

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	Janet Green to All Staff re: White House Security Procedures (2 pages)	04/26/1993	b(7)(E)
002. memo	Janet Green to All Staff re: Parking Policy (3 pages)	02/01/1993	b(7)(E)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Shirley Sagawa
OA/Box Number: 24338

FOLDER TITLE:

White House Information

2013-0124-S

rc1196

RESTRICTION CODES

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

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

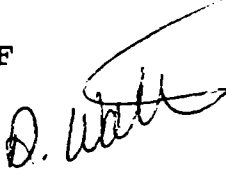
- b(1) National security classified information [(b)(1) of the FOIA]
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- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
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- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE

WASHINGTON

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

THE WHITE HOUSE

WASHINGTON

April 27, 1993

MEMORANDUM FOR THE FIRST LADY'S STAFF

FROM: DIANE G. LIMO *Diane*
SUBJECT: Helpful Information

Attached you will find the following information which may be helpful to you:

- Listing of Federal Department and Agency Phone Numbers and Addresses
- Protocol Listing of U.S. Government Officials
- Information on the White House Medical Unit
The White House Medical Unit is located in Room 107, OEOP and is available to provide limited services to personnel in the White House complex. The hours of operation are 9:00am-11:30am and 1:00pm-4:00pm.
- Gift Catalog from G.M.L. Design
This catalog may be used to order White House paraphernalia and gifts. Delivery of gifts can be arranged for pick-up on Tuesdays and Fridays at the 17th & G Street entrance of the OEOP. For more information contact John or Michelle at (703) 536-3635.
- Price list for White House gifts from the U.S. Secret Service Uniformed Division Benefit Fund
U.S. Secret Service has a small gift shop in the basement of the OEOP (Room 060A) where White House paraphernalia and gifts can be purchased. The store hours are 7:00am-2:30pm. For additional information, please call x4199.

-- **Request form for inscribed photos of the President and First Lady**

Inscribed photos or lithographs of the President and First Lady can be requested by using the attached form. This form must be typed and filled out completely. Lithographs are less expensive and save the government a considerable amount of money. Please reserve the more expensive photos for special requests whenever possible. Please appoint one person from each office to send in all requests for your office.

-- **Request form for Special Letters**

Requests for special letters celebrating the occasions of retirement, birthdays, birth of a baby, condolence, graduation, adoption, illness, wedding, Bar or Bat Mitzvah are available by using the attached form. This form must also be typed. Please appoint one person from each office to send in all requests.

-- **White House Tours**

There are three alternatives for those interested in White House tours. They are: 1) Congressional tours, 2) Public self-guided tours and 3) VIP tours. Congressional tours are guided tours and are available Tuesday through Saturday at 8:15, 8:30 and 8:45 a.m. Guests should use the Visitors Entrance Gate on East Executive Avenue for Congressional tours. These tours require tickets and usually book up a month in advance. I have a supply of these tickets in my office. Public self-guided tours are available Tuesday through Saturday and begin at 10:00 a.m. All WH and OEOB passholders may escort up to six guests to the head of the line for the public self-guided tours. Passholders should meet their guests at 9:45 a.m. outside of the Visitors Entrance and show your pass to the USSS officers. If the passholder is unable to personally meet guests, they should wait in the public line outside the Visitors Entrance. The public self-guided tours require tickets from March 23 to Labor Day. These free tickets are available on a first come, first serve basis at 8:00 a.m. at kiosks run by the National Park Service on the Ellipse. VIP tours are guided by a White House passholder and will be allowed Monday through Friday (8:00pm - 10:00pm),

Saturday (after 1:00 p.m.) and Sunday (all day). Groups for VIP tours should be limited to six persons per group. The taking of photographs is prohibited.

-- **Long Distance Calls**

When making long distance phone calls be sure to dial "8" before the area code (instead of "9"). The use of "8" allows the federal government to access a WATTS line at a reduced cost. If "9" is used, the government must pay regular long distance rates. This also applies when sending long distance faxes.

Attachments

DEPARTMENT HEADS, ADDRESSES, AND PHONE NUMBERS
(As of April 26, 1993)

DEPARTMENT OF STATE

Warren Christopher
2201 C Street, N.W.
Washington, D.C. 20520
202-647-4000

DEPARTMENT OF THE TREASURY

Lloyd Bentsen
1500 Pennsylvania Avenue, N.W.
Washington, D.C. 20220
202-622-2000

DEPARTMENT OF DEFENSE

Les Aspin
The Pentagon
Washington, D.C. 20301
703-545-6700

DEPARTMENT OF JUSTICE

Janet Reno
Tenth & Constitution Avenues, N.W.
Washington, D.C. 20530
202-514-2000

DEPARTMENT OF THE INTERIOR

Bruce Babbitt
1849 C. Street, N.W.
Washington, D.C. 20240
202-208-3100

DEPARTMENT OF AGRICULTURE

Mike Espy
Fourteenth & Constitution Avenues, S.W.
Washington, D.C. 20250
202-720-8732

DEPARTMENT OF COMMERCE

Ronald H. Brown
Fourteenth & Constitution Avenues, N.W.
Washington, D.C. 20230
202-377-2000

DEPARTMENT OF LABOR**Robert B. Reich**

200 Constitution Avenue, N.W.

Washington, D.C. 20210

202-219-5000

DEPARTMENT OF HEALTH & HUMAN SERVICES**Donna E. Shalala**

330 Independence Avenue, N.W.

Washington, D.C. 20201

202-690-7000

DEPARTMENT OF HOUSING & URBAN DEVELOPMENT**Henry G. Cisneros**

451 Seventh Street, SW

Washington, D.C. 20410-1047

202-708-1422

DEPARTMENT OF TRANSPORTATION**Fredrico Pena**

400 Seventh Street, S.W.

Washington, D.C. 20590

202-366-4000

DEPARTMENT OF ENERGY**Hazel Rollins O'Leary**

1000 Independence Avenue, S.W.

Washington, D.C. 20585

202-586-5000

DEPARTMENT OF EDUCATION**Richard W. Riley**

400 Maryland Avenue, S.W.

Washington, D.C. 20202-0100

202-708-5366

DEPARTMENT OF VETERANS AFFAIRS**Jesse Brown**

801 Eye Street, N.W.

Washington, D.C. 20006

202-233-2300

ENVIRONMENTAL PROTECTION AGENCY

Carol M. Browner
401 M Street, S.W.
Washington, D.C. 20460
202-260-2090

UNITED STATES REPRESENTATIVE TO THE UNITED NATIONS

Madeline Korbelt Albright
Room 1208A
State Department
2201 C Street, N.W.
Washington, D.C. 20520
202-736-4500

CHIEF OF STAFF

Thomas F. (Mac) McLarty
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500
202-456-6797

COUNCIL OF ECONOMIC ADVISORS

Laura D' Andrea Tyson
Room 314 OEOB
Washington, D.C. 20500
202-395-5042

OFFICE OF MANAGEMENT & BUDGET

Leon E. Panetta
OEOB
Washington, D.C. 20500
202-395-3000

U.S. TRADE REPRESENTATIVE

Michael (Mickey) Kantor
600 17th Street, N.W.
Washington, D.C. 20506
202-395-3204

CIA

Washington, D.C. 20505
202-828-2026 (temporary)

GENERAL SERVICE ADMINISTRATION

Dennis Fisher (Acting)
Roger Johnson (Nominee)
18th & F Streets, N.W.
Washington, D.C. 20405
202-708-5082

OFFICE OF PERSONNEL MANAGEMENT

James B. King
1900 E Street NW
Washington D.C. 20415-0001
202-606-1800

WHITE HOUSE PERSONNEL

Bruce Lindsey
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500
202-456-6676

CHIEF OF STAFF--VP

Roy Neel
Room 272 OEOB
Washington, D.C. 20500
202-456-6606

TIPPER GORE'S OFFICE

OEOB
Washington, D.C. 20500
202-456-7022; 456-2326

PROTOCOL LISTING OF SELECTED U. S. GOVERNMENT OFFICIALS

The President
The Vice President
The Secretary of State
The Secretary of the Treasury
The Secretary of Defense
The Attorney General
The Secretary of the Interior
The Secretary of Agriculture
The Secretary of Commerce
The Secretary of Labor
The Secretary of Health and Human Services
The Secretary of Transportation
The Secretary of Energy
The Secretary of Education
The Secretary of Veterans Affairs
Director of the Office of Management and Budget
United States Trade Representative

Chief of Staff to the President
Director of National Drug Control Policy
Assistant to the President for National Security Affairs
Director of Central Intelligence
Representative of the United States to the United Nations
Chair of the Council of Economic Advisors
Assistant to the President and Deputy to the Chief of Staff
Assistant to the President for Economic and Domestic Policy
Director of the Office of Science and Technology Policy
Deputy Secretary of State
Deputy Secretary of Defense
Chairman of the Joint Chiefs of Staff
Administrator of the Agency for International Development
Director of the Arms Control and Disarmament Agency
Administrator of the Environmental Protection Agency
Director of the Federal Bureau of Investigation
Director of the Federal Emergency Management Agency
Administrator of the National Aeronautics and Space
Administration
Director of the National Science Foundation
Chairman of the Nuclear Regulatory Commission
Director of the United States Information Agency
Director of the United States International Development
Cooperation Agency
Director of the ACTION Agency
Administrator of Drug Enforcement
Administrator of General Services

WHITE HOUSE MEDICAL UNIT
Washington, D. C. 20500-0001

PATIENT INFORMATION

Mission: The primary mission of both the personnel and facilities of the White House Medical Unit is to provide health care for the President, the Vice President, and their respective families. In addition, the services listed below are provided to personnel on the White House complex on the basis of availability of medical staff. This availability may be greatly limited at times.

Location: The Medical Unit is located in Room 107 in the Old Executive Office Building. The clinic phone numbers are: (202) 395-6024/5/6.

Hours: Mondays through Fridays (except Holidays): 0900 - 1130 & 1300 - 1600.

Emergencies: Medical personnel can be reached at 395-6024/5/6 during the normal duty day. If an emergency occurs while Medical Unit personnel are not available, or if it occurs after duty hours, emergencies should be referred to:

1. The individual's family physician.
2. Non-DOD eligible personnel - to the emergency room at George Washington University Hospital. Their phone number is (202) 994-3211.
3. DOD eligible personnel - to the nearest DOD medical facility or to the emergency room at George Washington University Hospital (202) 994-3211.
4. For additional assistance on the compound when medical personnel are not available, contact 456-4497.

SERVICES AVAILABLE

I. Non-DOD Eligible Personnel:

1. OCCUPATIONAL MEDICINE—Minor illnesses will be diagnosed and treated with simple medications to avoid job time loss from minor problems.
2. ALLERGY SHOTS—Allergy shots will be given upon direction of the physician managing the patient. The directions for administration must be written and accompany the allergy serum. All patients will be required to remain in the clinic for 30 minutes after receiving any injection.
3. BLOOD PRESSURE & WEIGHT CHECKS—Will be obtained at the request of the patient.
4. IMMUNIZATIONS—Immunizations will be provided as needed for individuals involved in official foreign travel. All individuals receiving immunizations must remain in the clinic for 15 minutes after receiving an injection.

II. DOD Eligible Personnel: All of the above services will be provided in addition to the following:

1. BASIC PRIMARY CARE—Basic primary care consistent with the availability of medical personnel will be provided.

II. DOD Eligible Personnel:

2. LABORATORY WORK—Laboratory tests which can be accomplished on an outpatient basis will be provided. This will include blood work requested by referring physicians from other DOD medical facilities.
3. PRESCRIPTIONS—Prescriptions and refills of medicines prescribed by both Medical Unit personnel and referring DOD providers will be honored. Prescriptions will not be refilled, however, unless the original prescription is on file in the Medical Unit. Requests for medications must be made in person. Medications will not be dispensed via third parties.
4. REFERRAL SERVICE—Referral service to other DOD facilities will be provided.

Withdrawal/Redaction Marker

Clinton Library

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Clinton Presidential Records
First Lady's Office
Shirley Sagawa
OA/Box Number: 24338

FOLDER TITLE:

White House Information

2013-0124-S

rc1196

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THE WHITE HOUSE
WASHINGTON

April 4, 1993

MEMORANDUM TO SENIOR STAFF

FROM: MARCIA HALE *MCH*
SUBJECT: PRESIDENTIAL DIARY

The Presidential Diary is maintained by Ellen McCathran of Presidential Scheduling and Advance. This historical document is the comprehensive log of all the President's meetings, briefings, activities, visitors and travel.

It is imperative that Ms. McCathran receive a memorandum of confirmed actual attenders of an event or meeting, including full names and business titles (this includes White House Staff). It is the responsibility of the staff contact to prepare this memorandum.

To assemble an accurate and complete Diary, this memorandum should be sent to Ms. McCathran within five working days after an event.

Please share this important information with your appropriate staff member(s).

Thank you for your cooperation.

THE WHITE HOUSE
WASHINGTON

May 4, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: BERNARD W. NUSSBAUM
Counsel to the President

STEPHEN R. NEUWIRTH
Associate Counsel to the President

RE: Prohibited Contacts with Agencies

By memoranda dated February 22 and March 8, 1993, we set forth the policies governing communications by members of the White House staff with independent regulatory agencies, executive branch agencies and their components. In those memoranda, we explained that certain communications are prohibited without prior approval from the White House Counsel's office (e.g., communications with the Department of Justice concerning pending criminal or civil cases and investigations, and communications with other agencies concerning other adjudicative, investigative or rulemaking matters).

Our memoranda also noted that the President and Vice President are considering certain changes to the regulatory review process, and that further guidance will be forthcoming with respect to communications with agencies concerning pending regulatory and rulemaking matters. (Many such communications on regulatory and rulemaking matters are prohibited under the policies currently in effect, as set forth in our memoranda.)

The regulatory review project -- which is being coordinated by Jack Quinn, Counsel to Vice President Gore, in close cooperation with Sally Katzen, the Administrator-designate of OIRA -- should be completed during the next six to eight weeks. In the interim, and in order to ensure that the various offices within the White House do not send conflicting messages to any agency or department, all communications with agencies on specific regulatory and rulemaking matters should be discussed in advance with Jack Quinn. (Once Sally Katzen is confirmed by the Senate, all such communications should be discussed with her.)

All other communications requiring clearance from the Counsel's Office -- i.e., communications concerning pending adjudicative and investigative matters, as well as matters involving international aviation -- should continue to be cleared with us.

At the same time, we reiterate the guidance in our prior memoranda that members of the White House staff may communicate directly with agencies or departments with respect to policy, legislation or budgeting matters. Such communications are appropriate if they do not address particular pending adjudicative, investigative or rulemaking matters.

Thank you for your continuing assistance and cooperation in this area.

Office of Domestic Policy

<u>ISSUE/TOPIC</u>	<u>STAFF CONTACT</u>	<u>PHONE</u>	<u>RM #</u>
Agriculture	Bill Galston	2999	WW/2F
Banking	Paul Weinstein	7930	EOB/224
Campaign Finance/Reform	Bruce Reed Donsia Strong	6515 2330	EOB/216 EOB/224
Chapter 1	Shirley Sagawa	2599	WW/2F
Children & Families	Bill Galston Shirley Sagawa	2999 2599	WW/2F WW/2F
Cities/Empowerment	Bruce Reed	6515	EOB/216
Civil Rights/EEOC	Donsia Strong	2330	EOB/224
Community Policy	Rana Sampson	2164	EOB/224
Crime	Jose Cerda Rana Sampson	2564 2164	EOB/222 EOB/217
Drugs	Jose Cerda	2564	EOB/222
Education & Training	Bill Galston	2999	WW/2F
Energy	Donsia Strong	2330	EOB/224
Enterprise Zones	Paul Weinstein	7930	EOB/224
Global Environment Affairs	Kathi Way	7777	EOB/218
Health Care	Intake Center Christine Heenan Lynn Margherio Ira Magaziner	2813 2929 2315 6406	EOB/289 EOB/212R EOB/212L EOB/216
Immunizations	Sara Rosenbaum		
Justice Department	Donsia Strong Jose Cerda	2330 2564	EOB/224 EOB/222
Labor/Dislocated Workers/ Workplace	Kathi Way	7777	EOB/218
Lobbying Reform	Bruce Reed Donsia Strong	6515 2330	EOB/216 EOB/218

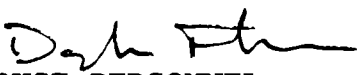
National Service	Bill Galston	2999	WW/2F
	Shirley Sagawa	2599	WW/2F
	Rana Sampson	2164	EOB/217
Native Americans	Donsia Strong	2330	EOB/224
NEH/NEA	Kathi Way	7777	EOB/218
	Bill Galston	2999	WW/2F
Medicaid/States	Kathi Way	7777	EOB/218
Police Corp	Jose Cerda	2564	EOB/222
	Rana Sampson	2164	EOB/217
Puerto Rico	Donsia Strong	2330	EOB/224
Public Lands	Kathi Way	7777	EOB/218
Refugees	Donsia Strong	2330	EOB/224
Reinventing Government	Bruce Reed <i>Paul</i>	6515	EOB/216
Welfare Reform	Bruce Reed	6515	EOB/216
	Kathi Way	7777	EOB/218
Urban Task Force	Bruce Reed	6515	EOB/216
	<i>Paul</i>		

THE WHITE HOUSE

WASHINGTON

May 3, 1993

MEMORANDUM FOR WHITE HOUSE OFFICE STAFF

FROM: DOUGLAS G. FEHRER 
DIRECTOR, WHITE HOUSE PERSONNEL

SUBJECT: NEW OFFICE LOCATION

The White House Personnel Office has moved from Room 6, of the O.E.O.B. to Room 4103, of the N.E.O.B.

Our telephone number has remained the same, 456-2260.

Office hours are 9 a.m. to 5 p.m., Monday through Friday.

Please feel free to call or visit our new office if you have any problems or questions.

Thank you.

THE WHITE HOUSE
WASHINGTON

MAY 5, 1993

MEMORANDUM FOR ALL WHITE HOUSE AND OTHER EXECUTIVE OFFICE OF THE
PRESIDENT STAFF

FROM: THOMAS F. MCLARTY, III
CHIEF OF STAFF



RE: PRESIDENTIAL AND FEDERAL RECORDS

Attached are two memoranda concerning Presidential and federal records -- the records we create and receive in the Executive Office of the President.

All personnel in the White House and other offices in the Executive Office of the President should review these memoranda carefully and comply with the guidance set forth therein.

Thank you for your cooperation.

Attachments

THE WHITE HOUSE

WASHINGTON

May 5, 1993

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: JOHN D. PODESTA *JDP*
Assistant to the President and
Staff Secretary

STEPHEN R. NEUWIRTH *SN*
Associate Counsel to the President

RE: Presidential Records

The offices within the Executive Office of the President generate two categories of records: "Presidential Records" and Federal Records." A separate memo from David Watkins and Bruce Overton has been circulated today concerning "federal records."

This memorandum sets forth guidance on the creation, maintenance and disposition of "Presidential records" -- records "created or received by the President, his immediate staff, or a unit or individual of the Executive Office of the President whose function is to advise and assist the President, in the course of conducting activities which relate to or have an effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President."

It is important that all staff in the Executive Office of the President review this memorandum carefully. The failure to designate documents and other materials properly can have serious implications, including possibly subjecting those materials to public disclosure under the Freedom of Information Act during the President's term of office.

