

Access/Pass Changes

Effective April 1, 1998

	Current	New policy
Staff who forget pass	Blue "T" pass	Blue "T" pass
New staff	Blue, orange or green "T" pass	Blue, orange or green "awaiting pass"
White House access	Blue "T" pass	Blue "A" appointment pass

Accountability of blue "T" pass

- Blue "T" pass will only be issued to blue picture passholders who forget their pass.
- Pass will be good for the full day to allow coming and going but must be returned at the end of the day.
- Individuals will have to surrender photo ID to obtain "T" pass. EOP Security will issue government ID cards to all staff so they don't have to give up driver's license.
- Blue "T" passes can be issued at the Southwest Gate, 17th & G, East Appointments Gate Northwest Gate and NEOB. Individuals will have to leave from the same gate they entered to retrieve their ID. All gates are open 24 hours except 17th & G. ID's left at 17th & G at the time the close (9pm) will be taken to the Southwest Gate.
- Staff issued orange and green "T" passes will NOT have to surrender a photo ID.

Restrict temporary picture passholders from clearing WAVES appointments

- Only permanent passholders with complete background investigations will be able to clear WAVES appointments.
- Exceptions will be made on a case-by-case basis to offices with a small number of permanent passholders. Requests for exceptions should be made in writing to the EOP Security Office.

Create awaiting pass for new employees - blue, orange and green

- New employees will receive an "awaiting pass" until they have turned in their security paperwork and the Security Office receives the appropriate checks to issue a temporary picture pass.
- The "awaiting pass" will be issued daily.
- Staff on the blue "awaiting pass" list will have to surrender photo ID to obtain the pass. Staff on orange or green "awaiting pass" list will NOT have to surrender photo ID.
- New staff should tell the Secret Service officers they are on the "awaiting pass list".

Access list for OEOB and White House

- We will separate the access lists for the OEOB and White House (WW and EW).
- Individuals on OEOB access list will receive a red "A" appointment pass. Individuals on the White House (WW/EW) access list will receive a blue "A" appointment pass (new).
- Individuals on the White House access list will have to surrender a photo ID to obtain a blue "A" appointment pass.
- Individuals should tell the Secret Service officers they are on the "OEOB access list" or "White House access list"
- Access list passes can be issued at any gate on the complex but those on the White House access list will have to return to the same gate in which they entered to retrieve their photo ID. ID's left at any of the gates at the time they close will be taken to the Southwest Gate.

West Wing tours

- Only permanent picture passholders will be able to conduct West Wing tours.
- Staff who do not have their blue picture pass on the day they are to conduct a West Wing tour will not be able to do the tour unless they get authorization from Management and Administration.

Gate Hours

17th & G	7am to 9pm - Monday thru Friday 7am to 8pm - Saturday Closed Sunday
Pennsylvania Ave.	7am to 8pm - Monday thru Friday Closed Saturday and Sunday
South Court	7am to 10:30pm
North Court	5:30am to 5:30pm - Monday thru Friday Closed Saturday and Sunday
Southwest Gate	Open 24 hours
Northwest Gate	Open 24 hours
East Appointments	Open 24 hours
NEOB	Open 24 hours



Mail Services Guide



**Office of Administration
General Services Division**

January 1998

Ava' ab e Serv' ces

Interoffice Mail

This service consists of delivery of correspondence within the EOP complex.

Correspondence must be put in interoffice mailing envelopes ("holey joes") with full name and room number for prompt delivery. Interoffice mail is delivered within three hours of pickup by mail staff.

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Red Tag (Recorded Deliveries)

This service consists of picking up and delivering mail or packages for which a record of delivery is required. Red tags should not be applied to routine mail; they should only be applied to items for which a delivery record needs to be maintained. Red tags within the EOP complex are delivered within two hours from the time they are picked up by mail staff.

Immediate hand-carried delivery is not possible for every item. Red tags may be delivered on the interoffice floor runs if we can do so within the two-hour delivery standard.

To request a red tag delivery call the mailroom serving your area of the complex (OEOB: x57005; NEOB: x54722; White House: x52615).

Incoming Mail and Bulk Items

All mail and bulk items are initially delivered to OA's Remote Delivery Site at the Anacostia Naval Station for security screening by the U.S. Secret Service. After clearance, items destined for the EOP complex are taken to the nearest mailroom to be delivered by the end of the business day.

Express Overnight Mail

Outgoing overnight express mail is processed according to guidelines established by each agency's administrative office, and a form must be completed for each outgoing package to ensure correct billing. Outgoing packages should be delivered to the mailrooms in OEOB 54 or NEOB G-1 by 6:00 pm each evening.

Incoming express overnight mail letters are processed and delivered to EOP offices by 2:00 pm each day. Incoming freight packages which undergo security screening at the Remote Delivery Site are delivered by the close of the business day.

Outgoing Postal Mail

Outgoing postal mail (except for White House Office mail) is metered each afternoon by the NEOB mail room; the cost is billed to the agency listed on the stationery. Mail staff assume that outgoing postal mail is routine and not time-sensitive; therefore, bulk packages are sent by the most economical rates available unless mailroom staff are directed otherwise.

