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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

May 16, 1970

MEMORANDUM FOR: THE WHITE HOUSE STAFF

SUBJECT: Long Distance Telephone Calls

A routine review of telephone company billings submitted for telephone services provided the White House has revealed considerable expenditures in the area of directly dialed long distance calls. These expenses could be substantially reduced, with little or no inconvenience to the calling party, if all staff personnel would make maximum use of available leased government telephone services.

The White House switchboards have access to Wide Area Telephone Service (WATS) and Federal Telecommunications System (FTS) lines. When making official calls, members of the White House staff who have four digit numbers beginning with the number 2 should place long distance calls by dialing 80, followed by the area code and the local number. For example: (80) followed by --- (area code), followed by --- ---- (local number). In the event a busy signal is obtained after several attempts, the switchboard operator should be dialed for assistance. They can give you access to the WATS service.

Your further cooperation will be greatly appreciated.

JRB
JOHN R. BROWN III
Staff Secretary

April 8, 1970

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM CONSTANCE STUART

We have had a number of top entertainers perform in the White House over the past several months. We have had many requests from the staff to attend rehearsals of these performers and would like to comply when possible.

We hope you will keep in mind that some performers, through choice or circumstance do not, or cannot, rehearse, and therefore there will be no opportunity for White House staff to watch the entertainer. Also, some entertainers request that their rehearsal be "closed."

However, when the performer agrees to have an "open rehearsal" we would like to invite staff to attend and will inform as to the time and place. We are not able to make specific arrangements for staff and therefore attendance at rehearsal will have to be on a first come-first serve basis. Unfortunately, we will not be able to accommodate friends and family. We would appreciate it if you would not call Mrs. Nixon's staff office with questions unless absolutely necessary. When there is an "open rehearsal" we will send you a memo. If the rehearsal is "closed" you will not hear from us.

I would like to stress two things: one, that although the rehearsals are informal, this is the time when the sound and light men are trying to perfect what will be required for the actual performance and two, the entertainer should be granted the respect given to any performer on stage. I would appreciate it if, when you come, you endeavor to remain as quiet and as stationary as possible. Applause yes, social chatter, no.

Miss Pearl Bailey's rehearsal on Friday, April 10, will be closed. Mr. Johnny Cash's rehearsal, April 17, will be open--the East Room, 4:30 p.m.



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 30, 1970

MEMORANDUM FOR: ALEXANDER P. BUTTERFIELD

RE: WHITE HOUSE TENNIS COURT

The White House Tennis Court is available to key members of the White House Staff again this year. The following guidelines have been set and your cooperation will be appreciated.

1. The Court is available during daylight hours - seven days a week.
2. Playing reservations must be made through the Appointments Office (extension 605). Maximum time (unless no one else is booked behind you) is: Singles - one hour. Doubles - one hour and a half.
3. Each staff member is allowed to bring one guest. (Doubles - two White House Staff - two guests) Exceptions to this rule may be made depending upon the demand for court time.
4. No dressing rooms are available on the White House Grounds. Players must therefore make their own arrangements for changing attire.
5. You must provide the Appointments Office with the names of all players in your group so that the proper clearances can be made.
6. Guests coming to play on the court may enter the grounds through the southwest lawn gate.

Any suggestions for making better use of the courts or thoughts regarding the rules stated above will be appreciated. Thank you.


DWIGHT L. CHAPIN

FF

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

July 15, 1970

MEMORANDUM FOR ALL WHITE HOUSE STAFF

Any staff or visitors who wish to tour the President's San Clemente residence or the grounds of the Western White House must receive prior clearance from the office of Mr. Ken Iacovoni, the head of the Secret Service detail at San Clemente. Any questions on this should be addressed to him.

Thank you.

JRB
JOHN R. BROWN III
Staff Secretary

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR WHITE HOUSE/EOB STAFF
FROM: JOHN S. DAVIES
SUBJECT: SPECIAL TOURS

Because of the large number of visitors who will be coming for the special early morning, reserved tour of the White House between now and Labor Day, our ability to handle your requests will be sharply reduced.

While we always want to take care of your families and other guests of special importance to you, we will appreciate your cooperation in limiting your requests as much as possible during the Easter through Labor Day period.

In the event we are unable to confirm a reservation for you, please inform your guests of the regular visiting hours at the White House which are 10:00 A.M. to 12:00 Noon, Tuesday through Saturday. Reservations are not required for this tour. Beginning June 6, 1970 through September 5, 1970, visiting hours on Saturdays only will be extended from 10:00 A.M. to 2:00 P.M.