I. UNITS WITHIN THE EXECUTIVE OFFICE OF THE PRESIDENT
THAT GENERATE PRESIDENTIAL RECORDS

All records of the White House Office, the Office of Policy Development, the National Economic Council, the Council of Economic Advisors, the President's Intelligence Oversight Board

and the President's Foreign Intelligence Advisory Board are Presidential records.

As discussed below, records of the Office of the Vice President are Vice Presidential records and are treated under the Presidential Records Act in the same manner as Presidential records. The records of the Office of the Vice President are not federal records.

The records of the National Security Council staff are Presidential records if they were received or created by or for the President, the Assistant to the President for National Security Affairs, the Deputy Assistant to the President for National Security Affairs, the White House Office, or a unit or an individual within the NSC in advising or assisting the President, and are not official records of the NSC. All other NSC records are federal records.

Records produced or received by the Director of the Office of Science and Technology Policy in his role as Science Advisor to the President are Presidential records; all other OSTP records are federal records.

Records of the Office of Management and Budget, the Office of the United States Trade Representative, the Council on Environmental Quality, and the Office of Administration are federal, not Presidential, records.

II. Types of Records Covered by the Act

The Presidential Records Act defines "documentary materials" as "all books, correspondence, memorandums, documents, papers, pamphlets, works of art, models, pictures, photographs, plats, maps, films, and motion pictures, including, but not limited to, audio, audio-visual, or other electronic or mechanical recordings." 44 U.S.C. § 2201(1).

The Act defines "Presidential records," in turn, to mean:

documentary materials, or any reasonably segregable portion thereof, created or received by the President, his immediate staff, or a unit or individual of the Executive Office of the President whose function is to advise and assist the President, in the course of conducting activities which relate to or have an effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President. Such term --

- (A) includes any documentary materials relating to the political activities of the President or members

of his staff, but only if such activities relate to or have a direct effect upon the carrying out of constitutional, statutory, or other official or ceremonial duties of the President.

44 U.S.C. § 2201(2).

Under this definition, Presidential records are documentary materials that meet two tests. First, the materials must have been created or received by the President, his immediate staff, or a unit or individuals (including volunteers) in the EOP whose function it is to advise and assist the President. Second, the records must relate to or have an effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President. Presidential records may be in any physical form, including paper, film and disk. The method used to record information may be manual, mechanical, photographic, electronic, or any combination of these or other technologies.

A document created by personnel in a White House office, or an EOP office that advises and assists the President, normally is a Presidential record once it is circulated to others in the course of conducting activities which relate to or have an effect upon the carrying out of Presidential duties. Moreover, even documents that are not circulated can be Presidential records if, in the judgment of the office at issue, those documents are needed to conduct business that relates to or has an effect upon the carrying out of Presidential duties.

Materials received by personnel in the White House office, or in EOP offices that advise and assist the President, similarly become Presidential records when they are received in the course of conducting activities which relate to or have an effect upon the carrying out of Presidential duties. Materials received may be Presidential records whether they have been transmitted in person, by messenger, by mail, by electronic communication, or by any other means.

At the same time, several types of documentary materials are not subject to the Presidential Records Act. The Act expressly excludes documentary materials that are (1) official records of an agency; (2) stocks of publications and stationery; and (3) extra copies of documents produced only for convenience of reference, when such copies are clearly so identified.

The Act also excludes "personal records," defined to include all documentary materials, or any reasonably segregable portion thereof, "of a purely private or nonpublic character which do not relate to or have an effect upon the carrying out of

the constitutional, statutory, or other official or ceremonial duties of the President." Personal records may include:

- diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal, which are not prepared or utilized for, or circulated or communicated in the course of, transacting government business;
- materials relating to private political associations, and having no relation to or direct effect upon the carrying out of constitutional, statutory, or other official or ceremonial duties of the President;
- papers and other materials accumulated by a staff member before joining government service and not used in the course of transacting government business;
- materials that relate to a staff member's private affairs, such as personal financial records, insurance forms, and materials relating to an individual's professional activities and outside business and political pursuits;
- personal photographs;
- materials relating exclusively to the President's own election to the office of the Presidency; and
- materials directly relating to the election of a particular individual or individuals to Federal, State, or local office, which have no relation to or direct effect upon the carrying out of constitutional, statutory, or other official or ceremonial duties of the President.

Further examples of materials not covered by the Presidential Records Act may include items such as those listed below:

- preliminary drafts, that are not circulated to any other individual, of correspondence, reports, and studies;
- preliminary drafts, work sheets and informal notes that contain information reflected in final documents and that do not document policy development or execution;

- tickler, follow-up or suspense copies of correspondence, provided there are copies of such documents in the official files;
- newspaper clippings or news summaries, that have not been annotated, or organized or arranged for some official purpose;
- copies of printed or processed materials, such as operating and procedural manuals, directives, and notices, distributed for the information and use of office employees;
- shorthand and other notes that have been transcribed or converted to formal documents that have been verified for accuracy and completeness; and
- catalogs, trade journals, and other publications that are received from other government agencies, commercial firms, or private institutions and that are maintained for reference purposes.

It is important to remember, however, that certain documents in the categories listed above may be Presidential records -- particularly given that, in the White House, drafts, working papers and other similar materials often document policy development, significant decisions, or other matters related to the carrying out of Presidential duties, as discussed below.

III. Requirements for creation and maintenance of Presidential records

When advising or assisting the President in carrying out his duties, White House and EOP employees are responsible for complying with the Presidential Records Act and related regulations.

The law imposes an affirmative obligation on staff members to document adequately the performance of the President's constitutional, statutory and ceremonial duties. Where appropriate, staff members should document -- through notes, minutes or memoranda -- meetings, conversations and other business in connection with, or related to, the carrying out of the President's duties.

Presidential records should be maintained in organized files. For offices creating both Presidential and federal records, it is critical that staff members carefully segregate Presidential and federal records. Federal records are subject to

the Federal Records Act and may be subject to public disclosure under the Freedom of Information Act during the President's term of office. Presidential records, by contrast, are not subject to the Federal Records Act and are not subject to the provisions of the Freedom of Information Act during the President's term of office. Those offices (such as the National Security Council) that create or receive both Presidential records and federal records should file them separately with a clear indication of which records are Presidential and which are federal.

In addition, staff members should, to the extent possible, ensure that any files containing particularly sensitive records are clearly marked to reflect that fact. Designations for files containing sensitive records may include:

- (1) "classified information";¹
- (2) "information the release of which may be prejudicial to the maintenance of good relations with foreign nations";
- (3) "sensitive personal information" (i.e., information the release of which may be embarrassing to the individuals mentioned or to their families);
- (4) "sensitive law enforcement materials";
- (5) "trade secrets or sensitive commercial or financial information"; and
- (6) "information subject to attorney-client or attorney work product privileges."

Finally, personal records should be clearly labeled, kept apart from Presidential records (and federal records) and not made available to other staff in connection with any official purpose.

IV. Electronic Presidential records

Increasingly, Presidential records may be created electronically. Records may be generated on word processing or electronic mail ("e-mail") systems, or on electronic databases.

¹ Please note that nothing in this memorandum should be construed to override existing Executive Orders setting forth who may designate specific documents as classified and what terms must be used in connection with such designations.

Records generated electronically must be incorporated into an official recordkeeping system. Thus, no word processing or e-mail document that is a Presidential record should be deleted unless it has been (a) printed and placed in an appropriate file, or (b) preserved in an appropriate electronic system. Questions concerning the record status of electronically generated materials should be directed to the White House Records Management Office. That office will periodically monitor electronic systems to ensure that correct records status determinations have been made.

As is the case for all record matters, the White House Records Management Office will continue to work with the White House Counsel's Office to coordinate policy and practices with respect to electronic Presidential records.

V. Disposition and destruction of Presidential records

Presidential records are the property of the United States and may be disposed of only in accordance with procedures established by the Archivist of the United States. The Presidential Records Act prohibits the disposal of Presidential records unless those records no longer have administrative, historical, informational, or evidentiary value. Moreover, **before** disposing of any Presidential records, the President must notify the Archivist who, under certain clearly defined circumstances, will notify appropriate Congressional committees.

The White House Records Management Office will provide guidance concerning disposal of certain recurring types of papers, including form letter public mail, unsolicited public mail that is not reviewed by any person in the White House with decision-making authority and not answered by any member of the White House staff, anonymous public mail, and enclosures received in public mail -- most of which may be destroyed after notification to the Archivist of the United States or the Archivist's representative.

Offices that have these recurring types of disposable material should coordinate all disposal procedures through the Office of Records Management. Under no circumstances should such material be disposed of without prior approval of the White House Records Management Office. (Prior approval is not necessary for the destruction of exact duplicates of documents which are being retained, or for unmarked copies of officially published documents, such as printed reports.)

The White House Office of Records Management serves as a central file for all Presidential records. Its primary role is to manage, process, maintain and store records for the daily use

of the President and all the policy units in the White House. Concurrently, it preserves these same records to ensure a comprehensive history of the Administration. All EOP staff members are encouraged to consult with this office for guidance on the creation and maintenance of files and on procedures for appropriate and systematic filing of documents.

VI. Legal control of Presidential records

Presidential records remain in the custody and control of the President during his term of office and are not subject to disclosure under the Freedom of Information Act during that term. As noted above, federal records are, by contrast, subject to the FOIA public disclosure provisions.

Upon completion of the Administration, the Archivist acquires custody of Presidential records. Many of these records will become available to the public under the FOIA five years after the end of the President's term of office. The President, however, may assert control over public access to certain categories of information -- generally including classified materials, documents related to appointments to federal offices, items specifically exempted from disclosure by other statutes, trade secrets or commercial information, confidential communications requesting or submitting advice between the President and his advisers (or between such advisers), and information implicating personal privacy concerns -- for up to twelve years after the end of the President's term. After twelve years, public access to these categories of documents is governed by the FOIA, subject to any Constitutional privilege against disclosure.

VII. Records that may be retained by staff members upon departure from office

Staff members may not remove Presidential records, or copies of such records, from their offices at any time, except in connection with an official function. Classified Presidential records may not be removed from the office at any time without compliance with the rules applicable to such materials. Records used in an official capacity should be returned to proper files immediately after such use.

When a staff member leaves the White House or another office in the EOP, he or she must deliver all Presidential records to the White House Records Management Office (or leave records in his or her office for pick-up). Staff members are not entitled to retain copies of any Presidential records for

personal use, except copies of documents that have already been publicly released.

Federal records should be left at the appropriate agency, and disposed of in accordance with the advice set forth in the federal records guidance memorandum from David Watkins and Bruce Overton.

Purely personal, unclassified materials may be removed from the office by staff members at any time, subject to any agency procedures regulating such removal. If, during the course of service at the White House, a staff member wishes to store personal (including private political) materials at the White House Office of Records Management, the staff member must clearly designate those materials as "personal."

VIII. Records in the Office of the Vice President

The Presidential Records Act expressly provides that records of the Office of the Vice President are Vice-Presidential records and are to be treated under the Presidential Records Act in the same manner as Presidential records. Thus, materials created or received in the Office of the Vice President should be treated in accordance with the guidance set forth above. The Office of the Vice President has its own records management staff, and personnel in the Office of the Vice President should consult with that staff for additional guidance regarding the filing and disposition of Vice President's Office records.

The Presidential Records Act further provides that "[t]he authority of the Archivist with respect to Vice-Presidential records shall be the same as the authority of the Archivist with respect to Presidential records, except that the Archivist may, when the Archivist determines that it is in the public interest, enter into an agreement for the deposit of Vice-Presidential records in a non-Federal archival depository."

IX. Training

The White House Office of Records Management and other appropriate personnel will be providing records management training in the near future.

* * *

The foregoing is designed to provide general guidance with respect to the Presidential Records Act. Specific questions of coverage or interpretation should be addressed to the White House Counsel's office. Assistance in records maintenance and

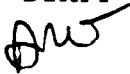
disposition can be obtained from the White House Office of Records Management (or, in the case of the Office of the Vice President, from the Vice President's records management staff).

THE WHITE HOUSE

WASHINGTON

May 5, 1993

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE
PRESIDENT STAFF

FROM: DAVID WATKINS 
Assistant to the President for
Management and Administration

BRUCE OVERTON 
General Counsel,
Office of Administration

RE: Federal Records

INTRODUCTION

The offices within the Executive Office of the President generate two categories of records: "Presidential Records" and "Federal Records."

Records are "Presidential" if they are "created or received by the President, his immediate staff, or a unit or individual of the Executive Office of the President whose function is to advise and assist the President, in the course of conducting activities which relate to or have an effect upon the carrying out of the constitutional, statutory or other official or ceremonial duties of the President." Such Presidential records are subject to the provisions of the Presidential Records Act, 44 U.S.C. § 2201. Presidential records remain in the custody and control of the President during his term of office and are not accessible to the public until five years after the end of the Administration, at the earliest. The treatment of Presidential records will be addressed in a separate memorandum issued today by the White House Office.

It is the purpose of this memorandum to discuss the identification, maintenance and disposition of "federal" records. Materials are "federal records" if (1) the materials have been created or received by agency personnel in connection with their official duties in a federal agency, and (2) the materials are appropriate for preservation as evidence of the agency's activities or because they contain information of value. Federal records are subject to the provisions of the Federal Records Act, 44 U.S.C. Chapters 29, 31 and 33. Unlike Presidential records, federal records are accessible to the public during the

Administration's term, unless exempt from disclosure under the provisions of the Freedom of Information Act.¹

The Federal Records Act imposes certain legal obligations with respect to the creation and receipt, custody and maintenance, and disposition of federal records. The responsibilities apply regardless of whether the records are generated in paper form or by automated systems.

It is critical that staff members in offices, such as the National Security Council, that create or receive both federal and Presidential records, file those records separately in clearly designated files. Once a document is filed as a federal record, it becomes subject to the Federal Records Act and may be subject to public disclosure under the Freedom of Information Act. Presidential records, by contrast, are not subject to the Federal Records Act and are not subject to the provisions of the Freedom of Information Act during the President's term of office. Personal records (defined and discussed below) also should be segregated, and filed separately, from official records.

¹ All records of the White House Office, the Office of Policy Development, the National Economic Council, the Council of Economic Advisers, the President's Intelligence Oversight Board and the President's Foreign Intelligence Advisory Board are Presidential records.

The records of the Office of the Vice President are treated in the same manner as Presidential records under the Presidential Records Act. The records of the Office of the Vice President are not federal records.

Records of the National Security Council staff are Presidential Records if they were received or created by or for the President, the Assistant to the President for National Security Affairs, the Deputy Assistant to the President for National Security Affairs, the White House office, or a unit or an individual within the NSC in advising or assisting the President, and not official records of the NSC.

Records produced or received by the Director of the Office of Science and Technology Policy in his role as Science Advisor to the President are Presidential records and should be segregated as such. Other records of the OSTP are federal records.

Records of the Office of Management and Budget, the Office of the United States Trade Representative, the Council on Environmental Quality, and the Office of Administration are federal, not Presidential records.

The guidance that follows will assist EOP staff in complying with the Federal Records Act, which is designed to ensure that documentation of official activities is adequately created and preserved. See 44 U.S.C. § 3101. As explained below, not every document that you create or receive will be subject to the Federal Records Act, and it is therefore important to review this guidance to understand when Federal Records Act obligations do apply. In preparing this guidance, we have consulted with officials of the National Archives and Records Administration.

DEFINITION OF FEDERAL RECORDS

The Federal Records Act defines federal records as:

[A]ll books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them.

-- 44 U.S.C. § 3301.

Under this definition, federal records are documentary materials that meet two tests. First, the materials must have been created or received by agency personnel in connection with their official duties in a federal agency. Second, the materials must be appropriate for preservation as evidence of the agency's activities or because they contain information of value. Federal records may be in any physical form, including paper, film and disk. The method used to record information may be manual, mechanical, photographic, electronic, or any combination of these or other technologies.

A document created in any agency normally becomes a federal record once it is circulated to others in the course of conducting agency business, or once it is placed in files accessible to others. Moreover, even documents that are not circulated can become federal records if, in the judgment of the agency, those documents are needed to conduct agency business -- and whether or not those documents are accommodated by current filing systems employed by the agency.

Materials received by agency personnel are federal records when they are received in the course of official business. Materials received can become federal records whether they have been transmitted in person, by messenger, by mail, by electronic communication, or by any other means.

At the same time, certain types of documentary materials are not subject to the Federal Records Act. The Act specifically excludes (1) library and museum materials created, or acquired and preserved, solely for reference or exhibit purposes; (2) extra copies of documents kept only for convenience of reference; and (3) stocks of publications and processed documents. These and other types of transitory or duplicate records are considered "nonrecord" because they are not "appropriate for preservation" as defined in the Act. Such materials are not needed to provide full and accurate documentation of an agency's policies, decisions, procedures, and program activities. These materials need not be maintained in official files, and, unlike federal records, may be destroyed when no longer needed and without prior approval of the National Archives and Records Administration.

Other examples of "nonrecord" materials not covered by the Federal Records Act may include:

- Preliminary drafts, that are not circulated to any other individual, of correspondence, reports, and studies.
- Preliminary drafts, work sheets and informal written notes that contain information reflected in final documents and that do not document policy development or execution.
- Tickler, follow-up or suspense copies of correspondence, provided there are copies of documents in the official files.
- Newspaper clippings or news summaries, particularly if they are not annotated.
- Copies of printed or processed agency materials, such as operating and procedural manuals, directives, and notices, distributed for the information or use of agency employees.
- Shorthand and other notes that have been transcribed or converted to formal documents that have been verified for accuracy and completeness.
- Catalogs, trade journals, and other publications that are received from other government agencies,

commercial firms, or private institutions and that are maintained for reference purposes.

In addition, certain "personal papers" fall outside the scope of the Federal Records Act. Personal papers are documentary materials that are not used in the transaction of agency business. Examples include:

- Papers and other materials accumulated by a staff member before joining government service.
- Materials that relate to a staff member's private affairs, such as personal financial records, insurance forms, and materials relating to an individual's professional activities and outside business and political pursuits.
- Personal photographs.
- Materials that may refer to official duties but are not directly used to carry out those duties. These include diaries, personal calendars, journals, and notes intended for an individual's personal use (memory aids and personal observations on work-related matters).²

It is important to remember, however, that certain informal documents may be federal records. In the Executive Office of the President, to a greater extent than in many other government offices, drafts, notes, background materials or working papers can be considered federal records because they document policy development, significant decisions, major activities, or other matters basic to an understanding of the office and its role in government operations. Such materials should be treated as federal records and maintained in official files if they were circulated for review or clearance, and if they have been modified substantively.

When it is difficult to determine whether documents or other records should be treated as federal records, you should tentatively treat them as federal records and contact the appropriate EOP agency records management office for a final determination. Legal questions will be referred by the records management office to appropriate counsel.

² For further information on personal papers, consult Personal Papers of Executive Branch Officials: A Management Guide, published by the National Archives and Records Administration. Copies are available in the Office of Administration, Records Management Office.

RECORDS CREATION AND MAINTENANCE REQUIREMENTS

When acting in their capacity as employees of a federal agency, such agency employees are responsible for complying with the Federal Records Act and related regulations.

The law requires that adequate and proper records be created and preserved to document the organization, functions, policies, decisions, procedures and essential transactions of the agency. The law also specifically requires that records be kept for appropriate periods if they can be used to protect the legal and financial rights of the Government or individuals directly affected by the agency's activities.

