
Admin

Procedure
Memos

THE WHITE HOUSE
WASHINGTON

April 14, 1997

MEMORANDUM TO: THE FIRST LADY'S STAFF

FROM: Capricia Penavic Marshall *CPM*
Special Assistant to the First Lady

RE: Autograph Requests

Over the course of the last few months, we have received numerous requests for Mrs. Clinton to sign photographs and books. I would just like to reiterate a few simple guidelines which should help streamline the process:

When possible, please use bookplates and autopenning for signatures.

Books: Please be sure to clearly write the name of the person to whom the signature is being addressed, as well as indicate to whom the book should be returned.

Photographs: If the person in the photograph is not identified and you are requesting a signature only, please send the photo for autopenning. As with the books, if you are requesting a photo signed, please clearly write the name of the person to whom the signature is being addressed.

WHITE HOUSE STAFF MESS

The White House Staff Mess is located in the West Wing of the White House and provides meal service as a convenience to personnel whose offices are located in the residence, west and east wings of the White House, as well as for cabinet members, commissioned officers and White House Military Office unit commanders (Sitroom and PPD personnel are authorized carry-out service only).

DEPOSIT

A refundable deposit of \$100.00, payable to White House Staff Mess, is required prior to using the Mess. The deposit will be returned after closure of your account. Membership accounts may be established and closed in the OEGB Room 404.

HOURS OF OPERATION

Monday through Friday

BREAKFAST	-	7:00a.m. - 9:00a.m.
LUNCH		
(1st Sitting)	-	12:00p.m. - 1:00p.m.
(2nd Sitting)	-	1:15p.m. - 2:15p.m.
(carry-out)	-	11:30a.m. - 2:00p.m.

- Evening carry-out meal service is available from 5:30p.m. to 8:30p.m., Monday through Friday.
- Carry-out service is also available on Saturdays from 11:30a.m. to 2:00p.m. for lunch. Breakfast and evening meal service is not available.
- The Mess is closed on Sundays and holidays.

RESERVATIONS

Although reservations are not required, they are highly recommended for those members that desire to dine with guests. Members are responsible for all charges incurred by their guests. Reservations may be made by calling the Staff Mess on extension 5-6377. As a courtesy to all members, reservations will be held no more than 10 minutes, after that time the table will be relinquished to another member.

Since guests may be in a position to overhear conversations which should not be public knowledge, members are urged to use discretion in inviting guests to the Mess and to refrain from discussing classified information. For this reason, members of the press and foreign diplomatic corps may not dine in the Staff Mess.

CATERING

Catering service is available for special events held within the White House complex. For further information, call the Catering Director at extension 7-1285.

BILLING

Prior to the 10th of each month, a bill will be sent to your office for the previous month's charges. Personal checks should be made payable to the White House Staff Mess and forwarded to the Staff Mess Office in Room 404 OEOB. **PLEASE DO NOT SEND CASH.** Members are required to pay mess bills in full within 10 days of receipt. Members whose privileges have been revoked may have them reinstated by paying the account in full, plus a deposit in the amount of \$200.00.

MISCELLANEOUS

- Dining room service is extended to all members equally, regardless of position.
- Carry-out food may not be brought into the dining rooms.
- Due to limited seating capacity, only dining room #3 (maximum capacity 11) is available for private dining of large parties.
- There may be occasions when Staff Mess personnel are required to travel with the President (overseas) or be assigned to special events away from the White House. During these periods, a limited service operation will be in effect. Limited Service is described below or your convenience:

LIMITED SERVICE

- Breakfast will be served from (7a.m. - 9a.m.) for carry-out or dining in.
- A reduced lunch menu will be offered for carry-out (11:30a.m. - 2:00p.m.) and dining-in (12:00a.m. - 2:15p.m.).
- You are requested to refrain from bringing guest during these times.
- No evenings carry-out service is available.
- the Mess will at 3:00p.m.

With your cooperation, we will be able to provide excellent food service in a pleasant atmosphere and convenient location. Any suggestions which will help improve this service should be directed to Lieutenant Commander Scott Wild, Food Service Coordinator, at extension 7-1285, or visit his office on room 404 OEOB.



General Services Administration
National Capital Region
Washington, D.C. 20407

March 31, 1997

MEMORANDUM FOR ALL OCCUPANTS OF THE NEOB, OEOB, WINDER BUILDING
AND JACKSON PLACE TOWNHOUSES

FROM:

for DONALD J. PLUMMER *Michael S. Costello*
BUILDINGS MANAGER
WHITE HOUSE PROPERTY MANAGEMENT CENTER

SUBJECT: Quarterly Fire Alarm Tests

The General Services Administration (GSA) will conduct scheduled tests of the fire alarms during normal working hours in the Old Executive Office Building, the New Executive Office Building, the Winder Building, and the Jackson Place Townhouses.

The next tests will be conducted at the following locations and times:

BUILDING	DATE	TIME
OEOB	WEDNESDAY, April 2, 1997	10:00 A.M.
NEOB	WEDNESDAY, April 2, 1997	2:00 P.M.
WINDER	THURSDAY, April 3, 1997	10:00 A.M.
JACKSON PLACE	THURSDAY, April 3, 1997	2:00 P.M.

The alarms will be activated by GSA personnel.

Occupants are urged to report the audibility of the alarms to the GSA Electric Shop, Extension 5-3296.

Since this will be a test of the alarm system, occupants will not be required to evacuate the buildings.

Any questions concerning these tests should be directed to the Office of Administration, Facilities Management Division at 395-2335.

THE WHITE HOUSE

WASHINGTON

June 7, 1993

MEMORANDUM FOR ALL MEMBERS OF THE CABINET
SENIOR WHITE HOUSE STAFF (ASSISTANTS, DEPUTY
ASSISTANTS AND SPECIAL ASSISTANTS TO THE
PRESIDENT)
WHITE HOUSE OFFICE STAFF
OFFICE OF THE VICE PRESIDENT STAFF
OFFICE OF POLICY DEVELOPMENT STAFF

FROM: PATSY THOMASSON *Patsy Thomasson*
SPECIAL ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION AND
DIRECTOR OF THE OFFICE OF ADMINISTRATION

SUBJECT: Policies and Procedures for the Use of the
White House Tennis and Basket Ball Courts

TENNIS COURTS

Now that the season has begun for more outdoor activities, we have developed the attached procedures for using the White House tennis and basketball courts.

When the tennis court is not in use by the First Family or their guests, the President has asked that it be made available to the following except, as herein outlined:

- o Cabinet Secretaries,
 - o Members of Congress,
 - o Senior White House Staff,
 - o White House Office, Office of the Vice President
and Office of Policy Development staffs.
- o Guests of the First Family have priority use of the court.

Although some bumping may occur, we will make every attempt to minimize it; we know you will understand if there are times when you cannot be accommodated. Your court time will be confirmed when you call and you will be notified at least four hours in advance if necessary to reschedule.

- o Weather permitting, the court is open during the daylight hours, seven days a week, except when there are events on the South Lawn, including Presidential arrivals and departures.

**PROCEDURES FOR SENIOR WHITE HOUSE STAFF TO
RESERVE THE TENNIS COURTS**

RESERVATIONS AND ACCESS:

- o Call the Office of Management and Administration at 456-2861 or Fax 456-1655 to request a court time, requests should be sent Monday through Friday and preferably not more than three (3) days in advance.
- o On the request, provide the date and time you wish to play. We suggest that you provide alternate times in case your preference has been previously reserved.
- o Your time and date will be confirmed by telephone.
- o You should call WAVES to clear your guests into the Complex and the tennis courts.
- o All tennis players (Senior Staff and guests) shall enter the tennis court area through the Southwest Gate (B-4).
- o Your guests should have picture ID's and the names cleared through WAVES should be the same as that which appears on their picture ID.
- o When all members of the tennis group have arrived, the Officer at the gate will provide access through Gate B-3. (See attached map.)
- o Parking is **unavailable** for guests using the tennis courts.
- o Saturday and Sunday from 1:00 p.m. until dark are reserved for the First Family.

**PLEASE REMEMBER TO CALL 456-2861 BETWEEN 8:30 A.M. AND 6:00 P.M.
MONDAY THROUGH FRIDAY TO MAKE YOUR RESERVATIONS.**

- o Court time will be one hour for singles and an hour and a half for doubles.
- o Players must provide their own equipment and supplies. There are no changing rooms available.
- o Appropriate shoes (white soles) and attire are expected.

SECURITY AND ACCESS

- o Access to the tennis courts is always through the Southwest Gate (B-4) and Gate B-3.

All scheduled tennis players, both pass holders and non-pass holders, must first check in through the Southwest Gate. When the entire tennis party has been checked through the Southwest Gate, the Uniformed Officers will direct the party through Gate B-3. The Uniformed Officers will have a tennis schedule which will include names and birth dates of all players who have been cleared.

Guests will only be allowed into the tennis court area when accompanied by a Cabinet Secretary, a Member of Congress or a pass holder; access does not extend to the South Lawn.

PARKING

Parking for Cabinet Secretaries and Members of Congress will be through normal procedures.

WHITE HOUSE OFFICE STAFF, OFFICE OF THE VICE PRESIDENT STAFF AND STAFF OF THE OFFICE OF POLICY DEVELOPMENT

The tennis court will be available to the staffs of the White House Office, Office of the Vice President and Office of Policy Development through a lottery.

- o The time allowed for the White House Office Staff, Office of the Vice President Staff and Staff of the Office of Policy Development will be on Saturday and Sunday from 10:00 a.m. until 1:00 p.m.
- o Staffs of the above Offices will only be able to schedule doubles so that more people can participate.

A lottery will be held each Wednesday to randomly select names for the following Saturday and Sunday. Please see the attached policy for specific information regarding submitting your name and your guests names for the lottery.

Let me encourage you to invite other staff to play with you so that the facilities can be made available to a larger number of staff. However, if you schedule to play with non-pass holders, review the attached policy for the method of submitting names.

We will clear your guests through WAVES. Remember that guests will only be allowed into the tennis court area with a pass holder escort.

BASKETBALL COURT

The half court basketball court is located near the tennis court. It may be used Monday through Friday from 5:00 p.m. until dark and Saturday and Sunday from 8:00 a.m. until 1:00 p.m.

