home departure" policy. In both of these situations, the time period an employee will be excused from work will be guided by the employee's normal departure times from home or work.

An "adjusted work dismissal" policy permits employees to leave work early relative to their normal departure times. For example, if a 3-hour early dismissal is authorized by OPM as a result of the approach of a hurricane or snowstorm, employees who would normally leave work at 5 p.m. would be authorized to leave at 2 p.m. The "adjusted work dismissal" policy replaces the "residential zone dismissal" plan. The former "residential zone dismissal" plan for early dismissal depended upon the location of the employees' homes, rather than their working hours. Oftentimes, this resulted in confusion as to when employees should leave their workplaces. The commuting patterns of the Capital area have changed greatly over the past 4 decades of population growth, and the already overloaded highway and public transportation systems are overwhelmed by the "residential zone dismissal" concept. We believe the new "adjusted work dismissal" policy will greatly improve employees' commutes.

An "adjusted home departure" policy permits employees to leave their homes later than their normal departure times. For example, if OPM announces that an "adjusted home departure" policy is in effect and employees should delay their normal departure time for 2 hours, employees who normally leave for work at 7 a.m. would delay departure until 9 a.m. Nonemergency employees who arrive late will be excused without loss of pay or charge to leave. The "adjusted

home departure" policy replaces the "delayed arrival" policy. The former "delayed arrival" policy directed employees to arrive at work at a certain announced time. Many employees left their homes earlier than usual to allow more time for the commute. This resulted in putting more people on the roads earlier and hindering efforts to clear unsafe roads. The new "adjusted home departure" policy provides work crews the extra time needed to remove snow and salt icy and snowy roads before drivers begin their commutes to work.

These new policies will also be effective in situations where there is a widespread power failure and there is a need to reduce the use of power in office buildings. Of course, exceptions will be made for situations in which the Federal Government must close immediately or at a specific time--e.g., a major power shortage resulting in an urgent need to close office buildings or an advancing hurricane that is expected to hit the area within a relatively short period of time.

The business of the Federal Government is vital to serving the public everywhere. Therefore, we will make a determined effort to avoid the widespread curtailment of public services in the Washington, DC, area. We encourage and will follow a policy of allowing more general use of unscheduled leave so that employees who truly find it impossible or unsafe to make it to work or who arrive late can use annual leave or leave without pay, while the essential functions of the Government continue with the employees who are able to make it to work on time. Further, on those days that we do not declare an unscheduled leave policy because conditions generally are not bad, we encourage agencies and supervisors to be sensitive to the fact that localized weather and road conditions may preclude some employees from safely commuting to work and to grant unscheduled annual leave or leave without pay to such workers.

It is essential that Federal agencies comply with the Washington, DC, Area Emergency Dismissal or Closure Procedures, which were developed in consultation with the Metropolitan Washington Council of Governments (COG). Independent action by agencies should be avoided because any changes in the working hours of Federal employees in this area must be coordinated carefully with municipal and regional officials in order to minimize disruption of the highway and mass transit systems.

A copy of the Washington, DC, Area Emergency Dismissal or Closure Procedures is available on OPM's electronic bulletin board system (BBS) on (202) 606-4800 (Interagency Advisory Group (IAG) Forum). *The procedures may also be downloaded from OPM's web site on the Internet. The address is <http://www.opm.gov/pay/cpm>.* These procedures are also being shared with Federal Executive Boards and Federal Executive Associations nationwide as a recommended approach to be used in their coverage areas.

Personnel Directors may consult a special phone line to hear a recorded message on current weather status and/or the status of Government operations. The telephone number is unchanged from previous years. If you need the telephone number, or if you are a new member of the Interagency Advisory Group, please call Charles Kawecky on (202) 606-2166 to arrange access to the system. Current operating status will also be made available on the Internet (OPM's home page) and OPM's electronic bulletin board system (IAG Forum).

Attachment

January 21, 1997

WASHINGTON, DC, AREA EMERGENCY DISMISSAL OR CLOSURE PROCEDURES

Introduction

1. The following guidelines are intended to coordinate decisions made by Federal agencies concerning group dismissals or closure of activities in emergency situations in the Washington, DC, area. These guidelines apply to snow emergencies, severe icing conditions, floods, earthquakes, hurricanes, air pollution, power failures, interruption of public transportation, and other situations in which significant numbers of employees are prevented from reporting for work on time or which require agencies to close all or part of their activities. These procedures apply to all executive agencies (except the U.S. Postal Service) inside the Washington Capital Beltway. Facilities outside the Beltway may prefer to develop their own plans, since they normally are subject to different emergency and traffic conditions than those inside the Beltway. In unusual situations, however, the Office of Personnel Management (OPM) may issue guidelines affecting facilities outside the Beltway, as well.

