

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	Janet Green to White House Staff re: Parking Policy (3 pages)	02/01/1993	b(7)(E)
002. memo	Diane Limo to Waves re: [Personally Identifiable Information] (1 page)	02/19/1993	b(6)
003. memo	David Watkins to All Executive Office of the President Staff re: Access List (1 page)	03/08/1993	b(7)(E)
004. memo	Melinda Bates to White House Pass Holders (1 page)	03/30/1993	b(7)(E)
005. memo	Janet Green to All Staff re: White House Security Procedures (4 pages)	04/26/1993	b(7)(E)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Melanne Verveer
OA/Box Number: 23249

FOLDER TITLE:

Interoffice Memorandums 1993 [Binder] [1]

2013-0534-S

rc1811

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]

INTEROFFICE MEMORANDUMS
1993

INTEROFFICE MEMORANDUMS
1993

Updated: March 1, 1993

FORM LETTERS INDEX

PRESIDENTIAL Series

P-1 thru P-199 (GENERAL SUPPORT, VIEWS/ACKNOWLEDGEMENTS)

P-1	Pure Support/Congratulations/Love
P-1A	Support/Congrats/Prayers
PM-2	Greetings for Special Event
P-2	Inaugural Congratulations (with support)
P-3	Support/Encouragement/Views
P-4	Congratulations From Citizens of Other Countries
P-5	Thanks (special pins)
P-6	Thanks (medals and service record)
P-7	Allergies (concern and suggestions)
P-8	Acknowledgement of Small Gift Items
P-9	Town Meeting Appearances
P-100	Birthday Congratulations/President and Mrs.
P-100A	Belated Birthday Congratulations/President and Mrs.
P-101	Wedding Anniversary Congrats
P-102	Serious Illness/President Only
P-102A	Serious Illness/President and Mrs.
P-102B	Illness/Not Serious
P-103	Expression of Sympathy/W Insert
P-103A	Sympathy/President and Mrs.
P-103B	Military Condolence on Death of Servicemen
P-103C	Condolence Message For Firemen/Police
P-104	Retirement Congratulations
P-104A	Retirement Congratulations (Police)
P-104B	Retirement Congratulations (Military)
P-104C	Retirement Congratulations/FBI
P-105	New Baby Letter
P-105A	New Baby Letter/w/First Name Insert
P-106	Wedding Message/President and Mrs.
P-107	Commendation/Retirement of Firefighter/Police
P-108	Bar Mitzvah
P-150	Views/No Support
P-150A	Views/CON Those Who Disagree
P-151	Continuing Concerns
P-152	Acknowledgement of Medals and Views (Negative)
P-153	Holding On To The American Dream

P-200 thru P-299 (ECONOMY/BUDGET)

P-200 Federal Budget (deficit reduction)
 P-201 Pension Funds
 P-202 Social Security Trust Fund
 P-203 Tax Incentives
 P-204 Social Security Taxes On and COLA Cuts
 P-205 Energy Tax
 P-206 (See P-208 Series for Economic Replies)
 P-206A (See P-208 Series for Economic Replies)
 P-207 PRO/CON Funding for Space Station Freedom
 P-208 PRO Economic Program Including Views and Suggestions
 P-208A CON Economic Program
 P-208B Job Creation/Economic Stimulus
 P-208C CON Increase Taxes on Middle Class Citizens
 P-208D CON Beer Tax
 P-208E Salary of Federal Employees/Cost of Living Reduction
 P-208F Small Business/Concerns
 P-208G Deficit Reduction
P-209 White House Reorganization

P-300 thru P-399 (SOCIAL)

P-300 PRO CHOICE
P-300A CON Choice
P-300B Views re Abortion and Homosexuals
 P-300C CON Executive Orders re RU-486
 P-301 (Mail Coded for P-301 will now be P-300B)
 P-302 AIDS Crisis
 P-303 Anti-Billy Graham Benediction (Renamed)
 P-304 Older Americans
 P-305 Children (concern for children/families)
 P-306 Native Americans
 P-307 Civil Rights (Equal Opportunity)
 P-308 Death Penalty
 P-309 Animal Rights
P-310 PRO Homosexuals in the Military
P-310A CON Homosexuals in the Military
P-310B CON Homosexuals in the Military/Return Veterans Uniforms
P-311 PRO and CON Family Leave Act
P-312 Veterans/Plight of/Views
 P-313 PRO Entry of HIV Positive Immigrants
 P-313A CON Entry of HIV Positive Immigrants

P-314 CON World Population Growth
 P-315 PRO Continued NEA/NEH Funding
 P-315A CON Continued NEA/NEH Funding
 P-316 PRO and CON Executive Order re Gag Rule
 P-317 PRO Fetal Tissue Research
 P-317A CON Fetal Tissue Executive Order
 P-318 PRO Gag Rule and Fetal Tissue Executive Orders
 P-318A CON Gag Rule and Fetal Tissue Executive Orders
 P-318B CON Executive Orders re Numerous Social Issues
 (Fetal Tissue/Gag Rule/RW-486)
 P-319 National Service
 P-320 General Concern re Morality
 P-321
P-322 World Hunger
 P-323 Views re Homosexuals

P-400 thru P-499 (HEALTH CARE)

P-400 PRO Health Care Reform
 P-400A CON Health Care Reform
 P-401 Mental Health (National Health Insurance to cover)
 P-402 PRO Appointment of First Lady As Head of Health Care
 Task Force
 P-402A CON Appointment of First Lady As Head of Health Care
 Task Force
 P-403 Childhood Immunization Program

P-500 thru P-599 (FOREIGN/DEFENSE)

P-500 Views re Haiti
 P-501 Views re Bosnia
 P-502 PRO UN Sanctions against Israel
 P-502A CON UN Sanctions against Israel
 P-503 Views re Iraq
 P-503B Arab/Israeli Peace Process
 P-504 PRO U.S. Policy/Somalia
 P-504A CON U.S. Policy/Somalia
 P-505 PRO Arms Sales/Middle East
 P-505A CON Arms Sales/Middle East
 P-506 PRO Blockade of Armenia by Azerbaijan
 P-506A CON Blockade of Armenia by Azerbaijan
 P-507 PRO Arms Sales To Arab Countries
 P-508 Ban on Plutonium Production
 P-509 POW/MIA Issue
 P-510 Immigration/General
 P-511 Promoting Democracy Abroad

P-600 thru P-699 (TRADE/LABOR)

P-600 Agriculture Trade Policy
 P-601 PRO Trade Policy/NAFTA and GATT Agreements

P-601A CON Trade Policy/NAFTA and GATT Agreements
P-602 PRO Executive Order 12818
P-602A CON Executive Order 12818
P-603 PRO Rehiring of PATCO Air Traffic Controllers
P-603A CON Rehiring of PATCO Air Traffic Controllers
P-604 Job Corps

P-700 thru P-799 (ENVIRONMENT)

P-700 Waste Technologies Industries (WTI) Incinerator
P-701 General Environment Concerns

P-800 thru P-899 (LEGAL/ETHICS/PERSONNEL)

P-800 Jonathan Pollard
P-801 Nomination of Attorney General
P-802 Retention of William Sessions
P-802A (Change anything Coded for P-802A to P-802)
P-803 Pardon for Leonard Peltier
P-803B General Pardon
P-804 CON Mandatory Sentencing

P-900 thru P-999 (LEGISLATION)

P-900 Brady Bill
P-901 Employee Educational Assistance Act (H.R. 127)
(Employer-Provided Tax-Free Tuition Assistance)
P-902 Child Support Recovery Act

MARSHA SCOTT Series

MS-1 thru MS-099 (GENERAL SUPPORT, VIEWS/ACKNOWLEDGEMENTS)

MS-1	Views
MS-2	Referral to Agency for Assistance
MS-3	Specific Views -- appropriate enclosures sent
MS-4	Cassette/General Acknowledgement
MS-4A	Cassette/Musical/General
MS-5	Cassette/Spiritual
MS-6	Cassette/Patriotic
MS-7	Cassette/Referral
MS-8	Offer To Serve In Clinton/Gore Administration
MS-9	Complaint Re Response Received

MS-100 thru MS-199 (AUCTIONS/FUNDRAISING PROJECTS, etc.)

MS-100	Auction Turndown/Fundraising Project/Refer to DNC
MS-101	Auction Item Request/Turndown/Suffering Individual
MS-102	Auction Item Requested from Organization/turndown/ Refer to DNC
MS-103	Turndown for Presidential Message Request (To be Sent Before date of event)
MS-103A	Turndown for Presidential Message Request (To be Sent After Date of Event)
MS-104	Turndown of Service
MS-105	Turndown Request/For Autographed Photo or Material
MS-105A	Turndown Request for Autographed Photo/Return Writer's Material
MS-106	Turndown Request for Autograph
MS-106A	Turndown Request for Autograph/Return Writer's Material

MS-200 thru MS-299 (CONTRIBUTIONS, DONATIONS, MONETARY SUPPORT)

MS-200	Support and Money Sent to the President
MS-201	Views and Money Sent to the President
MS-202	Views and Money Sent for Political Organization
MS-203	General/Views/Support and Money sent to the President
MS-204	Contributions sent to the White House for Bill Clinton Compliance Committee
MS-205	Donations to the Presidential Transition Planning Foundation
MS-206	Money Mail Acknowledgement
MS-206A	Money Mail Acknowledgement/Greetings Request
MS-207	Support and Political Contribution

MS-208	Contribution to Reduce The National Debt
MS-209	Return Money/Writer to Receive Further Response
MS-210	Contribution To Organization/Political Contribution
MS-211	Return of Damaged Money/Treasury
MS-212	Return Money to Institution/Not Sender
MS-213	Return Money sent for U.S. Government/Cannot Accept
MS-214	Contribution for Inaugural Cost
MS-215	Contribution for President's Jogging Track
MS-216	Acknowledge Money from Children/Refer to Student Correspondence

NOTATION: All YP letters are on hold until we determine where they will be printed.

YP Series

YP-1	Support/Congratulations
YP-2	Support/Encouragement
YP-3	General Concerns
YP-4	Thanks for Gift Item
YP-5	Heartfelt Concerns
YP-6	College Education
YP-7	Academic Achievement
YP-8	Reading/President's Favorite Books
YP-9	Volunteer Work
YP-10	Yearbook Message
YP-11	Invitation to Visit School
YP-12	Invitation to Visit Home
YP-13	Upcoming Visit to D.C.
YP-14	Past Visit to D.C.
YP-15	Length of School Days
YP-16	Abortion (Pro-Life)
YP-17	Environment
YP-18	Rainforest
YP-19	School Violence
YP-20	Concern for Animal Rights

APPROVED TEXT can be CODED and PRINTED

C-1



Thank you for your kind words. The American people have given us the opportunity to lead our country in a new direction. We will depend on the diverse talents of every citizen to make the American dream a reality once again. I am grateful for your support.

Rin Clinton

P-150

VIEWS/NO SUPPORT

I appreciate your taking the time to write me. It's important that I hear the thoughts, experiences, and concerns of people who care about the future of America and the world. I appreciate your taking the time to let me know how you feel.

P-300 PRO CHOICE

Thank you for your letter concerning a woman's right to choose.

I believe that personal privacy is a fundamental liberty protected by our Bill of Rights. The right to privacy includes the right to make difficult and intensely personal decisions regarding abortion, without governmental interference.

I have never wavered in my support for Roe v. Wade. While I am firmly pro-choice, I am not pro-abortion. Indeed, I think we should do more to reduce the number of unwanted pregnancies and abortions, and I am working on that.

P-300A CON CHOICE

Thank you for your letter concerning a woman's right to choose. I've been touched by the many letters I've received from people who care deeply about the future of our country but who are troubled by my position on this issue.

I believe that personal privacy is a fundamental liberty protected by our Bill of Rights. I believe the right to privacy includes the right to make difficult and intensely personal decisions regarding abortion.

While I am firmly pro-choice, I am not pro-abortion. Indeed, I believe we must do more to reduce the number of abortions and unwanted pregnancies, and I am working on that.

Though we may differ on this issue, I hope that our common concerns for the future of America will unite us. I appreciate your sincerity and your candor.

Thank you for sharing your views with me regarding the ban on homosexuals in our Nation's military.

I believe that people should be judged by their conduct, not by their status. Stricter rules of conduct on sexual behavior for all military personnel are at the heart of a sensible solution.

My belief is that we don't have a person to waste. I am working with the Joint Chiefs of Staff and the military services, the Congress, and others concerned to design a policy which will ensure equality and fairness, while preserving the unity and preparedness of our military.

I appreciate your views and support.

P-310A CON HOMOSEXUALS IN THE MILITARY

Thank you for sharing your views with me regarding the ban on homosexuals in our Nation's military.

I believe that people should be judged by their conduct, not by their status. I favor stricter rules of conduct on sexual behavior for all military personnel, along with lifting the ban. Everyone concedes there are and have been homosexuals in the military. Everyone agrees they should be separated from the service for inappropriate conduct. The only question is whether a person can acknowledge being homosexual and stay in the service if he or she has a good record and commits no improper act.

My belief is that we don't have a person to waste. I respect the wisdom and experience of military leaders, and I am working with the Joint Chiefs of Staff and the military services, the Congress, and others concerned to design a policy which will ensure equality and fairness, while preserving the unity and preparedness of our military.

Though we may differ on this issue, I hope that our common concerns for the future of America will unite us. I appreciate your sincerity and candor.

MS-2 REFERRAL TO AGENCY FOR ASSISTANCE

Thank you for taking the time to write asking President Clinton for assistance with your concerns. At the direction of the President, I have forwarded your letter to the government department that can resolve this issue most appropriately and expeditiously. We hope that you will have a satisfactory resolution to this situation or that you will let us know if we can further assist you.

Mail →
Feb 17-

Presidential Correspondence Office

Past
Present
Future

3 March 1993

"...we are inviting the American public to write us here at the White House with their suggestions."

-- Remarks by the President During Health Care Working Meeting, January 25, 1993.

"...And so tonight I ask you: Watch what we do closely. If you think I'm wrong, call or write and tell me."