— *JS*

THE WHITE HOUSE

WASHINGTON

February 5, 1970

TO: WHITE HOUSE / E.O.B. STAFF

SUBJECT: NEW RESERVATION PROCEDURE FOR WHITE HOUSE SPECIAL TOURS

The new system for booking and admitting visitors for White House Special Tours will be inaugurated on March 3, 1970. This will be the first day visitors will present tickets for Special Tours.

As in the past, we will do our best to take care of your family and close friends when space is available.

To obtain a tour reservation, please phone (456-2200), identify yourself and request a special tour for the specific number of guests and the date you wish. (We will no longer record names.) If your request can be confirmed, we will record a reservation number, a time and a date on each ticket.

It will be your responsibility to pick up the tickets in Room 100, East Wing.

Upon arrival for a special tour, each guest must present a validated ticket at the East Gate on East Executive Avenue. Each ticket number, date and time will be checked by the Officer at the gate against records furnished by the Office of White House Visitors. No visitors arriving for special tours will be admitted without validated tickets.

In the event that we are unable to make Special Tour arrangements for your guests at a certain time, please encourage them to take advantage of the regular visiting hours at the White House, which are Tuesday through Saturday from 10 a.m. to 12 noon. Visitors for the regular tour should come to the East Gate on East Executive Avenue. Reservations are not required. Note: Beginning June 6, 1970 through September 3, 1970, visiting hours on Saturday only will be extended from 10 a.m. to 2 p.m.



John S. Davies
Special Assistant to the President
Office of White House Visitors

EE

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 30, 1970

MEMORANDUM FOR WHITE HOUSE STAFF

RE: Admittance of Spectators to White House Ceremonies

For many White House events, such as arrival ceremonies on the south lawn, there is an opportunity for spectators to be present. The responsibility of inviting and admitting guests and spectators rests with the White House Visitors' Office headed by Mr. John Davies. Mr. Davies' office has a procedure whereby tickets are printed and distributed to agencies, departments and other groups for admittance to these functions. Should any staff member have any questions or recommendations for groups or individuals to be included as guests to public White House events, he should contact Mr. Davies' office.


H. R. HALDEMAN

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THE WHITE HOUSE
WASHINGTON

December 5, 1969

MEMORANDUM FOR THE WHITE HOUSE STAFF

When responding to Congressional correspondence the following guidelines should be observed:

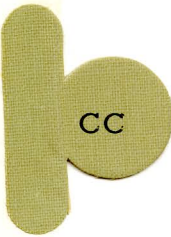
1. All substantive mail from White House staff members to Senators or Members of Congress should be cleared before mailing with the offices of Bill Timmons (House) or Ken BeLieu (Senate).

2. Some Congressmen address letters to the President or others in the White House and send information copies to other staff members. There have been instances where Mr. Harlow's office has prepared a substantive reply and another office has prepared a response stating a different position. In order to prevent this, anyone receiving an information copy of a letter from the Hill should merely acknowledge receipt of the copy.

Any questions concerning the handling of Congressional correspondence should be directed to either Bill Timmons or Ken BeLieu.

Thank you.

JRB
JOHN R. BROWN III
Staff Secretary



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

November 5, 1969

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: H. R. HALDEMAN
FROM: JEB S. MAGRUDER
RE: Mailing Lists and Mailing of Material
from the White House

The following ^{are} ~~is~~ the procedures we have agreed upon and set up to facilitate the mailing of material from the White House and also to increase the mailing lists available for instantaneous mailing to specific groups.

Because this Administration had an increased desire to mail to larger and more varied groups than in the past, facilities to do this have not been available here at the White House. Consequently, we have had many delays and procedural difficulties in getting mailings out on time to the proper people. We have worked out the facilities so that we should now be able to handle the increased mailing load that we anticipate.