2. The concentration of Federal workers in the Washington, DC, area requires that any change in their work hours because of emergency conditions be coordinated carefully with municipal and regional officials to minimize disruption of the highway and transit systems. For this reason it is essential that, to the extent possible, Federal agencies in the metropolitan area comply with this area-wide plan and the announced decisions on dismissal or closure. Independent action by agencies should be avoided. Some agencies may need to exclude certain offices or activities--especially those in the outlying areas--from the plan. These agencies should notify OPM of such exemptions and update such notices when necessary. Application of this guidance must be consistent with the provisions of applicable collective bargaining agreements or other controlling policies, authorities, and instructions. Nothing in this plan is intended to limit an agency's authority to grant or deny leave or manage its workforce.

OPM Responsibilities

3. In the Washington, DC, area, OPM is the Federal Government's point of contact with the municipal governments and regional organizations, such as the Washington Metropolitan Area Transit Authority (METRO). The designated official at OPM will consult with appropriate municipal and regional officials before a decision on closure, dismissal, or special leave treatment is made and will brief the Director of OPM on highway, transit, and emergency conditions.

4. The Director of OPM will then make a decision on whether to curtail Federal operations. This decision will be based on the need to keep Federal operations functioning as normally as possible and on concern for the safety of Federal employees.

5. OPM will notify the Personnel Director of each agency of a decision to close Federal agencies, invoke an "unscheduled leave" or "adjusted home departure" policy, or dismiss Federal employees before the close of the normal workday using the "adjusted work dismissal" policy. (See paragraphs 11 and 16.) Information will also be made available on OPM's World Wide Web site at <http://www.opm.gov>. OPM requests that all agencies making a different decision notify OPM's Office of Communications at (202) 606-1800, FAX (202) 606-2264, or Internet email oc@opm.gov.

6. If the emergency occurs before normal working hours, OPM will make every effort to notify the news media by 6 a.m. of the policy to be announced. If the emergency occurs during work hours, OPM will notify agency Personnel Directors by telephone and/or FAX of any dismissal policy. Some agencies with law enforcement or emergency responsibilities have the Federal Emergency Management Agency's GP-2200 communications circuit. OPM will transmit the announcements on this circuit. Communication centers should be instructed to notify their personnel offices of the announcements.

Agency Responsibilities

7. At least annually, agencies should provide written procedures for emergency dismissal or closure to employees working in the Washington, DC, area. The notice should tell employees how they will be notified and include the text of the media announcements to be used and a detailed explanation of their meaning. (See paragraph 11.) The notice also should explain that accrued compensatory time may be used instead of leave or leave without pay (LWOP), if requested by the employee.

8. At least annually, agencies should identify "emergency" personnel and notify them in writing that they are designated as "emergency employees." The notice should include the requirement that emergency employees report for, or remain at, work in emergency situations and an explanation that dismissal or closure announcements do not apply to them unless they are instructed otherwise. If an agency determines that a situation requires nonemergency employees to report for, or remain at work during an emergency, the agency should establish a procedure for notifying them individually.

9. Agencies are responsible for determining closure, dismissal, and leave policies for employees on shift work and alternative work schedules (i.e., flexible or compressed work schedules) and for informing employees of these policies.

10. Occasionally in emergency situations, individual employees may face special family situations (c.g., when employees are expected to report for work on time, but the schools open late or are closed). OPM will not provide the media with an announcement to cover these situations. Agencies should notify employees of procedures to be followed when this occurs and should be as flexible and understanding as possible in approving leave in these situations.

Emergencies Before the Workday Begins

11. OPM will provide one of the following five announcements to the media when an emergency occurs before the workday begins. Agencies must explain the meaning of these announcements to employees because this will not be included in the media announcements. The following announcements apply to Federal agencies located inside the Washington, DC, Capital Beltway.

- a. "Federal agencies are OPEN; employees are expected to report for work on time."

(Means Federal agencies will open on time, and employees are expected to report for work as scheduled.)

- b. "Federal agencies are operating under an UNSCHEDULED LEAVE policy; employees may take leave without prior approval."