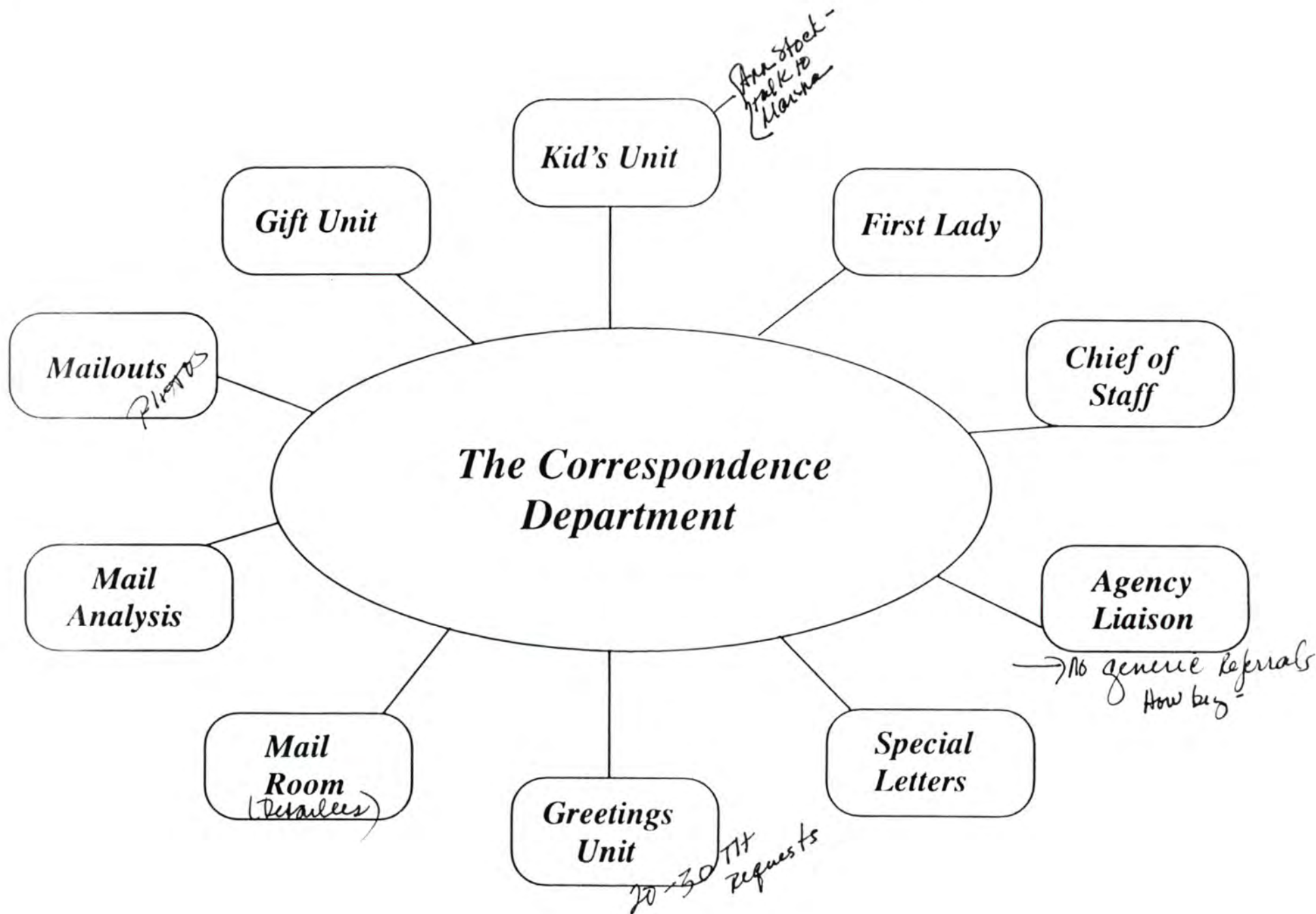
-- Remarks by the President Upon Arrival at Detroit, February 10, 1993.

"...So a lot of you have asked questions you haven't heard us answer today. I would encourage you to write to us. I have reorganized the White House Correspondence Office. ...We're trying to minimize the number of just formal responses we give unless people send us a form letter; that's different. But I mean people that really write us. So I would encourage you to do that."

-- Remarks by the President at the Chillicothe Economic Discussion, February 19, 1993.

"...If you think I'm wrong, write and tell me that."

-- Remarks by the President in ABC Kids town Meeting, February 20, 1993.



Presidential Correspondence
Long Term Goals

Conduct Ongoing Dialogue With American Public

Provide Timely, Personal Response to Mail

Produce Pro-Active, Targeted Mailings

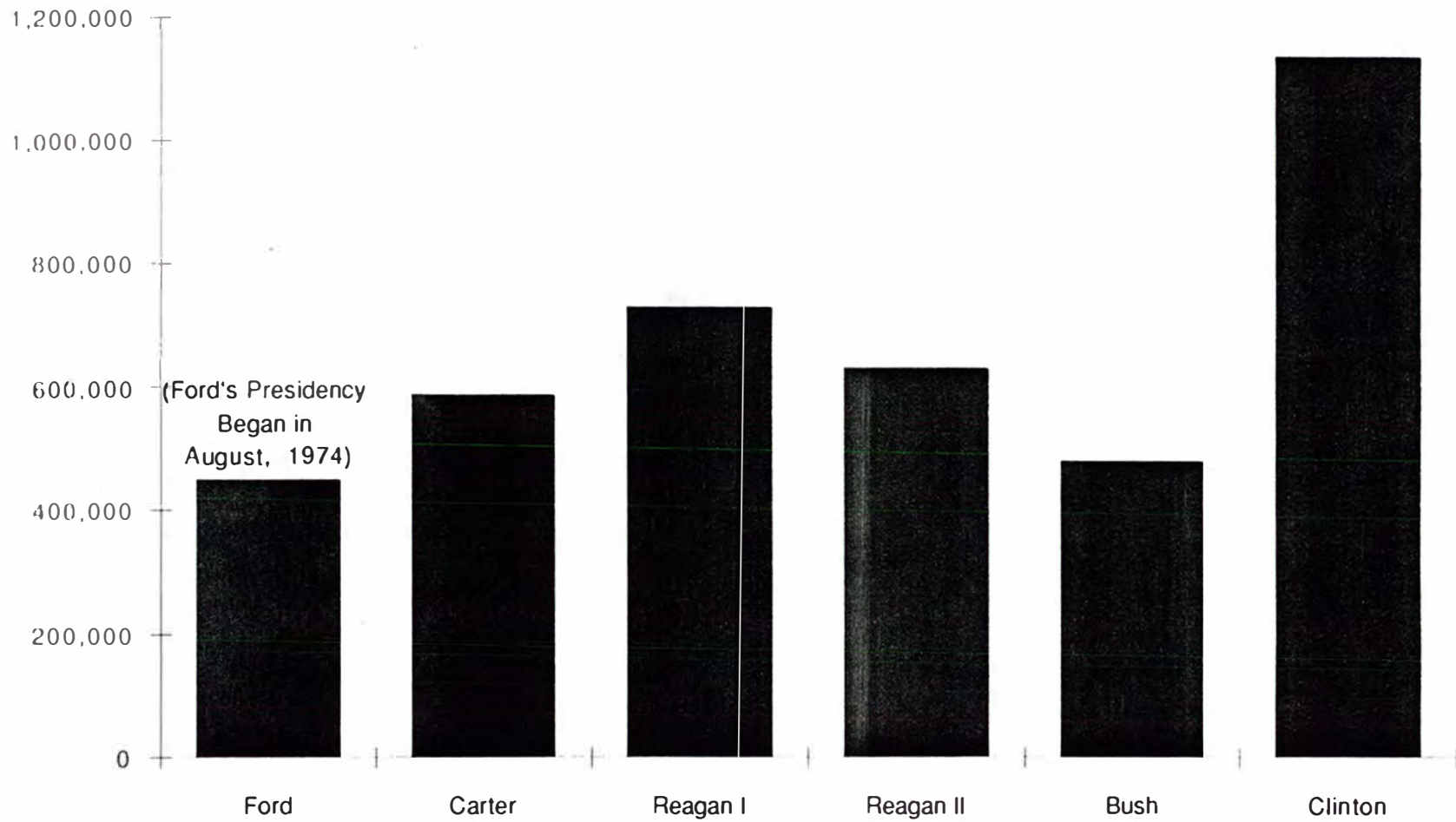
**Compile Constituent Data Base to Serve
President's Policy Goals**

Reflect Leading Edge Communications Technology

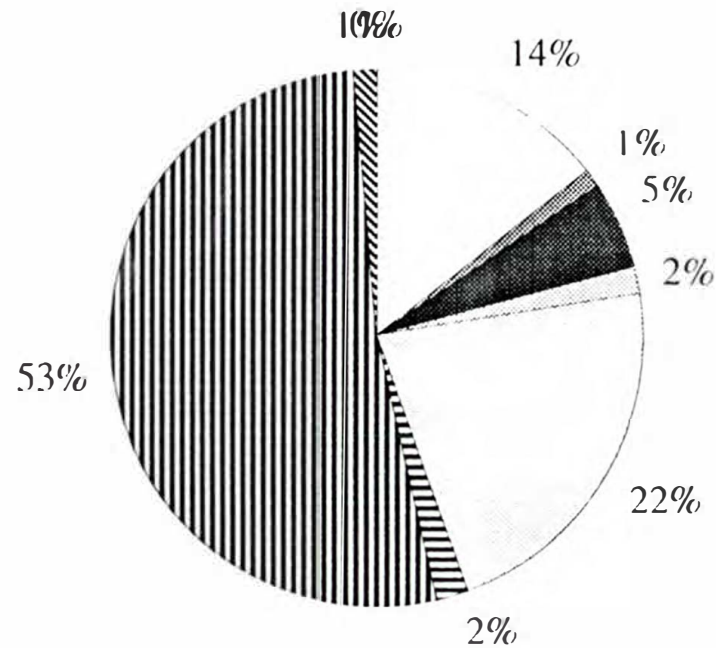
***Key Number Projections
Correspondence Office***

34,000	Total Daily Incoming Correspondence
29,000	Total Incoming Correspondence Minus Staff Mail
21,800	Total Projeted Responses Required (Total Minus Staff Minus Propaganda Minus Illegible)

Total Mail Received During First 34 Days



Clinton Administration Breakdown of Total Incoming Mail Total Received as of 2/28: 1,149,769