In order to ensure that agency records contain an adequate and proper account of policy development, implementation and decision-making, each employee must document those discussions, meetings and telephone conversations that are necessary to understand these functions. Where appropriate, in formal settings, minutes or notes should be taken for the purpose of including them in official files.

All staff members are responsible for complying with procedures that result in adequate and proper records creation and maintenance. All materials meeting federal records criteria must be incorporated into appropriate agency files or records systems. EOP staff members should consult with the appropriate EOP agency records management office to address any questions concerning the creation and maintenance of federal records.

ELECTRONIC FEDERAL RECORDS

Increasingly, federal records may be created electronically. Records may be generated on word processing, or electronic mail ("e-mail"), systems or other computer applications.

Records generated electronically must be incorporated into an official recordkeeping system. Thus, no word processing or e-mail document that is a federal record should be deleted unless it has been (a) printed and placed in an appropriate file, or (b) preserved in an appropriate electronic system.

On January 6 and 11, 1993, in the case of Armstrong v. Executive Office of the President, United States District Judge Charles R. Richey directed the National Archives and Records Administration to work with components of the EOP to develop further recordkeeping guidance both for e-mail communications in the EOP and for disposition of EOP electronic federal records generally. Pursuant to these orders, and until further

instructions, the following special rules should be observed by components of the EOP that generate federal records:

1. Material may not be deleted from any e-mail file unless (a) the material has been retained in full on a back-up tape or other comparable medium, and (b) the retained version includes both full text and all available transmittal information; and
2. EOP staff members with records management responsibility must monitor the implementation of guidance on federal records (including the status of records) to ensure consistent application of the court's order.

Questions concerning the status of electronic records, or the application of these rules to particular computer systems, should be directed to the appropriate EOP agency records management office. Those offices will periodically monitor electronic records systems to ensure that correct records status determinations have been made.

DESTRUCTION OR REMOVAL OF FEDERAL RECORDS

Federal records, as defined by the Federal Records Act, may not be destroyed, or permanently removed from appropriate official files, without the prior approval of the National Archives and Records Administration.

Federal records should be maintained in organized files and may not be damaged or altered by any staff member. Nor may federal records be temporarily removed from official files except for official purposes, and only if returned to the official files upon completion of that official function.

Policies and procedures governing the disposition of federal records are prescribed by the National Archives and Records Administration and are incorporated into the EOP records management program. Further information concerning these policies and procedures should be obtained from the appropriate EOP records management office.

REMOVAL OF NONRECORD AND PERSONAL MATERIALS

Purely personal, unclassified materials may be removed from the office by staff members at any time, subject to any agency procedures regulating such removal.

Unclassified nonrecord materials, with the exception of copies of records, may be removed with the prior approval of an agency official with records management responsibility.

Except where expressly authorized by appropriate agency officials, copies of federal records, regardless of the reason for which they have been duplicated, may not be taken by staff members for any purpose other than an official purpose related to the staff members' official duties and responsibilities.

No classified materials may be removed from the office at any time, without compliance with the rules applicable to such materials.

TRAINING

EOP agency records management offices and other appropriate personnel will be providing records management training for all employees who generate or receive federal records.

Shirley

THE WHITE HOUSE

WASHINGTON

May 4, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: BERNARD W. NUSSBAUM *BN*
Counsel to the President
STEPHEN R. NEUWIRTH *SN*
Associate Counsel to the President

RE: Prohibited Contacts with Agencies

By memoranda dated February 22 and March 8, 1993, we set forth the policies governing communications by members of the White House staff with independent regulatory agencies, executive branch agencies and their components. In those memoranda, we explained that certain communications are prohibited without prior approval from the White House Counsel's office (e.g., communications with the Department of Justice concerning pending criminal or civil cases and investigations, and communications with other agencies concerning other adjudicative, investigative or rulemaking matters).

Our memoranda also noted that the President and Vice President are considering certain changes to the regulatory review process, and that further guidance will be forthcoming with respect to communications with agencies concerning pending regulatory and rulemaking matters. (Many such communications on regulatory and rulemaking matters are prohibited under the policies currently in effect, as set forth in our memoranda.)

The regulatory review project -- which is being coordinated by Jack Quinn, Counsel to Vice President Gore, in close cooperation with Sally Katzen, the Administrator-designate of OIRA -- should be completed during the next six to eight weeks. In the interim, and in order to ensure that the various offices within the White House do not send conflicting messages to any agency or department, all communications with agencies on specific regulatory and rulemaking matters should be discussed in advance with Jack Quinn. (Once Sally Katzen is confirmed by the Senate, all such communications should be discussed with her.)

All other communications requiring clearance from the Counsel's Office -- i.e., communications concerning pending adjudicative and investigative matters, as well as matters involving international aviation -- should continue to be cleared with us.

At the same time, we reiterate the guidance in our prior memoranda that members of the White House staff may communicate directly with agencies or departments with respect to policy, legislation or budgeting matters. Such communications are appropriate if they do not address particular pending adjudicative, investigative or rulemaking matters.

Thank you for your continuing assistance and cooperation in this area.

DOMESTIC POLICY COUNCIL

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Shirley

How to Keep Out of Trouble

... Ethical Conduct
for Federal Employees...

in Brief



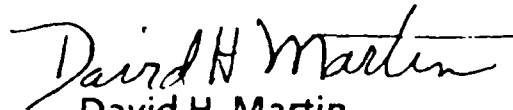
OFFICE OF GOVERNMENT ETHICS

FOREWORD

The Office of Government Ethics has Federal statutory responsibility to promote understanding of ethical standards in executive agencies. The laws and regulations that make up those government-wide standards are found in Title 18 of the United States Code, sections 202 through 209, and Executive Order 11222, as implemented by Part 735 of Title 5 of the Code of Federal Regulations.

This pamphlet is an effort to explain the thrust and practical applications of these ethical laws and regulations. It is not intended to be all-inclusive of the various ethical restrictions placed on you, nor should it be used as a basis for definitive interpretation of the criminal law provisions or the Executive Order. Additionally, you may be subject to other agency-specific restrictions. The question and answer format is designed to anticipate and answer some of the more common concerns facing Federal employees. I hope it will be a useful reference guide to you as you carry out your official responsibilities.

The pamphlet was prepared with the assistance of the President's Council on Integrity and Efficiency. Special recognition is extended to the Inspector General Offices of the Departments of Defense and Housing and Urban Development, and the Assistant Secretary for Personnel of the Department of Health and Human Services for providing representatives to compile the pamphlet. The Department of Health and Human Services also provided materials used in its preparation.

A handwritten signature in cursive script, reading "David H. Martin".

David H. Martin
Director
Office of Government Ethics

INTRODUCTION

As officers and employees of the Federal Government, we must all conform to high standards of ethical conduct. We are judged not only by our official actions and conduct, but also by our personal activities when they are related to our work for the Government. The Government relies on us as its representatives to perform Government business properly, to protect Government interests, and to meet the high ethical standards of public service.

The purpose of this pamphlet is to present the basic laws and regulations on ethical conduct in an easy-to-read, easy-to-understand format. This pamphlet condenses the regulations into a concise document that you can use as a ready reference for answering questions. The pamphlet does not replace existing laws and regulations which should be consulted for the precise requirements.

For the most part, the standards of conduct and conflict of interest laws apply to all Government officers and employees including special Government employees, such as experts, consultants, and advisory committee members. You are responsible for knowing these laws and regulations as well as the specific policies and procedures of your own agency.

Employees, supervisors, and management officials all share the responsibility for ensuring that high standards of ethical conduct are maintained within the Government. You are required to become familiar with the standards of conduct regulations and to exercise judgment to avoid any action that might result in or create the appearance of misconduct or conflict of interest. Supervisors and managers must become familiar with the standards of conduct regulations and apply the standards to the work they do and supervise.

TABLE OF CONTENTS

	Pages
INTRODUCTION.....	i
ETHICAL CONDUCT FOR ALL EMPLOYEES	
Where Can You Get Guidance on the Ethics Laws and Regulations? ...	1
What Are the General Standards of Conduct?	1
Are You Allowed to Use Government Property for Personal Reasons?	2
What Is the Government's Policy on the Acceptance of Gifts, Entertainment, and Favors?	2
What about Using Information Picked Up on the Job?	5
What Happens if You Fail to Pay Your Debts?	5
Can You Gamble While on Duty?	6
Can You Have a Second Job Outside of the Government?	6
Can You Obtain Personal Gain From Your Official Position or Actions?	7
What Are Post-Employment Restrictions?	9
Are Experts, Consultants and Advisory Committee Members Covered by the Standards of Conduct Regulations and the Conflict of Interest Laws?	10
What if You Want to Report a Violation of the Standards of Conduct Regulations or the Conflict of Interest Laws?	10
Are You Required to Give Statements to Investigative Officials?	11
What Action May Be Taken if You Violate the Standards of Conduct Regulations or the Conflict of Interest Laws?	11

THE HATCH ACT

What are the Political Do's and Don'ts for Federal Employees?	12
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APPENDIX

A. Reference Chart to Laws and Regulations	A-1
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ETHICAL CONDUCT FOR ALL EMPLOYEES

WHERE CAN YOU GET GUIDANCE ON THE ETHICS LAWS AND REGULATIONS?

You are encouraged to seek guidance whenever you are unsure whether your actions or planned actions are in accordance with the standards. There are several sources within the Government that you can rely on for guidance on ethical matters. Among them are:

- The Office of Government Ethics
- The Office of the General Counsel
- The Designated Agency Ethics Official
- The Personnel Office
- The Office of the Inspector General



WHAT ARE THE GENERAL STANDARDS OF CONDUCT?

An employee must avoid any action that might result in or create the appearance of:

- Using public office for private gain;
- Giving preferential treatment to anyone;
- Impeding Government efficiency or economy;
- Losing complete independence or impartiality;
- Making a Government decision outside official channels; or
- Affecting adversely the confidence of the public in the integrity of the Government.

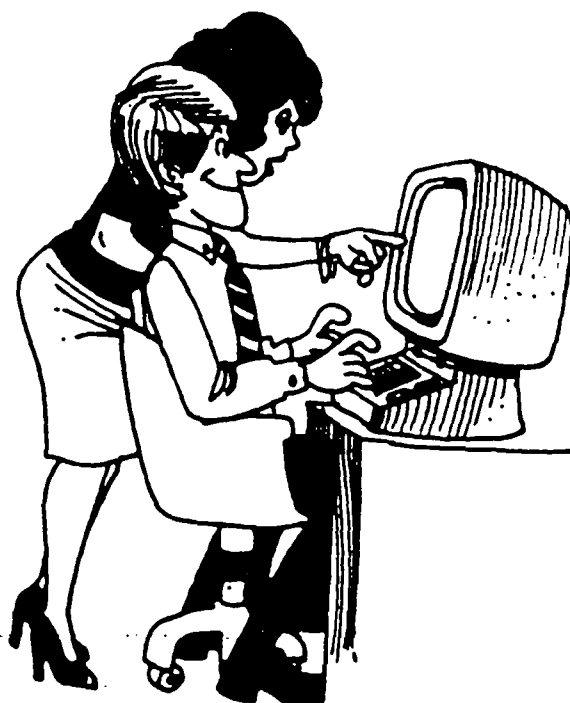
Employees must be particularly careful that private interests and activities do not impact adversely on or conflict with their public duties. The following sections address specific questions that you may have.

ARE YOU ALLOWED TO USE GOVERNMENT PROPERTY FOR PERSONAL REASONS?

No. You have a positive duty to protect and conserve Federal property and to obey all rules and regulations regarding its use. You cannot directly or indirectly use or allow the use of Government property for other than officially approved activities. This includes property leased to the Government. (5 C.F.R. 735.205)

A few examples of the improper use of Government property include:

- Using Government envelopes to send payroll checks to the bank or for other personal matters.
- Using Government photocopy equipment for personal matters.
- Using a Government-owned, leased, or rented vehicle or aircraft for non-official purposes.
- Using Government telephones to make personal telephone calls. (This includes local and long distance calls over both commercial facilities and the Federal Telecommunications System.)
- Selling commercial products in a Government building.
- Using Government computers and word processors for personal matters.



WHAT IS THE GOVERNMENT'S POLICY ON THE ACCEPTANCE OF GIFTS, ENTERTAINMENT, AND FAVORS?

You may not solicit or accept anything of monetary value, including gifts, gratuities, favors, entertainment or loans from any person who:

- Has or is seeking to obtain contractual or other business or financial relations with your agency.

- Conducts operations or activities that are regulated by your agency; or
- Has interests that may be substantially affected by the performance or nonperformance of your official duties. (5 C.F.R. 735.202)

Your agency may have additional restrictions or may provide exceptions for the following:

- Gifts, gratuities, favors, entertainment, loans or similar favors of monetary value that stem from a family or personal relationship when the circumstances make it clear that it is that relationship rather than the business of the person concerned that motivates the gift;
- Loans from banks or other financial institutions on customary terms;
- Unsolicited advertising or promotional material of nominal value such as pens, note pads, and calendars;
- Food or refreshments of nominal value, served on infrequent occasions, in the ordinary course of a luncheon or dinner meeting and only if you are properly in attendance and there is not a reasonable opportunity to pay, or if the food is offered to all participants attending the meeting or convention.
- Travel and subsistence expenses in certain cases when authorized by your agency.

Listed below are examples of instances when you may be offered gifts or favors and the proper action to take in each case:

- You are on the premises of Company X participating in a meeting at lunchtime. A representative of Company X provides a meal for all meeting participants from a Company X facility and there is no established method for payment. You may accept the meal, unless your agency specifically prohibits it.
- You are on the premises of Company X and you go to a restaurant for lunch with a Company X salesperson. The salesperson offers to pay the bill. Since it is expected that employees pay for their own lunches, you may not accept the salesperson's offer to buy lunch.

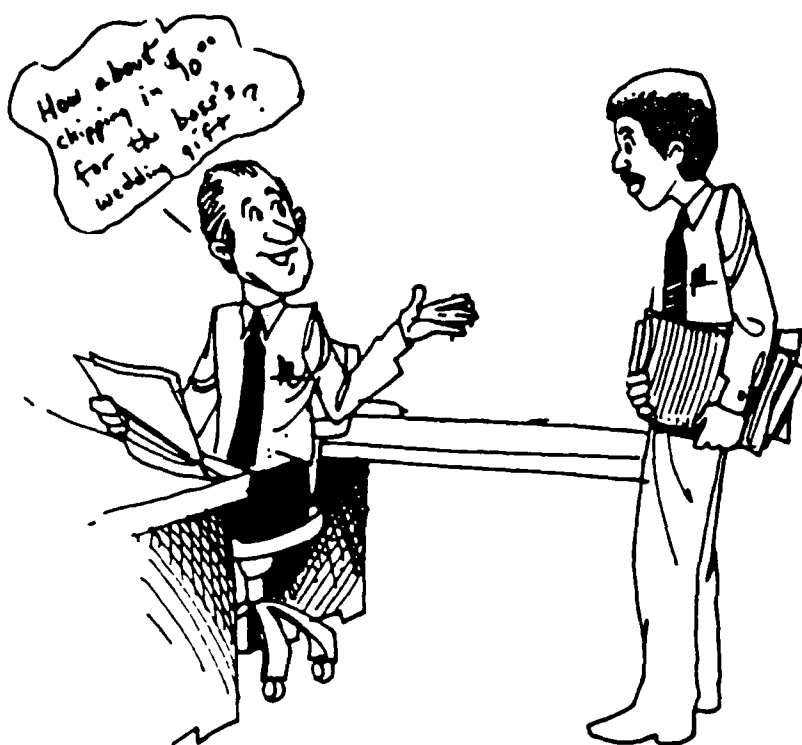
You should be aware that there are criminal provisions relating to the acceptance of gifts, entertainment, and favors found in Title 18 of the United States Code.

One provision is Title 18 U.S.C. 209, which prohibits you from receiving any salary as compensation for services as an employee of the Government from any source other than the United States.

Example:

You are asked to give a speech in your official capacity.
You may not accept a fee for a speech given as part of
your Government duties.

This law does not prohibit you from continuing to participate in a *bona fide* employee welfare or benefit plan maintained by a former employer. It also does not prohibit you from receiving compensation from a state, county, or municipality, unless prohibited under your agency's Standards of Conduct.



Gifts to superiors:

You may not solicit a contribution from another employee for a gift to an official superior, or make a donation to a superior. Also, you may not accept a gift from an employee receiving less pay than you. (5 U.S.C. 7351)

Most agencies allow voluntary gifts of nominal value or donations in a nominal amount on a special occasion such as marriage, illness, or retirement.

Example:

Your office decides to take up a collection for your boss who is being promoted within the office. This would not qualify for the exception for special occasions because it involves a continuing workplace relationship.

WHAT ABOUT USING INFORMATION PICKED UP ON THE JOB?

You may not use, for furthering a private interest, information obtained through your Government job that has not been made available to the general public. (5 C.F.R. 735.206) For example, you would not be free to use information that has not been dispersed by the agency or is available to a member of the public only by special request.



WHAT HAPPENS IF YOU FAIL TO PAY YOUR DEBTS?

You should meet your just financial obligations in a proper and timely manner. Failure to do so reflects adversely on the Government and on your agency and is considered improper conduct. (5 C.F.R. 735.207)

CAN YOU GAMBLE WHILE ON DUTY?

No. You are not allowed to participate in any gambling activity while on Government-owned or leased property or while on duty for the Government. This includes the operation of a gambling device in conducting a lottery or pool, in a game for money or property, or in selling or purchasing a numbers slip or ticket. (5 C.F.R. 735.208)



CAN YOU HAVE A SECOND JOB OUTSIDE OF THE GOVERNMENT?

You may engage in outside employment, with or without compensation, but only if it will not affect adversely the performance of your official duties and will not conflict with your duties. Such work may include civic, charitable, religious, and community undertakings. You may not participate in outside employment which:

- Tends to impair your mental or physical capacity to perform Government duties and responsibilities in an acceptable manner;
- Is likely to result in criticism or cause embarrassment to your agency;
- Creates a real or apparent conflict of interest;
- Takes your time and attention during your official work hours. (5 C.F.R. 735.203)

If you are considering outside employment, you may be required to obtain advance administrative approval for certain activities as required by your agency.

There are other types of outside activity that you may be interested in pursuing such as teaching, lecturing, and writing. Advance approval may be required by your agency. A few of the most important restrictions on outside activities are as follows:

- You may not use Government-financed time or supplies;
- You may not use or allow the use of official information that has not been made available to the general public;
- You may not promote the use of your official title or affiliation with your agency, and allow no suggestion of official endorsement.

Title 18 U.S.C. 203 and 205 prohibit you from representing another person before an agency or court of the Federal or D.C. Governments, and from receiving payment for someone else's representation before an agency of the Federal or D.C. Governments. Your representation is prohibited even when uncompensated. For example:

- Unless specifically prohibited by your agency, you may prepare income tax returns for others in your free time, but you may not argue before the Internal Revenue Service on behalf of your client, if there is a dispute over the return.
- You may not represent a non-profit organization of which you are a member before a Federal agency in a request for a grant even though you would not be paid for the representation.

Exceptions:

Generally, you are allowed to represent your parents, your spouse or child, or anyone for whom you serve as a guardian.

You also may provide testimony under oath.

CAN YOU OBTAIN PERSONAL GAIN FROM YOUR OFFICIAL POSITION OR ACTIONS?