(Means Federal agencies will open on time, but employees not designated as "emergency employees" may take annual leave or leave without pay (LWOP) without the prior approval of their supervisors. Employees should inform their supervisors of their intentions. Employees designated as "emergency employees" are expected to report for work on time.)

- c. "Federal agencies are operating under an ADJUSTED HOME DEPARTURE policy. Employees are requested to leave home (____) hours later than their normal departure time."

(Means Federal agencies will open on time, but nonemergency employees should adjust their normal home departure time consistent with the announcement, and nonemergency employees who arrive late will be excused without loss of pay or charge to leave. For example, if an employee normally leaves for work at 7 a.m. and is directed to delay departure for 2 hours, the commuter would not leave for work until 9 a.m. The employee would be granted excused absence from the time he or she normally arrives at work until the time he or she actually arrives at work. Employees designated as "emergency employees" are expected to report for work on time.)

- d. "Federal agencies are operating under an ADJUSTED HOME DEPARTURE/ UNSCHEDULED LEAVE policy. Employees are requested to leave home (____) hours later than their normal departure time, and employees may take leave without prior approval."

(Means Federal agencies will open on time, but nonemergency employees should adjust their normal home departure time consistent with the announcement, nonemergency employees who arrive late will be excused without loss of pay or

charge to leave, and employees not designated as "emergency employees" may take annual leave or LWOP without the prior approval of their supervisors. Employees should inform their supervisors if they plan to take annual leave or LWOP. Employees designated as "emergency employees" are expected to report for work on time.)

e. "Federal agencies are **"CLOSED."**

(Means employees not designated as "emergency employees" are excused from duty without loss of pay or charge to leave. Employees designated as "emergency employees" are expected to report for work on time.)

12. If it is announced that the Federal Government is open, but employees are unavoidably delayed in arriving for work, agencies may grant a reasonable amount of excused absence to those employees. In determining the amount of excused absence to grant, agencies should consider such factors as distance, availability and mode of transportation, and the success of other employees in similar situations.

13. Workdays on which a Federal activity is closed are nonworkdays for leave purposes. Because leave cannot be charged for nonworkdays (5 U.S.C. 6302(a)), employees who are on leave approved before the closure also must be granted excused absence. (Note: This does not apply to employees on LWOP, on military leave, on suspension, or in a nonpay status on the workday before and after the closure. These employees are not entitled to excused absence and should remain in their current status.)

14. An employee on an alternative work schedule (AWS) whose AWS day off is the same workday on which a Federal activity is closed is not entitled to another AWS day off "in lieu of" the workday on which the Federal activity was closed (Comptroller General opinion B-217080, June 3, 1985). Furthermore, there is no basis for an agency to grant an excused absence to such an employee on the AWS day off.

15. Agencies may use the guidance in OPM's "Handbook on Alternative Work Schedules, December 1996" (section 12, "Flexible Work Schedules," paragraph 1) to determine the "normal arrival and departure" times of employees on flexible work schedules. The handbook is available on OPM's electronic bulletin board system and on OPM's World Wide Web site at <http://www.opm.gov/pay/cpm>.

Emergencies During Normal Work Hours

16. OPM is unlikely to announce an "adjusted work dismissal" policy to permit the early dismissal of Federal employees when an emergency develops during normal work hours because the bus and subway systems would find it difficult to organize an early rush hour. However, when an "adjusted work dismissal" is authorized by OPM, employees should be

dismissed relative to their normal departure times from work. For example, if a 3-hour early dismissal is announced as a result of a snowstorm or hurricane, workers who normally leave their offices at 5 p.m. would be authorized to leave at 2 p.m. Workers who normally leave at 6 p.m. would be authorized to leave at 3 p.m. Supervisors should exempt individual employees from authorized dismissal times under this policy only to avoid hardships (e.g., when younger children are released early from school and no alternative forms of child care are available to the employee). When individual employees are exempted from authorized dismissal times, no leave should be charged to the employee.

17. Whether agencies charge leave or grant excused absence when an emergency develops during normal work hours depends upon whether the employee is on duty, scheduled to report for work, or on leave at the time of dismissal.