■ Socks

□ Staff Mail

■ Chelsea

■ First Lady

■ Mailgrams/Telegrams

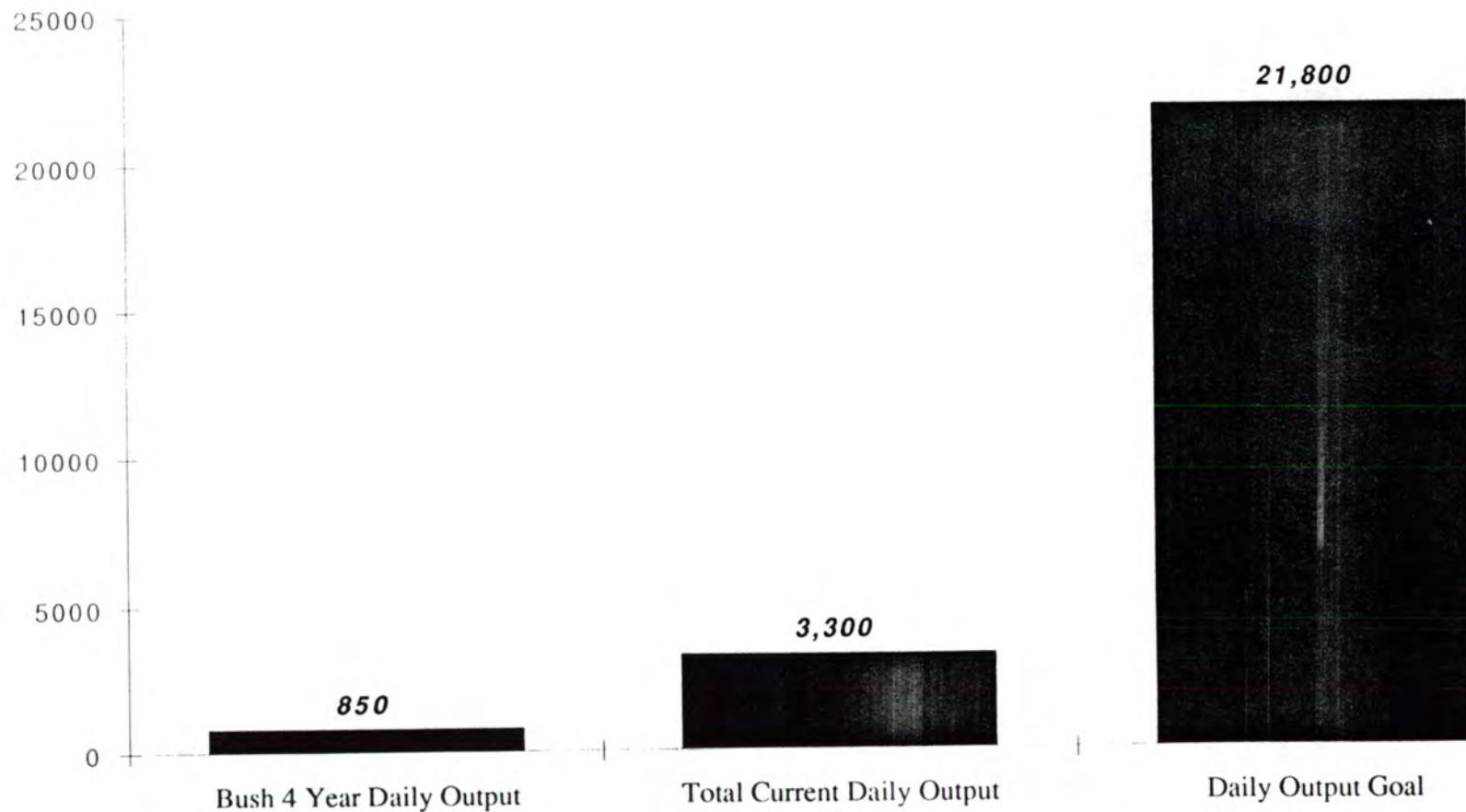
■ Propaganda

■ Faxes

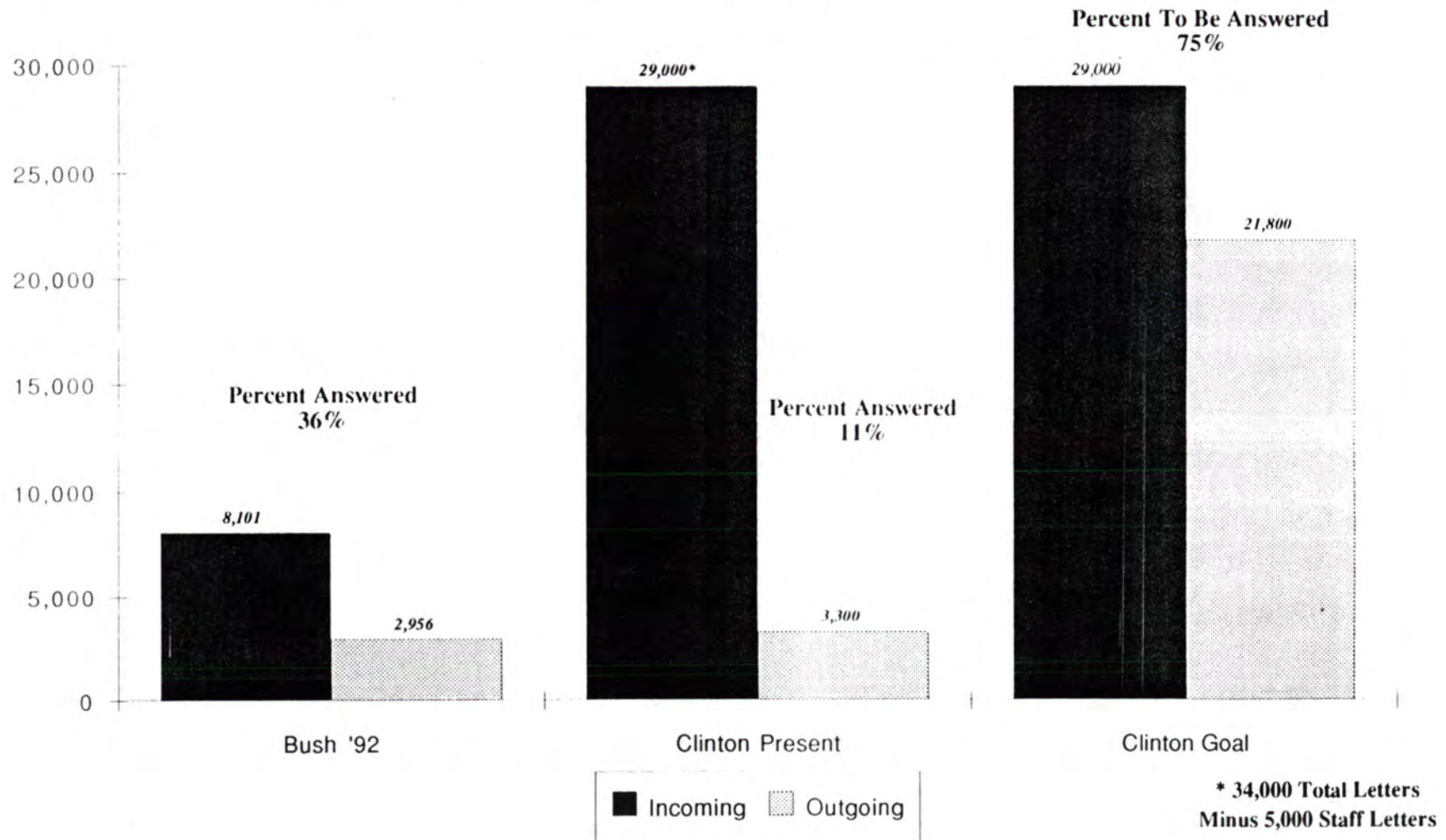
■ Letters to the President

■ E-Mail

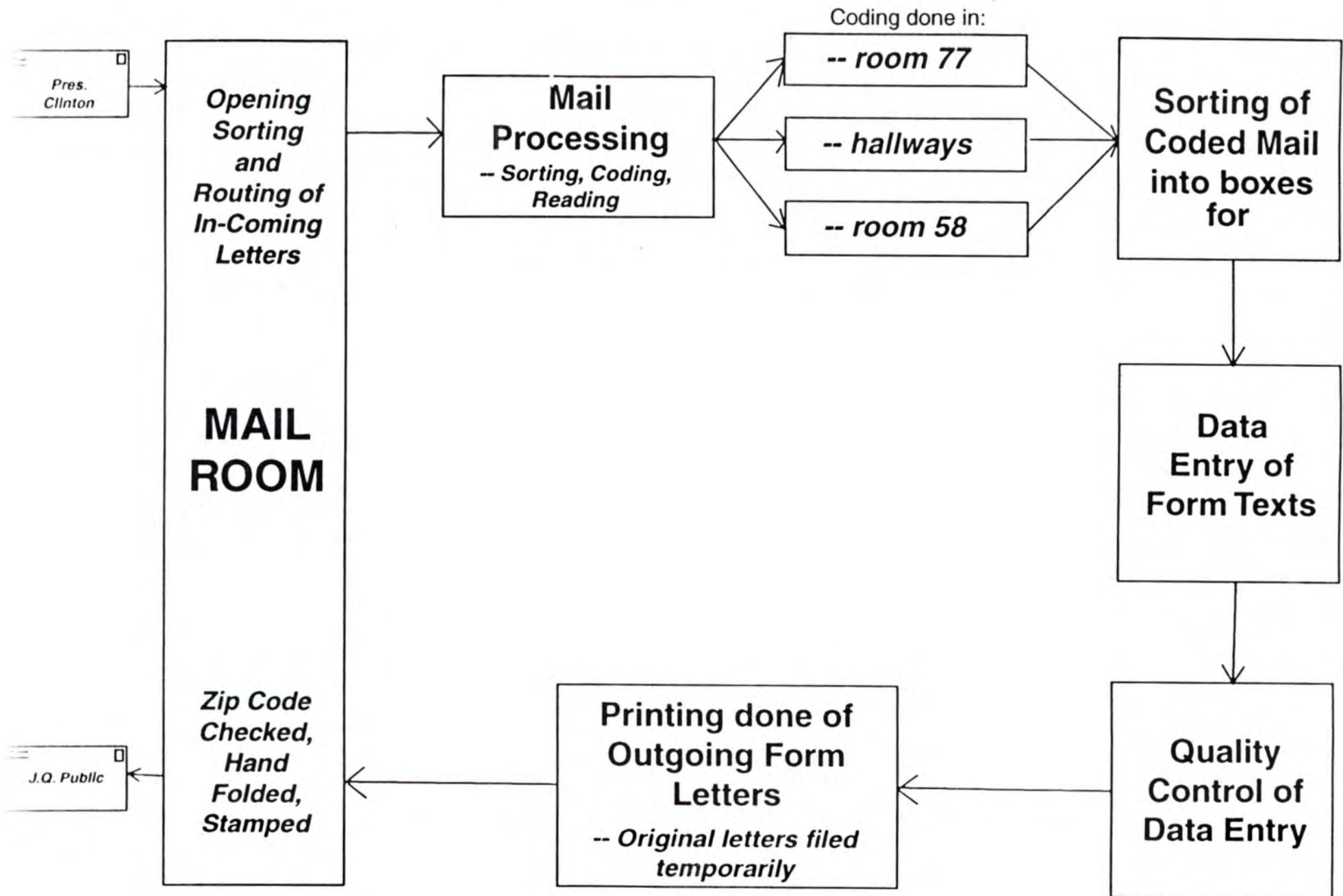
Past, Present and Future Output of Presidential, First Lady, COS, and MS Letters



Ratios of Incoming to Outgoing Mail



Typical flow of Form Letter Through Current System



Current Backlog In Correspondence

18 per day

<i>Status</i>	<i>Number</i>
Letters to Be Opened & Stapled	350,000
Mail To Be Read, Coded, and Entered	170,000
Kids Mail to Be Processed	70,000
Greetings	45,000
First Lady's Mail	37,000
E-Mail	13,600
Agency Liaison	6,400
Gifts	2,000
Special Letter Response	1,000
<i>Totals</i>	<i>687,800</i>

Current Obstacles

Computer

- **Barely Adequate Number of Workstations**
- **Insufficient Quorum Capacity**
- **Not User Friendly for Volunteer Training**
- **Not Configured for Emerging Technology**

Space

- **Spread Out in OEOP, East and West Wing**
- **No Room For Expansion**
- **Inefficient Use of Present Space**

Personnel

- **Volume Increase; Staff Decrease**
- **Over 200 Staff/Volunteers Needed for Daily Mail Functions**
- **Training Volunteers: Time & Labor Intensive**

Process

- **Excessive Handling of Mail**
- **Too Labor Intensive/ Under Automated**

Staffing Needs

<i>Office</i>	<i>Avg. Daily Incoming</i>	<i>Current</i>	<i>Needed</i>
Mail Room	29,000	22*	15
Special Letters	200	13	5
Agency Liaison	500	7	16
Children's	2,500	3	19
First Lady	1,800	5**	16
Greetings	1,300	3	22
Gifts	100	7	4
Chief of Staff	100	2	2
Mail Analysis	15,300	38	94
<i>TOTAL</i>	<i>21,800***</i>	<i>100</i>	<i>193</i>

* Postal Service detailees

** Two on First Lady's personal staff

*** Excluding Mail Room Total

Policy Drives Process
Senior Staff Decisions

Do We Answer All Mail?

If Not All Mail, Where Do We Cut?

What Proactive Mailings Are Desired?

What Constituent Data Is Required/Useful?

What Response Time Is Expected?

Clinton Presidential Records Digital Records Marker

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

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

January 1993

Divider Title: _____

THE WHITE HOUSE
WASHINGTON

January 25, 1993

MEMO FOR ALL ASSISTANTS

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

SUBJECT: MATERIALS FOR THE PRESIDENT

It would be appreciated if you would have your staff begin using the attached guidelines when preparing materials for the President.

Thank you.

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 ¹³~~16~~ copies) must be delivered to the Staff Secretary by 3:00 p.m. the day before the scheduled meeting or event.)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:

- I. ACTION-FORCING EVENT: (The nature of the event requiring or suggesting action - and the degree of flexibility associated with it.)

- II. BACKGROUND/ANALYSIS: (outline history, current status, possible options and impacts - _____ financial, constituent or other public policy considerations.)

- III. RECOMMENDATION: (Indicate single recommendation or list options.)

- IV. DECISION:

_____ Approve _____ Approve as amended _____ Reject _____ No action

NOTE: Where necessary, tabs may be attached to Decision Memoranda. However, as in the case of other written materials directed to the President, brevity is important. Seldom should a Decision Memorandum be longer than one or two pages, and tabs, whenever possible, should be limited to five or fewer.

Attachment III
SAMPLE — SIGNATURE MEMORANDUM
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:

Example – Forwarded for your approval and signature is a nomination containing the names of 266 officers for promotion and original appointment in the Navy.

This nomination has been staffed by the Secretary of the Navy and approved by the Secretary of Defense.

Recommendation

That you sign the nomination attached at Tab A.

Attachment IV
SAMPLE — INFORMATION MEMO
(Format)

THE WHITE HOUSE

WASHINGTON

DATE (centered)

INFORMATION

MEMORANDUM FOR THE PRESIDENT

FROM:

SUBJECT:

I. SUMMARY
(Three (3) sentences or less)

II. DISCUSSION
(Please be concise)

NOTE: Information Memoranda should not raise issues for decision.

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:

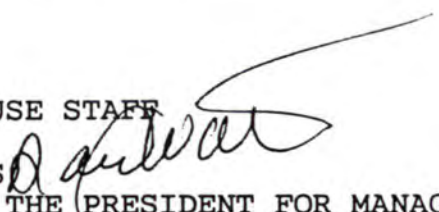
ACTION: _____

THE WHITE HOUSE

WASHINGTON

January 27, 1993

MEMORANDUM FOR THE WHITE HOUSE STAFF

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

SUBJECT: Effective Coordination of Presidential Support

The purpose of this memorandum is to outline the significant support available from the White House Military Office (WHMO). The Military Office can help maximize our efficiency and will simplify support to the President.

The WHMO provides a single point of contact for coordination of military support to the President. Every movement of the President will, in some way, involve military support. From something as simple as a Presidential Jog, to the most complex state arrival, the Military Office plays a vital role in executing our plans. Involving the Military Office early in the planning stages of any event will aid in the smooth execution of that event.

The WHMO office staff can answer questions on the White House Communications Agency, Aircraft or Helicopter support, the White House Staff Mess, the Medical Unit, and the Transportation Agency (cars/vans). They are located in the East Wing and may be reached at 456-2150. A primary point of contact within the Military Office is the duty Military Aide (Milaide). They stand a 24 hour duty and remain overnight in the White House whenever the President does so. They may be reached in a variety of ways; at 395-1747, through the Operations Center at 395-4007, or through the signal switchboard at 757-5000.

The Milaides can provide "One Stop Shopping" for virtually every Presidential event we are planning. As an example, when notified of an Off-the Record Movement (OTR), they will inform all involved parties. These include the Personal Aide (if he is unaware), all WHMO units involved (Press vans, communications, medical personnel, White House TV), the Photographer, and the Press Office. As well, they will remain in constant contact with the Secret Service to coordinate any last minute changes. Off-the-Record movements include such things as Presidential Jogs, low key dinners away from the White House, and any other

low profile movements away from the White House. Close hold events can be passed to the Milaides and they will inform only those parties desired.

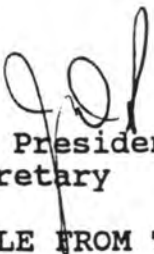
The Milaides should act as our single point of contact for all Camp David evolutions and all Presidential travel, both in and out of Washington, DC. Additionally, in conjunction with the WHMO Director of Ceremonies, they should be contacted regarding all official ceremonies at the White House. Their support in these events ranges from reading citations to direct ceremonial support of the President. All staff members should feel free to contact the WHMO office staff or the Milaides at any time regarding the specifics and limits of WHMO support, or the specifics of Milaide coordination.

The White House Military Office has widely circulated a "Welcome Aboard" packet. If you did not receive one, or need more, please contact them at 456-2150.

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.