Generally speaking, you cannot participate personally and substantially as a Government employee in a matter in which you have a financial interest. There is no minimum amount of value or control that constitutes a financial interest. This prohibition also applies if any of the following individuals or organizations have a financial interest in the matter:

- Your spouse;
- Your minor child;

- Your partner;
 - An organization in which you serve as an officer, director, trustee, partner or employee; or
 - A person or organization with which you are negotiating for prospective employment or have an arrangement for prospective employment.
- (18 U.S.C. 208)

The standards of conduct regulations go further in prohibiting you from having a financial interest that conflicts or even appears to conflict with your Government duties and responsibilities. (5 C.F.R. 735.204)

The following cases are examples of conflict of interest situations:

- You own a single share of stock in a widely-held corporation. If the corporation is likely to be affected by a matter in which you will participate as a Government official, you may violate 18 U.S.C. 208.
- You have a paid part-time position with a non-Federal organization. If the organization is likely to be affected by a matter in which you will participate as a Government official, you would violate 18 U.S.C. 208.
- You are administering a Government contract with a firm owned by your brother-in-law. You probably would not violate 18 U.S.C. 208 because your brother-in-law's financial interests are not considered to be yours, but you would have the appearance of a conflict, which would violate the standards of conduct.
- You are conducting an audit of a private organization in the course of your Government job. The head of this private organization asks you to meet with her to discuss leaving Government to join her organization. Unless you immediately reject the offer, you would have to disqualify yourself from further participation in the audit in order not to violate 18 U.S.C. 208.

The head of your agency can grant you a waiver under 18 U.S.C. 208 if your financial interest is found to be not so substantial as to affect the integrity of your services. A general waiver can also be granted to a group of employees for certain interests found to be too remote or inconsequential to affect the integrity of the employees' services. The general waivers must be published in the Federal Register.





WHAT ARE POST-EMPLOYMENT RESTRICTIONS?

Post-employment restrictions can be found in Title 18 of the United States Code. Title 18 U.S.C. 207 prohibits former Government employees from "switching sides." For example, as a former employee you would be prohibited permanently from acting as another person's representative to the Government in certain matters in which you have been involved substantially while in Federal service.

Also, for two years you would be prohibited from representing another person to the Government in certain matters which were pending under your official responsibility during your last year of Government service.

Examples:

- As a former Government employee, you would be prohibited from representing another person on a contract you administered while with the Government, but you could work on the contract in the contractor's office.

- As a former supervisor with the Government, you would be prohibited for two years from representing another person before the Government on a case that was under your official responsibility during your last year of Government service even if you did not actually work on the case yourself.

There are additional restrictions, one of which imposes a one-year, agency specific cooling-off period, that apply to certain senior employees whose positions are listed in the Federal Register each year.

If you are planning to leave the Government, you should see your personnel office or your Designated Agency Ethics Official for more information about this law.



ARE EXPERTS, CONSULTANTS, AND ADVISORY COMMITTEE MEMBERS COVERED BY THE STANDARDS OF CONDUCT REGULATIONS AND THE CONFLICT OF INTEREST LAWS?

Yes. The standards of conduct regulations generally apply to those individuals, known as special Government employees who do not serve for more than 130 days in a year. If you are a special Government employee, you should read sections 203, 205, 207, and 208 of Title 18, United States Code, all of which carry criminal penalties related to conflicts of interest, and the standards of conduct regulations, where applicable.

WHAT IF YOU WANT TO REPORT A VIOLATION OF THE STANDARDS OF CONDUCT REGULATIONS OR THE CONFLICT OF INTEREST LAWS?

If you know of criminal violations or violations of the standards of conduct regulations committed by other employees of your agency or any outsider, or if you know of any misconduct or abuses of authority, you are responsible for reporting the violations to your supervisor, the Office of the Inspector General (where applicable), your Designated Agency Ethics Official, or your personnel office. Note, failure to report a criminal violation promptly could result in disciplinary action being taken against the employee having such knowledge. If you want to report violations to the Office of the Inspector General, use the IG "hotline," where one exists.

ARE YOU REQUIRED TO GIVE STATEMENTS TO INVESTIGATIVE OFFICIALS?

You are required to assist the Inspector General and other investigative officials. This requirement includes the giving of statements or evidence to investigators, auditors, or inspectors of the Inspector General's Office or to other investigators authorized to conduct investigations into potential violations. (NOTE: You always retain your constitutional rights, including the rights to counsel and against self-incrimination.)



WHAT ACTION MAY BE TAKEN IF YOU VIOLATE THE STANDARDS OF CONDUCT REGULATIONS OR THE CONFLICT OF INTEREST LAWS?

You may be subject to disciplinary action if you violate any of the standards of conduct regulations. This includes supplemental standards published by your agency. The type of action to be taken must be determined in relation to the specific violation. Some types of disciplinary action that may be considered are: admonishment, written reprimand, reassignment, suspension, demotion and removal. When such actions are taken, applicable laws, regulations, and procedures must be followed. In addition, violations of Federal criminal statutes may subject the violator to criminal prosecution. If you have questions concerning disciplinary action, discuss your concerns with your supervisor or your personnel office.

What Are The Political Do's & Don'ts For Federal Employees?

-----Covered Employees-----

With very few exceptions, all employees in the executive branch of the Federal Government are subject to the political activity provisions of the Hatch Act. Employees of the U.S. Postal Service and the District of Columbia government are also subject to this law.

- | | |
|---|--|
| o May register and vote as they choose | o May not be candidates for public office in partisan elections |
| o May assist in voter registration drives | o May not campaign for or against a candidate or slate of candidates in partisan elections |
| o May express opinions about candidates and issues | o May not make campaign speeches or engage in other campaign activities to elect partisan candidates |
| o May participate in campaigns where none of the candidates represent a political party | o May not collect contributions or sell tickets to political fund-raising functions |
| o May contribute money to political organizations or attend political fund-raising functions | o May not distribute campaign material in partisan elections |
| o May wear or display political badges, buttons, or stickers | o May not organize or manage political rallies or meetings |
| o May attend political rallies and meetings | o May not hold office in political clubs or parties |
| o May join political clubs or parties | o May not circulate nominating petitions |
| o May sign nominating petitions | o May not work to register voters for one party only |
| o May campaign for or against referendum questions, constitutional amendments, and municipal ordinances | |
-

An election is partisan if any candidate for an elected public office is running as a representative of a political party whose presidential candidate received electoral votes in the last presidential election.

Provided Courtesy of the Office of the Special Counsel, U.S. Merit Systems Protection Board.

APPENDIX

Reference Chart to Laws and Regulations

Title in Handbook	Page Number	Citation to Law or Regulation
What are the General Standards of Conduct	1	5 C.F.R. 735.201a
Are You Allowed to Use Government Property for Personal Reasons?	2	5 C.F.R. 735.205
What is the Government's Policy on the Acceptance of Gifts, Entertainment, and Favors?	2	5 C.F.R. 735.202 & 18 U.S.C. 201 & 209
What about Using Information Picked up on the Job?	5	5 C.F.R. 735.206
What Happens if You Fail to Pay Your Debts?	5	5 C.F.R. 735.207
Can You Gamble while on Duty?	6	5 C.F.R. 735.208
Can You Have a Second Job Outside Government?	6	5 C.F.R. 735.203, .205, .206, & .201a(a); & 18 U.S.C. 203 & 205
Can You Obtain Personal Gain from Your Official Position or Actions?	7	5 C.F.R. 735.204 & 18 U.S.C. 208
What are Post-Employment Restrictions?	9	18 U.S.C. 207
Are Experts, Consultants, and Advisory Committee Members Covered by the Standards of Conduct and the Conflict of Interest Laws?	10	5 C.F.R. 735 Subpart C, 18 U.S.C. 203, 205, 207, & 208

THE WHITE HOUSE

WASHINGTON

February 16, 1993

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: BERNARD W. NUSSBAUM 
COUNSEL TO THE PRESIDENT

STEPHEN R. NEUWIRTH 
ASSOCIATE COUNSEL TO THE PRESIDENT

RE: Support of Proposed Legislation

This memorandum is intended to alert members of the White House staff to proscriptions on lobbying activities imposed by federal law and to provide general guidelines for compliance with applicable rules. This is a preliminary memorandum that will be updated in the near future.

The so-called "Anti-Lobbying Act" (18 U.S.C. § 1913) prohibits the use of appropriated funds, directly or indirectly, to pay for "any personal service, advertisement, telegram, telephone, letter, printed or written matter or other device" intended to influence a member of Congress in acting upon legislation, before or after its introduction.

Past interpretations of the Anti-Lobbying Act make clear that an employee of the Executive Branch, acting in his or her official capacity, may communicate with a member of Congress for the purpose of providing information or soliciting that member's support, whether or not such contact is invited and whether or not specific legislation is pending. That is, the ordinary and traditional interaction between the Executive and Legislative branches is permitted.

An Executive Branch employee may also provide the public with informational and background material in support of an Administration policy effort or proposed legislation.

Problems do arise, however, where employees of the Executive Branch become involved, directly or indirectly, in efforts to encourage members of the public to lobby members of Congress. Unfortunately, the line separating proper and improper conduct is imprecise, and the propriety of particular activity

must be judged in light of the specific facts at issue. The following comments and examples are thus intended to provide general guidance only:

- 1) Executive Branch officials may speak freely in meetings with individuals or groups, at public forums, at news conferences, and during news interviews. Such appearances might be challenged, however, where they become excessive and amount to a publicity campaign, or where any statements are made to encourage members of the public to lobby members of Congress. A substantial degree of direct contact with the private sector by persons who do not ordinarily engage in such activities can also be evidence of prohibited conduct.
- 2) Appropriated funds should not be used to produce written, printed or electronic communications intended to induce members of the public to lobby members of Congress. For example, Executive Branch personnel should not initiate mailings to the public that state the Administration's position and ask recipients to contact their Senators and Representatives in support of that position. Responses to incoming communications may include explanations of the Administration's position on matters of public policy, including proposed legislation -- but should not ask the recipients to contact their elected representatives.
- 3) It is normally appropriate to distribute press releases, public officials' speeches, fact sheets or other informational materials to persons who have expressed an interest in the subject matter or who hold senior positions in organizations active in relevant areas. Unsolicited mass distribution of such public documents, however, may appear intended to encourage "grass roots" lobbying -- even where the content of such documents is informational and does not suggest expressly that recipients should contact members of Congress. Each such proposed mass distribution must be judged based on the purpose and content of the communication and the number and kind of people who will receive the information.
- 4) Officials and employees of the Executive Branch may properly have regular contact with non-governmental organizations that lobby members of Congress or attempt to influence the general public to lobby the Congress. However, in these dealings, Executive Branch officials should not -- and should not even appear to -- dominate the organization or use the organization as an arm of the Executive Branch.
 - (a) Examples of the kinds of activities in which Executive Branch officials might participate when dealing with independent outside organizations include:

- (i) exchanging non-privileged information;
- (ii) making suggestions, responding to particular inquiries, or discussing the merits of various legislative strategies and related matters (so long as the Executive Branch officials do not suggest organization of "grass roots" lobbying efforts);
- (iii) addressing meetings (non-fundraisers); and
- (iv) upon request, providing to an organization, for reproduction and distribution by the organization:
 - sample copies of documents prepared by Executive Branch officials (such as press releases, public officials' speeches or fact sheets) that are otherwise available for public distribution; or
 - letters on specific subjects written by Executive Branch officials.

(Note that the documents provided for distribution must not suggest that the recipients contact members of Congress to urge support of particular Administration positions; in addition, the decision to publish or distribute any such material must be left to the independent organization.)

- (b) The activities that Executive Branch officials should avoid include, for example:
 - (i) assuming responsibility for the ongoing operations of an outside organization;
 - (ii) requesting that an organization activate its membership at large to contact members of Congress on behalf of a legislative proposal;
 - (iii) gathering information or producing materials which cannot properly, or would not ordinarily, be gathered or produced as part an Executive Branch employee's regular work;
 - (iv) producing or providing multiple copies of materials to be distributed by an outside organization;

- (v) requesting an organization to prepare or distribute any materials that suggest directly or indirectly that the recipients should contact members of Congress;
- (vi) playing any substantial role in advising an organization with respect to the content of material the organization may wish to distribute;
- (vii) providing to such organizations lists of or correspondence from persons who favor or oppose particular policy positions; and
- (viii) involvement in an outside organization's fundraising activities.

These legal guidelines are not intended to prohibit interaction between the Executive Branch and the public. But where such interaction develops into a publicity and propaganda campaign intended to encourage citizen groups to lobby Congressional representatives, the boundaries of propriety have been crossed.

Because the Anti-Lobbying Act has not often been interpreted, it is difficult to be more specific in setting forth guidelines for Executive Branch officials and offices. The anti-lobbying law, however, is a criminal statute and should be taken seriously. Any factual situations not expressly covered in this memorandum should be brought to the attention of the Counsel's office before any action is taken.

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

March 9, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: BERNARD W. NUSSBAUM
COUNSEL TO THE PRESIDENT 

STEPHEN R. NEUWIRTH 
ASSOCIATE COUNSEL TO THE PRESIDENT

RE: Prohibited Contacts with Agencies:
Follow-up Memorandum

As discussed in our memorandum of February 22, 1993 (copy attached), it is important that all members of the White House staff recognize that there are significant restrictions on the kinds of communications a member of the White House staff may have with independent regulatory agencies, executive branch agencies and their components. It is also important that senior members of the White House staff ensure compliance with these restrictions within their offices.

This memorandum is intended to clarify certain issues discussed in our February 22 memorandum. The following points are intended to supplement, not replace, our February 22 memorandum, and the February 22 memorandum should continue to be consulted for the broader range of topics it covers.

The rules discussed below and in our original memorandum are intended to provide guidance in the absence of any other formalized process for White House input in regulatory matters. As noted in our February 22 memorandum, the President and Vice-President are presently considering certain changes to the regulatory review process, and further instructions on contacts with regulatory agencies may be forthcoming as those changes are adopted. Moreover, these rules do not overturn those existing Executive Orders that provide mechanisms for regulatory review (particularly defining the role of the Office of Management and Budget). The procedures set forth in those orders can continue to be followed.

1. As a general rule, no member of the White House staff should contact any independent agency (or its components) with respect to any pending adjudicative or investigative matter.

It may be appropriate in certain circumstances for White House staff to discuss rulemaking matters with an independent agency; but prior to doing so, White House staff members must first consult with the Counsel's office. White House staff members should also consult with the Counsel's office before discussing general policy matters, or administrative or legislative issues, with an independent agency. Such consultation with the Counsel's office can address broad areas of ongoing discussion. (A list of independent agencies is set forth on page 2 of our February 22 memorandum.)

2. If an independent agency contacts a member of the White House staff for information, it is normally appropriate for the White House staff member to respond to such an inquiry. It is important, however, that no such discussions occur if (a) the White House staff member (or a relative, friend or business associate) has a personal interest in the matter at issue; (b) the inquiry relates to a particular rulemaking matter and the White House staff member is aware the private parties have been lobbying the White House with respect to that matter; (c) the inquiry relates to a particular adjudicative or investigative matter. Furthermore, in responding to such inquiries, it is important that White House staff members respond only to the specific inquiry, and not have discussions that would otherwise be prohibited without prior Counsel's office approval.

3. As a general rule, no member of the White House staff should contact any executive branch agency (or its components) with respect to any pending adjudicative or investigative matter. In some circumstances, it may be appropriate for White House staff to have discussions with executive branch agencies concerning rulemaking; but prior to doing so, White House staff members should first consult with the Counsel's office. The purpose of such consultation is to ensure that no private parties are receiving preferential treatment, or having undue influence upon, the rulemaking process. (A list of executive branch agencies with significant regulatory or adjudicative functions is set forth on page 3 of our February 22 memorandum.)

4. As a general rule, no clearance is necessary before a member of the White House staff contacts an executive branch agency to discuss general policy matters or administrative, executive or legislative issues. Keep in mind, however, that such discussions become inappropriate when (a) the White House staff member (or a relative, friend or business associate) has a personal financial interest in the matter being discussed or (b) the White House staff member is, or appears to be, acting on behalf of a private party that has a financial interest in the matter being discussed.

5. White House staff should confer with the Counsel's office before contacting independent or executive agencies with respect to particular individuals. Moreover, White House staff should be sensitive to the constraints placed on agencies by the provisions of the Privacy Act of 1974.

6. Agencies in the intelligence community should not be contacted directly without first coordinating any such contacts with the Assistant to the President for National Security Affairs. Where issues of individual privacy arise, the Counsel to the President should also be contacted.

7. No member of the White House staff should contact any procurement officer about a contract in which that staff member has a personal financial interest or in which a relative, friend or business associate has a financial interest. Moreover, if contacts are made in circumstances where no such financial interests are present, (a) such contacts should, to the extent possible, be made after the contracting procedure is completed and (b) the lack of such financial interest should be made known to those receiving the communication so that unintended inferences do not arise. To avoid even the appearance of impropriety in procurement, the Counsel's office should be consulted prior to any White House staff contacts on procurement matters.

8. Special rules apply to contacts by White House staff with the Department of Justice and with the Department of the Treasury. Those rules are set forth on pages 5 and 6 of our February 22 memorandum. Note that members of the White House staff may communicate directly with either Department with respect to policy, legislative or budgetary matters.

9. The rules governing contacts with agencies apply fully to matters concerning airlines and the airline industry. Private parties attempting to solicit White House support on domestic airline regulatory matters should generally be referred to the agency with rulemaking or regulatory authority. In addition, White House staff members must always refuse to discuss with interested private parties cases subject to the President's approval under Section 801 of the Federal Aviation Act (concerning Presidential review of international aviation decisions). The Counsel's office should be consulted before a member of the White House staff has discussions with parties interested in pending regulatory matters affecting an airline or airlines.

THE WHITE HOUSE
WASHINGTON

February 22, 1993

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: BERNARD W. NUSSBAUM
COUNSEL TO THE PRESIDENT 

STEPHEN R. NEUWIRTH 
ASSOCIATE COUNSEL TO THE PRESIDENT

RE: Prohibited Contacts with Agencies

It is important that all members of the White House staff recognize that there are significant restrictions on the kinds of communications a member of the White House staff may have with independent regulatory agencies, Executive agencies, and their components. These restrictions apply with particular force where agencies have an adjudicative, investigative, enforcement, intelligence, or procurement function. Violations of these restrictions may result not only in significant embarrassment to the individual involved and the White House, but in legal sanctions against the individual as well.

The following discussion sets forth the restrictions applicable when staff are in contact with an agency. It is critical that you review this material carefully. If you have any questions, please consult the Counsel's office before making any contact with an agency.

A. Contact with regulatory, investigative, intelligence, and procurement agencies.

1. Regulatory Agencies: The cases that come before these agencies are of two general types: rulemaking and adjudicative. Both normally involve high stakes, are very complicated, and are extremely important to the parties concerned.

There is generally no justification for any White House involvement in particular adjudicative or rulemaking proceedings at any agency. Therefore, as a general rule, no member of the staff should contact (a) any agency in regard to any adjudicative matter pending before that agency, or (b) any independent agency in

regard to any rulemaking pending before that agency. For rulemaking proceedings at Executive agencies, any staff member considering contacting any agency about such rulemaking should first consult with the Counsel's office. In all events, no such contacts with Executive agencies should be considered, nor will they be approved, if they imply preferential treatment or undue influence on the decision-making process.

Should you receive any inquiries with regard to pending regulatory or rulemaking matters, you should refer the inquiring party to the agency involved and express no opinion on the issues raised. White House staff members should avoid even the mere appearance of interest or influence.