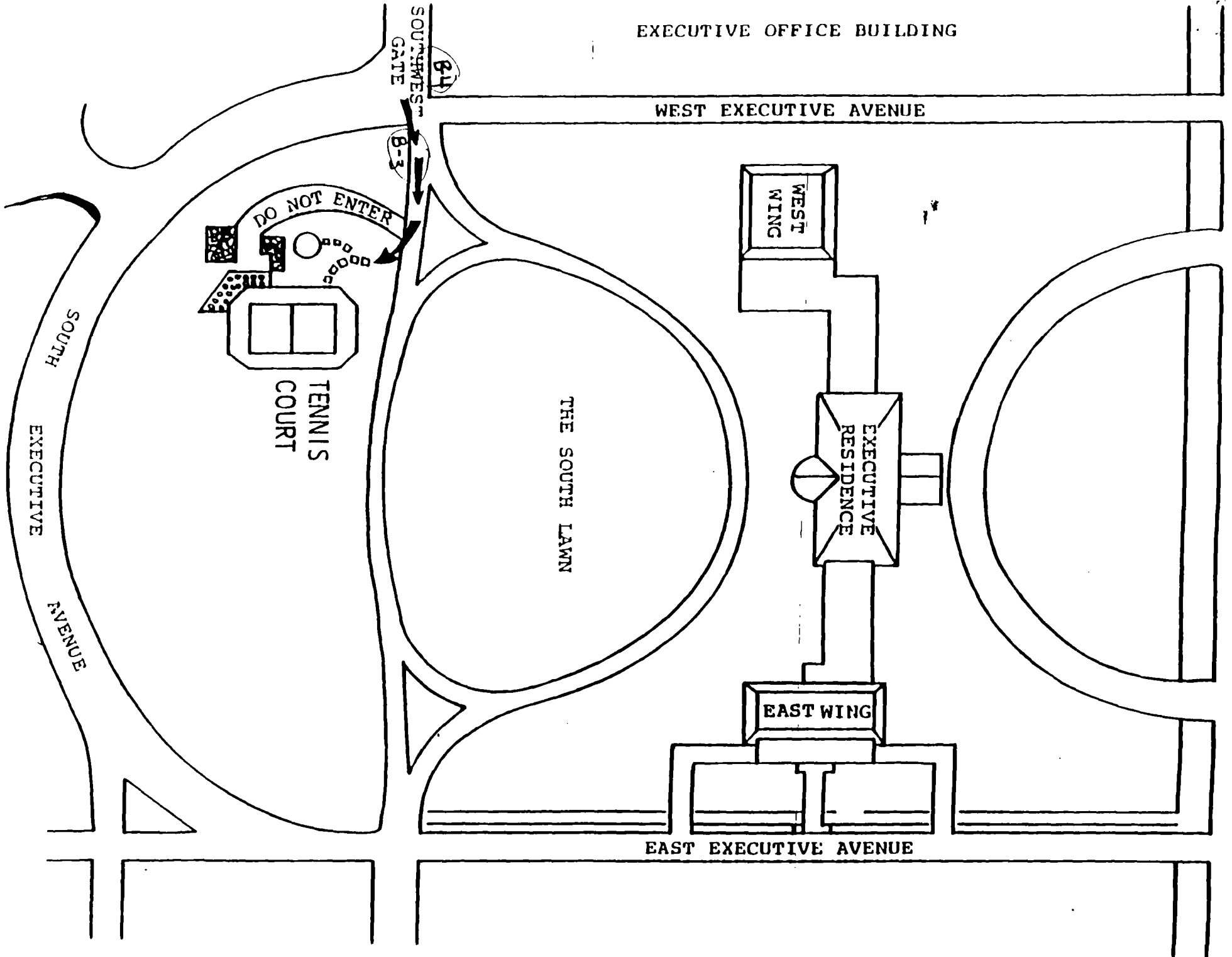
As with the tennis court, the court is unavailable when activities are scheduled on the South Lawn or during Presidential arrivals and departures.

Guests are allowed to use the basketball court when they are accompanied by a White House pass holder.

If you have any questions about the tennis and basketball court policies, please do not hesitate to contact our office at 456-2861.

Attachments

THE WHITE HOUSE



DRAFT

THE WHITE HOUSE

WASHINGTON

March 3, 1993

MEMORANDUM FOR MACK MCLARTY
CHIEF OF STAFF

DAVID WATKINS
ASSISTANT TO THE PRESIDENT FOR MANAGEMENT AND
ADMINISTRATION

FROM: BERNARD NUSSBAUM
COUNSEL TO THE PRESIDENT

SUBJECT: Presidential and Vice Presidential Use of Military
Aircraft

This memorandum outlines the guidelines for the use of military passenger aircraft in the Clinton Administration.

Official Travel

Military aircraft may be used by the President and the Vice President as required by the duties of the Executive Office. Presidential and Vice Presidential travel, other than for political purposes, is official travel, for which there is no reimbursement.

Family members traveling in the company of the President or the Vice President always travel on a non-reimbursable basis. Family members of the President or Vice President traveling separately on official business also need not provide reimbursement for the cost of their travel.

White House staff members or guests accompanying the President or Vice President on official travel aboard military aircraft also travel on a non-reimbursable basis.

Unofficial Travel

Military aircraft may be used for travel by individuals on non-official business on a reimbursable basis only. This policy applies to members of the First Family and members of the Vice President's family who are not on official business and are not in the company of the President or Vice President. This policy also applies to other Presidential and Vice Presidential designees when they travel on military aircraft and are not on official business.

DRAFT

THE WHITE HOUSE

WASHINGTON

March 3, 1993

MEMORANDUM FOR MACK MCLARTY
CHIEF OF STAFF

MARK GEARAN
DEPUTY CHIEF OF STAFF

FROM: BERNARD NUSSBAUM
COUNSEL TO THE PRESIDENT

SUBJECT: Official Travel of the First Lady and Ms. Gore on
Military Aircraft

Official Travel

It has been the policy of the last several administrations routinely to provide military aircraft for official travel of the First Lady and the Vice President's spouse. We will continue this policy for official travel of Ms. Clinton and Ms. Gore.

Family members traveling on military aircraft in the company of Ms. Clinton or Ms. Gore on official trips travel on a non-reimbursable basis.

White House staff members or guests accompanying Ms. Clinton or Ms. Gore on official travel for the purpose of assisting the principals in carrying out their official duties also travel aboard military aircraft on a non-reimbursable basis.

Unofficial Travel

Travel by Ms. Clinton or Ms. Gore on military aircraft for non-official purposes (personal, but not political) must be reimbursed at the full commercial Economy class rate, plus tax, plus one dollar. White House staff members accompanying Ms. Clinton or Ms. Gore on personal trips travel on a reimbursable basis (to the principal) unless a specific request is made to, and approval is granted by, Counsel's Office for official travelers. Such requests will be reviewed on a case-by-case basis.

Guests traveling with Ms. Clinton or Ms. Gore on personal trips travel on a reimbursable basis. The principal or the guest will be charged full commercial Economy class rate, plus tax, plus one dollar.

Standard Official Passengers

Individuals in the following positions are considered official passengers regardless of the nature of the trip (i.e., official or political):

- Chief of Staff (or Deputy or substitute)
- Personal Aide to the President
- Personal Aide to the First Lady
- President's Executive Assistant
- President's Senior Advisor
- President's Doctor
- White House Photographer (or substitute)
- National Security Advisor (or Deputy or substitute)
- Director, White House Military Office (or substitute)
- All Hatched and military personnel
- Staff from Travel and Telegraph Service for logistical support

Trip-by-Trip Designations

All other officials are to be considered on official duty, regardless of the nature of the President's activities, only if it is determined by the Deputy Chief of Staff before the trip that:

- 1) the official is travelling for the sole purpose of providing:
 - a) clerical, logistical and administrative support, or
 - b) staff assistance in the management of paperwork and the records of decisions, or
 - c) consultation and guidance necessary solely for the transaction of Government business, and
- 2) the official will not engage in any political activity during the travel.¹

If no such determination is made, the travelling status of these officials will be considered according to the nature of the President's activities.

¹ Mere presence at a political event will not be considered "engaging in a political activity," as long as the official's attendance is necessary to perform one or more of the official functions enumerated above.

Political Travelers

Personnel traveling from the Office of Political Affairs always are to be considered to be travelling politically, even if the nature of the President's activities is wholly official.

Reimbursement

Fixed Wing Transportation. Unofficial travel aboard DOD fixed-wing aircraft will be reimbursed at the full commercial Economy class rate, plus tax, plus one dollar.

Helicopter Transportation. Use of DOD helicopters by the President or Vice President is considered an official security measure and, therefore, nonreimbursable.

DRAFT

THE WHITE HOUSE
WASHINGTON

DRAFT

February 11, 1993

MEMORANDUM FOR THE SENIOR WHITE HOUSE OFFICE

FROM: BERNARD NUSSBAUM
COUNSEL TO THE PRESIDENT

SUBJECT: GUIDELINES FOR ALLOCATING "OFFICIAL" AND "POLITICAL"
TRAVEL EXPENSES

This memorandum provides advice with respect to the payment of travel expenses incurred by "senior Administration officials."¹ Often, such travel will include both official functions where the individual participates in an official role as a spokesman for Administration policy, and purely political events, which are organized for partisan purposes in order to advance the interests of the Democratic party or its candidates for office. The discussion below focuses on the legal principles which govern the allocation and payment of costs associated with such mixed official and political travel.

General Legal Principles

There is no precise test for distinguishing between "official" and "political" functions. As a result, the guidelines set forth below are based on general legal principles, guidance from Office of Legal Counsel opinions, and policies established over a period of years by previous administrations.

When considering payment of expenses associated with travel by senior officials, two major principles governing the use of appropriated funds must be kept in mind. First, appropriated funds may be spent only for the purposes for which they have been appropriated. 31 U.S.C. § 1301; 52 Comp. Gen. 504 (1973); 50 Comp. Gen. 534 (1971). Thus, funds appropriated for the official functioning of agencies in the EOP and federal Departments or

¹ "Senior Administration official" for the purposes of this memorandum is defined to include those federal officials appointed by the President with the advice and consent of the Senate as well as those federal officials appointed by the President to serve in the agencies of the Executive Office of the President.

Agencies may be used for travel expenses only if the travel is reasonably related to an official purpose. If, however, there is no reasonable connection between the expense incurred and the official purposes to be served by an appropriation -- as, generally speaking, there would not be when an expense is incurred purely for partisan political purposes -- official funds may not be used to pay the expense.

The second basic principle is that, in general, official activities should be paid for only from funds appropriated for such purposes, unless Congress has authorized the support of such activities by other means. Stated another way, although appropriated funds should not be used for non-official purposes, it is equally true that outside sources of funding may not be used to pay for official activities. This latter principle, which prevents the unauthorized augmentation of appropriations, has been memorialized in a number of Comptroller General opinions.²

Political and Official Travel -- Defined

The cost of travel in conjunction with wholly official activity must be paid from appropriated funds; expenses for travel in conjunction with wholly political activity must be paid from sources other than appropriated funds (e.g., Democratic National Committee). In those instances where the same travel costs are incurred in conjunction with official and political activity, there should be a proration of expenses.

It is important at the outset to attempt to identify what is meant by "political" -- as opposed to "official" -- activities of government officials. There is no single litmus test for making such judgments. Whether an expense is official or political in character must be determined on a case-by-case basis. Many events properly could be characterized as either political or official or both. Therefore, in making this determination, the persons most familiar with the facts of a particular trip will have to assess all of the circumstances involved and apply a large measure of common sense. There are, however, two major variables concerning the source of the expense to be kept in mind:

- 1) the nature of the event involved, and
- 2) the nature of the individuals involved.

Either, or both, of these indicia may be useful in a particular case in determining whether a particular expense should be considered official or political.

² See, e.g., 46 Comp. Gen. 689 (1967); 23 Comp. Gen. 694 (1944); 17 Comp. Dec. 712 (1911); 9 Comp. Dec. 174 (1902).

Nature of the Event

Political Travel

As a general rule, travel by senior Administration officials (and the principals) should be considered "political" if its primary purpose involves their positions as leaders of their political party. Appearing at party functions, fundraising, and campaigning for specific candidates are prime examples of travel that should be considered political.³

Official Travel

The President cannot perform his official duties effectively without the understanding, confidence, and support of the public. Travel and appearances by senior Administration officials (and the principals) to present, explain, and secure public support for the Administration's measures are therefore an inherent part of the senior officials' duties. Thus, addresses and the like ordinarily should not be considered "political" even though it may have partisan consequences or concern questions on which opinion is politically divided.

You should be aware that a substantially partisan political speech at an event which otherwise might be considered "official," such as a Chamber of Commerce event, may necessitate applicable expenses to be paid from sources other than appropriated funds. In determining whether activity is official or political, all relevant factors should be considered, including, but not limited

³ Expenses paid by the Democratic National Committee ("DNC") for travel by an individual in support of specific identifiable federal candidates are in-kind contributions to, or coordinated expenditures for, the candidates and would apply against the DNC's contribution and expenditure limitations for those federal candidates. If a trip or a portion thereof is on behalf of a specific identifiable federal candidate, the estimated share of such expenses which are reasonably allocable to a particular campaign must be paid by check or similar draft and in advance by the appropriate campaign committee in order that appropriated funds not be used for political purposes and that the DNC not inadvertently violate contribution or expenditure limitations for individual candidates. Because of these restrictions, the DNC cannot and should not assume financial responsibility for political trips of which it has not had advance notice, and an opportunity to coordinate and to organize appropriate expense payments. Political or mixed official/political travel which contains even a single candidate-related event must be closely coordinated with the DNC well in advance of the scheduled trip. These rules also apply to the Democratic Congressional Campaign Committee and the Democratic Senatorial Campaign Committee.

to: the sponsor of the event, the group or organization being addressed, other participants, whether the speech being delivered is partisan and political in nature, or whether it is a factual presentation or defense of the Administration's positions of the issues.