- a. Agencies should not charge leave, but grant excused absence, for employees on duty at the time an "adjusted work dismissal" policy is officially announced. An excused absence is appropriate for the remainder of the workday following the employee's authorized time of dismissal even if the employee is scheduled to take leave later in the day.
- b. When an employee leaves after receiving official word of the pending dismissal but before the time set for his or her authorized dismissal (with supervisory approval) in a situation not involving a hardship, the agency may charge leave for the period remaining before the employee's authorized departure time. When an employee leaves before official word of the "adjusted work dismissal" is received, the agency should charge leave or AWOL (absence without leave), as appropriate, for the remainder of the workday.
- c. When an employee is scheduled to return from leave after the announcement of an "adjusted work dismissal" policy but before his or her authorized departure time, the agency should charge leave for the period during which the employee is on approved leave and grant excused absence for the period following the employee's authorized departure time even if the employee is scheduled to take leave later in the day.
- d. When an employee is absent on previously approved annual leave, sick leave, or LWOP for the entire workday, the agency should continue to charge the employee leave for the entire workday.
- e. Normally, when an employee is scheduled to report for work before his or her authorized dismissal time, but fails to do so, the agency should charge annual leave, sick leave, or LWOP, as appropriate, for the entire workday. Exceptions to this policy should be made only in unusual circumstances.

- f. An agency may grant excused absence to employees who are scheduled to report for work after an "adjusted work dismissal" policy is officially announced. An excused absence is appropriate for the remainder of the workday even if an employee is scheduled to take leave later in the day.

To Leanne Shimabukuro
Fr: Patricia Savage@ASL

Fax 456-3581

~~From: Aleatha E Slade@OCS-DEA@AF.WDC~~

Cc:

Bcc:

Subject: Rosebud Sioux Tribe(SD)--LIHEAP Funding

Attachment:

Date: 2/10/97 11:50 AM

Rosebud Sioux Tribe (South Dakota)

FY	Regular Block Grant	Contingency
1994	\$324,310	\$70,638
1995	384,253	44,425
1996	261,554	53.695
1997	290,775	← 206,120

Beginning in 1995 the percentage is slightly higher than the pervious percentage.

such as child nutrition and veterans pensions; 6 cents on other entitlements including Federal retirement and farm aid; 15 cents on interest; 17 cents on discretionary spending; and 15 cents on defense.

More than \$1 trillion of the President's budget goes to entitlement programs. The figures that follow represent the proposed discretionary spending for Federal agencies and departments, with the first number being actual 1996 spending in billions of dollars, the second being estimated 1997 spending, and the third being proposed 1998 spending: Legislative, 2.2, 2.3, 2.4; Judiciary, 2.9, 3.1, 3.3; White House, 0.2, 0.2, 0.2; Pres. funds, 11.4, 11.8, 11.9; Agriculture, 15.1, 16.2, 15.2; Commerce, 3.8, 3.9, 4.2; Defense-Military, 253.7, 255.2, 248.4; Defense-Civil, 3.8, 3.7, 3.5; Education, 23.2, 25.3, 26.3; Energy, 18.4, 17.7, 16.8; HHS, 32.3, 34.0, 35.4; HUD, 31.4, 33.4, 34.0; Interior, 7.0, 7.5, 7.3; Justice, 11.5, 13.5, 16.6; Labor, 9.6, 10.1, 10.5; State, 4.5, 5.1, 5.1; Transportation, 36.3, 35.9, 36.0; Treasury, 10.2, 10.5, 11.1; Veterans, 18.1, 19.0, 18.6; EPA, 6.3, 6.5, 6.7; GSA, 0.7, 0.9, 0.4; NASA, 13.9, 13.7, 13.6; OPM, 0.1, 0.2, 0.2; SBA, 0.9, 0.8, 0.8; SSA, 4.6, 5.6, 5.7; other, 12.2, 13.9, 13.4.

o Republicans cool toward Clinton budget after preliminary review.

Press RETURN to continue, GOLD MENU for options or EXIT to cancel

THE WHITE HOUSE

WASHINGTON

February 27, 1997

MEMORANDUM FOR ALL BLUE PASSHOLDERS

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

SUBJECT: West Wing Tours

West Wing tours will close at **8:00pm** Sunday, March 2nd due to carpet cleaning.

The hours for tours this weekend are as follows:

Friday	8pm-10pm
Saturday	1pm-10pm
Sunday	8am- 8pm

Please remember that interns and volunteers may not give tours, and staff may escort up to 6 guests at a time.

Call the Staff Tour & Information Line (ext 62002) for updates and changes to the West Wing tour schedule.