Because of the increased number, now going as high as 7000 to 10,000 on specific mailings, we have difficulty at times in getting this work done on our mimeograph machines. In the future, we will attempt to have all of the work done here that is appropriate, but if there is a conflict we will have the typed stencils sent to the RNC and they will produce the complete run at the National Committee rather than here. The second problem we had was one of envelopes. The supply section here only supplied a minimum number of envelopes, with an inventory going only as high as 3000 of the large 10 x 15 envelopes, or the ones typically used for these mailings. We have increased the inventory to between 20,000 and 30,000 so that we will always have enough envelopes on hand for instantaneous mailings. The third problem we had at times was a delivery problem and procedural problem that made it difficult for Klein's operation to get these mailings out quickly. We have discussed this with Tom Buery and

ADMINISTRATIVELY CONFIDENTIAL

bcc: Alex Butterfield
Reproduced at the Richard Nixon Presidential Library and Museum

we have eliminated most of the paper work difficulties and agreed these mailings should get high priority when necessary. Another problem that came up was having letters reproduced in the duplicating section of the Bureau of the Budget. Again, there was a procedural problem which necessitated too many memos and too much lost time. We have worked with their office so that we can get this done immediately without going through needless paper work, yet at the same time giving them the information they need to have for their records. With these changes we should now be able to mail within a day up to 15,000 to 20,000 pieces of mail on any subject at any time.

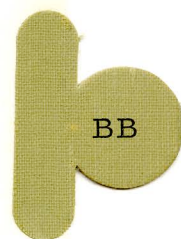
The next area that we felt needed improvement was the mailing lists themselves. It was our desire to have a complete mailing list that included many more people and groups than we have had previously on these mailing lists. I have enclosed the up-to-date mailing lists that will be kept at the RNC. As you can see, this mailing list now contains many more editors, publishers, all of the Republican and Democrat Governors, Congressmen, Senators, as well as specific home addresses in the case of the Congress, Senate, and the Governors. This mailing list is coded so that we are in a position to make selective mailings to any of these groups at any time. This mailing list will be put on the computer, probably beginning next year, which will simplify it further. The RNC has assumed the responsibility of updating these lists and they feel they have the staff to handle this new work load. With this new ability, it is important that we set up a working procedure for people like Harry Dent, Lyn Nofziger, and others who might have use of this list. In talking with Herb Klein, he has agreed that he would be the focal point for these mailings. Consequently, I am asking Lyn Nofziger and Harry Dent to work with Herb Klein's office in having these mailings handled through one central place. This new procedure can begin now, and if it is decided that any increased lists are needed we can add them at any time.

Enclosure

MAILING LIST

F-1-a	Executive Committee
F-1-b	State Presidents
F-1-c	NFRW Standing Committee Chm, V-Chm and Special Appt Comm
M	General Monday Mailing List - Administration
Mn-1	Negro Newspapers
Mn-1c	Washington - Black Appointees, Public Information Officers
O-1	State Chairmen and National Committee Members
O-4a	Contributors of \$1000 and over)
O-4b	Contributors of \$500 to \$100) Finance Committee
O-3	State Central Comm Vice-Chm and Vice Chm
O-5	Republican Governors
O-6	Republican Senators
O-7	Republican Congressmen
O-8CC	County Chairmen and County Chairwomen
P-1	Washington Correspondents, political columnists, etc.
P-3	City Editors of Daily Newspapers
P-6	State Publicity Directors
P-7	Party Publications
PP-1	Members of the Radio-Television News Directors Association
PP-2	Editors of daily newspapers with a circulation of 25,000 or more
PP-3	Editorial page writers and editorial page editors
PP-4	Publishers of daily newspapers with a circulation of 100,000 or more
PP-5	Weekly newspapers (by state) with under 2000 circulation
PP-6	Weekly newspapers with between 2000 and 10,000 circulation
PP-7	Weekly newspapers with between 10,000 and 15,000 circulation
PP-8	Weekly newspapers with over 15,000 circulation
PP-9	Business and/or financial editors of daily newspapers
PP-10	Education editors of daily newspapers
PP-11	Republican Governors - business and home addresses
PP-12	Democratic Governors - business and home addresses
PP-13	Republican State Chairmen
PP-14	Republican National Committeemen and Committeewomen and Republican National Committee Officers
PP-15	Republican United States Senators - business and home addresses

PP-16	Republican Congressmen - business and home addresses
PP-17	Democratic United States Senators - business and home addresses
PP-18	Democratic Congressmen - business and home addresses
PP-19	Editors of daily newspapers with a circulation over 10,000 and under 25,000
PP-20	Editors of daily newspapers with a circulation under 10,000
RC	Republican Candidates
R-4	Library Depository List (Colleges, Universities, etc.)
W-11	Women's Advisory Council



THE WHITE HOUSE
WASHINGTON

November 17, 1969

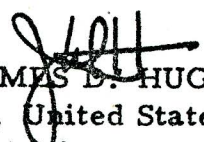
*Per -
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MEMORANDUM FOR THE WHITE HOUSE STAFF

SUBJECT: Drafting and Reproduction

The White House Communications Agency (WHCA) has been assigned single point of contact responsibility for processing all drafting and other graphic services for the White House Staff. Requirements which exceed the limited in-house capability of this Agency for drafting, design work, general off-set printing, and various other graphic work will be sent to other designated government agencies for completion and return to the originator through WHCA.