Should an occasion arise in the course of your duties where it appears necessary to discuss general policy matters with the staff of an independent regulatory agency, you should first consult with the Counsel's office to determine whether such contact would be appropriate under the circumstances. Such clearance is not required before contacting Executive agencies on administrative, or purely executive or legislative, matters. But such clearance is required where any adjudicative, regulatory or procurement action is involved.

The following agencies, while not an exhaustive listing, are regarded by the Justice Department as independent and should not be contacted by White House staff (except for routine referrals of mail or administrative matters) without prior clearance from the Counsel's office:

- Commodity Futures Trading Commission
- Consumer Product Safety Commission
- Federal Communications Commission
- Federal Deposit Insurance Corporation
- Federal Election Commission
- Federal Maritime Commission
- Federal Reserve System
- Federal Trade Commission
- Interstate Commerce Commission
- National Credit Union Administration
- National Labor Relations Board
- National Transportation Safety Board
- Nuclear Regulatory Commission
- Occupational Safety and Health Review Commission
- Securities and Exchange Commission
- U.S. International Trade Commission

The following agencies, or components of Executive departments or agencies, have significant regulatory or adjudicative functions. Accordingly, they should not be contacted with respect to the exercise of those functions without prior clearance from the Counsel's office (which clearance generally will not be given for adjudicative actions and will be considered only on a case-by-case basis for regulatory actions):

Environmental Protection Agency
Equal Employment Opportunity Commission
Federal Aviation Administration
(Transportation)
Federal Energy Regulatory Commission
(Energy)
Federal Labor Relations Authority
Food and Drug Administration
(HHS)
Foreign Claims Settlement Commission
(Justice)
Immigration and Naturalization Service
(Justice)
Merit Systems Protection Board
Mine Safety and Health Administration
(Labor)
National Highway Traffic Safety Administration
(Transportation)
Occupational Safety and Health Administration
(Labor)
Overseas Private Investment Corporation
Pension Benefit Guaranty Corporation
Social Security Administration
(HHS)
U.S. Parole Commission
(Justice)

This list is merely illustrative. Many bureaus and divisions of agencies have authority to issue binding regulations or to decide specific claims, and the same rules on prior clearance from the Counsel's office apply for those entities as well.

You should be aware that the President and Vice-President are presently considering certain changes to the regulatory review process, and further instructions on contacts with regulatory agencies may be forthcoming as those changes are adopted.

2. Investigative and Intelligence Agencies: As set forth in Part B of this section, the ban on agency contacts extends to the litigating, investigative and

adjudicatory divisions of the Department of Justice. The same rules also apply to the Internal Revenue Service, the Inspectors General, the Special Counsel of the Merit Systems Protection Board, and similar components of departments and agencies with authority to investigate charges of misconduct, to conduct audits of specific programs, or to bring complaints before courts or other adjudicative bodies.

White House staff should also confer with the Counsel's office before contacting agencies with respect to particular individuals. While the White House Office is not bound by the provisions of the Privacy Act of 1974, 5 U.S.C. Sec. 552a, Federal agencies are restricted by the Act from disclosing information about individuals contained in their files. The White House staff should be sensitive to these constraints.

Agencies in the intelligence community -- including the CIA, NSA, DIA, the Intelligence Division of the FBI, and the intelligence components of the military services -- report to the President through his Assistant for National Security Affairs. These agencies should not be contacted directly without coordinating first with the Assistant for National Security Affairs -- and, where issues of individual privacy arise, with the Counsel to the President.

3. Procurement Agencies: In recent years, the public has become increasingly sensitive to allegations of improper influence in the awarding of government contracts. No member of the White House staff should contact any procurement officer about a contract in which he or she has a personal financial interest or in which a relative, friend, or business associate has a financial interest. This is true not only with respect to calls or contacts in which influence is directly exerted, but also as to so-called "status" calls or other communications which might direct the attention of the procurement officer to the fact that a White House staff member has an interest.

There may be occasions when the White House has a legitimate interest in information about procurement matters. In such instances, however, any communication should be made only by persons who have no direct interest themselves, and whose friends or associates have no such interests. It is advisable that the lack of such interest be made known to those receiving the communication so that unintended inferences do not arise. Moreover, to the extent possible, information

about a procurement matter should be obtained after the contracting procedure is completed, or should be obtained from persons not involved in the decision-making process. To avoid the appearance of conflict and subsequent embarrassment, White House staff members who feel they must contact procurement agencies with regard to pending matters should first contact the Office of the Counsel to the President.

B. Communications with the Department of Justice

As we are all aware, it is imperative that there be public confidence in the effective and impartial administration of the laws. Political figures and others may seek White House intervention in pending criminal and civil matters, but it undermines the administration of justice if the White House even appears to be interfering in such cases.

The following procedures have been established for communications between the White House staff and the Department of Justice.

1. Any written or oral communication to the White House concerning particular pending Department of Justice investigations or criminal or civil cases must be directed immediately to the Counsel to the President. If appropriate and necessary, the inquiry will then be transmitted by the Counsel's office to the Office of the Attorney General or the Deputy Attorney General. No other member of the White House staff should discuss a pending criminal or civil matter with private individuals or organizations, or with the Department of Justice.
2. All requests for formal legal opinions from the Department of Justice must be directed to the Counsel to the President, who will in turn forward such requests to the Office of the Attorney General or to the Assistant Attorney General in charge of the Office of Legal Counsel.
3. Members of the the White House staff may communicate directly with the Department of Justice with respect to policy, legislation and budgeting matters.

C. Communications with the Department of the Treasury

In light of the sensitive nature of matters before some of the component agencies of the Department of the Treasury -- such as the Office of Comptroller of the Currency, the Internal Revenue Service, the Bureau of Alcohol, Tobacco and

Firearms, and the Secret Service -- the following procedures have been established for communications between the White House staff and the Treasury Department:

1. Any written or oral communication to the White House concerning pending investigations or cases must be directed to the Counsel to the President. If appropriate and necessary, the inquiry will then be transmitted to the Office of the Deputy Secretary of the Treasury.
2. All inquiries which concern or may concern rulings on pending applications, regulatory actions or adjudications must likewise be directed to the Counsel to the President for transmittal, if appropriate and necessary, to the Deputy Secretary (although it is unlikely that inquiries with respect to adjudications or to so-called "private" rulings will be considered appropriate or necessary).
3. Other than for routine "tax checks" in personnel matters, requests for tax return information generally will not be favored. All requests involving tax return information must be directed to the Counsel to the President. If the information is deemed essential and if permitted by the Internal Revenue Code, such requests will be forwarded to the Deputy Secretary of the Treasury (except for routine "tax checks", which will be processed under our existing procedures).
4. Requests for information or statistical data of a routine nature and comments regarding policy, legislation and budgeting may continue to be handled directly by White House staff and appropriate Treasury officials.

D. Procedures Governing Presidential Review of International Aviation Decisions

Executive Order 12547 (February 6, 1986) sets out procedures for Presidential review of international aviation decisions pursuant to Section 801 of the Federal Aviation Act, 49 U.S.C. Sec. 1461. Section 5 of the Executive Order prohibits individuals within the Executive Office of the President from discussing Section 801 cases -- those involving international aviation -- with outside parties, and requires such individuals to refer written communications on Section 801 cases from outside parties to the appropriate office outside the Executive Office of the President. White House staff members should refuse to discuss with interested private parties cases subject to the

President's approval under Section 801, and should refer any written communications concerning such cases to the Counsel's office for appropriate referral.

Purely domestic aviation decisions not subject to Presidential approval under Section 801 would typically be governed by the general policy against White House involvement in particular adjudicative matters. You should consult with the Counsel's office before discussing such cases with interested private parties or Government agencies.

* * *

The matters covered in this memorandum are intended only to improve the internal management of the Executive Branch and are not intended to create any right or benefit, substantive or procedural, enforceable at law by a party against the United States, its agencies, its officers, or any person.

Please cooperate in observing the guidelines discussed above. If you have any questions regarding these procedures, please contact the Counsel's office.

THE WHITE HOUSE

WASHINGTON

March 18, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

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

SUBJECT: Travel Authorizations and Travel Vouchers

All travel outside the Washington metropolitan area, except personal travel, must be authorized in advance prior to departure. As soon as the decision to travel is made, a travel authorization (TA) must be completed with both the traveler's signature and the office head, and submitted to Tom Hufford of the White House Administrative Office (OEOP, Room 1) for processing. The request will then be reviewed by Catherine Cornelius of the Office of Management and Administration (WW/GFL) for approval.

If the TA is not submitted prior to departure, the traveler can be held personally responsible for any costs associated with their travel.

Please remember that, following any trip, a completed travel voucher with the traveler's signature as well as the office head's signature and all travel-related receipts must be submitted to Tom Hufford (OEOP, Room 1) for processing. At that point, the appropriate reimbursement will be made.

Any questions regarding this process can be directed to either Tom Hufford at 456-2500 or Catherine Cornelius at 456-2861.

Thank you for your cooperation.

DATE: March 18, 1993
TO: Senior Staff
FROM: Ann Stock
RE: Event Information for
White House and Grounds

CC: [unclear]
Shirley

YOUR OFFICE AND THE SOCIAL OFFICE

Social Office

The Social Office plans and implements events hosted by The President and The First Lady for the Executive Residence and grounds (not including West Wing or OEOB). To plan an event, call Ann Stock at extension 2347. A staff member will be assigned as liaison to your event.

Guests

Once event, format and time are agreed upon, please submit an alphabetized guest list with phone numbers to Social Office. Social Office staff will invite guests, secure social security numbers, dates of birth, titles and affiliations for clearance, and designate the entrance gate. Written invitations require three weeks notice.

Social Office will keep track of acceptances and regrets, coordinate clearance and parking with WAVES and Secret Service and keep the office hosting the event informed.

It is the responsibility of the Social Secretary to determine the inclusion of additional guests, such as extra staff members, guests of guests, Congressional staff, family members, etc. Please don't assume it is okay to add extra people, particularly when food will be served.

One day prior to event, the Social Office will submit a final guest list to The President and/or The First Lady.

Clearance

To insure proper and timely clearance, a complete guest list must be in the Social Office 24 hours before event.

These lists go to one designated gate, only. Even though some guests are used to entering a particular gate (i.e., members of Congress), they must enter the gate designated for the event they are attending.

Someone from The Social Office will check in guests at the gate according to the guest list. If a guest appears who is not on the list, you will be called to clarify the situation. Please have someone available during check-in time, as this can not be negotiated by the person at the gate.

Please give Social Office a list of staff expected at events. They will be added to the guest list and given to a Secret Service Agent at the staircase for all State Floor events.

Residence Task Sheets

Attached is a sample Residence Task Sheet. Note revised form.

When you make your initial call to notify Social Office of event, please refer to this Task Sheet so you can advise office with as much information as possible. The form, when complete, is then messengered to everyone who needs to see it.

Sequence of Events

Also attached is a sample Sequence of Events. Please advise as to sequence and correct name spellings asap. This form is released to The President and The First Lady by 6:00 p.m. the day before the event.

Walk-thrus

There will be a walk-thru for all staff who will be working event. Any changes in layout or sequence can be made at this time. The Social Office will then send a revised Task Sheet (and Sequence, if necessary) to everyone.

Date:

RESIDENCE EVENT TASK SHEET

Type of Event:
Group:

Date: Time: Guests: Dress:
Site: Rain Site:
Principals:
from: to: Remarks: Yes _ No _ Time:
Receiving Line: Yes _ No _ Time: Site:

USHERS' OFFICE: #Chairs: Tables: Platform:
Serving Time: Location:
Coat Check: Yes _ No _
Food/Beverage:

TOUR OFFICERS: Entry Gate: Exit:
Parking: Yes _ No _ Location:
Comments:

CALLIGRAPHERS: Place Cards: Yes _ No _ Handouts: Yes _ No _
Other:

WHITE HOUSE PHOTO: Yes _ No _ Time: General Edit: Yes _ No _

MILITARY OFFICE: Social Aides: Carriage Call: Yes _ No _
Door Openers: Yes _ No _ Honors: Yes _ No _
Type of Music Site Tir

WHCA: Podium: Yes _ No _ Type: Location:
Announcer Mike: Yes _ No _ Other Mikes: Yes _ No _
Site:
Recording: Yes _ No _ Other Requirements:

PRESS: Yes _ No _ Details:

SPECIAL INSTRUCTIONS:

Social Office Contact:
White House Staff Contact:
Group contact:

Phone: x Fax: x
Phone: x Fax: x
Phone: () - Fax: ()

Reimbursable: Yes _ No _ Bill:

THE WHITE HOUSE
WASHINGTON

DATE: Monday, March 15, 1993
TO: The President
RE: Prime Minister Rabin:
Luncheon
Press Statements
TIME: 12:35 p.m. - 2:30 p.m.
LOCATION: Old Family Dining Room
Rose Garden
East Room (Inclement weather)
DRESS: Business
NO. OF GUESTS: Lunch: 14
Press: 100
FROM: Ann Stock

12:35 p.m. THE PRESIDENT escorts Prime Minister Rabin down colonnade to Old Family Dining Room.

12:45 p.m. THE PRESIDENT invites guests to be seated for lunch.

1:50 p.m. THE PRESIDENT invites Prime Minister Rabin either to residence or on stroll of State Floor.

2:00 p.m. THE PRESIDENT and Prime Minister Rabin are announced into East Room.

Prime Minister Rabin will stand to the right of THE PRESIDENT.

2:05 p.m. THE PRESIDENT makes brief (5 minute) remarks.

Prime Minister Rabin makes remarks.

Qs and As follow.

2:30 p.m. Press availability ends.

THE WHITE HOUSE

WASHINGTON

March 30, 1993

MEMORANDUM FOR ALL WHITE HOUSE OFFICE,
OFFICE OF THE VICE PRESIDENT AND
OFFICE OF POLICY DEVELOPMENT EMPLOYEES

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

SUBJECT: Vacation and Sick Leave Policy

Outlined below is a summary of the vacation and sick leave policy for all White House Office (WHO), Office of the Vice President (OVP), and Office of Policy Development (OPD) employees. For more details on any of the policies call Vicki Reider of the Office of Administration (OA) at extension 2260.

ANNUAL LEAVE (VACATION)

- 2
24
14 6
4
1. Full-time federal employees (other than Commissioned Officers) accrue leave each pay period. The amount of leave you accrue depends on how long you have worked for the federal government. If you have worked for the government:
 - a. Less than 3 years, you accrue 4 hours of leave per pay period, for an annual total of 2.5 weeks (13 working days).
 - b. Between 3 years and 14 years, you accrue 6 hours of leave per pay period for an annual total of 4 weeks (20 working days).
 - c. 15 or more years, you accrue 8 hours of leave per pay period for an annual total of over 5 weeks (26 working days).

NOTE: Part-time employees accrue leave at a different rate than full-time employees.

2. An employee may accumulate up to 240 hours (30 days) of annual leave and carry that accumulation over from year to year. Annual leave accumulated in excess of 240 hours will be forfeited at the end of the year. Forfeited leave cannot be restored except under exceptional circumstances.

3. Any leave approved in excess of the amount of annual leave remaining to your credit will be considered leave without pay unless your supervisor approves advanced leave (taking leave you have not yet earned but anticipate earning).
4. Commissioned Officers are allowed, with the approval of their department head, up to 3 weeks (15 working days) of compensatory time per year with no accrual by pay period or year to year carryover.
5. Weekends and federal holidays are not part of the normal working schedule and no leave need be taken for these days.
6. Staff must submit a request for leave to their supervisor either by personal memorandum or by completing an Application for Leave (see attached).
7. Upon approval, the staff member must notify the office's designated timekeeper of their impending leave.
8. Staff can take leave at any time during the year. However, you are encouraged to take accrued leave, whenever possible, during the same time period the President and First Family are vacationing so as not to hinder the functioning of the WHO.

SICK LEAVE

1. All full-time employees, regardless of their length of service, will earn sick leave at the rate of 4 hours for each full pay period for an annual total of 2.5 weeks (13 working days).
2. Accumulated sick leave will be recredited to an employee if the employee is reemployed with the government within 3 years after separation.
3. Sick leave taken in excess of the amount remaining in an employee's credit will be automatically charged to annual leave and then to leave without pay when the annual leave balance is exhausted. This is not true if your supervisor approved advanced sick leave.

APPLICATION FOR LEAVE

INSTRUCTIONS: Please complete Items 1-8 after reading the Privacy Act Statement shown below.

1. Name (Print or type—Last, First, M.I.)				2. Employee I.D. Number			
3. Organizational Unit		4-A Month	Day	Hour	A.M.	4-C Total Number of Hours	
		FROM:			P.M.		
5. I hereby request (If more than one box is checked, explain in Item 6, Remarks):		4-B Month	Day	Hour	A.M.		
☐ Annual Leave. (Annual leave requested may not exceed the amount available for use during the leave year.)		TO:			P.M.		
☐ Sick Leave. (Complete reverse side of form.)		6. Remarks					
☐ Leave Without Pay.		7. Employee's Signature					
☐ Compensatory Time.		8. Date (Month, Day, Year)					
☐ Other. (Specify)							
OFFICIAL ACTION ON APPLICATION							
☐ Approved		☐ Disapproved (If disapproved, give reason. If annual leave, initiate action to reschedule.)		Signature (Annual leave approved may not exceed the amount available for use during the leave year.)		Date (Month, Day, Year)	

NSN 7540-00-753-5067

Please detach this notice before submitting SF 71.

PRIVACY ACT STATEMENT

Section 6311 of Title 5 to the U.S. Code authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation on you for employment or security reasons; to the Office of Personnel Management or

(Continued on Reverse)

EMPLOYEE —Check the appropriate box below (Items 1-4) if you are applying for sick leave. If your agency requires such certification, please have your doctor or practitioner complete the Certification section below. Falsification of information in this portion of the form may be grounds for disciplinary action, including dismissal.			
1. I was incapacitated for duty by:		2. I was required to care for a member of my family with a contagious disease. (Give name and relationship of family member, and name of disease.)	
☐ Sickness.	☐ Off-The-Job Injury.		
☐ On-The-Job Injury.	☐ Pregnancy and Confinement.		
3. I will be undergoing medical, dental, or optical examination or treatment.		4. I was exposed to a contagious disease. (Give name of disease and circumstances of exposure.)	
☐		☐	
CERTIFICATION OF PHYSICIAN OR PRACTITIONER			
Employee's Name		Period Under Professional Care (Indicate Month, Day, Year)	
		From:	To:
Remarks			
I certify that the employee named was under my professional care for the period indicated above, and that the employee's condition during this period made reporting to work inadvisable.			
Signature of Physician or Practitioner			Date (Month, Day, Year)

General Accounting Office when the information is required for evaluation of leave administration; and to the General Services Administration in connection with its responsibilities for records management.

Where the employee identification number is your Social Security Number, collection of this information is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number, is voluntary, but failure to do so may result in disapproval of this request.

If your agency uses the information furnished on this form for purposes other than these indicated above, it may provide you with an additional statement reflecting those purposes.

THE WHITE HOUSE
WASHINGTON

March 22, 1993

MEMORANDUM FOR ADMINISTRATIVE CONTACTS

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

SUBJECT: Appointment Parking on West Executive Drive

As you may know, we have five designated parking spaces for visitor appointments on West Executive Drive. Due to the high demand for these few spaces, the attached form has been developed to assist with the scheduling for parking of cars.