Available Services

OA Courier Deliveries

Red tag mail destined for locations outside the EOP complex is delivered by OA couriers. Outgoing courier mail must be delivered to OEOB 54 by 9:00 am, 12:30 pm, and 3:00 pm to be sent in the morning, mid-day, and afternoon runs, respectively. If you are sending more than 10 items, the dispatcher (x57005) must be given notice four business hours in advance of the delivery. Packages addressed outside the Washington beltway should be sent by express overnight mail.

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Private Courier Deliveries and Pickups

Incoming courier deliveries should be directed to the NEOB lobby mailroom (x53332) for inspection by USSS prior to delivery to the addressee. Deliveries exceeding three boxes must go to the Remote Delivery Site at the Anacostia Naval Station (x55250). Saturday couriers should be directed to the OEOB's 17th and G lobby.

Mail staff will also hold packages for pickup by outside couriers. White House and OEOB staff who arrange for an outside courier pickup should direct the courier to the OEOB mailroom (x57005). NEOB staff should direct the couriers to the mailroom in the NEOB lobby. All mail that requires this service must be logged in at OEOB 54 or NEOB G-1.

Newspapers and Weekly News Magazines

Mailroom staff deliver newspapers and weekly news magazines. Requests for newspaper/magazine deliveries must be approved and forwarded to the mailroom by agency administrative officers since agencies must pay for newspapers and magazines ordered.

Classified Mail

The OA mail service will deliver classified materials up to the level of top secret. The material must be double-wrapped; the inner envelope will contain the classified document (and receipt, if required) and will be marked with the appropriate classification. The outer wrapping or envelope will contain only the name and address of the sender and intended recipient. The sender should hand deliver the outgoing package to the counter in OEOB 54 or NEOB G-1 and tell the mail staff that it contains classified material. Our mail staff will attach our receipt verification form which indicates that this is a priority delivery which must be delivered only to the addressee (and not left with a mailroom or intern).

Mail Deliveries for EOP Staff

To ensure accurate and timely delivery of mail sent to EOP staff, it is critical that a complete and accurate address be written on the envelope, including the addressee's name, building/room, agency/branch, and the correct zip code. The following page lists EOP agency zip codes:

Addressing...

EOP Agency Zip Codes

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CEA	20502
CEQ	20503
NSC	20504
OA	20503
OMB	20503
ONDCP	20503
OPD	20502
OSTP	20502
OVP	20501
PPIAB	20502
USTR	20508
WHO	20502

Please do not ask people to send mail to:

John Doe
The White House
1600 Pennsylvania Avenue
Washington, DC 20500

EOP agency/staff mail simply addressed to "The White House" is included in the incoming Presidential mail from the general public. This may result in delayed delivery time and an increased likelihood of misdelivery. Zip code 20500 is reserved for the public to correspond directly with the President and the First Family; it is exclusively for their use.

Mail Office Operation Hours

OFFICE	LOCATION	OFFICE HOURS	TELEPHONE
OEOP Mail Center	OEOP 54	Monday - Friday: 8:00 am - 6:30 pm Saturday: 8:00 am - 12:00 noon	x57005 x57005
West Wing Mailroom	West Wing Basement	Monday - Friday: 8:00 am - 6:30 pm Saturday: 8:00 am - 12:00 noon	x52615 x57005
East Wing Mailroom	East Wing Basement	Monday - Friday: 9:00 am - 5:00 pm	x52918
NEOB Mailroom	NEOB SB-221	Monday - Friday: 8:30 am - 5:00 pm	x54722
Courier Receiving Facility	NEOB G-1	Monday - Friday: 8:00 am - 7:00 pm Saturday deliveries should be directed to OEOP's 17th and G Lobby	x53332

Office Government Business

The OA mail service is here to conduct official government business and to serve your mail and courier needs. Please be aware of the following:

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Missing Packages

If you believe that an item sent to you has been lost, please e-mail the mailroom supervisor or give your mail clerk a written description of the package and its contents. We will alert each mail employee and post a copy of the search request on a bulletin board in each mailroom. Please call the mailroom to give advance notice of important deliveries — we want to know which packages are priorities to our customers.

After Hours Service

Please let us know of your special requirements at least one day in advance of the projected need (or, at least, as soon as you identify the special need). We will retain staff to respond to your service needs after hours if approved by your agency's administrative officer. Mail staff overtime costs will be billed to your agency through a reimbursable process for pre-arranged after hour services.

Personal Packages

EOP staff should not send personal items through the EOP mail service. Please do not send party invitations and fliers, solicitations for charitable fund raising, personal holiday gifts, or baked goods through the interoffice mail. EOP staff are not encouraged to have incoming personal items mailed to EOP offices. Mail staff cannot accept c.o.d. deliveries, hold personal parcels, or make personal delivery arrangements for EOP staff. The Office of Administration is not liable for loss or damage to personal packages.