Arrangements for all requests for graphic services should be made by dialing Signal 4080 or calling the White House Signal Switchboard and asking for Headquarters, Defense Communications Administrative Unit.


JAMES D. HUGHES
Colonel, United States Air Force
Military Assistant to the President

AA

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 12, 1969

MEMORANDUM FOR

THE WHITE HOUSE STAFF

A serious problem has developed with regard to the use of White House courier and messenger service for deliveries both within and without the White House. The problem is caused by staff members who are asking that so much material be delivered within the White House by red tag and to other departments and agencies by special messenger that our messenger and courier service is just not able to keep up with the volume. Since we are not able to add manpower or vehicles for this service, it is incumbent upon each of us to take immediate corrective action.

With regard to mail addressed to addresses outside the White House, staff members should send only that of highest importance by special messenger. Most mail to other agencies and departments can go through the run-stop facilities of the Post Office Department. The attachment sets forth the capabilities of this service. By using this service where feasible rather than asking for messenger delivery, it will be possible for us to give more efficient service in those areas which need delivery by messenger. All your office needs to do is indicate on the envelope "By Run-Stop" rather than by "Messenger."

In addition to this change, you must be certain that the mail is properly addressed. The proper address includes the name, the department, the name of the building or the street address and the room number. This is necessary since many departments and agencies are located in more than one building. If this is not done, there is no alternative but to give an improperly marked piece of mail the lowest priority.

As far as messenger service within the White House is concerned, messenger runs are made every hour and it should take no more than one hour from the time of pick up to the time of delivery

on a regular messenger run. Some of you may have noticed that during the past month or so, runs such as this have taken a much longer period of time. The reason is that most of the messengers are tied-up on either "Red Tags" or special messenger runs outside the White House. Consequently, the pick-ups have not been made on schedule. The point here is that we must start being more selective about what is sent by red tag and what goes by regular messenger, with the idea being to cut down to the bare bones those items which must receive special handling.

Your cooperation in trying to work out the above problems will result in overall messenger service being greatly improved to the benefit of us all. Failure to take action will result in continuing deterioration of the messenger service both inside and outside the White House and eventual curtailment or elimination of any kind of special messenger service.



H. R. HALDEMAN
Assistant to the President

Attachment

RUN-STOP SERVICE PROVIDED BY THE
POST OFFICE DEPARTMENT

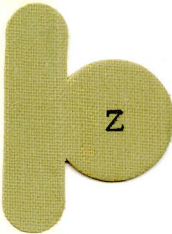
The U.S. Official Mail and Messenger Service (known as Run-Stop Service) was established by Executive Order 8427, dated June 3, 1940, for the delivery of incoming mail from the City Post Office to Government Agencies, the collection of outgoing mail from Government Agencies to the City Post Office, and the transmission of messages between Government Agencies.

This service is confined to Government Agencies. Therefore, no deliveries or collections can be authorized at private residences or commercial establishments.

Each Government Agency or Bureau is assigned a Stop Number for the purpose of identification in order that mail or other material may be coded to the Stop-Run Number identifying the Addressee and that expeditious handling will be given by the U.S. Official Mail and Messenger Service. The Number will be applied after the messenger picks up the envelope from your office.

This service will be extended on established scheduled runs Monday through Friday, leaving the City Post Office at 6:30 a.m., 9:00 a.m., 12 Noon, 2:30 p.m., and 5:00 p.m., with later trips to be arranged as our needs arise. The pick-up from the White House Office will be at 7:30 a.m., 11:00 a.m., 1:20 p.m., 3:00 p.m., 6:35 p.m., 9:40 p.m., and 10:45 p.m.

The average time for Run-Stop mail between the White House and other Agencies is four (4) hours, according to the Official Section of the City Post Office.



THE WHITE HOUSE

WASHINGTON

October 17, 1969

MEMORANDUM FOR: THE WHITE HOUSE STAFF

SUBJECT: Correspondence and Contact with Former Presidents

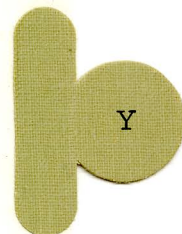
It is the desire of the President to maintain a channel of communications with each former President. President Nixon established an office for this specific need and purpose (Executive Order No. 11456).