Please distribute the attached form to all the staff in your offices. This form must be completed in full and faxed to our office at least two hours in advance. Weekend parking should be faxed by 5:00 p.m. on Friday.

As always, if you have any questions, please do not hesitate to contact anyone in our office at extension 7052.

Thanks for your cooperation.

REQUEST FOR APPOINTMENT PARKING

**THIS FORM MUST BE COMPLETED AND SENT BY FAX
TO EXT. 1655 AT LEAST 2 HOURS IN ADVANCE.
(5:00 p.m. on Friday for Weekend Parking)**

Date _____

Requestor's Name _____

Requestor's Office _____

Phone Extension _____ Room No. _____

Date Parking Needed _____

Name of Driver _____

Make of Car _____

State and License No. _____

Time of Arrival _____

Time of Departure _____

**IT IS YOUR RESPONSIBILITY TO CONTACT
WAVES FOR ALL PASSENGERS ARRIVING IN THE CAR.**

THE WHITE HOUSE
WASHINGTON

March 23, 1993

MEMORANDUM FOR: All Department Heads

FROM: Dee Dee Myers 

SUBJECT: Radio Address

As you know, the President has been giving a weekly radio address on Saturday mornings. These events are great opportunities for the White House staff to bring by friends, family and political contacts. The radio address is intended for this purpose. To better manage the attendance and ensure the crowds remain manageable, my office will coordinate all future participation at the addresses.

Please contact David Leavy at ext. 2673 with any attendance requests you or your department may have no later than the Thursday evening prior to the following Saturday address.

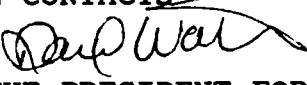
Thank you.

THE WHITE HOUSE

WASHINGTON

February 12, 1993

MEMORANDUM FOR COMMISSIONED OFFICERS, WHITE HOUSE STAFF, AND EOP
ADMINISTRATIVE CONTACTS

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

SUBJECT: White House Transportation Agency Car Service

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

Use of the transportation service is by category:

PRIORITY LIST

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

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

GENERAL LIST

Special Assistants to the Presidents 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. timeframe, weekdays, when cars are available.

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

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

1. Transportation will be to authorized destinations only. They include: The Capitol, the House and Senate Office Buildings, all Federal Agency buildings inside the Beltway, and National Airport if required for approved official travel.

2. Only Priority members may request transportation to or from Dulles or Baltimore-Washington Airports if required for approved official travel.

3. Drivers will not wait more than 15 minutes. Drivers are instructed to return to the Garage for subsequent trips after discharge of passengers.

4. Transportation will be provided only to or from the White House. Transportation to or from a residence (including travelling 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 travelling 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 2660. 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 2150.

THE WHITE HOUSE

WASHINGTON

March 8, 1993

MEMORANDUM TO WHITE HOUSE STAFF

FROM: JOHN PODESTA
TODD STERN ^{TSS}

SUBJECT: BRIEFING BOOKS

With six weeks under our belt now, it is time for a few mid-course corrections in the briefing book process. We have been getting better, but there are still some rough spots.

Be Complete But Concise

We are oscillating a bit between giving the President too little material and giving him too much. On his trip to California, there were some important matters not covered; on his trip to New Jersey, he had so much paper he couldn't get through it all. And the same problem has been evident in his nightly briefing books.

In preparing materials, we should think through what the President needs to know about a particular event or issue so that he can be well informed, accomplish the strategic purpose of the event or meeting, answer questions, etc. We should not assume that he knows so much already that he doesn't need our discussion points or background paper. He does. And it is our job to provide him with sharp, clear and complete materials.

On the other hand, we do the President no service if we overload him. Eight or ten pages of background for an event almost never makes sense. Two pages of discussion on an event location (a college, a company, etc.) can usually be boiled down to an informative half-page. We have to exercise sound judgment and give the President what he needs to know, but not a lot more.

Delivery of Briefing Book Paper to Our Office

The drill so far has been for people to deliver 12 copies of briefing book papers to our office, with material routinely walking in between 7 and 9 pm.

We are hereby changing the drill. One copy of any material for the briefing book -- whether an event/meeting memo,

background, discussion points, remarks -- should be delivered to our office by 5 pm unless there is an unusual, extenuating reason why that deadline can't be met. Feel free to fax it (x2215) or walk it over or -- once we're all up and running on OASIS -- to e-mail it.

The reason for giving us one copy at 5 pm rather than a dozen at 8 pm is that, first, it will give us a chance to make some edits if necessary and, second, it will enable us to get the book to the President at a decent hour. Once we have cleared a given briefing paper, we will let you know and you can then bring us an original on bond paper plus 11 copies.

WE URGE EVERYONE TO GET PLUGGED IN TO OASIS SINCE E-MAILING DRAFTS TO US WILL BE FAR MORE EFFICIENT THAN ANY OTHER MEANS OF DELIVERY -- BETTER FOR YOU AND BETTER FOR US. We should be ready to roll on this end by Thursday.

Monday Briefing Book

Until now, paper for the Monday briefing book has been coming in as late as Sunday night. That isn't good for the President and it isn't good for staff. From now on, one copy of all paper for the Monday briefing book should be delivered to us by **noon Saturday** so that we can get the book to the President by mid-afternoon.

Remarks/Talking Points -- Format

We have run into some format confusion on account of the different uses of the term "talking points". Sometimes "talking points" refer to a stand-up, quasi-speech. Sometimes they refer to discussion points for the President to make in the course of a meeting in the Oval Office or elsewhere. For purposes of clarity, we are going to refer to any address that the President delivers -- even if it's only two minutes long -- as a "speech" or "remarks". We'll use "talking points" in the sense of discussion points in a meeting.

"Remarks" for the President should be delivered to us in two formats. One, for the President, should be triple-spaced in large type with no paragraph running onto the next page. The second should be in the ordinary, single-spaced, small-type format. The reason for giving us the latter is that we have to distribute a number of copies of the President's briefing book and there is no point putting the President's 40-page version into these other books when a small-type, six-page version would do. Let's save a little wood.

Talking, or discussion, points should be prepared in ordinary, small-type format.

PLEASE DISTRIBUTE THIS MEMO TO EVERYONE IN YOUR DEPARTMENT WHO WORKS ON BRIEFING BOOK PAPER.

THE WHITE HOUSE
WASHINGTON

February 11, 1993

MEMORANDUM FOR WHITE HOUSE STAFF

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

SUBJECT: White House Staff Mess

The attachment outlines the new policy regarding the use of the White House Staff Mess.

If you have any questions or concerns, please do not hesitate to contact Lieutenant Michael Lucas, Food Service Coordinator, at extension 4192, or visit his office in room 404 OEOb.

Thank you.

Attachment

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. Membership accounts may be established in the OEOB Room 404. The deposit will be returned after termination of your membership and closure of your account.

HOURS OF OPERATION

Monday through Friday

BREAKFAST	-	7:00am - 9:00am
LUNCH		
(1st sitting)	-	12:00pm - 1:00pm
(2nd sitting)	-	1:15pm - 2:15pm
(carry-out)	-	11:30am - 2:00pm

Evening carry-out meal service is available from 5:30pm to 8:30pm, Monday through Friday.

Carry-out service is also available on Saturdays from 11:30am to 2:00pm 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 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 6377. As a courtesy to all members, reservations will be held no more than 10 minutes.

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 Mess office at extension 4192.

BILLING

Prior to the 10th of each month, a bill will be sent to your office for the previous month's charges. Payment should be made by personal check, 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 who have not paid their bill within 30 days from the date of billing shall have their mess privileges terminated, and the required deposit shall be applied to the outstanding balance. 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 16) is available for private dining of large parties.
- There may be occasions when Staff Mess personnel are required to provide meal service for other functions. During this period, meal service will be available to mess members only (no guests will be allowed).

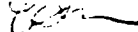
With your cooperation, we will be able to provide excellent food service in a pleasant atmosphere and convenient location. Any suggestions which will help improve this service should be directed to Lieutenant Michael Lucas, Food Service Coordinator, at extension 4192, or visit his office in room 404 OEOB.

THE WHITE HOUSE
WASHINGTON

March 1, 1993

MEMORANDUM FOR WHITE HOUSE OFFICE STAFF

FROM: BERNARD NUSSBAUM
COUNSEL TO THE PRESIDENT

CHERYL MILLS 
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Meals, Receptions, Dinners, and Events

This memorandum provides general guidance on the propriety of accepting meals and invitations to receptions, dinners and other events from outside domestic sources. The rules governing the Standards of Conduct for Executive Branch Employees are contained in 5 C.F.R. Part 2635, which were issued by the Office of Government Ethics ("OGE"). These rules are provided at every ethics briefing for White House Office employees. Additional copies of the rules are available from Counsel's Office (OEOP, Room 128).

Under the ethics rules, White House employees may not accept a gift in return for being influenced in the performance of an official act nor may he or she solicit or coerce the offering of a gift. Moreover, White House employees may not solicit or accept a gift:

1. from a prohibited source; or
2. given because of the employee's official position.

A gift includes "any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of training, transportation, local travel, lodgings and meals." 5 C.F.R. § 2635.203.

A prohibited source includes anyone who:

1. is seeking official action by the White House Office;
2. does business or seeks to do business with the White House Office;
3. conducts activities regulated by the White House Office;

4. has interests that may be substantially affected by the performance or nonperformance of your official duties; or
5. is an organization composed of members who can be described by the criteria set forth immediately above.

Under this policy, we generally are prohibited from accepting meals (dinners, tickets to events) from virtually all sources -- including, among others, contractors, regulated business groups, and litigating parties.

With regard to the press, a 1987 OGE opinion determined that reporters seeking information from, or an interview or ongoing working relationship with, a government employee because of the employee's official position are prohibited sources for the official. Thus, members of the press are prohibited sources. As a general rule, the 1987 OGE opinion stated that any individual or organization that offers free food or refreshments to a government employee simply because of the employee's official position is considered a prohibited source.

Exceptions

There are exceptions under which gifts of meals or entertainment --invitations to events, dinners, receptions and parties -- may be accepted from a prohibited source, provided that doing so does not otherwise create an appearance of impropriety. These exceptions are summarized below:

a) Gifts of \$20 or Less. You may accept an unsolicited gift (other than cash or its equivalent) valued at \$20 or less per occasion. Typically, a two-hour Washington reception for which no attendance fee is charged will meet this exception. Although, you may accept a meal, book, or other item valued at \$20 or less, you may not go to dinner and pay for the amount by which the dinner exceeds the \$20 limitation. You also may not keep any other type of gift valued over \$20 by paying the difference between the gift's market value and the \$20 limitation. Moreover, you may not accept more than an aggregate amount of \$50 in gifts under this exception from any single person in a calendar year.

b) Gift Based on a Personal Relationship. You may accept an unsolicited gift from a prohibited source where it is clear that the gift is motivated by a family relationship or close personal friendship rather than your official position. In assessing whether a gift meets this exception, the history of your relationship (does it predate your government service?) and the source of payment are important factors.

c) Gifts Based on Outside Business or Employment Relationships. You may accept meals, lodging, transportation and other benefits from a prohibited source that results from the business or employment relationships of a spouse, provided it is clear that the gift has not been enhanced because of your official status. Thus, you can attend the opera with your spouse (or significant other) where his or her employer provides him or her with tickets to attend. You also may accept such gifts that result from your own outside business or employment activities provided it is clear that such gifts also have not been offered or enhanced because of your official position. Note, however, that all full-time White House officials paid above \$27,789 are prohibited from receiving income from any outside employment activities.

d) Employment-Related Speaking Engagements. When you are speaking or presenting information on behalf of the White House Office in your official capacity, you may accept meals and the offer of free attendance at a conference, meeting or event on the day of your speech or presentation when provided by the sponsor of the event.

e) Widely-Attended-Gatherings. You may accept free attendance and meals offered by the sponsor of a widely-attended-gathering of mutual interest to a number of parties, provided Counsel's Office has determined it is in the interest of the White House Office that you attend. Therefore, where the sponsor of a dinner (e.g., the Gridiron Association) offers you free attendance, you can attend if Counsel Office's determines it is in the White House's interest that you attend. You cannot attend this dinner as the guest of another organization that has paid for your ticket.

f) Gifts from a Political Organization. Those White House officials who are exempt from the Hatch Act may accept meals, lodgings, transportation and other benefits, including free attendance at events, when provided by a political organization pursuant to 26 U.S.C. § 527(e) (e.g., the Democratic National Committee, campaign committees for state, local and federal candidates).

g) Social Invitations from Non-Prohibited Sources. You can accept food and entertainment at a social event attended by several persons where the person is not a prohibited source and no fee is charged to any in attendance.

Assuming that the event, dinner or reception you would like to attend does meet one of the above exceptions, you always should consider whether your attendance at the event **nevertheless** would lead a reasonable person to question your impartiality in official matters affecting the host, attendees, etc. Where such

an appearance question could be raised, you should consider foregoing the event.

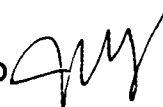
Finally, please remember that if you are required to file a public financial disclosure form, all gifts (including meals that are not received as personal hospitality) valued over \$250 from any one source (aggregating gifts over \$100) must be reported annually on your public disclosure form.

To summarize, except in limited circumstances, it generally is prudent for White House Office staff to avoid accepting a free meal or refreshments from any donor with government business. If the meal, event, dinner or reception proffered by a prohibited source does not meet any of the above exceptions, you may not attend the event consistent with the Standards of Ethical Conduct. You should perform your own analysis of an event you wish to attend prior to contacting Counsel's Office to seek advice. If, after careful evaluation in light of this memorandum, you have difficulty judging a particular situation, please contact Counsel's Office.

THE WHITE HOUSE
WASHINGTON

February 16, 1993

MEMORANDUM TO ALL STAFF

FROM: JANET V. GREEN
SPECIAL ASSISTANT TO THE PRESIDENT AND
DIRECTOR OF WHITE HOUSE OPERATIONS 
SUBJECT: Extended hours of the White House Athletic Center

Together with Heather Beckel, I am pleased to inform you that we have met with the Board of the White House Athletic Center (WHAC) and they have happily agreed to extend the hours for a 10 week trial period to accommodate all of our busy schedules.

Over 100 people signed the petition that was circulated to change the hours of the WHAC which is an employee-financed facility. In order to keep the extended hours and low prices after the 10 week trial period, approximately 85 new members must join.

The WHAC will be open the following extended hours for the 10 week trial period only:

	OLD HOURS	NEW HOURS
Monday - Thursday	7am - 8:30pm	6am - 10pm
Friday	7am - 8pm	6am - 10pm
Saturday	11am - 3pm	8am - 4pm
Sunday	CLOSED	8am - 4pm

See the attached flyer for specific details and costs, but staff have two new membership options available beginning February 22.

To get a tour of the facilities, receive further information or to JOIN the WHAC, please visit Room 2008 of the NEOB (x5688). Or, for your added convenience, a membership table will be located outside the OEOB cafeteria for the next week.

We look forward to everyone staying healthy and joining the White House Athletic Center!

Attachment

WHITE HOUSE ATHLETIC CENTER*

EXTENDED HOURS

A number of EOP staff have expressed an interest in having access to the White House Athletic Center (WHAC) for extended hours during the hectic weeks ahead. The Center's current, lean budget will not support the extra cost without a dues increase and the WHAC's Board of Directors is reluctant to propose this. We just raised dues last August. However, in an effort to accommodate the interest for more hours, we are offering the following for a 10 week trial period starting February 22, 1993.

Non-Members: Two membership options available

EARLY BIRD/NIGHT OWL MEMBERSHIP

\$20 initiation fee	Mon. to Fri. 6:00 am to 8:00 am
\$60 for 10 weeks	7:00 pm to 10:00 pm
	Sat/Sun. 8:00 am to 4:00 pm

FULL USE MEMBERSHIP

\$20 initiation fee	Mon. to Fri. 6:00 am to 10:00 pm
\$110 for 10 weeks	Sat/Sun 8:00 am to 4:00 pm

Members: Add on "Full Use" Hours

\$50 for 10 weeks	Mon. to Fri. 6:00 am to 10:00 pm
	Sat/Sun 8:00 am to 4:00 pm

This is a test! If there is a continuing demand, we can talk about what to do and how to finance it. Call the WHAC at X5688 or stop by the WHAC in Room 2008, NEOB for more information or to sign-up.

***The WHAC is an employee-financed health and physical fitness facility serving all staff in the EOP complex.**

CORRECTIONS FOR CAMP DAVID SCHEDULE

- * THERE WILL NOT BE A PHOTO-OP BY POOL PRESS AT 1:30 PM ON THE CABINET RETREAT. AN OFFICIAL PHOTO WILL BE TAKEN BY WHITE HOUSE PHOTOGRAPHER AND RELEASED TO THE PRESS.
- * TO CONTACT ANYONE AT CAMP DAVID, YOU CALL SIGNAL BOARD OPERATOR AT 202-757-5000 AND ASK FOR CAMP DAVID STAFF ROOM.
- * THE DIRECT LINE IN TO THE CAMP DAVID STAFF ROOM FROM A WHITE HOUSE PHONE IS *96 - THEN WAIT FOR THE PAUSE - THEN 41790.

THE WHITE HOUSE
WASHINGTON
February 24, 1993

DPC Sr. Staff
If these are stacking
up on your desks
let me know if I
can help you -
CLR

MEMORANDUM TO SENIOR STAFF

FROM: JOHN PODESTA *John*
Assistant to the President and
Staff Secretary

It has come to my attention that members of the Correspondence staff are having a difficult time securing approval for form letters from various White House offices. Only with cooperation from senior staff in approving the letters will the mail be answered expeditiously.

Correspondence is a high priority for the President. For most citizens, it is the only way they have personal interaction with the President. We are getting and responding to a record volume of mail. Please support this effort.

Thank you.

Shirley

February 8, 1993

TO: All permanent staff, Office of the First Lady
FROM: Pam Barnett *Pam*
SUBJECT: use of Kennedy Center boxes

The First Family has available for its use, three boxes at the Kennedy Center: 1) Eisenhower Theater (seats 8), 2) Opera House (seats 8), and 3) Concert Hall (seats 12). When they are not using these boxes, they have asked that the tickets be made available to White House staff for official and personal use. Mrs. Clinton has designated me as the contact for all Office of the First Lady staff requests for tickets in these Presidential boxes. I will be working with Nancy Hernreich in the President's office to fill your requests.

For official requests, they will try to confirm a week in advance. Personal requests cannot be confirmed until 24 hours in advance of the performance. The First Family and official requests have "bumping rights" over personal requests, however, I am advised that only under unusual circumstances would someone be "bumped" at the last minute.

If you would like to use the box, please contact me with your request at extension 2369. The following rules apply:

1. you are representing the President and First Lady at all times. There must be a White House host in attendance for all performances. (I recently used the box, and it is a great privilege. Believe me, everyone who regularly attends the Kennedy Center knows where the boxes are located and all eyes will be on you with enormous curiosity.)

2. There is a sitting room equipped with a small refrigerator stocked with refreshments. **No food or drink is permitted in the theatre or outside the sitting room area.** A key will be provided for the refrigerator at the time you receive your tickets. **The key must be returned to Nancy Hernreich's office the day after the performance.**

Attachment V

TELEPHONE CALL RECOMMENDATION
(Format)

THE WHITE HOUSE
WASHINGTON

DATE (centered)

RECOMMENDED TELEPHONE CALL

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

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

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

PURPOSE: Preferably one sentence; two at most.

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

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

2.

3.

4.