A speech before a non-partisan group such as the Chamber of Commerce is not partisan or political in nature if it contains no express advocacy of the election or defeat of candidates for public office and no direction that a particular political party's candidates be supported in an election campaign.

There clearly is much room for discretion in determining whether an event giving rise to an expense is political or official. At bottom the question is a factual one that only can be answered by those most familiar with the particular facts of a given situation. Nonetheless, in general, if the purpose of an event during a trip is to promote the partisan aims of the Democratic party or candidates of that party, then expenses incurred in performing the event generally would be political in character.

Nature of the Individual Generating Expense

An additional variable that may, in some circumstances, determine the character of a particular expense incurred on a trip is the nature of the individual whose activity generates the expense. There are some individuals who, in certain situations, are on a trip for inherently official purposes. Expenses incurred by them generally should be viewed as official. For instance, there are some persons whose official duties require them to be with the President, Vice President, a Cabinet member or a White House official, whether or not the individual is on official business. This group may include security agents responsible for an individual's protection, a press spokesman or an executive assistant.⁴ Expenses incurred by this group of individuals during travel with a member of the Cabinet or a senior White House staff member should be considered official, regardless of the character of the event that may be involved in a given trip. Therefore, I strongly recommend that the number of White House staff, Department or Agency official personnel accompanying a senior Administration official on a purely political trip be limited to one or possibly two individuals whose services are essential to the performance of the senior official's duties.

If a trip, or portion thereof, by a senior Administration official is for "personal" reasons -- i.e., neither "official" nor

⁴ See also "Official Travelers" memorandum, March 3, 1993, for detailed discussion of official travelers with regard to the President and Vice President.

"political" -- any expenses incurred must be paid from other than appropriated funds. If an individual or entity other than the Administration official is intending to pay the official's personal travel expenses, applicable conflict of interest laws and regulations must be consulted to determine whether such payment is sanctioned. See Executive Order 11222, May 8, 1965, 3 C.F.R. § 100.735, and 5 C.F.R. § 100.735.

Allocation of Expenses

In our view, the following approach reflects a good faith apportionment of the costs of a trip based on the time spent on political activities and the time spent on official activities.⁵

It always should be remembered that allocation is appropriate only with respect to travel expenses of individuals whose official roles permit them to perform political functions, and only when such individuals are on a trip that itself is not entirely political or wholly official in nature.

Prorating the cost of air travel for mixed trips under the "hard-time" formula involves first determining the "total activity time," i.e., the amount of time actually spent by the principals or Administration spokespersons in meetings, receptions, rallies and similar activity. Time spent in actual travel, private study, or rest and recreations is not included in the computation of "total activity time". The proration of the cost of air travel then is determined based on how the "total activity time" was spent. The formula is as follows:

Time spent in official meetings, + receptions, etc.	Time spent in political meetings, receptions, rallies	=	Total activity time
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<u>Time spent in official activity</u>	=	Percentage of trip
Total activity time		that is official

<u>Time spent in political activity</u>	=	Percentage of trip
Total activity time		that is political

The percentage figure that represents the political portion of the trip is then multiplied by the amount that would be reimbursed to the government if all of the travel was political.

⁵ Applicable law and regulations require "candidate" travel in both the primary and the general election campaigns to be allocated on a "hypothetical trip" basis. This method calculates the costs associated with each campaign-related stop by calculating what it would have cost to travel to that campaign-related stop directly from the point of origin (rather than from a prior official stop).

The product of that calculation represents the amount to be reimbursed to the government.

In the event that a minor, clearly "incidental" percentage (5% or less) of the activity on a mixed trip is devoted to either official or political activity, the entire trip should be treated as if it was wholly of the type represented by the substantial figure. The balance would be treated as de minimis and need not be reimbursed as political or charged as official.

Normally, the allocation formula is applied to all of the relevant costs of a mixed trip. However, as previously noted, there may be occasions when application of the formula to all costs of a total trip may not be equitable to the government. For example, if one of the principals or an Administration official spent the first four days of a five day trip attending only political campaign-related events and on the fifth day attended only official events, it would not be equitable for the government to pay a percentage of each hotel bill or air fare if there was no inordinate amount of travel during the first four days.

Each trip must be analyzed based on the circumstances of that trip, and while the goal is an equitable allocation, you must avoid the situation in which the government pays a disproportionately large share of the cost of a particular trip as a result of the political activity. Any question should be decided in favor of charging the government less and the political event or campaign committee more.

Expenses that are associated specifically with a political activity and not with any official activity shall be treated as political, and expenses associated specifically with an official activity and not with any political activity shall be treated as official. For such expenses, e.g., a sound system rented for a single event, there should be no allocation between official and political funds.

In allocating the costs of travel other than air travel, the allocation formula should be applied to any government maximum for that type of expenditure. For example, if on a mixed trip (50% official and 50% political) a government employee is only entitled to \$26 per diem for food on a wholly official trip, the government share would be 50% of \$26, not 50% of the actual amount spent.

Air Travel Costs for Senior Administration Officials

The cost of air travel on a mixed trip for senior Administration officials traveling separately from the President or Vice President may be paid for in one of several ways. First, if the political sponsor provides the ticket for the entire trip, it may be accepted and used by the official. Then, upon completion of the travel and settlement of the official's travel claim, the

political sponsor must be immediately reimbursed for the official portion of the trip. In no case should the government ever pay more for official travel than the official government rate. Second, based on a estimated advance allocation of the trip, the Agency or Department could issue a Government Travel Request or a travel advance in cash covering that portion of the trip that pertains to its official business. The balance of the air fare would be paid for in advance by the political sponsor by a check issued to the air carrier. Third, the traveling official may purchase the tickets with personal funds or credit cards and subsequently collect the properly allocated reimbursement from the Agency or Department and the group sponsoring the political event.

Where the scheduling is such that it is functionally impossible for travel expenses on a particular trip to be readily segregated -- i.e., where there are numerous political and official events in a given city -- a figure which represents the total amount of allocable expenses may be paid by the government either by reimbursing the political sponsor or by issuing a ticket or tickets, the total value of which would equal the government's allocable share. In any event, it is essential that the details of the mixed trip be worked out well in advance by the traveling official with the appropriate Department or Agency staff, the DNC and the political sponsor. It is imperative that detailed records of the trip be kept.

Hatch Act Restrictions

In determining whether a Federal employee may or may not perform activities during a trip or advance work for a trip, the first question to ask is whether the activity is official or political.⁶ If it is official, then it is necessary to ask whether the activity is within the scope of the employee's official duties. If so, then the employee may perform the activity and be paid from appropriated funds. We note that there is a group of persons whose activities are always official regardless of the type of trip involved (i.e., the Secret Service). On the other hand, if an activity to be performed on a trip or during advance work is political in nature, then it is necessary to ask whether the employee is authorized to perform such activity. A Federal employee covered by the Hatch Act is in general prohibited from engaging in political activity. See 5 U.S.C. § 7324. It follows from this that an employee covered by the Hatch Act must perform official activities that are part of the employee's official responsibilities. In such a case, the employee's expenses cannot be paid for with political funds.

⁶This inquiry is governed by the tests set forth earlier in the guidelines for determining when a trip or activity is political or official.

As stated previously, any employee of the government may provide to a Cabinet, sub-Cabinet, or White House staff member those services which are essential to his or her official functions whether the trip is official or political. Those services ordinarily would include full provision for the comfort and safety of the party: communication; clerical, logistical, and administrative support; assistance in the management of paperwork and records of decisions.

White House staff members and Presidential appointees confirmed by the Senate (with nationwide or international policy responsibilities) are exempt from the provision of the Hatch Act prohibiting Federal employees from taking an active part in political management or in political campaigns; and, thus may engage in partisan political activity.⁷ All persons detailed to the White House from other Agencies remain subject to all provisions of the Hatch Act.

Persons employed by certain other Agencies in the Executive Office of the President, such as the Office of Management and Budget and the Office of Policy Development, are also "hatched" and may not take an active part in partisan campaign activity. Consultants, experts and others employed on an intermittent basis by these Agencies are "hatched" on days on which they receive compensation from these Agencies.

All other government employees, including Schedule "C" employees, are covered by the prohibition against political activity except for those individuals who are appointed by the President with the advice and consent of the Senate and who have nationwide or international policy responsibilities.

"Hatched" employees may participate in the political process in limited ways. They are permitted to: register and vote; make a financial contribution to a party or candidate; express their opinion on political subjects; wear campaign buttons or display bumper stickers; be a member of a political party or organization; attend (but not as a delegate) a political convention; attend a fundraiser or campaign event; and sign a nominating petition.

Employees covered by the Hatch Act's prohibition of political activity may not: take an active part in the management of a political campaign; be a partisan candidate; serve as an officer of a political organization or campaign; organize a political organization or club; solicit, receive, handle or disburse political contributions; sell tickets to, organize or actively

⁷ The Hatch Act and certain statutes make it unlawful for even exempted personnel to use their official authority or influence for the purpose of interfering with or affecting the results of an election.

participate in any political fundraising activity; solicit votes for or against a candidate; serve as a party or candidate challenger or pollwatcher; drive voters to the polls for a candidate or party; endorse or oppose a candidate in a political advertisement, broadcast, or campaign literature; serve as a delegate or alternate to a political convention; organize or actively participate in the activities of a political convention; serve on a standing committee of a political convention; or circulate a candidate nominating petition.

Additionally, "hatched" employees may write briefing materials on official Administration activities for use by Administration officials, even when such materials will be included in partisan political statements; however, such employees may not write or prepare any materials that will be used only for political purposes (e.g., materials for the platform of the Democratic party), nor may they prepare materials containing statements of political advocacy.

This memorandum does not cover every conceivable issue with regard to "official" and "political" events and travel by senior Administration officials. If specific questions arise, you should consult White House Counsel.

NOTICE FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT TIMEKEEPERS AND
CERTIFIERS

SUBJECT: Updated Time and Attendance Forms

Enclosed you will find updated versions of all of the forms used for time and attendance records. All other versions of these forms are obsolete. Please begin using these forms immediately.

If you have any questions or concerns please feel free to contact Kim Stanley on ext 5-5765.

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
DEFENSE BUSINESS MANAGEMENT SYSTEM

Leave and Pay Adjustment Form

TO: DFAS Payroll
THROUGH: Office of Administration, Human Resources Management Division
FROM:
DATE:

EMPLOYEE NAME

SOCIAL SECURITY NO.

AGENCY

PAY PERIOD ENDING DATE

	Number of Hours Paid or Charged			Number of Hours To Be Paid or Charged		
	DATE	HOURS "CODE"	No. HOURS		HOURS "CODE"	No. HOURS
First Week						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Second Week						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Overpayment/Underpayment Procedure - Reverse Side

HOURS CODE

AB - ADMIN LEAVE-BLOOD
AC - ADMIN LEAVE- WEATHER
AD - ADMIN LEAVE-GENERAL
AF - ADMIN LEAVE-FUNERAL
AL - ANNUAL LEAVE
AV - ADMIN LEAVE-VOTING
AW - ABSENT WITHOUT LEAVE
CL- COMP. TIME USED
CW - COMP. TIME WORKED
FL - FURLOUGH
HL - HOLIDAY LEAVE

HW - HOLIDAY WORKED
JD - JURY DUTY
LW - LEAVE WITHOUT PAY
ML - MILITARY LEAVE
RS - RESTORED LEAVE
RL - RELIGIOUS COMP. USED
RW - RELIGIOUS COMP. WORKED
SL - SICK LEAVE
SU - SUSPENSION
TO - TIME OFF

FAMILY FRIENDLY LEAVE
AO - ADMIN LEAVE-BONE MARROW/ORGAN DONOR
FF - SICK LEAVE-FAMILY CARE/BEREAVEMENT
SA - SICK LEAVE-ADOPTION

FAMILY & MEDICAL LEAVE
FA - ANNUAL LEAVE
FS - SICK LEAVE
FW - LEAVE WITHOUT PAY

(Signature of Certifier/Supervisor)

In Accordance To The Debt Collection Act Of 1982 And The Federal Claims Collection Act Of 1966, The Following Procedures Will Be Taken For All Overpayments. Employees Will Be Given Due Process.