Floral Deliveries

EOP staff are responsible for picking up personal floral deliveries and fruit baskets. Mailroom staff will notify recipients that items may be picked up in OEOB 54 or at the NEOB courier facility.

Mail to Political Committees

EOP couriers do not make deliveries to political committees. Mail addressed to political committees may be dropped off in OEOB 54, and will be held for political committee couriers who pick up this mail on a daily basis.

Services for Interns and Volunteers

Interns or volunteers must request services in the name of the permanent staff member for whom the service is performed.

Equipment Loan

Hand truck and flatbed loans are available to EOP staff for the purpose of assisting customers with heavy or bulk items that cannot be hand-carried. A sign-out sheet is maintained in OEOB 54 or NEOB SB-221. Equipment should be returned to the mailroom within one hour.

Procedures

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Interoffice

Definition

Correspondence for delivery to addressee within EOP complex.

Each office should designate a single delivery site, located near the door, for mail deliveries. If boxes are being delivered, you may ask the mail clerk to place them in a convenient spot within 20 feet of your designated delivery site. Please do not ask mail staff to make deliveries to personal work spaces or to take boxes up or down stairs.

How to Send

Place in an interoffice "holey joe" envelope, indicating the full name and room number. Reusable messenger envelopes are more cost-effective than agency stationery for routine interoffice mail.

OA Courier Deliveries

Definition

Enveloped correspondence to agencies or businesses within the Washington beltway.

Outgoing mail should be delivered to OEOB 54 by 9:00 am to make the morning mail run, 12:30 pm to make the mid-day mail run, and 3:00 pm to make the afternoon mail run.

Offices which send more than ten courier packages at a single time should consult with the dispatcher (x57005) at least four hours prior to the scheduled delivery time.

Deliveries to residences or to offices outside the beltway should be sent via express overnight mail.

How to Send

Addressee's full name, room number, agency, street address, and telephone number are required, and must be placed in an official agency envelope with a red tag. Sender's name and telephone extension should be indicated on the left hand top corner of the envelope. Outgoing deliveries should be logged in at OEOB 54 by the sending office.

Red Tag Service within EOP Complex

Definition

Packages/envelopes for which signatures are required and recorded upon receipt.

Red Tag Service Hours:

West Wing: 8:30 am - 6:30 pm
East Wing: 9:00 am - 4:30 pm
OEOB: 9:00 am - 5:30 pm
NEOB: 9:00 am - 4:30 pm

How to Send

Addressee's name and room number should be listed with a red tag affixed nearby.

Please do not overuse the red tag service by sending routine mail or non-time-sensitive mail. This will only slow down delivery of truly time sensitive mail.

Procedures

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Outgoing U.S. Postal Mail

Definition

Any mail sent through the U.S. Postal Service.

Outgoing White House Office mail is processed by the White House Post Office. Outgoing mail from all other EOP Agencies is processed by the EOP mail service.

Packages are sent via the most economical method. Packages which should be sent first-class should be marked with a post-it note identifying this fact.

Stamps and personal mail services are available from Post Office personnel at the window in OEOB 54.

How to Send

Full name, street address, city, state, and zip code required.

International mail should be separated from domestic mail and identified with a post-it note or other marker. Mail in letterhead envelopes which are addressed to individuals in the EOP complex should also be separated from other outgoing postal mail (no one should pay postage to send mail to EOP staff).

Outgoing mail should be inserted in unsealed agency letterhead envelopes for metering. The White House Correspondence Section requires that White House envelopes/packages be left unsealed for security reasons, to be checked for proper photo packaging, and to ensure that they are official government business.

Personal mail should be sealed and stamped. Use of official envelopes for personal business will be returned to the agency's administrative officer for disciplinary action.

Outgoing Express Deliveries

Definition

Packages delivered by commercial delivery service.

Service available Monday through Friday. Outgoing overnight express packages should be delivered to the mailroom in OEOB 54 or NEOB G-1 by 6:00 pm each evening.

Express mail services available on Saturday upon request.

How to Send

In order to ensure accurate express mail invoices, each agency maintains a separate account with the express mail contractor. Mail staff will work with administrative contacts to establish express mail accounts tailored to each agency's particular needs.

Sender's name, agency, room number, and telephone extension must be indicated on each outgoing package. Each package must be approved by an agency's administrative officer or a person authorized by the administrative officer.

The addressee's name, telephone number, organization, street address, city, state, and zip code must be listed. Express mail cannot be delivered to post office boxes.