THE WHITE HOUSE OFFICE OF RECORDS MANAGEMENT

MISSION:

The Office of Records Management (ORM) is an operating unit within the White House Office consisting of full-time career employees. Its primary role is to serve as a central file, managing and maintaining records of the current Administration for the daily use of the President and all of the policy units in the White House. Concurrently, it preserves these same records to ensure a comprehensive history of the Administration. (These records will form the nucleus of the future Clinton Presidential Library.) In performing these roles, ORM, working closely with the Office of Legal Counsel, ensures that the President and other White House staff are in compliance with the Presidential Records Act.

ORM is responsible for any and all types of White House documentation, whether internal memoranda, government reports, or public mail. By the use of a sophisticated computerized tracking and filing system, ORM can provide rapid status reports on current correspondence and memoranda as well as retrieval of documents or information about documents in file. Through the use of its optical disk system, ORM can display and print images of documents for ready reference without going to the original files. (Of course originals of all documents available on optical disk are retained due to their intrinsic historical value.)

In addition to the above, ORM physically controls the use of the President's autopen and those of other authorized White House commissioned officers; it reviews outgoing correspondence from all White House offices for correct titles, spellings, addresses, and enclosures; and it maintains data bases of names and addresses for the use of White House policy units.

STRUCTURE:

ORM is divided into five carefully integrated sections: Classification, Search and File, Data Entry, Correspondence Review, and Optical Disk. Brief descriptions follow.

The primary function of the Classification section is to categorize the more important documents that flow into ORM through the use of an alpha-numeric classification scheme that dates back to the Kennedy Administration. (The scheme is updated regularly to maintain contemporaneity.)

The Search and File section is the primary unit for servicing requests for documents or information about documents. This section also maintains and services an alphabetical file and a photograph file for those items not considered to be important enough for subject categorization by the Classification section. This section also coordinates with the National

Archives the disposal of bulk mail--material considered not important enough to be retained.

The Data Entry section is the front-end component of the computer tracking system. It inputs data on documentation being tracked and in file and updates information as the status of action changes, thus providing rapid retrieval for our Search and File section and for those other White House units granted authority to access the system. This section is also responsible for maintaining data bases of names and addresses for mailing lists.

The Correspondence Review section does the final proofreading on outgoing correspondence of the President and other White House offices before transfer to the White House Mail Room for dispatch. This section also is responsible for autopenning Presidential and other documents authorized for such treatment by the Staff Secretary.

The Optical Disk section is responsible for ensuring that all subject-classified documents except confidential and security classified, are scanned onto optical platters for ready retrieval. This section works closely with the White House Office of Administration to ensure that this and other computer-driven information systems within ORM are operating at their optimum capacity.

Presidential Scheduling Procedures

All Presidential scheduling requests, including photo opportunities and phone calls, must be coordinated with the Office of Presidential Scheduling. This includes all requests that are within the White House as well as outside.

Schedule Proposals

Schedule proposals should be prepared for all schedule requests. Each such proposal should be prepared, coordinated and forwarded by a senior staff member and sent directly to the Director of Scheduling and Advance, Marcia Hale (Ground Floor - West Wing).

Format: All schedule proposals must follow the format of the attached example.

Deadline: All schedule requests must be submitted in writing to Marcia Hale in the Office of Presidential Scheduling at least one week prior to the proposed event.

Long-Range Scheduling Meetings

Once the Scheduling Office has determined that the proposed event is needed, is presidential in nature, and is congruent with Administration goals or themes, it will then be considered for final approval during the weekly Long-Range Scheduling Meeting which takes place on Friday afternoons. It is during this meeting that various senior staff members provide final input to assure no policy or schedule conflict exists.

Notice of Approval

The Scheduling Office will notify the appropriate office of final approval by way of a memorandum.

Once an event has been confirmed by Marcia, the logistics of the day are managed by the Deputy Scheduling Directors, Stephanie Streett and Anne Walley. Stephanie and Anne rotate days as the attached calendar illustrates. It is imperative that they know of any and all changes that occur in already confirmed events. They are the only ones with the full knowledge of any ramifications caused by changes in the daily schedule.

on the road - to John

Notice of Approval (continued)

The Senior Staff member requesting the event will be listed as the contact on the schedule and responsible for coordinating all briefing materials to the Staff Secretary for use by the President. If the Senior Staff member is not personally planning to prepare the briefing it is his/her responsibility to identify a project manager for the event on the schedule proposal.

Exceptions to the Established Procedure

Often the need arises for consideration of a scheduling request immediately. In such a situation, the request should be submitted to Marcia using the standard proposal format. A cover memorandum briefly explaining the urgent need for the event (detailing the reason why the seven day advance request was not possible) should accompany the proposal.

A decision will be made as quickly as possible, the requesting office will be notified soon thereafter.

Daily Scheduling Meeting

The Scheduling Department invites the senior staff to have a representative of their department attend the daily 10:30 am scheduling meeting, OEOB 180. It is necessary that a department representative attend the daily scheduling meeting in order that each department is kept abreast of any scheduled events affecting their department.

Events in the Residence/Grounds

If an event is to be held in the residence or on the grounds, including arrivals and departures, all of the above mentioned scheduling procedures should still be followed. The Scheduling Office will coordinate with the Office of the Social Secretary to determine the availability of the appropriate room(s) and reserve the room(s) once an event is confirmed.

Ann Stock will take the primary responsibility once an event, in the residence or on the grounds, is confirmed by the Scheduling Office. Stephanie and Anne will coordinate with Ann Stock's office and develop the program and details of the event.

Events in the Residence/Grounds

The event requestor is responsible for providing a copy of the guest list, with telephone numbers, to the Scheduling Office and the Office of the Social Secretary as soon as it is compiled. For events with parties larger than ten, it is the responsibility of the Office of the Social Secretary (not the event requestor) to invite the guests, collect RSVPs, compile security clearance information and clear the guests with WAVES.

Other than for the transmittal of the guest list, the event requestor should not contact the Office of the Social Secretary; Stephanie and Anne will be the contact for the event requestor and the liaison to the Office of the Social Secretary.

Advance staff will be provided for events in the residence as needed. However, if the event is open to the press, a press staff person will always be assigned, by the Press Office, to move the pool.

Political Calls for Confirmed Events

Once an event or trip is confirmed, it is the responsibility of the Office of Political Affairs to determine what political calls need to be made. It is also the responsibility of the Office of Political Affairs to coordinate with the appropriate departments to ensure that all the necessary calls are made.

Briefing Materials for the President

The Senior Staff member requesting the event is responsible for the briefing memorandum on the event to be used by the President. The memorandum must be provided to the Staff Secretary by 3:00 pm on the day preceding the event with thirteen copies. The briefings should follow the format of the attached examples.

Talking points should be included, unless the Senior Staff member requesting the event has arranged for a statement or talking points to be provided by the communications department.

Talking points, remarks, statements, etc. must be triple-spaced and in larger type. Talking points, remarks, statements, etc. must be prepared so that paragraphs do not run onto another page; they should not be broken by the end of a page.

Schedule Proposal

date ____/____/____

____ ACCEPT	____ REGRET	____ PENDING
-------------	-------------	--------------

TO: Marcia L. Hale
Assistant to the President and Director
of Scheduling and Advance

FROM: (Assistant to the President)

REQUEST: (Meeting, briefing, speech, reception,
drop-by, etc.)

PURPOSE: (Reasons why the President should honor
the request; what is the desired
outcome?)

BACKGROUND: (Additional pertinent information)

PREVIOUS PARTICIPATION: (The President's previous participation
with this organization or individual)

DATE AND TIME: (OPEN if no date is given)

DURATION: (Time that the President is committed)

LOCATION: (Identify the preferred location in case
of inclement weather.)

PARTICIPANTS: (Attach list if more than five)

OUTLINE OF EVENTS: (Including description of the
President's participation)

REMARKS REQUIRED: (Major speech, talking points, brief
remarks, etc. Who will be preparing the
remarks and/or briefings?)

MEDIA COVERAGE: (Type of media, photo coverage, if any)

FIRST LADY'S ATTENDANCE:

VICE PRESIDENT'S ATTENDANCE:

SECOND LADY'S ATTENDANCE:

RECOMMENDED BY:

CONTACT: (Host Committee Contact Name,
Organization and Telephone Number if
working with an outside group)

Checklist for Presidential Events

- The Presidential Scheduling Office is responsible for all logistical arrangements for any event on the President's schedule. Please coordinate with them from the time your event is approved in order to avoid the need for last-minute modification.
- Stephanie and Anne are responsible for clearing all guests/participants for meetings in the West Wing and Anne Stock is responsible for clearing all guests/participants in the residence and on the grounds for parties larger than ten. Please provide the necessary lists.
- Be sure that the Staff Secretary's Office knows who will be preparing the briefings and/or talking points.
- Prepare and submit briefing paper(s) to the Staff Secretary by 3:00 pm of the preceding day (13 copies).
- Stephanie and Anne will coordinate with the Press/Media Departments regarding coverage. No organization photographer, other than the White House photographer, will be admitted without Stephanie or Anne's knowledge.
- Stephanie and Anne are responsible for coordinating inclement weather sights.
- If guests are planning to bring/present a gift to the President please notify Anne or Stephanie. No one can directly hand a gift to any of the principals without it being x-rayed.
- If name tags, name cards, chairs, notepads, pencils, etc. are needed please indicate on the schedule proposal.
- Seating charts for meetings in the Roosevelt and Cabinet Rooms need to be included with the briefing for the Staff Secretary.
- The Political Affairs Office is responsible for coordinating all political calls.
- Within five (5) days after your event, submit a complete, confirmed list of staff and attenders, identified by title, and actual starting and completion times of event to the President's Diarist, OEOB room 185.

Clinton Presidential Records Digital Records Marker

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

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

February 1993

Divider Title: _____

Withdrawal/Redaction Marker

Clinton Library

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

COLLECTION:

Clinton Presidential Records
First Lady's Office
Melanne Verveer
OA/Box Number: 23249

FOLDER TITLE:

Interoffice Memorandums 1993 [Binder] [1]

2013-0534-S

rc1811

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

February 5, 1993

MEMORANDUM FOR NEW WHITE HOUSE OFFICE STAFF (INCLUDING SPECIAL
GOVERNMENT EMPLOYEES) PAID ABOVE THE GS-15 LEVEL
AND ALL NEW COMMISSIONED OFFICERS

FROM: BERNARD NUSSBAUM 
COUNSEL TO THE PRESIDENT

SUBJECT: Ethics Standards and Financial Report
Requirements

President Clinton is committed to providing the citizens of the United States with an Administration whose officials hold themselves to the highest standards of integrity. To that end, it is important for you to be aware of the legal requirements and restrictions that apply to you in connection with your prospective employment in the Executive Office of the President.

FINANCIAL DISCLOSURE REQUIREMENTS

In addition to the forms required to initiate your security clearance, which you should already have received, two additional reports are required to facilitate your compliance with conflict-of-interest requirements.

1. You are required by the Ethics in Government Act of 1978 to file a financial disclosure report (SF-278) which is subject to public disclosure.¹ This package contains two copies of the form and a sheet of helpful hints on completing the required new entrant filing.
2. You are required to submit a response to the Personal Data Statement Questionnaire (PDS). Your response can be on plain paper, but please sign and date it.

The PDS should be typed, completed, and returned as soon as possible. The SF-278 must be completed and returned BY FEBRUARY 12, 1993. Both forms can be returned to Edgar Bueno of my staff (OEOB, Room 128, ext. 7900).

¹If you are a Special Government Employee you may be exempted from the SF-278 requirement by demonstrating to my office that you are not expected to work more than 60 days.

BRIEFING MATERIALS

Included for your reference is a copy of the Standards of Conduct Regulations for the Executive Office of the President. We will be following up with general guidance memoranda (e.g., conflicts of interest, acceptance of gifts, acceptance of meals, etc.) in the near future.

In addition, Executive Order 12674 requires that employees in the Executive Office of the President receive mandatory annual ethics briefings. Announcements will be circulated when the next sessions are scheduled. Meanwhile, please familiarize yourself with these guidance materials.

If you have any doubts about a matter, I encourage you to consult with me or my staff.

Enclosures

THE WHITE HOUSE
WASHINGTON

February 5, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: DAVID WATKINS 
SUBJECT: EXTENDED OPERATING HOURS

To date, the WHITE HOUSE MESS has been open in the evenings, except Saturday, from 5:30pm until 6:30pm. In order to accommodate the needs of the staff, we have successfully requested that these hours be extended.

Effective Monday, February 8th, the WHITE HOUSE MESS will be open evenings, except for Saturday, from 5:30 until 8:30pm.

**NOTICE FOR ALL
EXECUTIVE OFFICE OF THE PRESIDENT (EOP)
EMPLOYEES**

Recycling in the EOP Complex

The Office of Administration, Facilities Management Division administers a recycling program for aluminum cans, newspapers, and office wastepaper in the EOP complex, which includes the White House East and West Wings, Old and New Executive Office Buildings, Winder Building and Jackson Place Townhouses. For this program to be successful, we need your cooperation.

Uncontaminated office wastepaper collected in the complex is recycled and used to produce new paper products. To assist in the recycling program, please use a separate wastebasket in your office for non-paper waste, such as plastic, styrofoam products, paper clips, clamps, pens and pencils. Custodial personnel will keep non-paper waste separate from the recyclable office wastepaper. If necessary, additional wastebaskets are available from the supply stores.

Newspapers and aluminum cans should be deposited in collection containers designated for these items. Collection containers are located in common areas such as restrooms or corridor vestibules.

Thank you for participating in the EOP's recycling program.

OFFICE OF ADMINISTRATION
Facilities Management Division

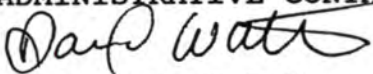
THE WHITE HOUSE

WASHINGTON

February 8, 1993

MEMORANDUM FOR ALL WHITE HOUSE AND EXECUTIVE OFFICE OF
THE PRESIDENT ADMINISTRATIVE CONTACTS

FROM:

DAVID WATKINS 
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT:

Conference Room Policies and Procedures

Due to the increased use of a limited number of Conference Rooms, I thought it would be helpful to review the procedures and policies for reserving and using these rooms. Any staff member has the privilege of reserving a conference room and you must not use a room unless you have reserved it in advance.