Overpayment Procedure:

If an overpayment occurs as a result of incorrect coding of hours and/or leave on an employee's time card, an indebtedness letter will be processed by DFAS Payroll Office. DFAS will mail the indebtedness letter to the mailing address listed on the Leave and Earnings Statement (LES).

The letter will provide the employee with the nature and amount of the indebtedness, and inform the employee of their right to file for a waiver of overpayment with the EOP. The employee will inform DFAS of a selected proposed payment method. DFAS will adjust the employee's record according to payment(s) received.

Underpayment Procedure:

If an underpayment occurs as a result of incorrect coding of hours and/or leave on a employee's time card, payment will be processed according to standard procedure. It will be standard procedure that a manual supplemental check will not be issued when the underpayment amounts to less than 20% of an employee's normal basic pay.

Timekeeper or Certifier should notify an employee of a potential overpayment and the issuance of an indebtedness letter.

A Leave And Pay Adjustment Form Or Final Daily Tale RECAP/ADJ Sheet Must Be Completed And Submitted To HRM To Adjust Pay And Leave For A Prior Pay Period.

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
DEFENSE BUSINESS MANAGEMENT SYSTEM
(Timekeeper/Certifier) Security Profile

TO: Office of Administration, Human Resources Management Division

THROUGH: Administrative Contact

FROM:

DATE:

Instruction: The form must be submitted through your Administrative Officer or a designated person authorized to approve security profile. A timekeeper/certifier **signature** is required to add or change a security profile.

Please add change delete (circle one) the TALE Security Profile for the individual below:

This individual is a Timekeeper Certifier **(Circle one)**

This individual is was (circle one) authorized to input or certify time for the following

NAME: _____

SIGNATURE: _____

SSN: _____

Timekeeper Certifier (Circle one)

ALTERNATE: YES _____ NO _____

AGENCY/ACTIVITY: _____

(Signature of Administrative Contact)

Organization Code	Organization Name

Return form to: Human Resources Management Division
NEOB, Room 4013

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION

ADVANCED LEAVE FORM

Instruction: Authorization for advanced annual/sick leave must be submitted to OA Human Resources Management Division (HRM). Request must arrive in HRM **no later than the second Friday, before the end of the pay period** in which effective to reflect in the employee's salary check. The Immediate Supervisor and Administrative Official or a designated person must approve the leave.

Agency

Name

SSN

Check the appropriate box:

- ☐ Advanced Annual Leave Approved
☐ Advanced Sick Leave Approved

Complete the information for Leave Approval:

Total hours to be advanced: _____

Effective Date of Advance Leave: _____
(Beginning Date)

Termination Date of Advance Leave: _____
(Ending Date)

Supervisor, Signature: _____ Date: _____

Administrative Official, Signature: _____ Date: _____

Processing Signature: _____ Date: _____

☐ HRM ☐ DFAS-CO-LA

Return form to: Human Resources Management Division
NEOB, Room 4013

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION

RESTORED LEAVE FORM

Instructions: Authorization for restored annual leave must be submitted to the Office of Administration, Human Resources Management Division. The leave must be scheduled in writing by the employee **at least three pay periods** prior to the end of the leave year. The appropriate agency official must approve or disapprove the leave either at the time requested by the employee, or reschedule the requested leave for some other time.

Agency Name SSN

Check the appropriate box:

Condition for restoration of annual leave:

- ☐ Administrative Error (*attach explanation*)
- ☐ Exigency of the Public Business (*attach explanation*)
- ☐ Sickness of employee when annual leave was established in advance (*attach explanation*)

Attach SF-71 Here (*Application for Leave*)

If authorization of leave is less than the two year maximum, enter the total annual leave hours restored and the date of termination by which the leave must be used.

Hours: _____ Date: _____

Supervisor, Signature

Date

Authorizing Agency Official, Signature

Date

Return form to: Human Resources Management Division
NEOB, Room 4013

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION

LEAVE DOCUMENTATION FORM

Please submit the required document that is checked below. Non-receipt of the military orders, jury duty certificate, and workman compensation papers, will result in the hours charged to annual leave taken, sick leave taken, or leave without pay (LWOP).

- ☐ Military Orders
- ☐ Jury Duty Certification/court papers
- ☐ Workman Compensation – Injury on the job
(approved papers from Department of Labor)

Number of Hours Taken

Pay Period Hours Were Taken

Employee Name

Social Security Number

Agency

Date

Return form and document to:
Human Resources Management Division
NEOB, ROOM 4013

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION
DEFENSE BUSINESS MANAGEMENT SYSTEM
Matrix Code Request Form

TO: Office of Administration, Human Resources Management Division

FROM:

DATE:

Instruction: This form serves as a temporary authorization to change the hours of duty. The supporting document (SF-52) must be submitted to Human Resources Management Division (HRM) as the permanent record. Request must arrive in the HRM no later than the first Tuesday, at the beginning of the pay period to be effective in the current pay period.

EMPLOYEE NAME

SOCIAL SECURITY NO.

PAY BLOCK

ACTIVITY CODE

	Day	Number of Hours Worked		Day	Number of Hours Worked
First Week	Sunday	_____	Second Week	Sunday	_____
	Monday	_____		Monday	_____
	Tuesday	_____		Tuesday	_____
	Wednesday	_____		Wednesday	_____
	Thursday	_____		Thursday	_____
	Friday	_____		Friday	_____
	Saturday	_____		Saturday	_____

Timekeeper, Signature

Date

Supervisor, Signature

Date

MATRIX Code (HRM use only)

Date

Return form to: OA, Human Resources Management Division
NEOB, Room 4013

SCHEDULING CALENDAR

SUN	MON	TUE	WED	THU	FRI	SAT
Begin new pay period				Timekeepers begin entering exceptions for new pay period	Pay Day for previous pay period	
SUN	MON	TUE	WED	THU	FRI	SAT
Timekeepers continue entering exceptions					Timekeepers complete exceptions by 7:00 p.m.	
SUN	MON	TUE	WED	THU	FRI	SAT
New pay period begins	Timekeepers conclude corrections entry by noon Supervisors certify after noon	Supervisors complete certification by 7:00 p.m.	Recap sheets available after 12:00 noon	Timekeepers begin entering exceptions for new pay period	Pay Day for previous pay period	

TIME & ATTENDANCE SHEET

NAME: _____

SSN: _____

PAY PERIOD: _____

PAY PERIOD ENDING DATE: _____

DAYS	REGULAR HOURS	OVERTIME	LWOP	ANNUAL LEAVE	SICK LEAVE
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

EMPLOYEE'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

**** I HEREBY CERTIFY THE ACCURACY OF THE T&A RECORD****

EXECUTIVE OFFICE OF THE PRESIDENT

1996 PAY PERIODS

REVISED

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* Pay Period Code

① Holiday

1 Pay Period Ending Date

Pay Day - Full Pay Period

Pay Day - Half Pay Period

① Fiscal Year Pay Period Number for Fund Managers

1996 Pay Year Ends 12/21/96

1996 Leave Year Ends 1/4/97

1997

January

*	S	M	T	W	T	F	S
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EXECUTIVE OFFICE OF THE PRESIDENT

1996 LEAVE CALENDAR -REVISED

Pay Period Codes	1996 LEAVE PERIODS	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	ANNUAL LEAVE		1995 BALANCE	SICK LEAVE		1995 BALANCE
																EARNED	USED	BALANCE	EARNED	USED	BALANCE
C	Jan 14 - Jan 27		H																4		
D	Jan 28 - Feb 10																		4		
E	Feb 11 - Feb 24									H									4		
F	Feb 25 - Mar 9																		4		
G	Mar 10 - Mar 23																		4		
H	Mar 24 - Apr 6																		4		
I	Apr 7 - Apr 20																		4		
J	Apr 21 - May 4																		4		
K	May 5 - May 11																		2		
L	May 12 - May 25																		4		
M	May 26 - June 8		H																4		
N	June 9 - June 22																		4		
O	June 23 - July 6												H						4		
P	July 7 - July 20																		4		
Q	July 21 - Aug 3																		4		
R	Aug 4 - Aug 17																		4		
S	Aug 18 - Aug 31																		4		
T	Sep 1 - Sep 14		H																4		
U	Sep 15 - Sep 28																		4		
V	Sep 29 - Oct 12																		4		
W	Oct 13 - Oct 26		H																4		
X	Oct 27 - Nov 9																		4		
Y	Nov 10 - Nov 23		H																4		
Z	Nov 24 - Dec 7					H													4		
7	Dec 8 - Dec 21																		4		
A	Dec 22 - Jan 4				H								H						4		

LEAVE CODES

AB - ADMIN LEAVE-BLOOD
AC - ADMIN LEAVE-WEATHER
AD - ADMIN LEAVE-GENERAL
AF - ADMIN LEAVE-FUNERAL
AL - ANNUAL LEAVE
AV - ADMIN LEAVE-VOTING
AW - ABSENCE WITHOUT LEAVE
CL - COMP TIME USED
CW - COMP TIME WORKED
FL - FURLOUGH
HL - HOLIDAY LEAVE

HW - HOLIDAY WORKED
JD - JURY DUTY
LW - LEAVE WITHOUT PAY
ML - MILITARY LEAVE
RS - RESTORED LEAVE
RL - RELIGIOUS COMP. USED
RW - RELIGIOUS COMP. WORKED
SL - SICK LEAVE
SU - SUSPENSION
TO - TIME-OFF

FAMILY FRIENDLY LEAVE
AO - ADMIN LEAVE-BONE MARROW/
ORGAN DONOR
FF - SICK LEAVE-FAMILY CARE/
BEREAVEMENT
SA - SICK LEAVE-ADOPTION

FAMILY & MEDICAL LEAVE
FA - ANNUAL LEAVE
FS - SICK LEAVE
FW - LEAVE WITHOUT PAY

HOLIDAYS

Martin Luther King's B'day...January 15, 1996
President's Day.....February 19, 1996
Memorial Day.....May 27, 1996
Independence Day.....July 4, 1996
Labor Day.....September 2, 1996
Columbus Day.....October 14, 1996

Veterans' Day November 11, 1996
Thanksgiving Day November 28, 1996
Christmas Day December 25, 1996
New Year's Day January 1, 1997
Martin Luther King's B'day January 20, 1997