Scheduled Delivery and Pickup Times

WHITE HOUSE

East Wing Interoffice

West Wing Interoffice

9:30 am

8:00 am

9:00 am

10:30 am

11:30 am

11:30 am

1:30 pm

1:30 pm

2:30 pm

3:30 pm

4:00 pm

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OEOP

Interoffice Mail

OA Courier Deliveries

9:30 am

9:00 am

11:30 am

12:30 pm

1:30 pm

3:30 pm

3:00 pm

NEOB

Interoffice Mail

Other EOP Buildings

Jackson Place

9:30 am

10:00 am

10:30 am

11:30 am

2:30 pm

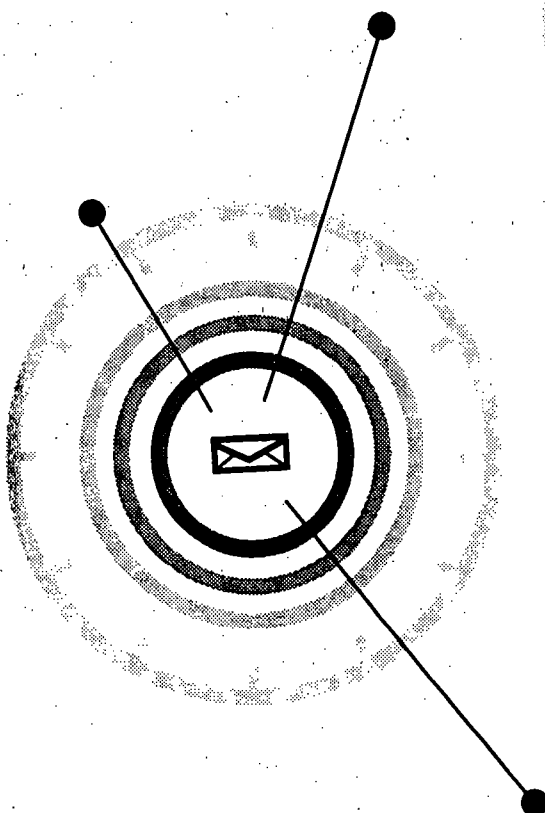
1:30 pm

3:30 pm

3:30 pm

Delivery Standards

- ★ Interoffice mail.....3 hours
- ★ Interoffice red tags2 hours
- ★ Courier delivery within Washington beltway.....3½ hours
- ★ Registered/certified/express3 hours
- ★ Freight received at Remote Delivery Site8 hours



THE WHITE HOUSE

WASHINGTON

November 25, 1997

MEMORANDUM FOR ALL EOP STAFF

FROM: VIRGINIA M. APUZZO 
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: Temporary Suspension of the White House Shuttle Service

The White House Shuttle service to and from Capitol Hill will suspend operations while Congress is recessed from December 1, 1997 to January 26, 1998. Normal shuttle service will resume on January 27, 1998. Sedan service will be available for all authorized users. Any questions regarding the shuttle service should be directed to the White House Military Office, Room 206, East Wing, x6-2150.

THE WHITE HOUSE
WASHINGTON

MC
Chick
events?

June 4, 1997

MEMORANDUM FOR STAFF

FROM: SYLVIA MATHEWS *Smats*
JOHN PODESTA *John Podesta*
DEPUTY CHIEFS OF STAFF

SUBJECT: FOLLOW-UP FOR PRESIDENTIAL EVENTS

With the guidance we received from the Assistants to the President and their deputies in a recent 8:30 a.m. Monday meeting, we are sending out this memo explaining the procedures for preparing notes of appreciation after all Presidential events.

All offices should designate a staff contact for event follow-up. That individual will be responsible for providing the Correspondence Department with the names and addresses of individuals who should receive thank-you notes. The information should be supplied on a disk in Word Perfect and in the format described on the attached set of instructions, accompanied by talking points or proposed language. The language should be appropriate to the particular event and may address actions that the President hopes the recipient will take following the event.

This information should be provided to Jan Vranich or Debbie Bird in Room 94 within three days of the conclusion of an event or trip. Each office is responsible for appropriate follow-up for each Presidential event.

Sample formats for thank you letters and participant lists are attached for your convenience, along with the instructions for properly preparing the disks. If you have any questions regarding these procedures, please contact Jan or Debbie at 6-5460.

The President places great importance on events and meetings with constituents. We appreciate your help in making these occasions successful from start to finish.

INSTRUCTIONS FOR CUTTING A FILE IN WORDPERFECT

Start on Blank Screen--no formats needed

Type the salutation, press F9

Type the inside address, press F9 (no carriage return before next step)

Type shift F9, choose 2 (end record)

Go to the next name and address and repeat until done

- Do not use any spaces after salutation and zip code or letter will not merge properly.**

PRESIDENTIAL JOBS:

- President Clinton uses first name salutation -- unless Doctor or Reverend.**

For doctors, use John Smith, M.D. or Ph.D., etc. Salutation would be Dear Dr. Smith.

For reverends, pastors, etc. use The Reverend John Smith and Dear Reverend Smith.