PROCEDURES

- STEP ONE:** Contact the Conference Room Coordinator in the White House Administrative Office (ext. 2500) to determine if the desired Conference Room is available. If it is, the room can be temporarily reserved at the time of the request.
- STEP TWO:** Reservations will be honored when the required Conference Room Reservation Request form is received in the White House Administration Office (Room 1, OEOB) **48 HOURS IN ADVANCE** of the planned meeting. Without the necessary request form on file with the White House Administration Office 48 hours in advance, the Conference Room reservation will be automatically cancelled and deleted from the reservation book.
- STEP THREE:** The request forms will be stamped in the order received by the White House Administrative Office.
- STEP FOUR:** Please be sure all pertinent information on the Conference Room Reservation Request form has been completed.
- STEP FIVE:** Should there be a cancellation of your meeting, please call ext. 2500 as soon as possible to release the room.

POLICIES

- The use of Executive Office of the President (EOP) Conference Rooms is limited to official functions. The rooms are not available for use by private citizens or organizations. For an activity to be considered official, it must accomplish an official purpose, be completely subject to government control, and be a proper subject for the expenditure of appropriated funds. The General Counsel's office can determine if an event is official in nature. Official events scheduled by an EOP agency must be attended by a senior staff member from that agency.
- Use of the EOP Conference Rooms are available to all agencies within the EOP. However, White House staff have precedence in using these rooms.
- NO outside organization may pay for food or refreshments at an official event within the EOP complex.

RULES OF THUMB

- The ROOSEVELT ROOM is to be reserved for use by the President, Assistants, and Deputy Assistants only.
- Room 450 is a back-up location for all ROSE GARDEN events. Should a Presidential event be moved indoors, the scheduled meeting in Room 450 will also be moved (if possible) or rescheduled. Every effort will be made to accommodate each group.
- No one agency or office will "bump" another from an assigned meeting room. All coordination of meeting rooms will be handled by the Conference Room Coordinator.
- To ease confusion, please assign one person in your office to reserve Conference Rooms.
- Food and beverages are allowed only in Room 22 and Room 474.
- Room 472 can now be reserved for meetings.
- Requests for slide projectors, screens, and easels should be coordinated through the OA supply office at ext. 2622.

We want to accommodate everyone wishing to use a meeting room, but the cooperation of everyone is essential. Please find attached new Conference Room Reservation Request forms. Should additional forms be needed, they are available in Room 1, OEOP.

Attachment

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.**

THE WHITE HOUSE
WASHINGTON

February 9, 1993

MEMORANDUM

TO: Administrative Contacts
Executive Office of the President

FROM: Melinda N. Bates *MB*
Director, Visitors Office

RE: Initial ticket supply for White House tours

Enclosed is your initial supply of blank tickets for White House "Congressional" tours.

When to Use these Tickets:

Congressional tours are guided tours on Tuesday through Saturday at 8:15, 8:30, and 8:45 a.m. Guests use the Visitors Entrance Gate on East Executive Avenue, opposite the Treasury building. Groups are formed by the USSS tour officers and escorted room-to-room on the ground and state floors. Visitors exit at the Pennsylvania Av. gate.

How to Use these Tickets:

The total weekly allotment for all EOP Administrative Contacts is limited. You should call 456-2203 no more than thirty days in advance of the desired date. This number is only answered from 10 a.m. to 5 p.m. If tickets are available, you are given tickets numbers, the date, and a time to put on your blank tickets. The tickets are then checked by the USSS at the Visitors gate. Tickets are valid only if the numbers, date, and time match. You **do not** need to clear guests through WAVES.

Requests from people other than the designated contact in your office are automatically declined.

Alternatives When Tickets are not Available:

All WH and OEOB passholders may escort up to six guests to the head of the line for public self-guided tours. At 9:45 a.m. meet your guests outside the Visitors Entrance Gate on East Executive Av. and show your pass to the USSS officers. Your guests move to the head of the line when the tours begin at 10 a.m. You do not need to clear guests through WAVES.

- over -

Special Notes:

Ushers will post signs when tours are in progress. Passholders should not walk through the tour areas. Officers at the privacy screens will direct you to the outside route. If it is extremely cold, the officer may ask you to wait until a group has passed, and then allow you to go through.

Occasionally the White House must be closed due to official functions and notice may not be given until the day of the tour.

White House tours are accessible to those in wheelchairs.

With advance notice tours with sign language interpretation or touch-and-feel access can be provided. Our TDD is 456-2121.

Photographs may not be taken inside the White House.

Children 7 years and under do not need a ticket. Baby strollers and carriages are checked at the entrance to the White House and returned as the visitor exits the building.

If you are unable to personally meet your guests they should wait in the public line outside the Visitors Entrance. The public tours require tickets from March 23 to Labor Day. These free tickets are available on a first come-first served basis at 8 a.m. at kiosks run by the National Park Service on the Ellipse, directly behind the White House. Tickets indicate an approximate time of admittance.

MNB/mh

THE WHITE HOUSE

WASHINGTON

February 10, 1993

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES
AND EMPLOYEES OF THE EXECUTIVE OFFICE OF
THE PRESIDENT

SUBJECT: Restricted Use of Government Aircraft

The taxpayers should pay no more than absolutely necessary to transport Government officials. The public should only be asked to fund necessities, not luxuries, for its public servants. I describe in this memorandum the limited circumstances under which senior executive branch officials are authorized to use Government aircraft.

In general, Government aircraft (either military or owned and operated by a particular agency) shall not be used for nongovernmental purposes. Uses other than those that constitute the discharge of an agency's official responsibilities are nongovernmental.

The Secretary of State, Secretary of Defense, Attorney General, Director of the Federal Bureau of Investigation, and the Director of Central Intelligence may use Government aircraft for nongovernmental purposes, but only upon reimbursement at "full coach fare" and with my authorization (or that of my designated representative) on the grounds that a threat exists which could endanger lives or when continuous 24-hour secure communication is required.

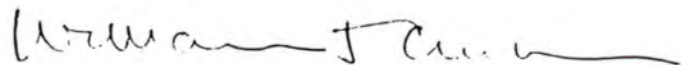
When travel is necessary for governmental purposes, Government aircraft shall not be used if commercial airline or aircraft (including charter) service is reasonably available, i.e., able to meet the traveler's departure and/or arrival requirements within a 24-hour period, unless highly unusual circumstances present a clear and present danger, an emergency exists, use of Government aircraft is more cost-effective than commercial air, or other compelling operational considerations make commercial transportation unacceptable. Such authorization must be in accordance with the May 22, 1992, Office of Management and Budget Circular A-126, "Improving the Management and Use of Government Aircraft." (The provisions and definitions of this Circular are to supplement but not replace the provisions in this memorandum.) In addition, Government funds shall not be used to pay for first-class travel, unless no other commercial service is reasonably available, or such travel is necessary for reasons of disability or medical condition.

In order to assist the Administrator of General Services oversight of agency aircraft, all use of Government aircraft by senior executive branch officials shall be documented and such documentation shall be disclosed to the public upon request unless classified. Each agency and the Executive Office of the President shall report semiannually to the General Services Administration and the Office of Management and Budget data relating to the amount of travel on Government aircraft by such officials at Government expense and the amount of reimbursements collected for travel for nongovernmental purposes.

In addition, all agencies are directed to report to OMB within 60 days of this memorandum on their continuing need for aircraft configured for passenger use in their inventories. OMB, in turn, shall evaluate the sufficiency and effectiveness of current policies. Such review should include a public comment process.

This memorandum shall apply solely to senior executive branch officials. For purposes of this memorandum, senior executive branch officials are civilian officials appointed by the President with the advice and consent of the Senate, as well as civilian employees of the Executive Office of the President.

Thank you for your assistance in implementing these restrictions.



THE WHITE HOUSE

WASHINGTON

February 10, 1993

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES
AND EMPLOYEES OF THE EXECUTIVE OFFICE OF
THE PRESIDENT

SUBJECT: Government Fiscal Responsibility
and Reducing Perquisites

To promote Government fiscal responsibility by cutting the perquisites and excesses of Government office, it is hereby ordered as follows:

Section 1. Executive Dining Facilities

Executive dining facilities in the executive departments and agencies and the White House Executive Mess will not be permitted hereafter to provide below-cost meals. The Office of Management and Budget, after consultation with the agencies as needed, will develop promptly a plan and issue any directives required to recover the costs of meals served in these executive dining rooms.

I strongly support the decision of those Secretaries who have concluded that they do not need an executive dining room for the conduct of their agencies' business and have closed and converted them to other uses. I therefore am requesting the other heads of agencies to review their official needs and close voluntarily executive dining facilities that are not essential for the regular conduct of Government business.

Section 2. Conferences

The public interest requires that agencies exercise strict fiscal responsibility when selecting conference sites. Accordingly, agencies are not to select conference sites without evaluating the cost differences of prospective locations. When agency representatives attend conferences sponsored by others, the agency must keep its representation to a minimum consistent with serving the public's interest. The Office of Management and Budget, after consultation with the agencies, will issue further directives necessary to implement this requirement.

William J. Davis

THE WHITE HOUSE

WASHINGTON

February 10, 1993

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Use of Government Vehicles

The use of Government vehicles for daily home-to-work transportation of high-level executive branch officials is a privilege designed to facilitate the efficient operation of the Government and to provide security to key Government employees with substantial military and national security responsibilities. In the past, however, this privilege has been abused by certain executive branch officials and has come to exemplify a Government out of touch with the American people. Using such perquisites of office outside of the scope of our mission to serve the public is unacceptable. Accordingly, I believe that there must be a strong presumption against the general granting of this privilege absent security concerns or compelling operational necessity.

The law authorizes me to designate up to six employees in the Executive Office of the President to receive daily home-to-work transportation in Government vehicles. In addition, the law allows me to designate up to 10 additional employees of Federal agencies to receive this benefit. However, for the reasons stated above, in my Administration, no officer or employee of the Executive Office of the President or any other Federal agency is authorized by me to receive use of a Government vehicle for daily home-to-work transportation pursuant to 31 U.S.C. 1344(b)(1)(B)&(C). The only exceptions, for compelling national security reasons, are the Assistant to the President for National Security Affairs, the Deputy Assistant to the President for National Security Affairs, and the Chief of Staff of the White House.

The law also allows Cabinet Secretaries and other Executive Level I officials to authorize one principal deputy to use a Government vehicle for daily home-to-work transportation. The use of Government vehicles for this purpose is simply not appropriate for Government officials at this level absent security or operational requirements. Accordingly, by this memorandum I am instructing you to refrain from authorizing the

use of Government vehicles for your deputies for daily home-to-work transportation. This memorandum does not prevent you from authorizing the temporary use of Government vehicles in accordance with the requirements of the law.

I further direct each executive department or agency to reduce the number of executive motor vehicles (except armored vehicles) that it owns or leases by at least 50 percent by the end of fiscal year 1993. Each agency will report on its compliance to the Director of the Office of Management and Budget at that time. I order the Director of the Office of Management and Budget, in consultation with the Administrator of General Services, to issue any further directives necessary to implement this memorandum and to monitor compliance.

Finally, I urge the head of each agency to strictly enforce the Governmentwide regulations prohibiting the unauthorized use of Government vehicles, including the use of corrective or disciplinary action where appropriate.

William J. Clinton

THE WHITE HOUSE
WASHINGTON

February 11, 1993

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: DAVID WATKINS *DW*
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

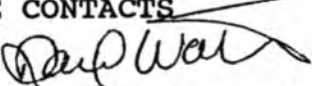
- Dining room service is extended to all members equally, regardless of position.
- Carry-out food may not be brought into the dining rooms.
- Due to limited seating capacity, only dining room #3 (maximum capacity 16) is available for private dining of large parties.
- There may be occasions when Staff 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

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.

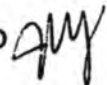
Any questions regarding these rules should be directed to the White House Military Office at extension 2150.

THE WHITE HOUSE
WASHINGTON

February 12, 1993

MEMORANDUM TO ALL WHITE HOUSE STAFF

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



SUBJECT: Staff Traffic through East Wing

Public Tours of the White House are scheduled every Tuesday through Saturday morning. These tours begin on the ground floor of the East Wing in the area of the China and Vermeil Rooms, on the east side of the privacy screen. These tours usually are over by 12:30pm.

It is very disruptive to the tour guides and tour guests for staff members to walk through the crowds on their way to and from the East Wing during these hours.

Therefore, we are requesting that you take the outside route to get to and from the East Wing. If the weather is extremely cold, the officer on the West side of the privacy screen may ask you to wait until the tour group has gone by and then allow your passage.

We appreciate your cooperation with this request.

THE WHITE HOUSE
WASHINGTON
February 15, 1993

*Please
copy & circulate
to all staff
members*

MEMORANDUM FOR WHITE HOUSE STAFF

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

gy

SUBJECT: Guidelines for the Use of White House
Stationery and Envelopes

The use of official stationery and envelopes for personal letters and packages by White House staff is prohibited. This is a violation of Federal regulations.

The following guidelines should be followed:

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

Any questions regarding the above should be directed to the White House Administrative Office (extension 2500).

THE WHITE HOUSE

WASHINGTON

February 15, 1993

MEMORANDUM FOR ADMINISTRATIVE CONTACTS

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



SUBJECT: White House Internship Program

As you may know, we are in the process of developing a White House Internship Program. Once the program is running, we will attempt to match the needs of every White House office with the desires of the accepted applicants. In the meantime, we are working to institute this program as quickly as possible.

As we are in the process of preparing a brochure about the White House Internship program, it would be extremely helpful if you could provide me with a brief description of your department and an outline of the type of work an intern could expect to assist with.

For your information, I have attached a draft of the White House Internship program application form, which includes a brief description of the Management and Administrative Office that can be used as a sample.

As we are eager to get the Internship program up and running, I need to receive information about your office no later than this Friday, February 19.

If your office is not interested in receiving any interns, let me know so I can exclude your office from the list of possible departments interns can be placed in.

As always, if you have any questions, please do not hesitate to contact me directly at x7052.

Thank you for your assistance and I look forward to placing qualified and committed individuals with your office.

Attachments

DRAFT

WHITE HOUSE INTERNSHIP PROGRAM

The White House has a number of offices that provide internship opportunities to students who wish to learn more about the Executive Branch of our government.

Internships are non-salaried positions and are 8 to 12 weeks in length. Internships are offered year-round with approximately 25 part-time and full-time openings per session. College credits may be arranged.