CONTACT PERSON AND
TELEPHONE NUMBER(S):

DATE OF SUBMISSION:

ACTION: _____

SAMPLE — BRIEFING PAPER
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

MEETING WITH NAME OF INDIVIDUAL (centered)

DATE:

LOCATION:

TIME:

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

I. PURPOSE

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

II. BACKGROUND

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

III. PARTICIPANTS

List all participants including White House Staff.

IV. PRESS PLAN

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

V. SEQUENCE OF EVENTS

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

VI. REMARKS

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

Attachment: Talking Points as appropriate:

(IMPORTANT NOTE: Briefing memoranda (with ⁸~~16~~ copies) must be delivered to the Staff Secretary by ~~3:00 p.m.~~ ^{4:30} the day before the scheduled meeting or event.)

THE WHITE HOUSE
WASHINGTON

February 4, 1993

MEMORANDUM FOR WHITE HOUSE OFFICE STAFF

FROM: BERNARD NUSSBAUM
CHERYL MILLS 

SUBJECT: Hiring of Detailees, Consultants, Experts, Special Government Employees and Volunteers

It is important for all members of the White House Office, particularly those making staffing decisions, to understand the general criteria for hiring individuals who are not intended to serve permanently on the staff. This memorandum provides an overview of the categories of employees who are not serving in permanent positions who can be employed by the White House Office. Ultimately, decisions regarding an individual's particular categorization must be made by the Counsel's Office on an individual basis.

Detailees

Pursuant to 5 U.S.C. § 112, the head of any agency, department or independent agency of the executive branch can "detail" an employee to the White House Office.¹ This employee ("detailee") reports to the White House Office for the term of his or her assignment. The employee is responsible to and supervised by a White House Office member.

The White House Office does not have to reimburse the sending agency for the services of a detailee for the first 180 days of a given fiscal year. For each day beyond 180 days in a fiscal year that a detailee continues to be assigned to the White House Office, the White House Office typically must reimburse the sending agency for the employee's service. There are several

¹ All executive branch and independent agencies and major organizational units within an agency (including the Executive Office of the President ("EOP")) may send or receive detailees. The rules governing the reimbursability of such detailees differ from those pertaining to the White House Office. 31 U.S.C. § 1535.

restrictions governing the White House Office's use of detailees. In particular, another agency cannot hire a Schedule C (political appointee) employee for the purpose of detailing that employee to the White House. See "Treasury, Postal Service, and Federal Government Act, 1993", H.R. 5488-44, Sec. 626(a) (October 6, 1992) (each agency must certify that "the Schedule C position was not created solely or primarily in order to detail the employee to the White House").

Second, an agency or department head cannot transfer a new career employee to the White House Office during the employee's first 90 days of service with the agency or department. 5 C.F.R. § 330.501.

Consultants

Pursuant to 3 U.S.C. § 105(c), the White House Office also can procure the services of consultants on a temporary² (less than one year) or intermittent (less than 130 full-time equivalent days in a service year) basis. A consultant "provides views or opinions on problems or questions presented by the agency, but neither performs nor supervises performance of operating functions." Federal Personnel Manual ("FPM"), Chap. 304, 1-2. In addition, consultants typically have "a high degree of broad administrative, professional, or technical knowledge or experience which should make the[ir] advice distinctively valuable to the agency." Id.

The White House Office can pay consultants up to a daily rate equal to the daily base rate of pay for Executive Schedule ("ES") Level II employees (currently \$133,600). See 3 U.S.C. § 105(c).

The FPM specifically prohibits the following activities as an improper use of a consultant:

- 1) hiring an individual as a consultant in anticipation of the individual ultimately taking a career-conditional appointment;
- 2) hiring a consultant for a job that can be performed as well by regular employees;
- 3) hiring a consultant to work in a full-time continuous job;

²The White House Office can retain the services of consultants for longer than one year provided that the President determines that their services are necessary for more than one year. 3 U.S.C. § 105(c).

- 4) hiring an individual as a consultant to avoid competitive employment procedures; and
- 5) hiring an individual as a consultant to avoid General Schedule pay limits.

The White House Office (or the division seeking to hire a consultant) must certify that an individual meets the criteria of being a consultant and provide supporting documentation.

Experts

Pursuant to 3 U.S.C. § 105(c), the White House Office also can secure the services of experts on the same terms as those for consultants (e.g., an intermittent or temporary³ basis). An expert is someone with:

excellent qualifications and a high degree of attainment in a professional, scientific, technical or other field. An expert's knowledge and mastery of the principles, practices, problems, methods and techniques of a field of activity . . . are clearly superior to those usually possessed by ordinarily competent persons in that activity.

FPM, Chap. 304, 1-2(3). Experts typically are regarded as practitioners with "unusual competence and skill by other persons in the profession, occupation, or activity." Id.

Like consultants, the White House Office can pay experts up to a daily rate equal to the daily base rate of pay for ES Level II employees (currently \$133,600). 3 U.S.C. § 105(c).

The White House Office cannot hire or use experts in any of the ways prohibited for the hiring or use of consultants (see above discussion).

Similarly, the White House Office (or the division seeking to hire an expert) also must certify that an individual meets the criteria of being an expert and provide supporting documentation.

³The White House Office also can retain the services of experts for longer than one year provided that the President determines that their services are needed for more than one year. 3 U.S.C. § 105(c).

Special Government Employees

Pursuant to 3 U.S.C. § 105, the White House Office (through the President) has the authority to appoint employees. Employees who are appointed to accomplish jobs which will not exceed 130 days in duration can be classified as Special Government Employees. A Special Government Employee is:

an officer or employee of the executive or legislative branch, . . . who is retained, designated, appointed, or employed to perform, with or without compensation, for not to exceed one hundred and thirty days . . . [of any 365 days] temporary duties either on a full-time or intermittent basis

18 U.S.C. § 202. A consultant and an expert can be classified as a Special Government Employee provided he or she is so designated at the time he or she is hired and will complete the assignment within 130 days. Individuals who are not consultants or experts also can be hired as Special Government Employees provided that the job for which they are hired will be completed in 130 or less days.

A Special Government Employee who is not an expert or consultant can carry out an agency's duties and responsibilities; he or she is not prohibited from supervising the performance of operating functions. In addition, a Special Government Employee can continue to draw a salary from another employer, provided there is no conflict of interest with regard to this, or any other, financial interest.

Volunteers

The White House Office is permitted to have volunteers -- persons who serve without compensation. See Memorandum for Fred F. Fielding, Counsel to the President, "White House Use of Volunteers" (1982). Volunteers may be on a leave of absence from their primary employment (with or without pay) or have no other employer-employee relationship. In either case, volunteers may be treated as employees for conflict of interest purposes and must comply with the federal conflict of interest statutes.

Applicable Ethics Provisions

Conflict of Interests Statutes: Every employee, including a volunteer, is subject to the requirements of 18 U.S.C. 208. This statute prohibits employees from "personally and substantially" participating in a "particular matter" in which, to their knowledge, they have a financial interest. Employees must recuse

themselves from such matters. The financial interests of a spouse, child, employer, business associate and any organization in which an executive branch employee serves as a director, trustee, general partner, employee or officer are imputed to the employee for purposes of determining a conflict of interest.

Clinton Pledges: Executive Order 12834 ("Clinton Ethics Pledges") applies only to senior employees of the executive branch. "Senior" is defined in the Order as those employees who are paid at or above the ES Level V (\$108,200) on an annualized basis. Employees paid at or above this level are subject to the following restrictions:

- 1) they may not, for five years from the date of termination of their service, represent a party in any matter before their former agency, unless the matters are with respect to a judicial proceeding;
- 2) EOP officials may not, for five years, represent a party in any matter before any department or agency with respect to which they had substantial personal responsibility;
- 3) they forever are banned from acting as a foreign agent on behalf of foreign governments or foreign political parties; and
- 4) should they personally and substantially participate in a trade negotiation, they are banned for five years from representing, aiding or advising a foreign political party, foreign country, or foreign business entity in any matter before the federal government.

Federal Ethics Law - Post-Employment Restrictions: Under 18 U.S.C. §§ 201 - 209, employees must comply with a number of ethics requirements. One factor that prospective employees seeking to work in the White House Office -- as a consultant, expert, or Special Government Employee in excess of 60 days or as a full-time volunteer (more than 130 full-time equivalent days in any 365 - day period) -- should consider is the relevant post-employment restrictions. Briefly, these restrictions provide the following:

- a) Lifetime Ban on "Switching Sides." Federal law (§ 207(a)(1)) provides that a former official may never represent a private party before or against the U.S. in a particular matter involving specific parties when the employee worked on that matter "personally and substantially" as a federal employee.

- b) 2-Year "Official Responsibility" Ban. Federal law (§ 207(a)(2)) provides that a former official may not represent a private party before or against the U.S. for 2 years in a particular matter involving specific parties under his "official responsibility" during the last year of government service, whether or not the employee was personally and substantially involved in the matter.
- c) 1-Year Ban on Contacting Former Agency. Federal law (§ 207(a)(c)) requires a 1-year cooling-off period for "senior" employees during which time they may not contact their former agencies with the intent to influence, regardless of whether they worked on the matters involved while in government. "Senior" employees for the purposes of the White House Office are those individuals paid at or above ES Level III (currently \$123,100).
- d) 1-Year Cooling-Off Period. Federal law (§ 207(d)) requires a 1-year "cooling-off" period for "very senior" employees during which time, in addition to the restrictions above, they may not contact other "very senior" employees. "Very senior" employees include those White House Office officials paid at or above ES Level II (currently \$133,600).
- e) 1-Year Ban for Trade Negotiators. Federal law (§ 207(b)) states that for one year after an employee's government service terminates, he or she may not knowingly represent, aid, or advise on the basis of certain non-public information any other person regarding any on-going trade or treaty negotiation in which, during his or her last year of government service, he or she participated personally and substantially as an employee.
- f) 1-Year Ban on Representing Foreign Governments. Federal law (§ 207(f)) requires a 1-year cooling-off period for "senior" (above ES Level III) and "very senior" (above ES Level II) employees representing, aiding, or advising foreign governments or foreign political parties before the U.S. government.

Special Government Employees are subject to the same restrictions discussed above as regular employees (including the Clinton-Gore pledges if they are paid above ES Level V) with the following exception: where a Special Government Employee serves for less than 60 days, the restrictions under § 207(c) do not apply (provision "c" discussed above).

In addition to the post-employment restrictions, a prospective employee's ability to serve in the White House Office may be significantly limited by conflicts of interests that exist with

regard to their financial interests (which includes the financial interest of their spouse, children, employer, or any other organization in which the individual is an officer, director, partner, etc.). For this reason, all prospective employees (including volunteers) in the White House Office, even for brief periods of work, must be approved by the Counsel's Office prior to placing them on the payroll or identifying them as an employee entitled to clearance badges to work in the OEOB or West Wing of the White House.

THE WHITE HOUSE
WASHINGTON

February 2, 1993

orig: CLK
201 Bill
Crum
in
Murray ✓
Posadyn

MEMORANDUM FOR SENIOR STAFF

FROM: JOHN PODESTA *JP*
MARCIA HALE

SUBJECT: PAPERFLOW II

For the most part, thanks to the cooperation of the staff, the paperflow system outlined in the January 22, 1993 memo has been working and serving the President and the staff. We have encountered several problems which need to be addressed. Primarily, these problems have involved clearance of speeches and preparation of materials for the briefing book. Solutions to these problems are discussed below. On occasion, however, problems stem from people trying to end run the system. The only solution to that is to cut it out, which we would encourage you to do.

Speeches and Statements

We have already encountered legal problems resulting from failure to clear speeches. We are going to try to continue following the system outlined in the January 22, 1993 memo but with the following enforcement mechanisms.

Deadlines for drafts of statements of the President and speeches will be set to provide enough lead time for at least a quick review by the substantive and legal shops. Communication will route speeches using a routing slip to facilitate tracking of who has received the draft. Podesta will receive drafts of all statements and speeches and will ensure that White House Counsel has had a crack at the speech unless clearly unnecessary. To facilitate expeditious handling, one person (player to be named) in Counsel's office will be designated to clear statements. Communications will clear statements with substantive staff. Staff clearances will be obtained prior to forwarding to the President for his approval. Communication will provide copies of texts that have been edited by the President and background materials which will be publicly released to the substantive staff and Staff Secretary.

Daily Briefing Book

Rosalyn will get these call. she will get me ASAP.

Marcia Hale's shop is responsible for putting together the President's schedule. By 1 p.m. on the previous day, Marcia will inform the staff contact person what his or her responsibilities are for producing agendas, background memos, talking points, etc. John Podesta's office (Todd Stern or Sheryll Cashin) will then be in touch with the staff contact to make sure necessary briefing materials are getting prepared. Each event on the schedule, with the exception of regular staff briefing time, should, at a minimum, have an event memo prepared. Such materials are due in the Staff Secretary's office not later than 5:00 p.m. the night before the day in question.

Podesta's office will review the materials for quality, completeness, etc. and produce the President's book, which will be distributed by 8 p.m.

Phone Calls

Requests for the President to make important phone calls should be scheduled through Hale. Nancy Hernreich and Podesta would like paper for all phone calls, whether important or not, to be forwarded through the Staff Secretary's office. Such requests should indicate the purpose of the call and enclose talking points. Hernreich and Podesta will then see to it that the calls get made. Requests, except in emergency situations, should be made at least a day in advance.

Regular Briefing Time

Real problems will develop if people start handing paper to the President that has not been properly staffed during his morning briefing periods. For the most part, that has not been a problem and staff have been cooperative. But we need to raise a few points.

All memos requesting meetings and phone calls should be routed through Marcia Hale, not handed directly to the President during regular morning briefing time. The President cannot be expected to keep his schedule in his head and make judgments about other conflicting time demands.

Finally, agendas and documents which will be used during meetings to guide the flow of a discussion should be routed through the normal process to ensure proper staffing by the substantive, political and legal shops.

Please note that forms were distributed with previous paperflow memo and they are attached again. I urge you to follow these forms. We are not trying to be silly, scolds or schoolmarms. We are dealing with the President of the United States. Documents going to the President should look professional and be in a consistent format. It will save us all time if we can avoid our having to ask people to redo their memos.

Thank you for your cooperation.

Attachments

**SAMPLE — BRIEFING PAPER
(Format)**

THE WHITE HOUSE

WASHINGTON

DATE (centered)

MEETING WITH NAME OF INDIVIDUAL (centered)

DATE:

LOCATION:

TIME:

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

I. PURPOSE

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

II. BACKGROUND

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

III. PARTICIPANTS

List all participants including White House Staff.

IV. PRESS PLAN

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

V. SEQUENCE OF EVENTS

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

VI. REMARKS

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

Attachment: Talking Points as appropriate

(IMPORTANT NOTE: Briefing memoranda ⁸ [with 16 copies] must be delivered to the Staff Secretary by ~~3:00 p.m.~~ ^{4:30} the day before the scheduled meeting or event.)

Attachment V

**TELEPHONE CALL RECOMMENDATION
(Format)**

THE WHITE HOUSE

WASHINGTON

DATE (centered)

RECOMMENDED TELEPHONE CALL

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

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

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

PURPOSE: Preferably one sentence; two at most.

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

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

2.

3.

4.

CONTACT PERSON AND
TELEPHONE NUMBER(S):

DATE OF SUBMISSION:

ACTION: _____

THE WHITE HOUSE

WASHINGTON

January 28, 1993

MEMORANDUM FOR SENIOR STAFF

FROM: JOHN D. PODESTA 
Assistant to the President
and Staff Secretary

SUBJECT: SERVICES AVAILABLE FROM THE WHITE HOUSE
OFFICE OF RECORDS MANAGEMENT (ORM)

Under my vast domain, is a unit called the White House Office of Records Management (ORM) which you should be aware of and which can be quite helpful to you. ORM is run by Terry Good and Lee Johnson, Director and Deputy Director, respectively. As the name implies, ORM handles the filing, retrieval, tracking and handling of the vast bulk of paper which is handled by the White House. It is staffed by excellent career people who can provide a variety of services for the policy staff such as:

- o serving as central file for all papers sent to ORM
- o providing rapid retrieval of files and/or information from files sent to ORM, using a sophisticated computerized tracking and filing system
- o reviewing outgoing correspondence from all White House offices and dispatching through the White House mail room
- o maintaining data bases of names and addresses for mailing lists
- o producing machine-signed signatures for the President, the First Lady, and for commissioned officers

Terry and Lee are ready to meet with you to discuss these and other services and they welcome you to visit them and tour their operation. I encourage you to take advantage. You can contact them through me or call them directly on x2240.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
002. memo	Janet Green to All Staff re: Parking Policy (3 pages)	02/01/1993	b(7)(E)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Shirley Sagawa
OA/Box Number: 24338

FOLDER TITLE:

White House Information

2013-0124-S

rc1196

RESTRICTION CODES

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

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

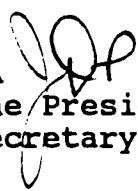
Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

THE WHITE HOUSE
WASHINGTON

January 22, 1993

MEMORANDUM FOR SENIOR STAFF

FROM: JOHN D. PODESTA 
Assistant to the President
and Staff Secretary

SUBJECT: PAPERFLOW

orig: Rasco
KC: Ira
Bruce
Bill
Shirley
NOTE: Our procedure will
be simple: all paper to
be forwarded to the
President should be
sent through me first.
Thanks!

This memo sets forth the procedure for all White House staff to follow in sending paper to the President for signature or review. It is an initial cut at establishing a smoothly working paper flow system and I expect that it will require some refinement.

At the outset, it is important to emphasize that all paper going to the President should come through the Staff Secretary (with certain exceptions for the NSC). All paper leaving the President's office should go back to the Staff Secretary to ensure that decisions will be implemented, the appropriate people notified, and good records maintained.

Daily Briefing Book

Marcia Hale will be responsible for putting together the President's schedule and informing the appropriate offices what their responsibilities are for producing background memos, talking points, etc. (Full speeches are discussed below.) Marcia will distribute a draft of the next day's schedule at noon. All offices will be responsible for forwarding briefing book materials to my office not later than 4:30 pm the night before the day in question.

My office will review such materials for quality, completeness, etc. and produce the President's book. Briefing books will be distributed by 8:00 pm.

Decision Memo Clearance

Perhaps the most important function of the Staff Secretary's office is to ensure that decision memoranda are properly staffed before reaching the President. That will require cooperation of all staff. The following procedures should be followed:

o Unless a real emergency exists, decision memos must be forwarded to the Staff Secretary at least 48 hours in advance of presenting the document to the President.

o I will route the memo to relevant White House Staff for comment. The Chief of Staff and Vice President will receive all draft decision documents for comment. I will also route such drafts to Bernie Nussbaum and to Maggie Williams. Other offices will be routed as appropriate.

o Routing will be Assistants to the President. It will be up to each Assistant to decide proper routing procedures within his or her own office.

o As a general rule, staffing to Cabinet agencies will be done through the Councils. In the event that comment from Cabinet officers is required that cannot be handled through the regular Council process, paper will be routed through the Cabinet Secretary, who will also serve as a collection point for comments coming back from the Cabinet in those circumstances.

o My office will serve as a collection point for all comments from the White House Staff and in the circumstances described in the above bullet from the Cabinet (via the Cabinet Secretary) and will attempt to facilitate consensus, prior to presentation of the matter to the President. Where no consensus can be formed, I will ensure that individual views are noted and accurately presented.