- For any elected official, use The Honorable John Smith (excluding city or county officials). Mayors are The Honorable.**
- Always spell out states.**
- For Washington, D.C. and N.E., N.W., etc., use periods as shown.**
- Suite numbers or apartment numbers go on line before street addresses.**
- If using a Post Office Box Number (spell out "post office"), you do not need the street address.**
- Always perform a spell check on your entries before sending them to us.**

EXAMPLE:

John{END FIELD}
Mr. John Smith
1000 Main Street, N.W.
Austin, Texas 77023{END FIELD}
{END RECORD}
Richard{END FIELD}
Mr. Richard O'Donnell
Suite 335
125 Northwest 31st Street
Atlanta, Georgia 30303{END FIELD}
{END RECORD}
Jim{END FIELD}
Mr. James Johnson
33rd Floor
124 Third Street, S.W.
Washington, D.C. 20202{END FIELD}
{END RECORD}
Linda{END FIELD}
Ms. Linda Sullivan
Apartment 1031
Renwick Apartments
1053 Swansea Avenue, North
Miami, Florida 33590{END FIELD}
{END RECORD}
Eileen{END FIELD}
The Honorable Eileen Upperman
Mayor of Fort Washington
Fort Washington, Maryland 21075{END FIELD}
{END RECORD}
Reverend Crable{END FIELD}
The Reverend Lynn Crable
125 Holly Drive
Edgewater, Maryland 21037{END FIELD}
{END RECORD}
Dr. Baer{END FIELD}
Chris Baer, M.D.
1389 Sleepy Hollow Drive
Alexandria, Virginia 22102{END FIELD}
{END RECORD}

**PLEASE REMEMBER IF YOU FAIL TO PERFORM A SPELL CHECK
ON YOUR ENTRIES – WE WILL NOT BE ABLE TO RUN YOUR
LETTERS**

To: The Office of the Director
Correspondence Department
Room 94, OEOB

From:

Date:

Subject: Follow-up Correspondence from ____Trip/____Meeting on
_____, 199_, in _____

Please prepare letters for each of the individuals on the
attached disk, in the form of the attached letter.

The letter is:

____ An approved draft

____ A modification of an approved draft

____ A new proposed text

Comments: _____

[Date]

[name]
[street address]
[city, state, zip]

Dear [salutation]:

Thank you for joining me [at the White House] for the recent [describe event]. Your participation meant a great deal to me.

[Optional: provide substantive paragraph regarding event/issue]

I am grateful for your perspective and look forward to your continued involvement.

Sincerely,

SAMPLE LETTER

Thank you very much for appearing at the Celebration of Service during the Presidents' Summit for America's Future. The weekend was a wonderful affirmation of our nation's commitment to citizen service, and your performance was one of the highlights of Sunday's celebration.

I'm glad you could be there and share in this most special event. We were able to bring together businesses and non-profits, religious and civil leaders, and citizens from all 50 states and from 140 cities and villages, all to instill a new sense of duty as Americans and a new determination to carry the ethic of service into our daily lives. We have, I hope, engaged America's young people in the spirit of voluntarism, so that they will take leading roles in shaping their own futures and gain the sense of citizenship that will build a better country for decades to come.

Thanks again. Hillary joins me in sending best wishes.

THE WHITE HOUSE

WASHINGTON

June 27, 1997

MEMORANDUM FOR ALL EOP STAFF

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

SUBJECT: White House Shuttle Service to Capitol Hill

Because of the large number of trips to Capitol Hill and our effort to provide efficient yet low cost service to all employees of the EOP, the White House Transportation Agency will begin shuttle service to and from Capitol Hill for ALL EOP staff on Monday, June 30, 1997. The service will be available weekdays from 9:00 a.m. to 6:00 p.m., departing from and returning to West Executive Avenue. There will be two separate shuttles running every half hour to the Senate and House sides of the Capitol. The current sedan service will continue to operate as usual for authorized users, but I encourage all staff to use the shuttle in place of the sedan service.

The **House** shuttle will depart West Executive Avenue on the hour and half hour with two stops on the Hill. The first stop will be on South Capitol Street between the Rayburn and Longworth buildings. The second stop will be at the House steps.

The **Senate** shuttle will depart West Executive Avenue at 15 and 45 minutes after the hour with two stops on the Hill. The first stop will be on 1st Street between the Russell and Dirksen buildings. The second stop will be at the Senate steps.

The shuttle will be a black Dodge Ram maxiwagon with a white placard displayed in the windshield titled "WHITE HOUSE SHUTTLE-HOUSE" or "WHITE HOUSE SHUTTLE-SENATE." You must display your hard picture pass to the driver before boarding the shuttle.

Expect the shuttles to depart each stop according to the following schedule (for your convenience, a printed card with the schedule is attached)

House Shuttle			Senate Shuttle		
West Executive	:00	:30	West Executive	:15	:45
Long/Rayburn	:13	:43	Russell/Dirksen	:25	:55
House Steps	:16	:46	Senate Steps	:28	:58
West Executive	:30	:00	West Executive	:45	:15

Any questions regarding this service should be directed to the White House Military Office (Room 206 East Wing, x6-2150).

THE WHITE HOUSE
WASHINGTON

December 11, 1997

MEMORANDUM FOR EOP STAFF

FROM: VIRGINIA M. APUZZO 
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: Appointment Parking

Due to the increased number of requests and the frequency of short notice, the following guidelines should serve as a reminder when requesting appointment parking.