NEW TALE CODES AND ABBREVIATIONS

CODE	DEFINITION
AB - ADMN BLOOD	ADMINISTRATIVE LEAVE BLOOD
AC - ADMN WTHR	ADMINISTRATIVE LEAVE WEATHER
AD - ADMN LV	ADMINISTRATIVE LEAVE
AF - ADMN FNRL	ADMINISTRATIVE LEAVE FUNERAL
AV - ADMN VING	ADMINISTRATIVE LEAVE VOTING
AL - ANNUAL LV	ANNUAL LEAVE
AW - AWOL	ABSENCE WITHOUT LEAVE
CL - CMP LV	COMP TIME USED
CR - CRD WRK	CREDIT HOURS WORKED
CU - CRD USD	CREDIT HOURS USED
CW - CMP WRK	COMP TIME WORKED
DN - DSB N/P	DISABILITY NON PAY STATUS
DP - DSB PAY	DISABILITY PAY STATUS
EV - ENV PAY	ENVIRONMENTAL PAY
FL - FURL	FURLOUGH
HL - HOL LV	HOLIDAY LEAVE
HW - HOL WRK	HOLIDAY WORKED
HZ - HAZ PAY	HAZARD PAY
JD - JURY DTY	JURY DUTY
LW - LWOP	LEAVE WITHOUT PAY
ML - MIL LV	MILITARY LEAVE
ND - NIGHT DIF	NIGHT DIFFERENTIAL
NW - NON WORK	NON WORKING HOURS
OT - OVERTIME	OVERTIME
PG - PGS LV	PRODUCTIVITY GAIN SEARING LEAVE
RH - RGLR WRK	REGULAR HOURS WORKED
RS - RSTD LV	RESTORED LEAVE
RL - RELG LV	RELIGIOUS LEAVE
RW - RELG WRK	RELIGIOUS WORKED
SL - SICK LV	SICK LEAVE
SP - SUN PAY	SUNDAY PAY
SU - SUSPN	SUSPENSION
TO - TIME OFF	TIME OFF
99 - DELETE	DELETE

FAMILY FRIENDLY LEAVE CODES

AO - ADMIN LV	ADMIN LEAVE-BONE MARROW/ORGAN DONOR
FF - FAMILY CARE	SICK LEAVE-FAMILY CARE/BEREAVEMENT
SA - ADOPTION	SICK LEAVE-ADOPTION

FAMILY & MEDICAL LEAVE CODES

FA - ANNUAL LV	ANNUAL LEAVE
FS - SICK LV	SICK LEAVE
FW - LWOP	LEAVE WITHOUT PAY

THE WHITE HOUSE
WASHINGTON

March 18, 1997

MEMORANDUM TO WHITE HOUSE STAFF

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

SUBJECT: RADIO ADDRESS POLICY

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

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

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

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

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

THE WHITE HOUSE

WASHINGTON

January 31, 1994

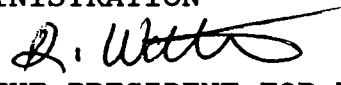
MEMORANDUM FOR KELLI R. MCCLURE
WHITE HOUSE PERSONNEL LIAISON
WHITE HOUSE OFFICE

GARY WALTERS
CHIEF USHER
EXECUTIVE RESIDENCE AT THE WHITE HOUSE

TODD J. CAMPBELL
COUNSEL AND DIRECTOR OF ADMINISTRATION
OFFICE OF THE VICE PRESIDENT

ANDREA S. RUTLEDGE
SPECIAL ASSISTANT
OFFICE OF POLICY DEVELOPMENT

MARY COUTTS BECK
DIRECTOR
PERSONNEL MANAGEMENT DIVISION
OFFICE OF ADMINISTRATION

FROM: DAVID WATKINS 
ASSISTANT TO THE PRESIDENT FOR MANAGEMENT AND
ADMINISTRATION

SUBJECT: Leave Policy

The following leave policy covers senior staff, all employees of The White House Office, The Executive Residence at the White House, The Office of the Vice President, The Office of Policy Development and the ten employees of the Office of Administration who are hired without regard to such other provisions of law as the President may specify which regulate the employment and compensation of persons in the government service. **This policy supersedes all previous policy memoranda on leave.**

The employees covered fall into two categories; employees who do not accrue annual or sick leave and employees who accrue both annual and sick leave each pay period. Employees on the Executive Office of the President (EOP) staff who do not earn leave are Commissioned Officers and those individuals with the titles of Assistant to the President, Deputy Assistant, Special Assistant, Counselor, Associate Counsel, and Senior Advisor to the President. Individuals with those titles and select other senior officials do not earn and accrue leave each pay period like the rest of the EOP staff.

Various categories of paid and unpaid leave are available each year for use by all employees.

POLICY

It is the policy of this administration to strive to strike a proper balance between the very demanding needs of this organization and the personal and family needs of the staff. We will administer the leave policy equitably and reasonably and recognize that both individual needs and organizational needs will vary. It is our intent to be both compassionate and flexible in the establishment and execution of this leave policy. The leave categories listed below are not intended to be all inclusive.

REQUESTING LEAVE

The Standard Form 71, Application for Leave is used by leave earning employees to request and document approval of leave. Employees who do not earn leave and who wish to request paid and unpaid family and medical leave under the provisions outlined below must request such leave by memorandum to their superior and send a copy of the request to the White House Personnel Liaison in the Office of Management and Administration.

All staff have a responsibility to ask for leave as far in advance as possible, particularly if the absence is to be prolonged. This will provide time to make the necessary adjustments to cope with absences and provide any accommodations that may be required for electronic access to the work site and work issues.

PAID VACATION

Leave earning staff accrue annual leave each pay period. The amount of leave accrued depends on how long an employee has worked for the federal government. Full time employees accrue leave as listed below. Part time employees accrue leave on a prorated basis.

Employees who have worked less than 3 years accrue 4 hours of leave per pay period.

Employees who have worked from 3 to 14 years accrue 6 hours of leave per pay period.

Employees who have worked 15 years or more accrue 8 hours of leave per pay period.

A leave earning employee may accumulate and carry over from year to year a maximum of 240 hours of annual leave. Leave in excess

of 240 hours is forfeited unless exceptional circumstances can be documented.

Employees who do not earn leave are authorized three weeks of paid vacation each year and may not accumulate and carry over from year to year any unused vacation.

PAID AND UNPAID FAMILY AND MEDICAL LEAVE

All full time leave earning employees earn sick leave at the rate of 4 hours per pay period. Accumulated sick leave is reccredited to separating employees who are reemployed with the federal government within 3 years after separation.

Leave earning employees may borrow up to four weeks of annual or sick leave, as appropriate, (after exhausting all earned annual leave and sick leave) for the birth or care of a child after birth; to care for the adoption or foster care of a child; to care for a spouse, child, or parent who has a serious health condition; or for a serious health condition that makes them unable to perform their job. An additional two weeks of paid sick leave may be borrowed to accommodate any physical incapacitation and recuperation if appropriate medical certification is provided. The total amount of paid leave, either earned or borrowed, may not exceed nine weeks unless the employee has more than nine weeks of earned leave. Borrowed leave will be repaid by earned leave as it is accrued, as long as the employee remains on staff.

Employees who do not earn leave are authorized four weeks of paid leave for the birth or care of a child after birth; to care for the adoption or foster care of a child; to care for a spouse, child, or parent who has a serious health condition; or for a serious health condition that makes them unable to perform their job. An additional two weeks of paid leave may be available to accommodate any physical incapacitation and recuperation if appropriate medical certification is provided. Employees who do not earn leave and have not used their three weeks of paid vacation leave shall use it subsequent to the first four or six weeks, whichever is applicable, prior to requesting leave without pay.

Further, under the terms of the Family and Medical Leave Act of 1993, all employees who have been on staff for at least one year and who have worked at least 1,250 hours during the previous twelve months are entitled to up to twelve weeks of unpaid leave for certain family and medical reasons. Leave will be granted for the specific circumstances outlined above. All paid leave will be counted as part of a total of up to twelve weeks of paid and unpaid Family and Medical Leave.

For example:

If an employee who does not earn leave has taken the four weeks of paid leave and has been approved for the additional two weeks, based on medical certification, these six weeks will be one-half of the total 12 weeks of family and medical leave eligibility. If the employee who does not earn leave has also used their 3 weeks of paid vacation, the remaining six weeks of leave would be without pay. If the employee who does not earn leave has not already used their 3 weeks of paid vacation, this must be used before leave without pay would be granted and would count as part of the total of 12 weeks of paid and unpaid leave.

If a leave earning employee has earned leave of seven weeks and does not borrow any additional paid leave, the amount of family and medical leave without pay available would be five weeks for a total of 12 weeks. For a leave earning employee who had earned six weeks of leave and borrowed three weeks for the maximum of nine weeks of paid leave, the amount of family and medical leave without pay available would be three weeks for a total of 12 weeks. Any earned or borrowed paid leave granted for a family or medical leave emergency would count toward the total of paid and unpaid leave available to the employee.

OTHER LEAVE

Employees who do not meet the eligibility criteria for leave under the Family and Medical Leave Act of 1993 may have equally legitimate and compelling needs justifying leave. Leave may be granted on the basis of a request from the employee and an evaluation by management of the justification submitted.

3 wks paid leave
4 wks - paid for birth
2 wks recuperation
(1 Doctor's cert) (1)
9 wks paid leave
Can take 4-12 wks

JENNIFER KLEIN MATERNITY LEAVE STATUS

? 3 WKS -- PAID VACATION LEAVE*

4 WKS -- PAID LEAVE FOR BIRTH OF A CHILD

2 WKS -- ADDITIONAL PAID LEAVE MAY BE AVAILABLE TO ACCOMMODATE RECUPERATION
IF APPROPRIATE MEDICAL CERTIFICATION IS PROVIDED

9 WKS OF PAID LEAVE

THE FAMILY AND MEDICAL LEAVE ACT GRANTS YOU UP TO 12 WEEKS OF LEAVE (this includes paid and unpaid leave). SINCE YOU CAN GET 9 WEEKS OF PAID LEAVE, YOU HAVE THE OPTION TO TAKE AN ADDITIONAL 3 WEEKS OF UNPAID LEAVE FOR A TOTAL OF 12 WEEKS OF LEAVE

9 WKS PAID LEAVE

3 WEEKS OF LEAVE WITHOUT PAY (LWOP)

12 TOTAL WEEKS OF LEAVE

*This assumes you have not taken any leave yet this year, if you have then the number of weeks of paid and unpaid leave would change based on your leave balance.

THE WHITE HOUSE

WASHINGTON

March 16, 1993

MEMORANDUM FOR ALL STAFF

FROM: JANET V. GREEN
SPECIAL ASSISTANT TO THE PRESIDENT AND
DIRECTOR OF WHITE HOUSE OPERATIONS



SUBJECT: West Wing Tours

Because of the popularity of the West Wing Tours, it has become necessary to change our policy. Effective immediately, tours will be allowed at the following times only:

Monday through Friday	8:00 p.m. to 10:00 p.m.
Saturday	after 1:00 p.m.
Sunday	all day

You are asked to conduct your own tour in a quiet and orderly fashion. Please remember that the West Wing not only houses the Office of the President but also other individuals who may be working during these hours. If the President, First Lady, or Vice President are in the area, security officers may ask that you reschedule your tour. Additionally, security officers have been instructed to stop individuals conducting tours during hours other than those listed above.

There should be no more than six persons per group. All tours should begin at the West Wing, Ground Floor, entrance and proceed by using the staircase near the Press Office.

The taking of photographs is strictly prohibited and appropriate attire is expected. Please remind your guests that they may view the Oval Office and Cabinet Room from the door only.

If tours are to continue, we will need everyone's cooperation.

Thank you.

THE WHITE HOUSE
WASHINGTON
August 3, 1993

file / adm.

MEMORANDUM FOR ALL BLUE PASS HOLDERS AND
USSS -- UNIFORMED DIVISION

FROM:

PATSY THOMASSON
SPECIAL ASSISTANT *Patsy Thomasson* TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION AND
DIRECTOR OF THE OFFICE OF ADMINISTRATION

SUBJECT: Tours of the West Wing

Let us ask that West Wing tours not be done this evening due to the President's Speech from the Oval Office. The normal schedule will resume on Wednesday, August 4, 1993.

The normal schedule is as follows:

- o Monday through Friday -- from 8:00 p.m. to 10:00 p.m.
- o Saturday -- from 1:00 p.m. to 10:00 p.m.
- o Sunday -- from 8:00 a.m. to 10:00 p.m.