Background Memos

Briefing papers, where no formal action is requested, will be handled in the same general manner as decision memos. My office will be responsible for preparing or editing summaries of all general briefing papers.

Speeches

Different administrations have handled the speech clearance process differently, with some vesting principal clearance responsibility in the Staff Secretary, and others in the speech writers themselves. We are going to try out a process under which the Communications staff will have primary responsibility for clearing all speeches and statements of the President released to the press, provided that these procedures are followed:

o My office must be on and see the original distribution list of draft speeches to ensure that all offices with a need to review have received a copy.

o Comments to speech writers should be cc'd to me, to ensure that those views have been appropriately considered before forwarding a draft to the President.

o Drafts of speeches to be presented to the President should flow to and from the President through my office, so that they can be properly handled and archived.

Report to Congress

The Administration prepares over 300 reports to Congress each year, as a result of statutory requirements. Many are submitted under the President's signature. They are frequently thick documents and often come to us with short deadlines. We will try to ensure that agencies submit reports in a timely fashion to give White House staff a meaningful chance to review these reports. We will route them for clearance to the appropriate people.

Legislation

Enrolled legislation (passed by both houses) is received and time stamped by the Executive Clerk. OMB has responsibility for interagency review of the legislation. The Staff Secretary's office will handle clearance of the legislation, signing statements and veto messages amongst the White House staff. The same procedures outlined for clearance of decision memos should be followed.

Correspondence

Congressional correspondence as a rule will be reviewed, personally, by the President. Staffing of letters to the Hill will follow the same procedures as outlined for clearance of decision memos. Other correspondence will be routed initially through Marcia Scott, the Acting Director of Messages and Correspondence who is working furiously to bring up our system for answering mail, whether for the President's or First Lady's signature, or for staff signature. A memo laying out the correspondence system will follow shortly.

Sequencing and Timing

It can be anticipated that staff sending paper to my office will frequently feel that the President must see it in the next 10 minutes. Barring real emergencies, that will generally not be possible. I will be working with Nancy Hernreich to develop a system that will make the President's day work for him.

Morning. With regard to paper, my expectation is that the President will have a short time in the morning to review his briefing book and paperwork, including (i) papers and letters he must review and sign; (ii) decision memos, briefing memos and others matters which he can review that morning or hold for evening review; (iii) a summary of documents and important correspondence received, which he can review in more detail if he wishes.

Daytime Period. The President wants to limit review of paper during daytime working hours. Only essential items which must be signed or reviewed, will be brought to his attention during those hours. I will forward essential items to the President through Nancy Hrenreich who will be responsible for fitting review of essential items into the day's schedule.

Evening. After the President's morning work period all non-essential paperwork will be held until the evening. In the evening, we will give the President a manageable amount of reading -- no more than 45 minutes to an hour's worth. We will include in these materials all important decision memos which will be discussed the next day.

Weekend. Longer policy papers and think pieces will be held for weekend review, where possible. That will give the President more time to reflect and comment.

Following Week

By the close of business each Friday, senior staff -- and especially the councils -- should forward to me a list of any important decision memos that they expect to have presented to the President the next week so that we can build adequate time into the schedule for review at the staff level and by the President.

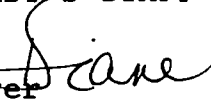
Style

Some changes may be made to the current style of documents intended for the President, but, for now, please use current style forms.

In closing, let me say that my office has a straightforward goal -- to protect the President and his decision-making process. Paper coming to him must meet the highest standards of excellence. Papers must be well written. Options must be clearly stated. Those who need to see it must have seen it. Views of advisors must be accurately reflected. Summaries must be brief and accurate. We cannot let the pressure of time compromise those standards.

February 8, 1993

MEMORANDUM FOR THE FIRST LADY'S STAFF

FROM: DIANE LIMO 
Office Manager

SUBJECT: White House Athletic Center Membership, Business
Cards, E-Mail Classes and Updated Staff List

Attached you will find information regarding White House Athletic Center Membership, Business cards, E-Mail classes and an updated Staff List.

I. The White House Athletic Center (WHAC) is located in the New Executive Office building and is an excellent facility for keeping physically fit. Membership requires a \$40.00 initiation fee, in addition to an annual fee of \$260.00 which has several payment plan options. The following payment plans are available:

- 1) Payment of entire annual fee of \$260.00
- 2) Two installments of \$130.00
- 3) Payroll deduction (\$10.00 per pay period)

Aerobics Classes are available and are outlined in the attached schedule. Applications for membership are available in the White House Athletic Center - Room 2008, NEOB.

II. For those wishing to obtain business cards, an application is attached. Business cards are a personal expense and take about three weeks to come in. The cost is as follows:

- 1) \$7.50 per line (you will need 5 - 6 lines depending on your title)
- 2) \$30 - \$40 for the plate (the cards are engraved)
- 3) \$21.50 for 100 cards
\$35.25 for 250 cards
\$49.75 for 500 cards
\$75.25 for 1000 cards

(Ex. 100 cards will cost approximately \$110.00)

If you are interested in purchasing business cards, fill out the attached application and return it to me.

- III. As discussed at the last Staff Meeting, it is a good idea for everyone to have access to the Electronic Mail (E-Mail) System. The E-Mail system will allow the staff to communicate via computer terminal. Each of you will be assigned a "user ID" and an initial password. You will immediately need to change your password to a word that is convenient for you to remember. This password will need to be changed by you every three months for security reasons. Your computer will remind you to do this.

Attached you will find a Training Schedule for E-Mail classes. You will need to take the "Beginner OASIS" class, which is offered several times each week. This class takes about one hour, however, if you are somewhat familiar with the E-Mail system, this time can be cut down drastically. The "Beginner OASIS" class is required before a "user ID" and "password" can be issued.

- IV. An updated "Staff List" is provided for your use. If there are further changes/updates, please let me know.

If anyone has questions about any of the services outlined above, please feel free to contact me.

WHITE HOUSE ATHLETIC CENTER

INFORMATION SHEET

MEMBERSHIP AVAILABLE TO:

All EOP Employees
EOP Detail Employees
Contract Employees with access to the
EOP Complex
EOP Interns

HOURS:

Monday-Thursday 7:00 AM - 8:30 PM
Friday 7:00 AM - 8:00 PM
Saturday 11:00 AM - 3:00 PM
(October - April)

FEES:

Annual Membership
\$ 40.00 Initiation fee
Plus:
\$260.00 Annual fee payable as:
\$130.00 Two Installments; or
\$ 10.00 payroll deduction per pay period

Intern/Detailee Membership
\$ 5.00/week (minimum 4 weeks)
Plus:
\$ 20.00 for optional fitness evaluation

SERVICES/FACILITIES

Fitness Evaluations
Personal Exercise Programs
Trained Exercise Specialists
Showers and Lockers
Whirlpool and Sauna

EQUIPMENT:

Cybox Weight Training and
Free Weight Equipment
6 Lifecycles
3 Stairmasters
3 Treadmills
2 Concept II Rowers
1 Nordic Track

EXERCISE CLASSES:

Step
Low Impact Aerobics
Weight Training/Body Toning
Stretch
Hips and Thighs

WELLNESS SEMINARS:

Stress Management
Weight Management
Nutrition
Low Back Care
Strength Training
Heart Health
Freedom From Smoking
Exercise and Fitness
Injury Prevention

CONTACT:

Denise Terry, Program Director
Julie Wolcott, Assistant Director
Amy Baer, Wellness Coordinator

The White House Athletic Center is an employee-financed
health and fitness facility serving the EOP complex.

Room 2008
New Executive Office Building
Washington, D.C. 20503
(202)395-5688



WHITE HOUSE ATHLETIC CENTER

AEROBICS SCHEDULE



	MON	TUES	WED	THURS	FRI
7:30		MS		MS	
11:45	STEP	BW	STEP	BW	STEP
12:30	STEP	BEG ST	STEP		
1:00		STEP		STEP	BW
1:15	BW		BW		
6:00		H/T			
6:30	S/P	HI/LO	S/P		

STEP: Step Aerobics - 10 max
S/P: Step & Pump - 10 max
MS: Morning Stretch
BEG ST: Beginning Step

H/T: Hips & Thighs
BW: Bodyworks
HI/LO: Hi & Lo Impact
Aerobics

SCHEDULE BEGINS MONDAY, JANUARY 11TH!!

-
- MORNING STRETCH:** One half hour of gentle, effective stretching designed to improve flexibility and increase your energy level. A great way to begin your day!!
- BODYWORKS:** A 45 minute class of concentrated muscular work designed to promote strength, tone and definition. This class includes use of hand-weights for upperbody and barre or dynabands for lower body resistance. A great supplement or alternative to your aerobic workouts.
- STEP AEROBICS:** A high intensity, low impact program that involves stepping onto a platform while simultaneously performing upper body movements. The 45 minute class includes a warm up, aerobic step set, abdominal, and a cool down. All participants must be tested for flexibility before taking the class.
- STEP & PUMP:** A 60 minute advanced class which includes step aerobics, upper body weight training, and floor work. Participants should have experience with step training and handweights. The class will be taught at a high intensity advanced level and will incorporate more challenging aerobic choreography and strength building weight routines.
- BEG STEP:** The WHAC's 30 minute introductory class for step aerobics. The instructor actively reviews basic step technique and choreography with participants. Join the class and learn this fun and innovative method of aerobic exercise!!
- HIPS & THIGHS:** The WHAC's 30 minute lower body workout includes inner thigh, outer hip, and gluteus work. Lower body stretches are incorporated in the cool down.
- HI/LO IMPACT:** A 60 minute class that combines high and low impact movements. This challenging and fun workout also includes muscular conditioning for abdominals, hips and thighs. Individuals of all fitness levels are encouraged to participate.
-

- *** All classes are first come - first served up to the maximum.
- *** Arrive about 10-15 minutes early to sign-in for class.
- *** For your safety, instructors may deny access to any participant joining the class five minutes after the class begins.

THE WHITE HOUSE REQUEST FOR BUSINESS CARDS

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

Name _____

Title _____
(use official title only)

Office _____

Telephone Extension _____

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

 NAME TITLE	
The White House	Phone No.

Return to: White House
Administrative Office
Room 1, OEOB

Approval : _____
Head of Office White House Administrative Office

INFORMATION ON WHITE HOUSE TOURS

We understand how excited everyone is to be working here, and that you want to share that excitement with your family and friends. If you wish to arrange for them to tour the Residence, please follow these procedures:

PUBLIC TOURS, Tuesday through Saturday, 10:00 a.m. - 12:00 noon. These tours are self-guided. A USSS tour officer is in each room to answer questions. All White House, Old Executive Office Building and New Executive Office Building staff may bring up to 6 guests per day to the front of the line at the Visitor's Entrance on East Executive Avenue at 10:30 a.m. At popular times there may be a line for staff guests which will alternate with the public line.

YOU MAY NOT EXCEED THE 6 PERSON LIMIT.

CONGRESSIONAL/AGENCY TICKETED TOURS, at 8:15, 8:30 and 8:45 a.m. These are guided tours led by USSS tour officers. Each office has an Administrative Contact (AC). The AC has received a package of blank tickets and a memo explaining their use. (If you do not have these, please contact us at ext. 2322.) There are only a small number of tickets available throughout the complex, and requests are handled on a first-come, first-served basis. We can only respond to requests from ACs, not individual staffers. Requests should be submitted one month in advance.

GROUP TOURS at 8:00 a.m. (guided), and 9:45 a.m. (self guided). A group consists of 10 - 50 people. Almost all group tour requests are arranged through congressional offices. If you wish to schedule a group tour, please route the request through your department AC. During the heavy demand for tours in spring and summer, it is extremely difficult to accommodate staff requests for group tours. Please try to schedule your requests for the less-busy fall months. The guided tours are appropriate for high-school age and above. We do not schedule small children at that time.

Please be aware that it is not possible for pass holders to place guests into the congressional/agency tours by escorting them. Nor may guests be added to a tour inside the Residence. You **MUST** meet your guests outside, at the Visitor's Entrance.

Thank you for your cooperation.

OLD EXECUTIVE OFFICE BUILDING TOURS

Public Tours of the history and design of the OEOB are held Saturday mornings, beginning at 9 a.m. and at twenty minute intervals until 11:40 a.m. It is a walking tour that lasts approximately one hour and twenty minutes. Reservations are required and can be made by calling (202) 395-5895 weekdays between 9 a.m. and noon. Names and birth dates must be provided for each tour participant.

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR MACK MCLARTY, THE WHITE HOUSE

FROM: SECRETARY OR ADMINISTRATOR

SUBJECT: Weekly Report for _____

(Note: the weekly report should be written in the first person).

KEY DEPARTMENT NEWS

A list of what you expect to be in the national press next week. Substantive explanations will appear elsewhere.

THE WEEK AHEAD

A narrative of the key issues with which the department will work or confront in the next week. Discuss major initiatives and potential White House action. Note any significant controversial topics. Explain White House implications for these issues.

CONGRESS

List Hill testimony and other hearings and describe briefly. Report status or progress of any agency legislative initiatives. Identify potential difficulties. List nominations and confirmations that have occurred and that are expected.

REGULATORY ACTION

Discuss rule making or other major regulatory developments.

PRESS

List major interviews that the Secretary is doing and the general topic. Please note interviews that are conducted at the request of the White House. Discuss any controversial news stories upon which the media is working.

WEEK IN REVIEW

List: A) important events and issues; B) travel, including, city, purpose, type of event, audience, press coverage, initiative or invitation source (i.e. White House Cabinet Affairs, Political, Public Liaison, DNC, or Senator); C) major speeches; D) Hill Testimony and E) Controversy.

SECRETARIAL WORK ON PRESIDENTIAL INITIATIVES

Discuss activities undertaken on behalf of White House initiatives, including travel, speeches and media for programs such as the economic plan, the health care plan, and National Service. Include here discussion of reinventing government strategies and developments. Utilize this section only as appropriate.

SECRETARY SCHEDULE FOR WEEK

In block form, list important events, meetings, speeches, trips and testimony for the coming week.

SECRETARY SCHEDULE FOR MONTH

In block form, list important events, meetings, speeches, trips and testimony for month.

DEPUTY SECRETARY SCHEDULE FOR WEEK

In block form, list important events, meetings, speeches, trips and testimony for the coming week.

Talking Points for Jobs Compromise

Description

- o The President announced today a compromise recommendation to the Senate leadership on the jobs stimulus bill intended to break the gridlock. While the jobs bill has the support of a majority of Senators, it has been stalled by a filibuster over the past several weeks.
- o The compromise would involve the following:
 - Overall budget authority levels in the bill would be reduced by 25% from \$16.2 billion to \$12.2 billion. However, the jobs created by the bill would be reduced by only 18%.
 - Unemployment benefits, highway programs, summer jobs, childhood immunization, Ryan White program for AIDs victims, construction of wastewater treatment facilities, food safety, and assistance to small business would be fully funded. In addition, the President would target \$200 million for grants to local governments to provide additional police protection.
 - The remaining programs would be subjected to an across-the-board reduction of 44 percent. Programs in this category include CDBG, technology, education, science and housing programs.
- o The President is reluctant to approve any compromise that reduces the overall number of jobs created by his economic plan. But his interest is in breaking gridlock and jumpstarting the economy, and his offer to the Senate leadership is designed with both objectives in mind.

Questions and Answers (not for distribution)

- Q. Does the Administration have any Republican support for the compromise proposal?
- A. The President has recommended a course of action to the Senate leadership in the hopes of moving forward his jobs bill. The specifics of this proposal were not discussed in advance with Republican members.
- Q. Is this proposal a first proposal in a series of negotiations or does it represent a final offer?
- A. Negotiations cannot be conducted with only one party. The Republicans have not offered any alternatives to the president's jobs bill. Reluctantly, the President has acknowledged the procedural difficulties faced in the Senate and has offered a compromise position that achieves some but not all of his economic objectives.
- Q. Will this proposal survive the Senate?
- A. It is our hope that the proposal will be adopted as the Mitchell/Byrd substitute and pass the Senate.
- Q. Why did the Administration exempt certain programs from the across-the-board reduction?
- A. The President was forced to make difficult choices amongst a series of priorities. The programs selected for funding included those where funding in fiscal 1993 is most desperately needed. We will continue to press for funding of those programs subjected to the across-the-board reduction as part of our long-term investment strategy in the fiscal 1994 and subsequent appropriation bills.
- Q. What has the Administration been doing over the recess to generate additional support for the jobs bill?
- A. The President has spoken several times on the need for the legislation and the reasons for specific program increases. Senior White House officials, Cabinet members and others have discussed the economic benefits of the proposal with a number of Republican members and urged their support.

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 
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 OEOb x7734) responds to all letters and requests from children ages kindergarten through high school.

White House Gifts

White House Gifts Unit (Room 457 OEOb 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.

REQUEST FOR PHOTOGRAPH INSCRIPTION

Please type as a courtesy to the Calligraphers

If you photocopy this form, please cut the bottom so that it remains on this size paper. Thank you.

To: Jeff Riley - Rm 94, Ext. 7610, Presidential Correspondence

From: _____ **Rm:** _____ **Ext.:** _____

- Please attach photograph or choose from the below:
☐ Official President ☐ Official First Lady ☐ Official First Couple ☐ Casual First Couple
- Is a lithograph, less expensive photo, okay for this request? ☐ yes ☐ no
- Photo to be signed by: ☐ President ☐ First Lady
- Destination of photograph: ☐ Return to originating office ☐ Mail (*must attach typed mailing label*)
- For record purposes, please type full name and address of who the photograph should be inscribed to:
 Name: _____
 Organization: _____
 Street: _____
 City/State/Zip: _____
- Inscribe to: (*First & Last name please*) _____
- Message: ☐ With Best Wishes ☐ Congratulations ☐ With Appreciation ☐ Happy Birthday

Once the request is received, it will take approximately one week to process. Thank you.

Today's Date: _____

Date of Event: _____

STAFF REQUEST FOR PRESIDENTIAL ACKNOWLEDGEMENT LETTER

REQUEST TO: Presidential Messages FROM: (Name) _____
Room 93 (Dept.) _____
Ext. 2276 (Room) _____
(Ext.) _____

A MINIMUM OF 2 WEEKS NOTICE IS REQUIRED FOR PROCESSING

ALL REQUESTS ARE SUBJECT TO FINAL APPROVAL BY MARSHA SCOTT

Mark ☒ in appropriate box and include any additional comments pertinent to the request in information space below.

TYPE OF EVENT

- | | | |
|--|--|--|
| ☐ RETIREMENT
(no. of yrs; name of
co. or govt agency) | ☐ CONDOLENCE
(sent to
next-of-kin only) | ☐ ILLNESS
(type: surgery,
accident, cancer, etc.) |
| ☐ BIRTHDAY
(no. of years) _____ | ☐ GRADUATION
(list name of school
and degree awarded) | ☐ WEDDING
(provide first names) |
| ☐ BIRTH OF BABY
(child's name &
birthdate) | ☐ ADOPTION
(list parents &
child's name) | ☐ BAR OR BAT MITZVAH |
| ☐ WEDDING ANNIVERSARY
(no. of years) _____ | | ☐ OTHER
(please specify) |

INFORMATION: _____

MAILING ADDRESS FOR LABEL (include complete address and zip code)

CIRCLE ONE: Mr. Mrs. Miss Mr. & Mrs. Dr. Ms.

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

INSIDE ADDRESS FOR LETTER (complete address to appear on letter)

CIRCLE ONE: Mr. Mrs. Miss Mr. & Mrs. Dr. Ms.

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____