All requests for appointment parking on West Executive Avenue and on the North Drive must be approved by the Office of Management and Administration. There are no exceptions to this. Requests for parking on East Executive Avenue should be referred to the Usher's Office. In addition, all appointment parking requests must originate from an office within the White House. Secret Service has been instructed to forward requests from other offices back to the Office of Management and Administration.

When requesting appointment parking, the enclosed form should be filled out completely and faxed to the Office of Management and Administration no later than **two hours in advance** of the appointment. If parking is requested for the weekend or early Monday morning, the fax should be received **no later than 5:00 p.m. on Friday**. If a need for appointment parking arises while the Office of Management and Administration is closed, please page Dominique Cano through the Signal operator.

It is the responsibility of the requesting office to contact WAVES to clear in the driver and all passengers in the car. Please keep in mind that due to limited space the Office of Management and Administration reserves the right to deny a parking request.

Thank you.

Enclosure



REQUEST FOR PARKING

OFFICIAL APPOINTMENT *on West Executive Avenue*

THIS FORM MUST BE RECEIVED AT LEAST 2 HOURS IN ADVANCE

or by 5:00 p.m. Friday for weekend parking.

OE0B 145, FAX 6-1655

	ARRIVAL	DEPARTURE
Date Parking Needed: _____	Time: _____	_____
Name of Driver: _____		
Names of Passengers: _____		

Reason Parking Needed: _____		

Make of Car: _____		
State and License #: _____		
Requester's Name/Contact Person: _____		
Requester's Office: _____		
Phone Extention: _____		

- ★ All information must be provided.
- ★ It is the requesting office's responsibility to contact WAVES to clear in the driver and all passengers in the car.
- ★ Management and Administration reserves the right to deny any request for appointment parking.

THE WHITE HOUSE
WASHINGTON

September 13, 1996

MEMORANDUM FOR ALL EOP BLUE PASSHOLDERS

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

SUBJECT: Use of the White House Tennis and Basketball
Courts by Non-Commissioned Staff of the EOP

In order to accommodate all agencies of the EOP, the following guidelines will apply for the use of the tennis and basketball courts by non-commissioned staff members of the EOP.

The tennis court is available Monday through Friday from 5:00 pm to 8:00 pm and Saturday and Sunday from 10:00 am to 1:00 pm.

The basketball court is available Monday through Friday from 5:00 pm to 8:00 pm and Saturday and Sunday from 8:00 am to 1:00 pm.

The following order of priority will be observed for all reservations:

1. Guests of the First Family
2. Cabinet Secretaries
3. Members of Congress
4. Senior White House Staff (Commissioned Officers)
5. Other staff members of the WHO, OVP and OPD with blue hard passes
6. Other EOP staff members with blue hard passes

Any staff member of the EOP with a hard blue pass may request use of the tennis or basketball court with the approval of their department head. Please provide approval in writing at least 48 hours before the requested court time.

Reservations will be confirmed by telephone, and we will make every attempt to notify you at least two hours in advance if it is necessary to reschedule.

All staff and guests using the tennis or basketball courts must enter through the Southwest Gate. When all members of the group have arrived, the Officer at the Southwest Gate will provide access to the courts. Guests must be accompanied by a blue passholder at all times.

The tennis and basketball courts may not be used when there are events on the South Lawn or during Presidential arrivals and departures.

If you have any questions about the tennis and basketball court policies, please contact the Office of Management and Administration at 456-2861.

THE WHITE HOUSE

WASHINGTON

March 17, 1997

MEMORANDUM FOR WHITE HOUSE STAFF

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

SUBJECT: Guidelines for Use of White House
Stationery and Envelopes

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

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

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

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

● Paul J. Weinstein Jr.

04/30/97 06:25:46 PM

Record Type: Record

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

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

Subject: Stuff

New Procedures

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

Travel Vouchers

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

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

Leave Slips

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

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

DPC Conference Room

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

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

Now the good news...

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

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

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

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

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

Hang in there.

Thanks.

Message Sent To:

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



DEPARTMENT OF THE TREASURY
UNITED STATES SECRET SERVICE

INFORMATION FOR WHITE HOUSE COMPLEX PASSHOLDERS

YOU HAVE JUST BEEN ISSUED A WHITE HOUSE COMPLEX PASS. IT IS YOUR RESPONSIBILITY TO NOTIFY THE PASS SECTION, U. S. SECRET SERVICE, AS TO ANY CHANGE IN HOME OR OFFICE ADDRESS OR TELEPHONE NUMBER, AND TO SURRENDER THE PASS TO THE UNITED STATES SECRET SERVICE WHEN YOU NO LONGER HAVE OFFICIAL NEED FOR IT.

THIS APPLIES TO TEMPORARY AS WELL AS PERMANENT PASSES. PASSES MAY BE RETURNED THROUGH YOUR SUPERVISOR OR OTHER OFFICIAL OF THE OFFICE WHERE YOU WORK, OR MAY BE LEFT WITH ANY POLICEMAN AT THE VARIOUS POSTS WITHIN THE COMPLEX.