In order that the staff responsible for this liaison can function in the best interests of the President and his predecessors, members of the staff are requested to work closely with Robert L. Schulz, Special Assistant to the President, on all matters relating to Presidents Truman and Johnson. All offices at the White House should work closely with General Schulz's office in any business they conduct with former Presidents.

Would you please follow this procedure in all future matters concerning the former Presidents.



H. R. HALDEMAN



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

*Reuth. - Please
Note*

October 13, 1969

MEMORANDUM FOR :

DWIGHT CHAPIN
KEN COLE
JOHN BROWN
STEVE BULL
ALEX BUTTERFIELD ✓
JEB MAGRUDER
RON ZIEGLER

FROM :

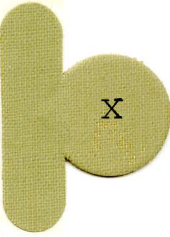
LARRY HIGBY

RE:

Memoranda

Mr. Haldeman has requested that on all future memoranda you use the above format for identifying the addressee, sender, and subject at the top of the memo.

Thank you.



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

September 25, 1969

TO: All White House Staff
FROM: Rose Mary Woods
RE: Autograph Requests

Rose Mary Woods

Due to the great number of requests for the President's autograph, it is essential that all of you furnish the following information, on a 3 x 5 card, with each request you submit:

Name and address of individual to receive autograph

Name of staff member initiating request

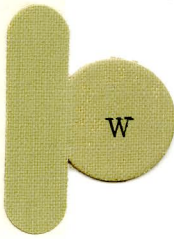
Identification of article to be autographed (i. e. picture, 1st day cover, bookplate, White House card, etc.)

Suggested inscription (as a general rule, the inscription would be "To Mary Brown with best wishes" or "To Mary Brown with appreciation and best wishes" -- if it is for a first day cover or something of that nature "signature only" should be indicated. If there should be a more special inscription, a suggested one should be furnished.

Unless the individual has sent in the item to be autographed, we will attach the picture.

A mailing label addressed to the individual to receive the autographed item should also be included.

Your help in furnishing us the necessary and complete information on the 3 x 5 card will greatly facilitate the handling of requests in this office.



7

THE WHITE HOUSE
WASHINGTON

September 22, 1969

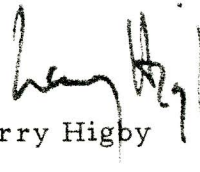
MEMORANDUM FOR : ALL WHITE HOUSE STAFF

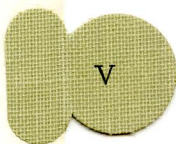
SUBJECT : Personnel, Budget, Office Space and Furnishings

Effective Monday, September 22, all questions regarding furnishings or office space should be referred directly to Mr. Charles Rotchford of GSA. He can be reached on Extension 2348.

Also effective Monday, September 22, all questions regarding any personnel or budgetary matters should be referred to Mr. William Hopkins. He can be reached on Extension 2594.

Thank you.


Larry Higby



INFORMATION AND SUGGESTIONS

The following material is intended as a quick intra-office reference source for those in Presidential Staff Offices. It may be helpful in answering some of the questions that arise in the normal office operation, or direct attention to other sources of information. Any of this is, of course, subject to change as the President or members of his staff may direct.

The operating units within the framework of the Office of the Executive Assistant, Mr. William Hopkins, which provide support to the Staff offices are:

- Administrative Office (which includes Accounts,
Purchases, Personnel and Supply Room)
- Correspondence Section
- Central Files
- Mail Room
- Press Release Section
- Records Book Section
- Records Office
- Telephone Service
- Telegraph and Travel Service
- Messenger and Miscellaneous Services
- Gift Unit

The sole purpose of each of these groups is to serve the President and the members of his staff loyally and to the best of their ability. Please do not hesitate to call the Executive Assistant's office rather than the offices mentioned if any problem develops.

In addition, certain support is furnished by the General Services Administration's White House Area Representative, Charles Rotchford.

Your office will be furnished a Telephone Dial Directory for the White House Office so that you can readily reach any of these offices you may wish to contact.

Now for the information and suggestions listed alphabetically:

APPOINTMENT:

If you have any questions about any aspect of your appointment on the rolls here (or in connection with your detail, if you are detailed here from a department or agency) call the White House Personnel Office, extension 2260.

ATTENDANCE REPORTS:

White House Employees:

Standard Forms (SF) 1130's, which are available in Supply Section, are used to report Time and Attendance of most White House employees. They are due in Accounts, Room 100 East Wing, no later than 9:00 a.m. Tuesday morning following the end of the pay period on Saturday. For any assistance needed in completing reports, call extension 2220.