- o Please conduct your tours in a quiet and orderly manner.
- o When the President, First Lady or Vice President are in the West Wing, the Secret Service Officers will ask you to reschedule your tour.
- o The Secret Service Officers have been asked to specifically limit tours except for the times outlined above.
- o Remember the West Wing houses not only the Office of the President but the Senior Staff, as well.
- o Tours should consist of no more than six people.
- o All should begin at the West Wing Ground Floor Entrance and proceed using the staircase near the Press Office.
- o The taking of photographs is strictly prohibited.
- o Appropriate attire is expected.
- o Please remind your guests that they may view the Oval Office and Cabinet Room from the door only.

We appreciate everyone's cooperation.

Thank you.

Admin —
military
Tour

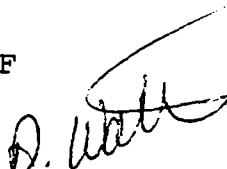
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THE WHITE HOUSE

WASHINGTON

May 7, 1993

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM: MR. DAVID WAKTKINS 
ASSISTANT TO THE PRESIDENT FOR MANAGEMENT
AND ADMINISTRATION

SUBJECT: Military Orientation Tours for White House Staff

Many staff members have expressed a desire to visit military installations or Navy ships in order to gain a better understanding of our military personnel and their capabilities. The military office has put together a list of activities that are available to the staff to visit. These visits will be operationally oriented and will include cruises on Navy and Coast Guard ships as well as demonstrations by Army, Air Force, and Marine Corps units.

I highly encourage all who can, to take advantage of this opportunity. Due to space constraints the visits will initially be limited to 10-20 people each with priority given to Special Assistants and above.

The Military Aides will serve as the point of contact for the visits. If you desire to participate in any of the activities listed below, contact the Military Aides and they will arrange the visit for you. They can be reached at extension 1747.

The tours/cruises generally are about eight hours long. Although it varies on a case by case basis, the staff usually will be required to provide their own transportation, and if necessary sleeping arrangements.

The list of activities will be updated periodically. Anyone having questions or desiring more information please contact the Military Aides office.

The following Navy events are available:

<u>Date</u>	<u>Activity</u>	<u>Location</u>
14,24,28 May	USS Keywest(Nuc Attack Sub)	Cocoa Bch, FL*
4,5,6 June	USS John F. Kennedy(Carrier)	Norfolk, VA*
17,18,19 June	USS G. Washington(Carrier)	Norfolk, VA*
22,23,24 June	USS Cape St George(Aegis Crus)	Norfolk, VA
22,23,24 June	Nuc Attack Sub	Cocoa Bch, FL*

The following Coast Guard events are available:

<u>Dates</u>	<u>Activity</u>	<u>Location</u>
19,21,26,27 May 2,3,9,11 16,17 June 6,7,21,22 28 July	Tour of Coast Guard Reserve Training Center	Yorktown, VA
25,26,27 May 9,10,16,17, 23,24 June 7,8,14,15,21, 22 July	Tour of Coast Guard Support Center	Portsmouth, VA
25,26,27 May 9,10,16,17,23, 24 June 7,8,14,15,21, 22 July	Tour of Coast Guard Atlantic Area	Governor's Island, NY*

The following Marine Corps events are available:

<u>Dates</u>	<u>Activity</u>	<u>Location</u>
14 May 23 July	Marine Corps Capabilities Exercise	Camp Lejeune NC*

The following Air Force events are available:

<u>Dates</u>	<u>Activity</u>	<u>Location</u>
14,15 May Available at anytime	Andrews AFB Open House Refueling Mission	Andrews AFB Andrews AFB

*These visits would require a one night RON

admin

Paging

THE WHITE HOUSE

WASHINGTON

July 27, 1993

MEMORANDUM FOR ALL EOP PERSONNEL

FROM: David Watkins 
Assistant to the President
for Management and Administration

RE: Paging Guidelines

Our office was recently asked by senior staff to evaluate the paging process and implement guidelines.

In our review of the paging process, it was brought to our attention that the White House Operators are being inundated with paging requests. Because the switchboard accepts incoming calls to the White House, the paging requests have created a response time-problem for the operators. The White House Operator has a long-time reputation of providing quality service to the incoming caller. We would like for this outstanding reputation to be ongoing.

Therefore, the following guidelines have been created to best facilitate efficient and successful paging for the White House staff:

1) Only Assistants, Deputy Assistants and the people listed at the end of this memo can page or be paged through the White House Operators.

2) All other staff personnel are requested to page through two other available paging services: OASIS and the Direct Dial Paging System (395-6661).

Paging through the OASIS System is accessed through the ALL-IN-1 program on the main menu. On the sub-menu, select Desk Management (DM) and then Pager Request (PR). Once you fill in the last name and TAB, the pager number will appear and the message field will allow two lines of message input.

To use the Direct Dial System, you will need to know the pager number of the person you are paging. We suggest that within your office, you keep a list of the pager numbers for the people you page on a regular basis. The process is simple and

fast. After you place the call to 395-6661, you will input the pager number you want to page and then the phone number the paged person should call.

The White House Operators have been supplied with a current list of numbers for the Cabinet Members, political consultants and bureau chiefs. It will be the responsibility of each Admin Contact to provide our office with any phone number changes for White House staff. We will forward the changes to the White House Operators for processing.

If you experience any problems with these paging guidelines, please contact Alice Honea in my office. The below listing is not all inclusive, and can be edited, if needed. However, for paging to become more manageable, we need to limit the size of the list.

We appreciate your cooperation with these new guidelines.

Only Assistants, Deputy Assistants and the below-listed people can page or be paged through the White House Operators:

Mildred Alston	William Itoh
Keith Boykin	Tim Keating
Paul Carey	David Kusnet
Barbara Chow	Alphonse Maldon
Kelly Craighead	Mark Middleton
Betty Currie	John Quinn
Lillian Fernandez	Marla Romash
Andrew Friendly	Nancy Soderberg
Leon Fuerth	Patricia Solis
Toby Gati	Anne Stock
Karen Hancox	George Tenet
Skila Harris	Patsy Thomasson
Alice Honea	Tracey Thornton
Carolyn Huber	Anne Walker
Martin Indyk	Jenonne Walker

THE WHITE HOUSE

WASHINGTON

March 22, 1993

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: DAVID WATKINS *D. Watkins*
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: Switchboard Operators

The White House Switchboard has been inundated with requests from staff trying to page other staff members for personal reasons. The switchboard operators should be used to page other staff for official business reasons only.

Staff wishing to page individuals for personal reasons should dial extension 6661 (when inside the complex) or 395-6661 (when outside the complex). Using this system, staff can leave a numerical message using the four-digit code assigned to each pager.

Additionally, we would like to again request that staff use the telephone directories to place calls within the complex, rather than calling through the switchboard operators. Using the operators to connect calls ties up a line for the entire length of the call and further inhibits the public's ability to get through to the main White House number.

Your continued cooperation is greatly appreciated.

THE WHITE HOUSE

WASHINGTON

February 8, 1993

MEMORANDUM TO JOE PLAZA, WACA OPERATIONS

FROM: MARGARET WILLIAMS
CHIEF OF STAFF TO THE FIRST LADY

SUBJECT: AUTHORIZATION FOR USE OF 800 NUMBER

The following individuals on the staff of The First Lady are authorized to use the White House 800 number when they are on official travel:

Lisa Caputo
Kelly Craighead
Karen Finney
Neel Lattimore
Melanne Verveer
Margaret Williams.

Admin
Travel

THE WHITE HOUSE

WASHINGTON

July 30, 1993

MEMORANDUM FOR MEMBERS OF THE CABINET
SENIOR WHITE HOUSE STAFF
EOP AGENCY HEADS

FROM: DAVID WATKINS 
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: White House Mission Requests

Commercial airline accommodations will normally be utilized as the most economical means to conduct official White House travel. In exceptional cases, military aircraft may be used for White House support missions operating on a non-reimbursable basis. Situations in which commercial accommodations are not available, or those in which commercial travel is inappropriate for the missions involved, fall into this category.

The use of Department of Defense (DoD) aircraft on a non-reimbursable basis is limited to the following types of missions:

1. Department of Defense support
2. White House Support
 - Direct support of the President, Vice President and First Family.
 - Immediate White House activities.
 - Presidentially directed missions - missions which, due to special interest on the part of the President are performed at his specific direction.
- * 3. Missions in support of:
 - Secretary of State
 - Secretary of Defense
 - Attorney General
 - Director of the Federal Bureau of Investigation
 - Director of Central Intelligence
- * Notes:
 1. References: Executive Memorandum, "Restricted Use of Government Aircraft," February 10, 1993;
"Memorandum for General Counsels of the Central Intelligence Agency, Department of Defense, Department of Justice and Department of State," July 30, 1993.
 2. Official travel is on a non-reimbursable basis.
 3. Unofficial travel is permitted if a threat exists or 24-hour communications is required, provided that travellers reimburse at "full coach fare plus one dollar."
 4. Agency assets must be unavailable to meet the traveller's needs.

For all other Cabinet and government officials, 31 U.S.C. 686, authorizes DoD to provide transportation to another government agency (e.g., Cabinet Members, their staffs, etc.), provided the following conditions are met:

1. It is in the national interest to do so.
2. There is full reimbursement to DoD.
3. Resources are available to provide support without detracting from the national defense.
4. Transportation cannot be provided as conveniently or cost effectively by a commercial enterprise.

The Assistant to the President for Management and Administration will evaluate all travel requests. Those requests meeting the required criteria will be granted White House non-reimbursable mission status. All other requests will be referred to the office of the Executive Secretariat of the Secretary of Defense for reimbursable support in accordance with appropriate statutes, codes and policies.

The Assistant to the President for Management and Administration will notify the Director of the White House Military Office (WHMO) of mission approval; the Director will then direct DoD to carry out the mission. DoD will schedule and operate White House missions only when directed to do so by the WHMO, Airlift Operations Office.

The Airlift Operations Office is the White House point of contact for all aircraft planning information, passenger manifests, inflight service and airfare reimbursements. They can be reached at (202) 395-2006 or by FAX at (202) 638-1578.

The attached procedures will assure that appropriate approvals are obtained within the senior staff structure and that DoD resources are efficiently utilized.

Attachment

WHITE HOUSE, NON-REIMBURSABLE MISSION

REQUEST PROCEDURES

I. REQUESTS FROM WHITE HOUSE STAFF, CABINET OFFICERS, SENIOR ADMINISTRATION OFFICERS, CONGRESSIONAL REQUESTS

Requests shall be forwarded, in writing to the Assistant for Management and Administration. After coordinating with the appropriate senior White House staff and White House Counsel, the Assistant for Management and Administration will notify the requesting agency with a decision of whether DoD resources may be utilized and if reimbursement is required.

II. DEPARTMENT OF STATE REQUESTS (Including Delegations and Foreign Dignitaries)

The Secretary of State is authorized to use government aircraft on a White House non-reimbursable basis for official travel. Unofficial/nongovernmental travel will be reimbursed at full coach fare plus one dollar. All other Department of State mission requests should be directed to the office of the Executive Secretariat at DoD, without White House involvement; the State Department shall reimburse DoD at the established rates. State Department aircraft requests which are considered to be Presidential Missions will be forwarded in writing to the Assistant to the President for National Security Affairs. The National Security Advisor will forward requests with his recommendation to the Assistant for Management and Administration for approval. WHMO and NSC will be notified of the decision.

III. GENERAL INFORMATION

All requests should be submitted as early as possible and contain the following information:

- Purpose of the trip
- Travel dates
- Type of aircraft requested
- Number of passengers (proposed manifest)
- Proposed flight itinerary
- Name of primary passenger
- (Copy) forwarded to the Airlift Operations Office

A copy of the request also should be forwarded to the Airlift Operations Office to ensure aircraft availability and permit ample time for mission planning.

IV. REIMBURSEMENT RATES AND PROCEDURES

Travel on government aircraft that is not considered a White House non-reimbursable mission, will be reimbursed at the "Government Non-DoD" rate as follows:

<u>AIRCRAFT TYPE</u>	<u>#PASSENGERS</u>	<u>RATE / HOUR</u>
C-137 (Boeing 707)	50 - 63	\$ 11,835
C-9 (DC-9)	42	8,796
C-20 (Gulfstream III)	12	3,852

NOTE: Agencies are charged a minimum of two hours per day for extended overnight trips.