The White House internship program generally recruits students from colleges or those students who have recently graduated. High school students are not eligible to serve as an intern.

The White House is committed to equal opportunity for all regardless of race, religion, sex, or disability.

If you are interested in becoming an intern at the White House, please fill out the attached application form and return to:

Janet V. Green
Special Assistant to the President and
Director of White House Operations
The White House
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500

Application deadline:

Winter session	Open
Spring session	Open
Summer	May 1
Fall	Open

APPLICATION FORM

To be considered for an internship with the White House, you must submit the following information:

1. This completed application form.
2. A current resume.
3. Three letters of recommendation.
4. A brief, one page ONLY statement clarifying why you want to intern at the White House.
5. Transcript of school records.

DRAFT APPLICATION (with appropriate spacing etc)

NAME
SOCIAL SECURITY #
DATE OF BIRTH
PERMANENT ADDRESS
HOME PHONE

SCHOOL
MAJOR
GRADUATING YEAR
PROGRAM OR FACULTY SPONSOR

CURRENT ADDRESS
CURRENT PHONE

IN ORDER OF PREFERENCE, I WOULD MOST LIKE TO WORK IN:

- 1)
- 2)
- 3)
- 4)
- 5)

I WILL BE ABLE TO BEGIN WORK _____ UNTIL _____

FLUENT IN LANGUAGE

PRIOR LEGISLATIVE OR CAMPAIGN EXPERIENCE

JOB SKILLS: Computer Skills, Mailings, Research, Telephones,
Typing, Writing.

OTHER SKILLS:

INTERNSHIP AREAS

Please note that these internship areas and duties are subject to change and are subject to availability.

Description to be provided by each department:

ADVANCE
CABINET AFFAIRS
CHIEF OF STAFF
COMMUNICATIONS (MEDIA)
COMMUNICATIONS (PRESS)
COMMUNICATIONS (Research)
COMMUNICATIONS (Speechwriters)
CORRESPONDENCE
DOMESTIC POLICY
ECONOMIC POLICY
FIRST LADY'S OFFICE
GENERAL COUNSEL
INTERGOVERNMENTAL AFFAIRS
MANAGEMENT/ADMINISTRATION
NATIONAL SERVICE
OFFICE OF THE VICE-PRESIDENT
POLITICAL AFFAIRS
PRESIDENTIAL PERSONNEL
PUBLIC LIAISON
SCHEDULING
STAFF SECRETARY
VISITOR'S OFFICE

EXAMPLE:

MANAGEMENT/ADMINISTRATION/OPERATIONS

Learn the inner-workings of the White House by working with staff on activities that include special projects, assisting with the internship and volunteer programs, special events, and responding to constituent and staff inquiries.

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.



THE WHITE HOUSE ATHLETIC CENTER
will be offering
two new yoga classes
beginning February 26th!!



YOGA FOR BEGINNERS

A gentle, non-competitive class for anyone wanting to either learn or get reacquainted with yoga. Open to increased vitality, creativity, awareness, and relaxation. Attune to the wisdom of your body, release tension and increase flexibility. Yoga can help you lose weight, stop smoking, improve relationships, and reduce stress. Friday's 11:30 am - 12:15 pm, Rm 2010 (next to the WHAC).

YOGA FOR ATHLETES

An intense 45 minute class suggested for those who already follow an exercise regimen. It is demanding and challenging. Be prepared to sweat and notice a difference in your body and in your life. Yoga experience is not necessary. Please come to class warmed up and ready to workout. Friday's, 12:30 pm - 1:15 pm, Rm 2010.

CAROL DICKMAN

Both classes will be taught by Carol Dickman, an experienced and certified Kripalu Yoga instructor who received her training at the Kripalu Center for Yoga in Lenox, Massachusetts. She has conducted regular yoga classes at the NBC Corporate Health and Fitness Center in New York City and has also been a guest instructor at the Canyon Ranch in the Berkshires and on Princess Cruise Lines. She also offers private classes in New York City and Washington D.C.

WHAT TO WEAR

Wear loose comfortable pants, shorts, or leotards.
Bare feet suggested.

COST

Class sessions extend 8 weeks at a cost of
\$40.00 for members, \$48.00 for non-members.

REGISTER TODAY BY CALLING THE WHAC AT 395-5688.

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



file in
interoffice memos

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.

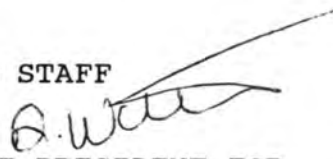
THE WHITE HOUSE

WASHINGTON

February 17, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM:

DAVID WATKINS 
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT:

West Wing Tours

White House passholders may escort family and friends (no more than six) on tours of the West Wing between 7:00 p.m. and 10:00 p.m. **only when** the President, First Lady, and Vice President are not in the area.

Properly escorted visitors to the West Wing may view the Oval Office and Cabinet Room from the door only. The Oval Office may not be entered by any White House staff member unless accompanied by a member of the President's Immediate Office, a Secret Service agent, or a Uniformed Division officer and then only on official business.

Staff members should ensure that their guests not use cameras or camcorders inside the White House.

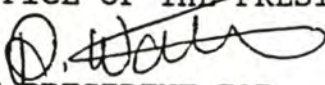
We will be instituting professionally-guided tours of the West Wing for staff, family, and friends in the near future. Further information regarding these tours will be forthcoming. In the interim, please be courteous and quiet if you are touring the West Wing.

THE WHITE HOUSE

WASHINGTON

February 18, 1993

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

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

SUBJECT: Computer Task Force

This memorandum is to introduce members of the President and Vice President's "Special Task Force on Computer and Information Technology" for the Executive Office of the President (EOP). The Task Force is assessing the current computer capabilities of the EOP. We are committed to providing tools which will make your work easier and facilitate communications. In order to draw upon a broad base of knowledge, computer and communications experts from other agencies, including the Central Intelligence Agency, Defense Advanced Research Projects Agency, the General Services Administration, National Science Foundation, and the Office of Management and Budget, comprise this Task Force.

In addition, the Task Force is undertaking an effort to identify and prioritize problems requiring immediate attention. To collect information upon which to base their recommendations, Task Force members may be visiting your workspace to ask questions about your computer and communications needs. Please provide them with every possible assistance.

The Task Force includes:

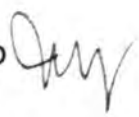
Janet Handal, Chairperson (OEOB Room 480, x. 3631)	
Brian P. Boesch	Michael R. Leavitt
Jack L. Finley	Bruce W. McConnell
Randy H. Katz	Stephen L. Squires
Paul Tisdale	Thomas A. Weber

THE WHITE HOUSE

WASHINGTON

February 18, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

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

SUBJECT: Telephone Work

As many of you are aware, AT&T workers have been trying to work quickly on the various requests for service from each of the departments. However, they have been instructed to perform only the work listed on their work orders.

If you have additional requests for telephone service, even if the repairman is in your office, you must put your request on a Facilities Request form to have the additional work performed. This system is not designed to make this more complicated; rather, it is designed to keep costs down and ensure that necessary work is completed in a timely fashion.

Thank you for your patience and cooperation.

THE WHITE HOUSE

WASHINGTON

February 19, 1993

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT EMPLOYEES

FROM:

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

SUBJECT:

Security Briefings

During the week of February 22, 1993, the Office of Administration (OA), with the United States Secret Service, will conduct four security briefings for all new Executive Office of the President (EOP) employees.

These briefings meet the mandatory security education requirements of Executive Order 12356 for employees who have been granted access to classified information. In addition, the briefings provide valuable information on the White House Pass and Badge System, WAVES Center operations, computer security, and fire and safety issues.

The security briefings will be presented on February 22, 23, 25, and 26 at 10:00 a.m. in Room 450 of the Old Executive Office Building. Attendance is mandatory for all new EOP employees. Each new employee is required to attend one briefing. OA will maintain a record of attendance.

Questions should be directed to Chuck Easley, OA Security Officer, on extension 6206.

Distributed

2/19/93 |

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
002. memo	Diane Limo to Waves re: [Personally Identifiable Information] (1 page)	02/19/1993	b(6)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Melanne Verveer
OA/Box Number: 23249

FOLDER TITLE:

Interoffice Memorandums 1993 [Binder] [1]

2013-0534-S
rc1811

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
February 24, 1993

MEMORANDUM FOR EXECUTIVE OFFICE OF THE PRESIDENT STAFF

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

SUBJECT: Information Services Needs

As you may know, at the direction of the President and Vice President, a task force comprised of computer experts from other agencies has been formed to develop an independent assessment of the technology needs of the Executive Office of the President (EOP). This group consists of:

Janet Handal, Chair (OEOP, Room 480)	
Brian P. Boesch	Jack L. Finley
Randy H. Katz	Michael R. Leavitt
Bruce W. McConnell	Stephen L. Squires
Paul Tisdale	Thomas A. Weber

We want to provide you with the tools you need to do your work efficiently. In order to do so, we need to understand your information and computer needs. To do this, the task force has interviewed many staff members informally and collected workgroup and equipment information. To build a comprehensive picture of your requirements, we are surveying all staff members about their specific information needs. We would like each of you to complete and return the attached survey no later than 5:00 p.m. on Thursday, February 25, 1993. Tabulation of the responses will take place this weekend. The survey will provide information building blocks to develop a strategy for information services needs. This is your opportunity to help design our future.

Please do not put your survey in a routing envelope! This will save time since we will not have to open 1,000 envelopes! Simply put the survey in your office "out" box -- the mail staff has been alerted that the surveys should be routed to our office.

We will report the results of our survey to you once the results have been tabulated. Thank you for your help.

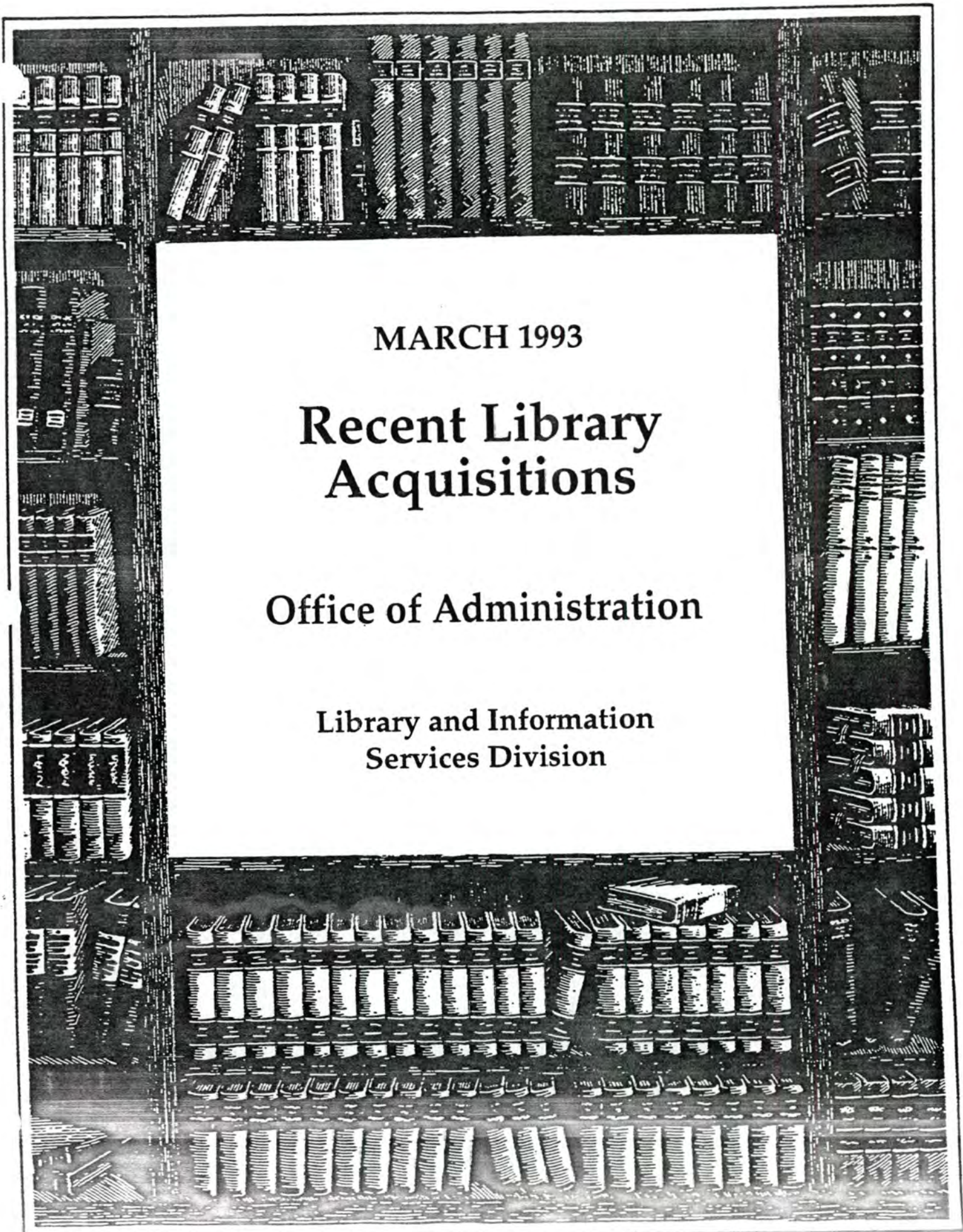
Clinton Presidential Records Digital Records Marker

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

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

March 1993

Divider Title: _____



MARCH 1993

Recent Library Acquisitions

Office of Administration

Library and Information
Services Division



Executive Office of the President Libraries

NEOB
Room G-102, NEOB
x3654

LAW
Room 528, OEOB
x3397

OEOB
Room 308, OEOB
x7000

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THE OLD EXECUTIVE OFFICE BUILDING

REMINDER FOR OLD EXECUTIVE OFFICE BUILDING OCCUPANTS

During the course of every day, many individuals visit the Old Executive Office Building (OEOB). For many of these visitors, this is their first, and perhaps only, impression of the Administration and its senior officers.

Your assistance is required to ensure our office facilities and public spaces are maintained in a manner that reflects a positive image of the President and his staff, and preserves the historic ambiance of the building. In order to accomplish this, and for safety purposes as well, PLEASE DO NOT PLACE NEWSPAPERS, UMBRELLAS, CAFETERIA TRAYS, OR UNWANTED FURNITURE IN THE CORRIDORS.