Detailed Personnel:

Reports for detailed employees should be sent to the White House Personnel Office, Room 113, East Wing. These are due at varying times and some are subject to special requirements as to form to

use and acceptable completion, depending on the Department or Agency involved. The Personnel Office advises employee or supervisor of agency requirements in each instance. For assistance, call such office, extension 2260.

CLASSIFIED MATERIAL:

The White House Correspondence Manual, page 1, gives complete instructions regarding typing, taking of receipts, etc. Green bags are furnished in each office to be used for disposal of carbons, re-writes, etc., including typewriter ribbons containing classified information. These bags are picked up daily by a security detail.

CLEANING:

Janitorial service in the White House office and Executive Office Building is provided by the General Services Administration. Call GSA, White House Area Representative, extension 2348 or 2213, when any need arises in this connection.

CONDUCT: (Standards of)

Executive Order 11222 of May 8, 1965, prescribes standards of ethical conduct for government officers and employees and provides for the issuance of rules and regulations in this regard. Those of you on our rolls will have been furnished a copy of these rules and

regulations as they relate to the Executive Office of the President.

They should be read with care.

CORRESPONDENCE:

For format, forms of salutations and address, etc., see your White House Correspondence Manual. This will be provided to you upon arrival.

CREDIT UNION (WHITE HOUSE):

Located in the Executive Office Building, Room 289-A, extension 4174. Open weekdays, 12:30 to 4:30 p.m., closed on weekends, holidays and on the last business day of each month. Membership is open to all Staff of the White House and Executive Office Building.

DUPLICATING FACILITIES (MIMEOGRAPHING AND XEROXING):

Work is done by Messenger Room, Ground Floor, West Wing; extension 2615. Most other forms of reproduction must be farmed out to other Government agencies.

EATING FACILITIES:

The White House Mess is operated under Navy auspices and is located on the ground floor, West Wing. Its extension is 2610. Because of its small size, membership is necessarily limited.

Individuals who have the privilege of the White House Mess will be notified by memo. Breakfast and luncheon is served and limited dinner service is available through advance notice.

Additional eating facilities are available for all staff members as follows:

GSI cafeterias exist in rooms 31 and 26 on the Ground floor of the EOB. Additional cafeteria service is also available in Federal Office Building 7.

Snack machines are also available in the West Wing Basement, EOB Basement, and Ground floor EOB (opposite main cafeteria).

ELECTRICIAN:

For replacement of lights or other electrical needs, call GSA White House Area Representative, extension 2348 or 2213.

EMERGENCY SECRETARIAL ASSISTANCE:

For emergency stenographic or typing assistance during working day, call Personnel Office, extension 2260. After 6:00 p.m. and until midnight weekdays, you may call the Correspondence Section, extension 2603. Such service at other times must be arranged. It is well to make arrangements as far in advance as possible.

EQUIPMENT /SUPPLIES:

Stationery and office supplies are customarily ordered on requisition forms secured from the Supply Room, Basement, EOB.

(If time is of the essence, telephone your request, extension 2622.)

The West Wing Messengers keep some supplies stocked in cabinets on the first and second floors. Items not stocked may be requested in writing, but such requisitions are subject to the approval of the appropriate staff official. Members of the White House staff do not have individualized stationery.

FILES:

Central Files is the central repository for White House Office files. Questions pertaining to files should be made through the office of the Chief of Files, extension 2240. Emergency requests for material from Files may be made by telephone to the Searching Unit, extension 2242. Routine requests should be made by the use of "Request for File" form which is available from the Chief of Files. Each staff office is encouraged to use Central Files as a central repository to the greatest extent possible, keeping in your immediate office only those necessary for current operations.

Please read carefully the brochure on Central Files which is being furnished to you.

GIFTS:

Gifts addressed to the President and the First Lady and received through the Mail Room are forwarded to the Gift Unit for handling in accordance with instructions; those addressed to other members of the First Family are sent to the Social Office for attention. All gifts received through the Mail Room are recorded in its Reception and Security Unit before forwarding.

Gifts received by members of the Staff for presentation to the President or his family should be either (1) channeled through the Gift Unit for recording, or (2) recorded in the receiving office and notice thereof sent to the Gift Unit for its records. Such routing insures that a good record will be maintained.

INSURANCE:

For information or questions regarding group life insurance or hospitalization insurance coverage as provided by law, call the Personnel Office, extension 2260.