NOTE: Inflight meal and beverage service is not included in the price of the aircraft. These charges are considered individual expenses and must be paid by each passenger. Passengers will be billed following each trip whether or not meals were consumed.

THE WHITE HOUSE

WASHINGTON

July 30, 1993

MEMORANDUM FOR THE CENTRAL INTELLIGENCE AGENCY, DEPARTMENT OF
DEFENSE, DEPARTMENT OF JUSTICE AND THE
DEPARTMENT OF STATE

FROM: BERNARD NUSSBAUM 
COUNSEL TO THE PRESIDENT

SUBJECT: Use of Government Aircraft for Official Business

Circular A-126 provides for travel by an agency head on government aircraft where the President has determined that all travel by that agency head qualifies as required use travel. 57 Fed. Reg. 22151, 11(b)(1) (May 26, 1992). Consistent with this provision and long-standing White House policy, the Secretaries of State and Defense, the Attorney General, the Director of the Central Intelligence Agency ("CIA"), and the Director of the Federal Bureau of Intelligence ("FBI") have had authority to use government aircraft for official and unofficial travel.

The responsibilities of these officials are such that they require instantaneous secure communications capability with the White House, their Departments, and other agencies. In addition, in an emergency, they must be able to return to Washington, or to proceed to other destinations, on an expedited basis. Moreover, these officials also have a heightened need for security because of their official duties and their public visibility which substantially increases the likelihood of threats to their personal safety. Accordingly, government aircraft has been made available for both official and unofficial travel. The Clinton Administration will continue this policy.

For government business, travel by the Secretaries of State and Defense, the Director of the CIA, and the Director of the FBI constitutes required use travel. For nongovernmental business, travel on government aircraft must be on a reimbursable basis at full coach fare and with the President's (or his representative's) authorization "on the grounds that a threat exists which could endanger lives or when continuous 24-hour secure communicating is required." See Memorandum on Restriction of Government Aircraft, February 10, 1993.

This memorandum is to be read consistent with existing guidelines, memoranda and regulations prescribing the use of government aircraft.

ADMIN

Pres. Messages

*Diane
Please
make
sure
Mellie
Carolyn and you
Pam and you
have a copy
of this* ✓ completed
am

THE WHITE HOUSE
WASHINGTON

April 26, 1993

MEMORANDUM FOR ALL SENIOR STAFF

(Please distribute to all appropriate staff members in your respective offices.)

FROM:

MARSHA SCOTT *MS*

DEPUTY ASSISTANT TO THE PRESIDENT AND DIRECTOR OF
CORRESPONDENCE AND PRESIDENTIAL MESSAGES

SUBJECT:

GUIDELINES FOR PRESIDENTIAL MESSAGES

Because the President has reached out to the American people, they are writing to the White House at unprecedented levels. That has affected all areas of Presidential Correspondence, including requests for Presidential messages. (Presidential messages are prepared to be read or presented at meetings or other events or to commemorate a special occasion affecting a large number of people.) We must carefully follow guidelines regarding the types of events we will prepare messages for, and the texts of messages, because of the extensive public exposure, including media coverage, of messages. The following guidelines are intended to establish a framework so that Presidential Messages can respond promptly and well to message requests.

I. Requirements for Requests for Presidential Messages

In order for us to be able to respond in a timely fashion to the many requests we receive and to prepare high quality messages, we would appreciate receiving requests for messages at least three weeks prior to the date the message is needed. (Requests for messages from the public (i.e., non-White House staff) must be received at least three weeks prior to the date the message is needed.) The request must be in writing and provide the complete name and address of the individual or group making the request. It also should provide a description of the event and the group. Whenever possible, the request also should include a draft message.

Where it is impossible to make the request at least two weeks in advance, however, (e.g., where the President has cancelled a scheduled appearance at the last minute) we must receive the request for a message at least four days prior to the date the message is needed. In these cases, the request should

include all pertinent information and research necessary for the message and must include a draft message.

All of this information is critical because requests made with little lead time require that a staff member "walk through" the message. That means that the staff member must personally take the message to each editor at the different stages of our editing and production process. This, of course, is extremely time-consuming and a large drain on our limited resources.

We will honor requests which we receive with less than four days notice only in exceptional circumstances. In those cases, in addition to the necessary information and a draft message, the request should include a note with a reasonable explanation why the request is late. In addition, we may require your office to provide an individual to perform our editing "walk through." Typically, that will require one to two hours of your staff member's time.

II. Types of Presidential Messages That Our Office Prepares

o Messages for the Annual Meetings or Conventions of National Organizations or for Annual Events

We prepare messages to be read at the annual meetings or conventions of national organizations. Normally, the organization sponsoring the meeting or convention must be a nonprofit entity. Examples include educational, health, and scientific groups, trade organizations, ethnic groups, fraternal organizations (e.g., Daughters of the American Revolution, the Elks), nonprofit service groups, and trade associations.

Annual events for which we prepare messages include ethnic celebrations, military reunions, amateur sports championships, and international events held in the United States.

o Messages for Milestone Events

We prepare messages for anniversaries in 10-year increments (e.g., 10th anniversary, 20th anniversary, 30th anniversary). Examples of organizations and events which would receive such messages include:

- o** arts and cultural groups
- o** business and professional groups (e.g., bar associations and medical associations)
- o** civic groups (e.g., The Red Cross, Chambers of Commerce)
- o** historic events
- o** hospitals and health facilities
- o** magazines and major newspapers
- o** religious orders and denominations
- o** schools and colleges

- o service organizations (e.g., Jaycees, Kiwanis)
- o states, counties, and major cities
- o trade associations

Also included as milestone events which receive messages are the dedications of important buildings and international meetings held in the United States.

- o Messages for Awards and Testimonials

We prepare messages for tributes to civic and political leaders, as well as renowned personalities in the arts, entertainment, and sports. We also prepare messages or letters of congratulation for individuals who are being honored for volunteer activities or for significant contributions to their communities, to the arts, to education or to other worthy endeavors.

- o Messages for Commemorative Observances and National and Religious Holidays

We prepare messages for national days, weeks, and months (e.g., National Professional Secretaries Day and Week, African American History Month), national holidays (e.g., Presidents' Day, Martin Luther King, Jr. Day), and religious and ethnic holidays (e.g., the Jewish High Holy Days, Easter, Christmas, Chinese New Year).

III. Types of Presidential Messages That This Office Will Not Prepare

- o No Messages for Purely Political Events

We are not allowed to prepare Presidential messages for events which are solely political. For example, we cannot prepare messages for local Democratic club dinners. (If it is important that such an event receive a message, you may want to contact the Democratic National Committee for one.)

- o No Messages for Events Where the Primary Purpose is Fundraising

As a general rule, we do not prepare Presidential messages for fundraisers. There are, however, two exceptions. The first is where the President has a personal interest in the charity for which the message is requested (e.g., the Children's Defense Fund). The second is where senior White House staff (deputy assistant to the President and above) authorizes the breach of this rule and this is approved by the Director of Correspondence.

- o No Messages for Semi-Annual, Quarterly or Monthly Meetings

Where a message request is for a message to be read at an organization's meeting or convention, we prepare messages only for the group's **annual** meeting or convention.

- o No Messages for Subgroups of National Organizations

As a general matter, we prepare messages only for the **annual** events of **national** organizations. For instance, that would include the yearly meeting of the American Bar Association but not the annual meeting of the Litigation Section of the ABA. Similarly, we would prepare a message for the annual meeting of the Girl Scouts of America but not meetings of local Girl Scout troops.

There are, however, two qualifications to this rule. First, it only applies where there is a national umbrella. That is, where the largest manifestation of a group is at the regional or state level, we will prepare a message for the regional or state group. Second, we will prepare a message for a local group where the nature of the group's work is local service. For instance, we do prepare messages for local Kiwanis and Jaycees groups.

- o No Messages for For-Profit Organizations or Commercial Ventures
- o No Messages to Honor Sitting Judges
- o No Messages for Beauty Contests or Pageants
- o No Messages for Events Held Outside the United States

I hope these guidelines will help you to decide when it is appropriate to request a Presidential message. However, please note that, even if your message request appears to meet these guidelines, we may not generate the message if our research shows that it should not be prepared for political, legal or other reasons. If you have questions, please do not hesitate to call our Presidential Messages department on extension 2276.

Office of Presidential Correspondence

The Office of Presidential Correspondence receives and processes all correspondence addressed to the President, First Lady, Chelsea, Socks and the Chief of Staff. The office is also responsible for the White House Volunteers, Presidential Greetings, Agency Liaison, Presidential Gifts, Public Comments, Presidential Typing and Printing, Student Correspondence, Presidential Letters and Messages and Presidential Proclamations. Inquires concerning Presidential Correspondence should be directed to the Office of the Director (Room 94 OEOb x7610).

Agency Liaison

The Agency Liaison Office (Room 91 OEOb x7486) assists the public who have written the President or First Lady with problems. These cases are followed through established contacts with various Federal agencies and private sector organizations until a resolution is reached.

Presidential Greetings

The Presidential Greetings Office (Room 39 OEOb, x2852) is responsible for filling requests for cards from the President acknowledging special occasions and personal events of significance. Guidelines are as follows:

Anniversary

1-49	nothing
50	special card
51-69	card
70-	special letter

Baby	card addressed to parents
------	---------------------------

Birthday

13,21,50	special card
under 80	nothing
80-99	card
100	special card
101	special letter

Condolence card or letter depending on appropriateness
Military requests should come from the
Military Office of the White House

Graduation

High School (individual)	card
High School (class)	letter
College (individual)	card
College (class)	letter

Retirement

All FBI	letter
All Clergy	letter
All Educators	letter
Fire Fighters	letter
Police	letter
Military*	
under 20 years	no response
20-29 years	certificate
30 -	letter
20+yrs WH service	letter

* Military requests must be cleared with the White House Military Office before a response is issued.

Public Comments Office

The Public Comments Office (Room 39 OEOb x2852) takes calls from the general public who wish to convey their opinions and ideas to the President. The Comments Line is available Mon - Fri from 9:00 am until 5:00 pm.

White House Volunteers

The White House Volunteer Office (Room 77 OEOb x2724) is responsible for over-all management of all activities performed by volunteers in the White House complex. They recruit, secure passes and security clearances, assign to offices and develop incentive programs for the entire White House complex.

Presidential Typing and Printing Unit

The Presidential Typing and Printing Office (Room 60 OEOb x2304) prepares all documents generated by the Correspondence Unit for the President's signature. Large form letter mailings are also processed in this office.

Presidential Letters and Messages

Presidential Letters and Messages Office (Room 96 OEOb x2276) drafts all form responses and individual letters signed by the

President. All requests for presidential messages are reviewed and drafted when appropriate in this office. Any request for a special letter or message must be received at least two weeks prior to the event date. All requests must be in writing and will be provided for milestone occasions only. These include anniversaries of churches, cities, civic groups, etc. in 25 year increments. All requests for messages must be accompanied by support material and background data on the persons or group requesting the message.

Student Correspondence

The Student Correspondence Office (Room 435 OEOP x7734) responds to all letters and requests from children ages kindergarten through high school.

White House Gifts

White House Gifts Unit (Room 457 OEOP x7133) receives and processes all gifts for the President, First Lady, his family and members of the White House staff. All gifts intended for the President must be seen, appraised and designated in this office.