IT IS EXTREMELY IMPORTANT THAT YOU NOTIFY THIS OFFICE IMMEDIATELY BY TELEPHONE OF THE LOSS OR THEFT OF YOUR PASS. THIS CALL SHOULD BE FOLLOWED AS QUICKLY AS POSSIBLE WITH A WRITTEN REPORT, GIVING THE CIRCUMSTANCES OF THE LOSS OR THEFT, TO BE SUBMITTED THROUGH YOUR SUPERVISOR AND THE SECURITY OFFICER OF YOUR OFFICE.

FOR SECURITY REASONS, YOU MUST WEAR YOUR COLOR-CODED PASS AT ALL TIMES. FURTHER, THE LOANING OR OTHER MISUSE OF THIS PASS OR FAILURE TO COMPLY WITH SECURITY MEASURES WITHIN THE WHITE HOUSE COMPLEX MAY RESULT IN THE PASS REVOCATION.

THOMAS F. FARRELL
SPECIAL AGENT IN CHARGE
WHITE HOUSE DIVISION
ROOM 23, OLD EXECUTIVE OFFICE BUILDING
TELEPHONE: 202-395-4259

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

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

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

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

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

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

1. Loss of Government Equipment: Persons taking temporary possession of government equipment must take every reasonable precaution to prevent loss of the property. Whether or not a person elects to obtain personal insurance for the equipment, he/she is liable to fully reimburse the government for the loss of all equipment specified in the signed Statement of Responsibility. Equipment no longer operable may not be discarded by the employee. All broken equipment must be returned to the telecommunications office for repair and/or excess evaluation.

2. Damage to Government Equipment: Persons who are loaned government property must take every reasonable precaution to protect the equipment entrusted to them. Persons taking responsibility for government property are liable for damage due to carelessness and negligence, but are exempt from damage incurred from normal wear and tear. If an item is damaged beyond repair and must be replaced, both the new and the old items remain the property of the government.

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

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

Guidelines for the Use of Communications Equipment

- 1. Government-issued cellular telephones are to be used for official business only.** Each month, cellular telephone users will be asked to certify that all calls made on the phones they were issued were placed or received for official government business. Should a government-issued cellular phone be used for anything other than official business, the employee to whom the phone was issued will be required to reimburse the government for those calls. Do not use cellular phones to make calls within the Executive Office of the President complex--landline phones are available throughout the complex. Good judgement and prudence should be used when utilizing cellular phones within the EOP complex if landline phones are accessible. Events within the complex, out of doors, may justify the use of the cellular phone capability.
- 2. For security reasons, a cellular telephone should not be used when there are landline or other "regular" telephones available.** It is extremely easy to eavesdrop on cellular calls. Use extreme caution when talking on the cellular phone, and do not discuss sensitive issues over the cellular line. Business Sensitive or Classified information may not be discussed over cellular phones.
- 3. It is your responsibility to protect government-owned equipment from breakage, misuse, or loss.** Therefore, it is necessary that you take personal responsibility for its security. In the event the equipment is damaged or lost, the individual to whom the equipment was issued is financially liable for its replacement or repair as deemed appropriate by the department that issued the equipment. The approximate cost of equipment issued at the EOP is listed on attachment A. While equipment is in your care, keep it out of sight and securely stored. When traveling, keep equipment in your hand-carry luggage. Do not leave equipment in the pockets of suit jackets or overcoats.
- 4. The communications equipment that you have been issued must be returned upon demand to the issuing agency/department, or at the conclusion of the business for which its use was required or requested.**
- 5. If your equipment is lost or stolen, you must report the loss to the agency/department that has issued it to you immediately upon realizing the loss and/or misplacement.** A memo stating the circumstances, addressed to Ashley Raines, Office of Policy Development Administrator, OEOB, Room 145 must be filed, (along with a copy of the police report, if the equipment was stolen) and a report to U.S.S.S. must be initiated.
- 6. In the event you lose or damage equipment in your care, you must reimburse the issuing agency/department by bringing a check or money order made payable to the U. S. Treasury to the Administrative Officer of your issuing agency in full for its cost as indicated in attachment A.**

ATTACHMENT A

Fiscal Year 1996/97 Costs

Motorola Advisor Pager	\$265.72
SkyTel Pager	\$205.00
Cellular Telephone	\$ 29.99
Large battery for cell phone	\$19.49
Slim battery for cell phone	\$29.99
Adaptor for cell phone	\$22.49

Pauline M. Abernathy

● 04/10/97 06:03:43 PM

Record Type: Record

To: William R. Kincaid/OPD/EOP

cc:

Subject: Re: 1997-04-09 President's Remarks at Memorial Service 

yes email suntum.

recent things are on all-in-one information management.

older ones are on the WH home page in the library there. it is very easy to use and covers the entire administration.

THE WHITE HOUSE
WASHINGTON

March 18, 1997

MEMORANDUM TO WHITE HOUSE STAFF

FROM: NANCY HERNREICH *NH*
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.

Sept 04.2

THE WHITE HOUSE REQUEST FOR BUSINESS CARDS

Note: The cost of business cards are a PERSONAL expense.