LEAVE:

For information or question regarding leave regulations or leave record of those on White House rolls, call Accounts Office (extension 2220).

Leave accrual hi-lights for those subject to the Leave Act are as follows:

Sick Leave - All Government employees under the Leave Act accumulate the same sick leave credit -- 13 days annually at the rate of 4 hours per pay period.

Annual Leave - The rate of annual leave accrual is based on the individual's aggregate amount of creditable service, as follows: For the first 3 years of service, all employees under the Leave Act earn 13 days annually, at the rate of 4 hours per pay period. From 3 to 15 years service, 20 days are earned at the rate of 6 hours each pay period. Beyond 15 years, 26 days, at the rate of 8 hours each pay period. With initial appointment under the Leave Act, or appointment after break in service, a period of 90 days must be served before annual leave accrual can be credited and used.

MAIL:

Incoming Mail - Processed through the White House Mail Room, Receiving Unit, Executive Office Building and parcels distributed from there in accordance with instructions. Letter mail and publications are distributed by the Mail Room's Sorting and Distribution Unit in the Executive Office Building.

CAUTION: All mail delivered by the Post Office and all packages delivered by messenger are put through a security screening process. This process will damage undeveloped film, and its expected arrival should therefore be called to the attention of the Chief of Mails, extension 2541, at once, so that it may be held aside.

Dispatch of Outgoing Mail - Official - Please place all signed outgoing mail (with file copies, yellow, green, white) in large brown envelope or folders and send to the Stripping Desk of Central Files (Executive Office Building) for dispatch. Messengers will make scheduled pick ups from your outgoing box.

Personal Mail - it is suggested you stamp and dispatch this yourself. Most staff officials keep their personal stamps with the secretary.

MAINTENANCE:

All requests for such services as air-conditioning, cleaning, electric lights, heating, painting and repair (except typewriter repair) should be made to the GSA White House Area Representative, extension 2348.

MEDICAL FACILITIES:

A Health Unit, operated by the U. S. Public Health Service, is available to everyone in the Executive Office Building. It is open

from 9:00 a.m. to 5:30 p.m., Monday through Friday, and is located in Room 55, EOB.

The office of the White House Physician and the dispensary are located on the ground floor of the Executive Mansion, extension 2672.

MESSENGER SERVICE:

The Chief Messenger's office is on the ground floor of the West Wing. Sub-units are in the East Wing, Ground Floor, and the Ground Floor of the Executive Office Building. The messengers provide periodic regularly scheduled pick up and delivery service for each of the staff and operating offices. As required, the service provides for delivery to and pick up from the Departments and Agencies on an expedited basis. It is most helpful, when mail is to be delivered by messenger to another department or agency, to have it properly addressed. For instance, "John Doe, Department of Commerce" is not enough. Except for the ranking officials, the room and building should also be furnished, as personnel of some of the departments is housed at several different addresses.

MOVING:

Call the Supply Room, extension 2622, for moving of furniture or heavy equipment.

NEWSPAPER, PERIODICALS:

These are furnished individual staff offices on the basis of need. Requests should be made to Executive Assistant's office for approval by appropriate official. When feasible, in order to avoid excessive purchases, newspapers are placed in a central location for common use by several staff offices. Also, the Presidential Record Book Section maintains a file of magazines for staff reference and circulates them regularly upon request.

PARKING:

Parking is provided for members of the White House Staff on East and West Executive Avenues, State Place, and its E Street extension and the Ellipse areas. Requests for permits should be submitted by the heads of White House Offices to Mr. John Davies' office in the East Wing. Upon approval permits are issued by the White House Police.

PAY:

Government pay days are staggered. White House employees receive their checks every other Wednesday, 11 days after the end of a pay period. Detailed employees receive their checks on a varied schedule depending on their respective employing agency.

PERSONNEL:

The Personnel Office, located in Room 113, East Wing, on extension 2260, maintains personnel records and files, and functions as source of information on Laws, Rules and Regulations under which the office operates as a Government agency. It handles requests referred to it for personnel actions, including assignments of employees detailed from departments and agencies. Emergency stenographic and typing assistance should be requested through the Personnel Office. (Exception: If such assistance is required when the Personnel Office is closed, the request may be made to the Correspondence Section.)

POSTAGE RATE AND ZIP CODE INFORMATION:

Available from White House Mail Room, Dispatch Unit, Executive Office Building, call extension 2542.