THE WHITE HOUSE

WASHINGTON

October 1, 1997

MEMORANDUM FOR ROBERTA GREENE

DEPUTY ASSISTANT TO THE PRESIDENT AND
DEPUTY CHIEF OF STAFF TO THE FIRST LADY

FROM: COLONEL TIMOTHY O. MILBRATH, U.S. AIR FORCE
CHIEF OF STAFF, WHITE HOUSE MILITARY OFFICE

SUBJECT: Addition to Priority Transportation List

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

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

Attachment

WHITE HOUSE TRANSPORTATION AGENCY CAR RULES

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

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

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

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

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

Use of the transportation service is by category:

PRIORITY LIST

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

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

GENERAL LIST

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

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

AGREEMENT FOR TEMPORARY USE OF
UNITED STATES OR PRESIDENTIAL PROPERTY

✓ Name of borrowing organization:

✓ Name and title of borrower:

✓ Address:

Custodian(s) (if more than one, specify dates and location for which responsible):

Phone number:

✓ FAX number:

Description of property (type/title, artist/make, medium, size, condition):

Record identification number:

✓ Purpose(s) for which temporary use is sought (include title of any exhibition):

Date of acquisition:

Dates of loan (inclusive periods):

Dates of exhibition (inclusive periods):

Current location of property:

Location(s) of requested use (address and phone number):
(if more than one, specify dates)

Insurance value:

Name of insurer:

Date of policy:

Name of shipper:

Phone number:

Arrangements and instructions:

Special requirements, if any:

The borrower acknowledges that he or she has read and accepts the conditions and special conditions of this loan agreement as specified below:

Signed: _____
(principal custodian of borrower)
Title: _____
Date: _____

Conditions governing loan

1. **Preservation.** It is understood that property loaned pursuant to this agreement shall remain in the condition in which it is received. It shall not be altered, cleaned or repaired except with written permission of the National Archives. Should loss, damage, or deterioration be discovered, the National Archives should be notified immediately, followed by a written report and photographs, if requested. No conservation may be undertaken without express permission.

2. **Security.** Property shall at all times be given proper care to insure them against loss, damage or deterioration. Objects must be maintained in a fire-proof building under 24-hour security. The borrower must undertake to maintain constant and adequate protection of the property from: fire; exposure to extreme or deteriorating light; extreme or unusual temperatures and humidity; insects, vermin, and dirt; theft; and mishandling or handling by unauthorized or inexperienced persons or by the public. Property shall not be loaned or moved from the location specified on this form without express approval of the National Archives, in consultation with the Director of the White House Gift Office.

3. **Insurance.** Borrower is to insure this property under an all-risk, wall-to-wall policy during the period of this loan for the value stated on the front of this form. The borrower must furnish a certificate of insurance or a copy of the policy made out in favor of the National Archives and Records Administration, or, in the case of Presidential property, in favor of the President, before the property may be shipped to the borrower. Insurance may be waived for U.S. Government agencies, but such agencies shall be responsible for the cost of repair of any object damaged during the period of the loan.

4. **Shipping.** Shipping and handling arrangements for this property must be approved in advance by the Director of the White House Gift Office. Repacking must be done with either original

or similar materials and by the same methods as the objects were received. The borrower agrees to pay all costs for the packing, shipping, and handling of this property.

5. **Photography.** Unless otherwise noted in writing, photographing or filming of this property is prohibited, with the exceptions of photographs for official registrarial purposes and candid photographs for news media concerned directly with exhibition publicity. Photographic materials obtained from the National Archives and Records Administration or White House Gift Office are restricted to use in non-commercial publications and publicity directly associated with the exhibition. Examples or copies of all materials in which such photographs are reproduced shall be provided to the White House Gift Office without charge.

6. **Return.** Property must be returned in satisfactory condition by the state termination date unless, because of irreparable damage or loss, the Federal Government receives the insurance value thereof. Any extension of this loan must be approved in writing and be accompanied by an extension of insurance coverage. The National Archives retains the discretion to recall objects from loan at any time and will make every effort to give reasonable notice.

Special conditions

It is expressly understood by the borrower that the property loaned under this agreement is and remains throughout this agreement Presidential property/the property of the United States, intended for future disposition and use by the National Archives and Records Administration at the William Jefferson Clinton Presidential Library. It is further understood that, consistent with Executive Branch standards of conduct and in order to maintain the integrity of the Presidency, this property may not be used, directly or indirectly, for any commercial purpose. It is further understood that no reference may be made to the White House, the President or the Office of the President in connection with this property except the following statement, "This property is Presidential property/property of the United States, intended for future use and disposition by the National Archives and Records Administration at the William Jefferson Clinton Presidential Library." Any varying language or description must be approved in advance by the Director of the White House Gift Office.

Approved for the White House Gift Office by:

Signed: _____
Title: _____
Date: _____

Approved for the National Archives and Records Administration by:

Signed: _____
Title: _____
Date: _____

~~97~~

file

"gifts"

~~maggi's file~~

THE WHITE HOUSE

WASHINGTON

October 12, 1993

MEMORANDUM FOR THE PRESIDENT

FROM: TIMOTHY FLYNN ^{TF}
DIRECTOR, WHITE HOUSE GIFTS

THROUGH: MARSHA SCOTT ^{MS}
DEPUTY ASSISTANT TO THE PRESIDENT AND
DIRECTOR OF CORRESPONDENCE AND
PRESIDENTIAL MESSAGES

SUBJECT: Clarification of Gift Policies

My office has been asked by various staff members to clarify policies regarding: 1) gifts appropriate for "official use" 2) financial disclosure of gifts from "friends"; 3) valuation of honorary country club memberships; and 4) tax implications of receiving gifts. The following is a summary of Counsel's rulings on these issues.

Gifts Appropriate for "Official Use"

It is the judgment of Counsel that the White House should follow the Department of State's policy regarding the "official use" of personal gift items. State Department regulations provide that "personal gift items, such as wristwatches, jewelry, or wearing apparel should not be regarded as suitable for official use." See 22 C.F.R. § 3.1.

Therefore, Counsel has ruled that these personal gift items are inappropriate for official use. See Tab A.

Financial Disclosure of Gifts from Friends of the First Family

Pursuant to 5 C.F.R. §§ 2634.105 & 2634.301(c), individuals subject to the financial disclosure regulations must disclose all gifts (over the reporting minimum) from all people who are not relatives. Thus, gifts from friends of the First Family are subject to Financial Disclosure. See Tab B.

Valuation of Honorary Country Club Memberships

Honorary country club memberships are properly valued at the market value of a regular membership with the same benefits.

While these memberships allow you to play free of charge, Counsel's Office has ruled that the market value of the membership must be reported.

As a guest of a club member, but not as an honorary member, a gift of greens fees would not be subject to financial disclosure provided that the fees did not exceed to \$250. However, gifts of greens fees greater than \$100 from a single donor during the calendar year would aggregate and be subject to financial disclosure if the total value of the greens fees exceeded \$250. See Tab C.

Tax Implications of Receiving Gifts

Under the Internal Revenue Code, "property received as a gift...is not included in gross income." I.R.C. § 1.102-1 (1986). Therefore Counsel's Office has ruled that the First Family has no obligation to pay taxes for gifts. See Tab D.

cc: Maggie Williams ✓
Marsha Scott
Nancy Hernreich
Carolyn Huber
Cheryl Mills
Jim Dorskind
Capricia Marshall

Clinton Presidential Records Digital Records Marker

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

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

A

Divider Title: _____

THE WHITE HOUSE
WASHINGTON
September 30, 1993

MEMORANDUM FOR DANIEL BURKHARDT
SPECIAL ASSISTANT TO THE DIRECTOR OF PRESIDENTIAL
CORRESPONDENCE AND MESSAGES

FROM: CHERYL MILLS 
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Gifts Appropriate for "Official Use"

This memorandum responds to your request for guidance regarding the "official use" of gifts. In particular, you asked whether gifts of watches, jewelry, clothing, purses and the like can be used by the principals or staff for "official use", assuming that these gifts are not accepted as personal gift items. In such instances, the gift ultimately will be turned over to the Archives or the General Services Administration ("GSA").

Federal government regulations, with the exception of the State Department's regulations for its agency and certain foreign service agencies, do not place restrictions on the types of foreign and domestic gifts that can be used for official purposes. See 41 C.F.R. § 49.101 et. seq. Thus, each agency must decide whether to place any restrictions on the types of gifts that may be used for "official use".

The State Department explicitly regulates the use of foreign personal gift items for its employees, as well as for several other foreign service agencies. See 22 C.F.R. § 3.1. These regulations provide that "personal gift items, such as wrist-watches, jewelry, or wearing apparel, should not be regarded as suitable for "official use". Id. at § 3.9.

It is the Counsel to the President's judgement that the White House should follow a policy for all personal gift items of the principals and the staff that is consistent with the State Department's policy. Because personal gift items depreciate in value over time, they are inappropriate for official use. In addition, personal gift items present unique difficulties when seeking to distinguish them from personal property when they must be turned over to the Archives. Finally, in light of the controversy over Ms. Reagan's decision to use designer dresses in a similar fashion, it would be unwise to even potentially subject the principals to such criticism.

Please contact me if I can be of further assistance.

cc: Tim Flynn ✓
Capricia Marshall

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THE WHITE HOUSE

WASHINGTON

August 12, 1993

MEMORANDUM FOR TIM FLYNN

DIRECTOR, WHITE HOUSE GIFTS

FROM: CHERYL MILLS
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Gift Issues

This memorandum responds to your memorandum of August 11, 1993 regarding several gift questions. In particular, you asked whether the President has to disclose gifts from personal friends and whether memberships in golf clubs, including those that are honorary, are subject to the disclosure rules.

Pursuant to 5 C.F.R. §§ 2634.105 & 2634.301(c), filers must disclose all gifts from individuals who are not relatives; gifts from relatives need not be disclosed.¹ Thus, gifts from friends must be disclosed on the President's annual Financial Disclosure form.

Honorary memberships in clubs are valued at the market value of a regular membership with the same benefits. Thus, even though the cost of the gift to the President is zero, the market value of the gift (membership) must be reported.

As the guest of a club member, but not as an honorary member, the President could accept the gift of the greens fees provided such gifts from the same source do not exceed \$250; if they do, the President obviously must aggregate (beginning at \$100) and disclose these gifts.

Please let me know if I can be of further assistance.

¹ Relatives are defined as individuals related to the filer as father, mother, brother, sister, son, daughter, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, or who is the grandfather or grandmother of the spouse of the reporting individual.

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THE WHITE HOUSE

WASHINGTON

August 12, 1993

MEMORANDUM FOR TIM FLYNN
DIRECTOR, WHITE HOUSE GIFTS

FROM: CHERYL MILLS
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Gift Issues

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THE WHITE HOUSE
WASHINGTON
September 10, 1993

MEMORANDUM FOR DAN BURKHARDT
SPECIAL ASSISTANT TO THE DIRECTOR OF
CORRESPONDENCE AND PRESIDENTIAL MESSAGES

FROM: CHERYL MILLS 
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Tax Implications of Gifts to the Principals

This memorandum responds to your inquiry of September 10, 1993, regarding the tax implications of gifts to the President and the First Family. In particular, you inquired whether the First Family must pay taxes on the value of gifts sent to them by members of the public.

Under the Internal Revenue Code, "property received as a gift . . . is not includable in gross income." I.R.C. § 1.102-1 (1986). A gift is property that is transferred out of "detached and disinterested generosity, . . . out of affection, respect, admiration, charity or like impulses," not due to "the constraining force of any moral or legal duty," or "the incentive of anticipated benefit." Commissioner v. Duberstein, 363 U.S. 278, 285 (1960).

The First Family, like other recipients of gifts, does not have an obligation to pay taxes for gifts given for charitable or selfless motivations. Gifts that the First Family receives at the White House almost always, if not always, would fall into this category.

It is unclear to me from where the confusion on this issue arises. I suspect there may be confusion over the President's obligation to disclose, as a public official, all gifts he accepts whose value exceed \$250. The disclosure requirement, however, is unrelated to the tax code; rather, it is a provision of the ethics laws for persons holding public office.

Please contact me if you have further questions.

cc: Tim Flynn
Capricia Marshall
Marsha Scott