Newspapers should be deposited in recycling containers located in the restrooms. Plastic cafeteria trays should be returned to the cafeteria. Should you have unwanted furniture, please speak to your agency administrative contact about having the items properly removed.

We appreciate your cooperation. With your continued assistance, our work environment will be more attractive and productive.

Thank you.

OFFICE OF ADMINISTRATION
Facilities Management Division
April 1993

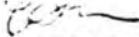
THE WHITE HOUSE

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 (OEOB, 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.

*Diane
Tyl*

THE WHITE HOUSE

WASHINGTON

March 1, 1993

MEMORANDUM FOR OFFICE OF ADMINISTRATION STAFF

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

SUBJECT: Office of Administration Director

I am very pleased to announce that, beginning Monday, March 1, 1993, Patsy Thomason will be the new Director of the Office of Administration. Ms. Thomason has a broad base of managerial experience and has exhibited outstanding leadership qualities throughout her professional career.

Ms. Thomason is looking forward to meeting all of you.

Dictated but not read.

THE WHITE HOUSE
WASHINGTON

March 8, 1993

copy to Kim
Patti,
Julie
Eric
Ann S.
Melanne
Lisa

File
staff sec.

MEMORANDUM TO WHITE HOUSE STAFF

FROM: JOHN PODESTA
TODD STERN

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

March 8, 1993

MEMORANDUM FOR ALL ASSISTANTS TO THE PRESIDENT

FROM: ELI J. SEGAL
 THE OFFICE OF NATIONAL SERVICE

SUBJECT: BEST ADDRESS FOR THE PRESIDENT'S CHALLENGE
 FOR NATIONAL SERVICE

While mail has been arriving without any delay in response to the President's challenge, here is some new information which will help us as the volume of mail increases. This is the best address for speeding mail delivery.

Individuals wishing to respond to the President's challenge should write to:

National Service
The White House
OEOB Room 145
Washington D.C.
20500-0145

Please disseminate this information to all of your constituents.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
003. memo	David Watkins to All Executive Office of the President Staff re: Access List (1 page)	03/08/1993	b(7)(E)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Melanne Verveer
OA/Box Number: 23249

FOLDER TITLE:

Interoffice Memorandums 1993 [Binder] [1]

2013-0534-S

rc1811

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]
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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

*Fiji - Evelyn
Patti
Julie
Sara
Dianne*

To: All Senior Staff
From: John Dwyer and Erich Vaden
Directors - Special Letter Response
Through: Marsha Scott
Deputy Assistant to the President and
Director of Correspondence
Re: Requests for Presidential Messages
Date: March 15, 1993

As many of you know, the volume of Presidential mail, including requests for Presidential messages, is at an historic high. Our efforts to respond to that mail has been adversely impacted by the large number of requests for Presidential messages from various departments within the White House and OEOB on an "ASAP" basis. Such rush requests are disruptive to our normal drafting processes.

Accordingly, we have adopted the following guidelines:

All requests for Presidential messages or proclamations from any department within the White House or OEOB must be received in the Special Letters Department (OEOB room 93) at least four days prior to the date the message or proclamation is needed.

Requests submitted to SLR less than four days prior to the due date will be honored only in exceptional circumstances. Such requests should include a note explaining why the request is late, whatever information the requesting department has about the event or group sponsoring the event, and a draft message.

As a general matter, all requests submitted should include: background information on the group or event and any information regarding why the group or event is important to the President. We would also appreciate receiving draft messages with the message request whenever possible.

Thank you for your cooperation.

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 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.

THE WHITE HOUSE

WASHINGTON

March 22, 1993

MEMORANDUM FOR WHITE HOUSE STAFF

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

SUBJECT: Switchboard Operators

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

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

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

Your continued cooperation is greatly appreciated.

THE WHITE HOUSE

WASHINGTON

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.

1993

☆ Amendment ☆ FEDERAL EMPLOYEES HEALTH BENEFITS SEMINARS

March 22 – April 2, 1993

Do you want to find out how long it will take
before you receive your new Identification Card ?

Do you need to know how to use your
insurance until you receive your new ID card ?

Do you want to know how to file a claim for
reimbursement in case of emergency if you
are enrolled in a Health Maintenance Organization plan ?

Do you need to know how long it takes to
process your change in health insurance ?

IF YOU WOULD LIKE AN ANSWER TO THESE QUESTIONS, OR HAVE OTHER QUESTIONS,
PLEASE ATTEND ONE OF THE SEMINARS LISTED BELOW.

**All Seminars will be held in Room 8103,
New Executive Office Building**

MARCH – APRIL 1993

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
	22	23	24	25	26	
10:00 a.m.		National Association of Letter Carriers	Blue Cross and Blue Shield	HealthPlus	Actna	
2:00 p.m.	George Washington University (GWU)	Mailhandlers	Alliance	MDIPA	Chesapeake	
	29	30	31	1	2	
10:00 a.m.	Postmasters		Kaiser	Government Employees Hospital Assoc. (GEHA)	American Postal Workers Union	
2:00 p.m.		U.S. Healthcare	Group Health Association	★ Prudential		

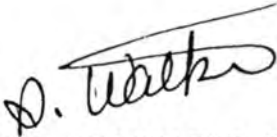
For additional information contact: Michele Joy, x1149

THE WHITE HOUSE

WASHINGTON

March 26, 1993

MEMORANDUM FOR SENIOR STAFF

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

SUBJECT: Procedures for Volunteers' Access
into the White House Complex

- **All volunteer** recruitment, orientation, and security processing must be coordinated through one office -- **the Volunteer Center** (Presidential Inquiries, Room 39, OEOB).

Reasons this is imperative:

1. **Security**
2. **Repetition of efforts** -- we must avoid different offices independently contacting the same schools, universities, organizations, and individuals.

ATTEMPTS TO CIRCUMVENT THIS PROCESS ARE A VIOLATION OF SECURITY.

- Each office must send lists with name, date of birth, and social security number of all your permanent volunteers to Room 39.
- Each volunteer should complete the WHP2 (a/k/a "the blue form") and return it to Room 39 so that it can be processed by White House Security.
- **Prior to anyone being admitted to the White House Complex as a volunteer, appropriate security checks must have taken place.**
- Following security clearance, **each volunteer** will sign in at the Volunteer Center Daily. To **comply with necessary Secret Service requirements**, we must know the location of every volunteer in the White House Complex **at all times.**
- After this procedure has been followed, we will be better able to deliver to you volunteer help.

Questions should be directed to Jamie Williams at ext. 2724.

THE WHITE HOUSE

WASHINGTON

March 26, 1993

MEMORANDUM FOR PARKING PERMIT HOLDERS

FROM: JANET V. GREEN
Special Assistant to the President
and, Director, White House Operations



SUBJECT: Road Paving

The National Park Service has advised me that the final roadwork to complete the South Bollard Project has been scheduled, weather permitting.

MONDAY, MARCH 29, 1993:

At 2:00 p.m., the north lane on E Street from 17th to 15th Streets will be closed.

At 6:00 p.m., **ALL** cars must be moved from East Executive Avenue. You may park on the Ellipse.

At 6:00 a.m., Tuesday, March 30, 1993, E Street will reopen to through traffic and East Executive Avenue will be available for parking for the day shift.

TUESDAY, MARCH 30, 1993:

At 2:00 p.m., the south lane of E Street will be closed from 15th Street to the Southwest Gate area. State Place permit holders parked adjacent to Number One Park between the construction trailer and the Southwest crosswalk **MUST RELOCATE THEIR VEHICLE**. You may park on the Ellipse.

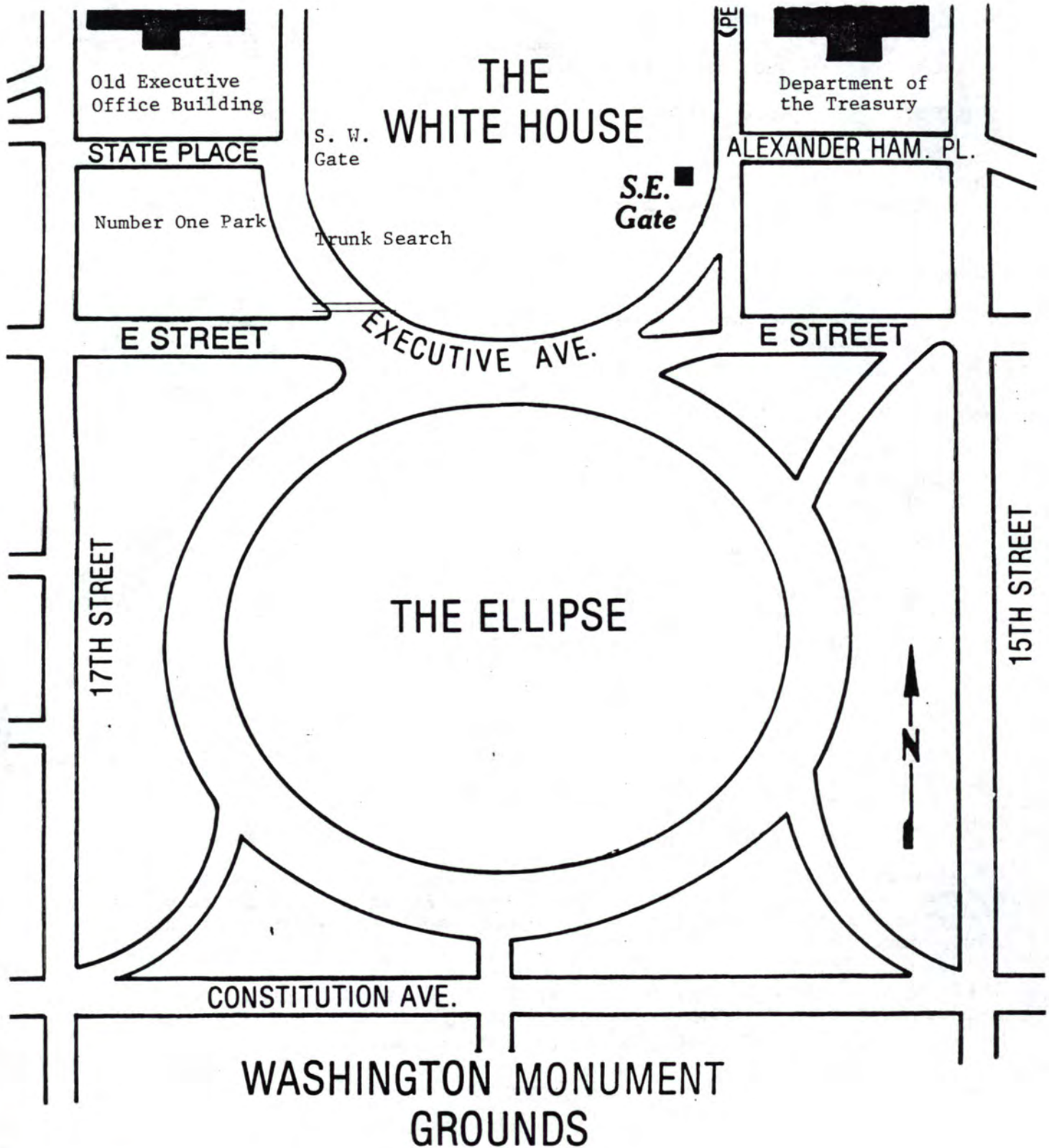
At 6:00 p.m. **ALL** cars must be moved from East Executive Avenue via Alexandria Hamilton to 15th Street. Also, **ALL** State Place permit holders parked adjacent to the South Grounds from the Trunk Inspection area south to the Cross have to relocate their vehicle.

At 6:00 p.m., E Street will be shut down in both directions between 15 and 17th Streets. The Southwest Gate will be **closed**. Entry to the West Executive Avenue will be via the gate at the north end.

At 6:00 a.m., Wednesday, March 31, 1993, E Street will reopen to vehicular traffic, East Executive Avenue will be available for parking and the Southwest gate will be reopened.

If inclement weather interferes with the above schedule, the alternate dates are Wednesday night, March 31 and Thursday, April 1, 1993.

Your cooperation will be appreciated.



Make sure everyone has this - done 4/12

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)

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
		FROM:				P.M.	Total Number of Hours
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					8. Date (Month, Day, Year)
☐ Compensatory Time.							
☐ 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 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)

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.
		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.					
☐ Compensatory Time.		7. Employee's Signature			
☐ Other. (Specify)		8. Date (Month, Day, Year)			

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)
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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)

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
004. memo	Melinda Bates to White House Pass Holders (1 page)	03/30/1993	b(7)(E)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Melanne Verveer
OA/Box Number: 23249

FOLDER TITLE:

Interoffice Memorandums 1993 [Binder] [1]

2013-0534-S

rc1811

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

March 30, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: Melinda N. Bates *MB*
Director, Visitors Office

RE: Spring Garden Tour

The annual Spring Garden Tour is scheduled for Saturday, April 17 and Sunday, April 18, from 2:00 p.m. to 5:00 p.m.

This tour is open to the public. No tickets or reservations are necessary. The line begins on the Ellipse.

STAFF ARE NOT PERMITTED TO PLACE GUESTS AT THE HEAD OF THE LINE FOR THIS TOUR, NOR SHOULD GUESTS BE CLEARED THROUGH WAVES.

Visitors will view the Jacqueline Kennedy Garden, South Lawn, Children's Garden, Rose Garden, and the State Floor of the White House.

Photographs are permitted on the grounds, but not in the Rose Garden nor in the White House.

In case of inclement weather, these tours will be cancelled and not rescheduled.

Thank you for your cooperation.

Parking

- East side of 14th St. btw. Const. & Ind. Ave. & PA Ave.
 - between 12th & 6th on both sides
 - display permit
 - make sure legal space
 - disregard rush hours
-

THE WHITE HOUSE

WASHINGTON

March 31, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: Melinda N. Bates *MB*
Director, Visitors Office

RE: Easter Egg Roll

The annual White House Easter Egg Roll takes place on Monday, April 12. This year the event is organized in two parts:

The Egg Roll and the Egg Hunt are located on the South Lawn, and are limited to children ages 3 - 8. Staff are cordially invited to attend and may bring 4 guests. The Staff entrance is the **Southeast Gate** (on East Executive Avenue). The Gate opens at 9:30 a.m. and closes at 11:00 a.m. Staff arriving after that should join the public line at the Southwest Gate. **Please remember to limit your guests to 4, and to have your NEOB, OEOB, or WH pass plainly visible.** Staff with a larger number of guests should use the public entrance at the Southwest Gate.