REFERENCE SOURCES:

Correspondence Manual -- For proper format for preparation of White House correspondence and official documents. Also contains helpful information regarding capitalizations, word divisions, abbreviations, etc.

Kardex (of Central Files) extension 2579: -- Accumulates a current index on Presidential correspondence on first name basis. May be contacted if Central Files cannot furnish address. Maintains ZIP code and many out-of-town telephone directories. Also has contact with Library of Congress to obtain address information not available within the office.

Presidential Record Book Section extension 2500: Maintains Presidential Press Record (daily chronological file of newspaper clippings of pertinent material on the President and his Administration); also a file of magazines and newspapers for staff reference and routes these regularly upon request. Secures loans of books from Library of Congress.

Reference Books - (The White House does not have a Library as such. It is customary to rely on the Bureau of the Budget, the Office of Emergency Preparedness and the Library of Congress for support in this area.)

Selected reference books are available in the office of the Executive Assistant.

Frequently used references such as the Congressional Directory, the United States Government Organization Manual, the World

Almanac, etc., may be requisitioned from the Supply Section.

Others may be consulted in -- or information therefrom supplied by -- the Presidential Record Book Section. If you have need to be on the distribution list for the Congressional Record, the Federal Register and the Weekly Compilation of Presidential Documents, call the Administrative office, extension 2220.

Press Release Section, extension 2692: - Maintains complete record and subject reference of every White House Press Release issued. Copies of press releases available upon request, subsequent to official release.

Records Office, extension 2226: - In addition to recording official actions of the President, this office has copies of bills and resolutions which have been introduced, as well as copies of Senate and House reports.

SECURITY:

The Secret Service and White House Police provide security coverage for the President and First Family and for the White House and Executive Office Building premises.

Visitors - are cleared with and screened by the White House Police at all entrances to the two buildings.

A roster of personnel employed in all offices in the two buildings is maintained by the White House Police.

TELEPHONE SERVICE:

During the first few days of operation existing phone facilities should be used by staff members. The switchboards have been provided with your office location, but this should be verified with them. When you are sure of the system that you wish to place in your office contact Mr. George Dillon's office (White House Switchboard) and his staff will service you.

(This relates only to the White House Office Switchboard)

The White House operators provide Secretarial service as required. Otherwise, in order to conserve the operators' time so that they can better serve the President and his top staff, the following general pattern is suggested:

1. Local Calls:

Interoffice calls should be dialed, and not placed through the White House switchboard. You will be furnished a Dial Directory.

Outside Calls:

Non-Government calls should be made without going through the White House switchboard -- by dialing "9" and then dialing the number desired.

Government calls should be made by dialing the appropriate code, followed by the extension number desired. Lacking an extension number, the code and information number should be dialed. A list of Government codes and information numbers is included in the Dial Directory.

2. Long Distance Calls:

All long distance calls should be placed through the White House telephone switchboard so that an accurate charge record is maintained. Emergency personal calls made by this means are charged to the caller's home telephone or personal credit card number.

3. Directories:

Government Department and Agency directories may be requisitioned through the telephone operators.

TELEGRAMS:

Consult Correspondence Manual for format and other detailed information. All White House wires are sent commercially and dispatched only through our Telegraph Office which maintains direct connections with Western Union, Radio Corporation of America, and International Telephone & Telegraph at all times. Classified messages are dispatched via the Situation Room.

TYPEWRITER REPAIRS:

Call Supply Room, extension 2622.

TRANSPORTATION:

The White House Garage is under the direction of the Armed Forces Aide to the President. Customarily, use of the automobiles is limited to those properly authorized by the appropriate staff official.

TRAVEL INFORMATION:

Official travel by air and rail may be arranged on the basis of approved travel orders through the Transportation Desk, which is maintained as part of the White House Telegraph Office.

TRAVEL VOUCHERS:

Supply of forms - Supply Section, Ext. 2622. Questions regarding completion of forms - call Accounts, Ext. 2220. The Travel Office takes care of all vouchers on trips with the President.

VISITORS:

All visitors are cleared at entrances. White House - ask operator for West Lobby Officer, and clear the person by name and time of arrival. Where several are expected, it is helpful if you submit a typed list, in sextuplet and alphabetical order, to the West Lobby Officer. Executive Office Building - Ext. 4145.

WHITE HOUSE TOURS:

Subject to change, public tours of the White House are open to the general public throughout the year: from 10 a.m. to 12 noon, Tuesday through Saturday; and until 2 p.m. on Saturday during the spring and summer months. Additional information regarding tour arrangements may be obtained from the Tour Office.