Name Leanne A. Shimabukuro

Title Policy Analyst
(use official title only)

Office Domestic Policy Council

Telephone Extension (202) 456-5574

No. of copies to be Ordered ~~100~~ 250
(orders of 100, 250, 500, 1,000 only)

Seal NAME → Leanne A. Shimabukuro TITLE → Policy Analyst Office → Domestic Policy Council The White House Phone No. → (202) 456-5574
--

THE WHITE HOUSE
WASHINGTON

May 5, 1997

MEMORANDUM TO: Executive Office of the President Staff

FROM: Charles F.C. Ruff
Counsel to the President

RE: Document Request

We have received requests seeking documents relating to certain entities and individuals. Accordingly, please conduct a thorough and complete search of all your records -- whether electronic, paper, or other form -- for the following materials.

1. Any and all documents and/or communications from January 1, 1994 to the present, reflecting, related or referring to Webster ("Webb") Hubbell or Suzanna ("Suzy") Hubbell.
2. Any and all documents and/or communications from January 1, 1994 through December 31, 1995 reflecting, related or referring to any of the following individuals or entities. (In the case of government employees, you need not produce documents that relate only to their official duties unless otherwise specified.)

Individuals

Arkatov, Alan S.
Arnold, Anita
Arnold, Truman
Berman, Michael S.
Boggs, Timothy A.
Boxer, Doug
Broad, Eli
Budetti, Peter
Conn, Carroll Wayne
Davidson, James
Driscoll, John J. "Jack"
Hannaman, Gary or Hanman, Gary
Hedlund, Karen J.
Hoover, Pete
Jacoby, Leonard
Johnson, James A.

Jordon, Vernon
Kaplan, Stephen H. (Provide documents related to L.A. Airport)
Lee, Debbie
Leslie, Mary Elizabeth
Lewin, James E., Jr.
Lindeman, Barbara
Manatt, Charles T.
Mendlow, Carl D.
Moores, John
Nathanson, Marc
Perelman, Ronald
Phillips, John R.
Rapoport, Bernard
Rawls, W. Lee
Reaud, Wayne A.
Reiner, Ira
Schoon, Darryl
Schwartz, Barry F.
Sinkin, Judy
Stein, Theodore O., Jr.
Stonnington, Nicholas H.
Stowe, Ronald F.
Strickland, Joanne
Toner, Beth
Ward, Seth
Ward, Skeeter
Westen, Tracy
Wolfe, Robert S.

Entities

American Income Life Insurance Company
Consumer Support and Education Fund
Falcon Cable
JMI, Inc.
McAndrews & Forbes Holdings, Inc.
Merrill Lynch
Mid-American Dairymen
Pacific Telesis
POM, Inc.
Revlon
Sun America
The City of Los Angeles, Department of Airports
Time Warner
Truman Arnold Companies
U.S. Sprint

If you have already provided the documents to the Counsel's Office, you do not need to do so again. If any of the entities above have had matters before your office that would result in large volumes of responsive documents (e.g., the telecommunications bill) please call Shelli Peterson at 6-7804 for instructions on whether to provide the documents.

Documents include, but are not limited to, memoranda, correspondence, notes, minutes from meetings, schedules, messages, appointment logs or calendar entries, telephone logs or messages, photographs, and computer or database entries.

Each employee is responsible for searching all of his or her files and records to ensure a comprehensive search. In the White House Office, the Office of Policy Development, and the Executive Residence, each Office Head or Assistant to the President must certify that his or her staff has done a complete search. For all other EOP agencies or entities, the General Counsel must certify that all agency records have been provided.

ALL DOCUMENTS MUST BE PROVIDED TO SHELLI PETERSON, ROOM 482 BY FRIDAY, MAY 16, 1997. If you have any questions, please call Shelli Peterson at 6-7804.

THE WHITE HOUSE
WASHINGTON

May 2, 1997

MEMORANDUM FOR: **BRUCE REED, ASSISTANT TO THE PRESIDENT FOR
DOMESTIC POLICY**

FROM: **CHARLES F.C. RUFF
COUNSEL TO THE PRESIDENT**

RE: **Document Request**

Please conduct a thorough and complete search of the records of your office -- whether electronic or paper, or any other form -- for the following materials:

- **All records of communications between the Executive Office of the President and the IRS or the Department of the Treasury relating to:**
 - (1) **general policies and practices of the IRS regarding tax exempt organizations;**
 - (2) **Any particular application for an exemption submitted by a tax exempt organization;**
 - (3) **any audits or surveys for audit of any tax exempt organization or an individual associated with a tax exempt organization.**

“Documents” include, but are not limited to, memoranda, correspondence, notes, minutes from meetings, schedules, messages, appointment logs, telephone logs, telephone messages, photographs, and computer disks.

Each employee in your office is responsible for searching all his or her files and records to ensure a comprehensive search. Please certify, or have each employee certify, that a complete search has been done. A certification form is attached.

All documents must be provided by Friday, May 9, 1997, to Robert Weiner in OEOB Room 128. If you have any questions, please call Robert Weiner at 6-6297.