New this year is our Family Easter Celebration, on the Ellipse, south of the White House. Entertainment ~~for all ages is located~~ here, on 3 major stages and in tents with fun and exciting family activities. Our entertainers include Peter Paul and Mary, Thomas the Tank, Rory, Sesame Street Live, The Learning Channel and many others. The souvenir program contains a schedule of performances throughout the day. Because the events are spread throughout this area, there should be **NO LINES** - everyone may come and go as they choose. (Although there will be crowds.)

Because most activities take place on the Ellipse, there is **NO PARKING** there from **SUNDAY NIGHT UNTIL MONDAY AT 8:00 p.m.** We are working on providing parking and shuttle service at an alternative site, and will keep you informed. We regret any inconvenience, and ask you to remember that this is only for one day.

We would be very pleased to have your help as volunteers for this event. Please notify the Volunteers Office, room 39 OEOB, ext 2724, if you are available. We will schedule people in 2 hour shifts, for a variety of jobs.

In case of rain, the Easter Monday activities are cancelled.

Executive Office of the President



Understanding Male/Female Communication Patterns

Featuring:

Candace M. Abel, MSW
Human Resource Consultant

This program will focus on increasing awareness of male and female communication patterns to enhance appreciation for differences in certain gender communication styles.

Date:

March 31, 1993

Time:

2:00 p.m. - 3:00 p.m.

Place:

Room 476 OEOP (Indian Treaty Room)

Open to All EOP Employees

Sponsored by:
Office of Administration
Equal Employment Opportunity

Please call 395-3996 for any needed accommodations.

Clinton Presidential Records Digital Records Marker

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

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

April 1993

Divider Title: _____

The White House Information Technology Questionnaire

Name: _____ Dept./Organization _____
Job Title: _____ Bldg./Room: _____
Job Function: _____
Primary Phone #: _____ Secondary Phone #: _____
Is your primary phone # shared? Yes No

How would you describe your computer skills (please circle)?

none novice experienced power user

What would you like your computer skills to be (please circle)?

none novice experienced power user

1. In a typical work day, how often do you interact with the following?

Please circle.

Seldom

Frequently

- | | | | | | |
|-------------------------------|---|---|---|---|---|
| a. Your senior management | 1 | 2 | 3 | 4 | 5 |
| b. Your immediate supervisor | 1 | 2 | 3 | 4 | 5 |
| c. Subordinates | 1 | 2 | 3 | 4 | 5 |
| d. Peers within your office | 1 | 2 | 3 | 4 | 5 |
| e. Peers in other EOP offices | 1 | 2 | 3 | 4 | 5 |
| f. Federal Agencies | 1 | 2 | 3 | 4 | 5 |
| g. Congress | 1 | 2 | 3 | 4 | 5 |
| h. The media | 1 | 2 | 3 | 4 | 5 |
| i. The public | 1 | 2 | 3 | 4 | 5 |
| j. Other _____ | 1 | 2 | 3 | 4 | 5 |

2. How often do you communicate in the following ways?

Seldom

Frequently

- | | | | | | |
|--------------------|---|---|---|---|---|
| a. Face-to-face | 1 | 2 | 3 | 4 | 5 |
| b. Phone | 1 | 2 | 3 | 4 | 5 |
| c. Electronic Mail | 1 | 2 | 3 | 4 | 5 |
| d. Fax | 1 | 2 | 3 | 4 | 5 |
| e. Paper | 1 | 2 | 3 | 4 | 5 |
| f. Other _____ | 1 | 2 | 3 | 4 | 5 |

3. How would you characterize your work environment (Please circle):

- | | | | | | |
|---------------------------------|-------------------------------|---|---|---|--|
| a. Longer term project | everything on short deadlines | | | | |
| 1 | 2 | 3 | 4 | 5 | |
| b. Driven by internal deadlines | driven by external events | | | | |
| 1 | 2 | 3 | 4 | 5 | |

4. In a typical work week, how frequently do you perform the following activities?

- | activities? | Seldom | | Frequently |
|--|--------|---|------------|
| | 1 | 2 | 3 4 5 |
| a. Use telephone for multi-person conferences | 1 | 2 | 3 4 5 |
| b. Participate in meetings | 1 | 2 | 3 4 5 |
| c. Schedule meeting (finding out availability of others) | 1 | 2 | 3 4 5 |
| d. Search for documents/other information (paper) | 1 | 2 | 3 4 5 |
| e. Search for documents/other information (electronic) | 1 | 2 | 3 4 5 |
| f. File documents | 1 | 2 | 3 4 5 |
| g. Compose short memos or correspondence | 1 | 2 | 3 4 5 |
| h. Compose longer documents | 1 | 2 | 3 4 5 |
| i. Perform desktop publishing tasks (page layout, etc.) | 1 | 2 | 3 4 5 |
| j. Use analysis tools (spreadsheets, charts, etc.) | 1 | 2 | 3 4 5 |
| k. Use data management tools (on-line databases, etc.) | 1 | 2 | 3 4 5 |
| l. Prepare presentations and other graphic information | 1 | 2 | 3 4 5 |
| m. Handle classified information | 1 | 2 | 3 4 5 |

5. The following is a list of common services. In the first column, check all that you have ready access to today in your work area and in the second, all those that you wish you could access from your work area.

<u>Today</u>	<u>Future</u>
1. Market Structure: The market is dominated by a few large, established firms (oligopoly). 2. Product Differentiation: Products are highly differentiated, often through branding and quality. 3. Barriers to Entry: High barriers to entry exist, often due to economies of scale and established brand loyalty. 4. Competition: Intense competition exists among the few large firms. 5. Profitability: Firms typically enjoy high profit margins.	1. Market Structure: The market is becoming more competitive, with new entrants and smaller firms challenging the established players. 2. Product Differentiation: Products are becoming more standardized, and differentiation is becoming more difficult. 3. Barriers to Entry: Barriers to entry are decreasing, making it easier for new firms to enter the market. 4. Competition: Competition is becoming more intense, with firms competing on price and quality. 5. Profitability: Profit margins are expected to decrease due to increased competition.

- _____ electronic mail (e.g., All-in-One Mail, Lotus cc:Mail)
- _____ word processing (e.g., WordPerfect, Microsoft Word)
- _____ spreadsheet (e.g., Lotus 123, Microsoft Excel)
- _____ on-line databases (e.g., DIALOG, LEXIS/NEXIS)
- _____ databases create for on-line sharing (e.g., on-line rolodex)
- _____ presentation packages (e.g., Power Point, Persuasion)
- _____ graphing packages (e.g., DeltaGraph)
- _____ group appointment calendar system
- _____ illustration packages (e.g., Corel Draw)

	<u>Today</u>	<u>Future</u>	
j.	_____	_____	work group software (e.g., Lotus Notes)
k.	_____	_____	project management
l.	_____	_____	status tracking
m.	_____	_____	decision support
n.	_____	_____	fax machine
o.	_____	_____	laptop/notebook computer
p.	_____	_____	network fax
q.	_____	_____	laser printer
r.	_____	_____	document scanner and optical character recognition (OCR)
s.	_____	_____	color printer
t.	_____	_____	color scanner
u.	_____	_____	telephone conferencing
v.	_____	_____	video teleconferencing
w.	_____	_____	other _____

6. How valuable are the following support services support to you?

	Low			High	
a. Formal software training classes	1	2	3	4	5
b. Telephone help/question desk	1	2	3	4	5
c. Help at your desk to use current software	1	2	3	4	5
d. Help to solve your broader business problem	1	2	3	4	5

7. How satisfied are you with your current computer system?

	Low			High	
a. Word processing	1	2	3	4	5
b. Electronic mail	1	2	3	4	5
c. Printing	1	2	3	4	5
d. Spreadsheet	1	2	3	4	5
e. Technical support	1	2	3	4	5

8. What changes in information systems would make your job easier?

THE WHITE HOUSE

WASHINGTON

April 1, 1993

MEMORANDUM FOR PARKING PERMIT HOLDERS

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



SUBJECT: Road Paving

Inclement weather has again postponed completion of the road paving. Weather permitting, the work has been rescheduled for Monday, April 5, 1993.

On Monday, April 5, 1993, E Street will be closed from 15th Street to 17th Street from 6:00 a.m. to 3:00 p.m. Permit holders will be admitted from 17th and E Streets ONLY.

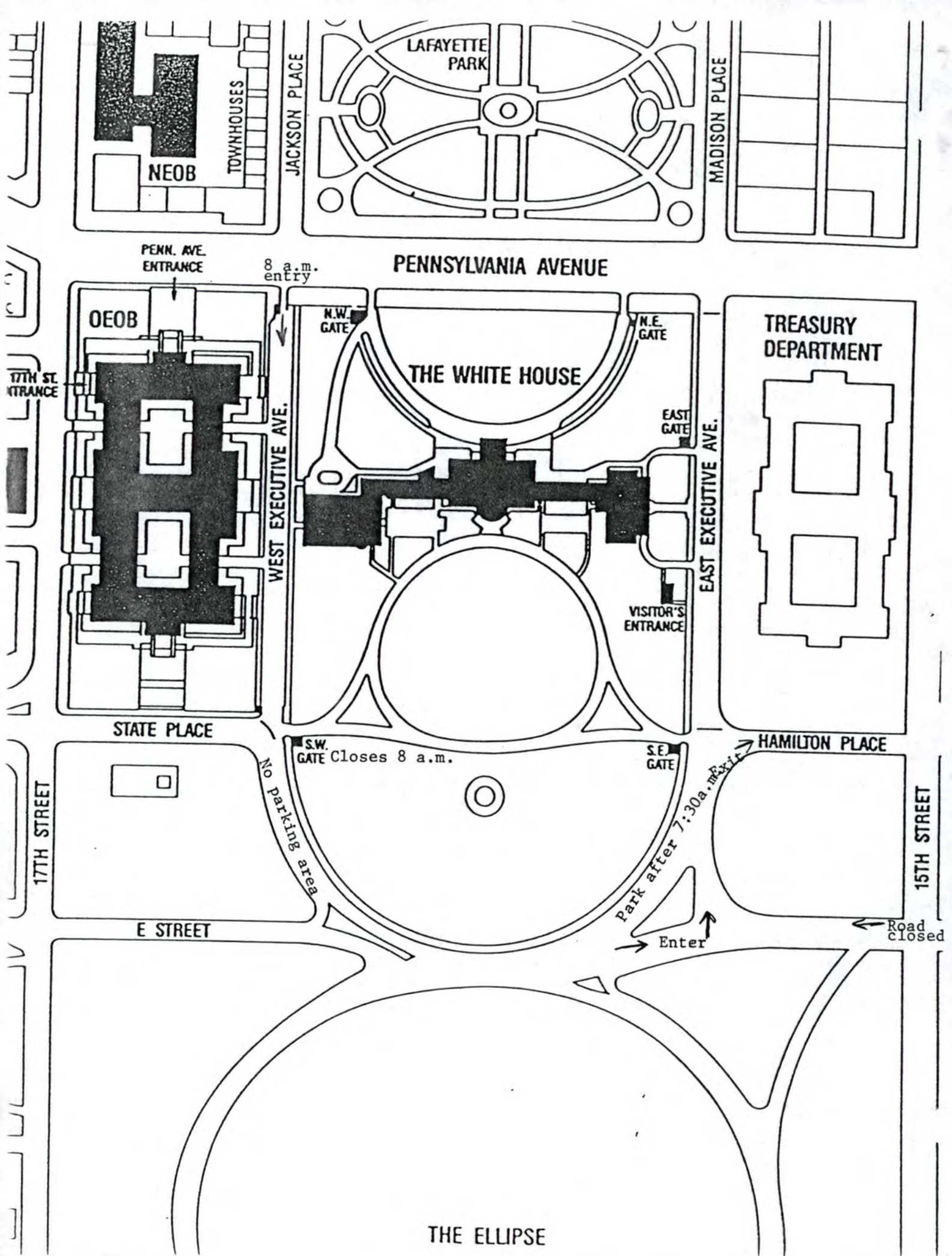
WEST EXECUTIVE PERMIT HOLDERS. Entrance to the Southwest Gate will be via 17th & E Streets until 8:00 a.m. AFTER 8:00 a.m., entrance will be via the gate at the north end of the Avenue.

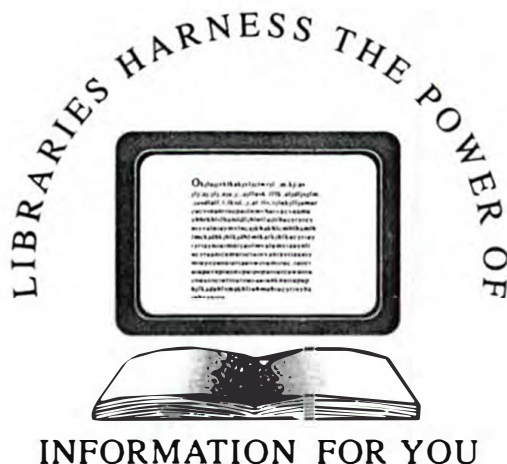
EAST EXECUTIVE PERMIT HOLDERS. There will be no parking PRIOR to 7:30 a.m. in the assigned or unassigned areas. Entrance to this area will be via 17th and E Streets to East Executive Avenue. Prior to 3:00 p.m., you will exit via Hamilton Place.

STATE PLACE PERMIT HOLDERS. Entry to this parking area will be via 17th and E Streets. Please fill the area from 17th Street to the Southwest Gate first and exit as normal to 17th Street. THERE WILL BE NO PARKING FROM THE SOUTHWEST GATE SOUTH TO THE CROSSWALK. Permit holders will then fill the E Street area from the trailer to 17th Street on both sides of the road, as normal. Those parked on E Street will exit via the Ellipse or 15th Street.

Please refer to the map on the reverse.

THERE WILL BE SIGNS POSTED STATING "NO PARKING" IN THE AFFECTED AREAS. OFFENDERS COULD BE FACED WITH TICKETING AND/OR TOWING. If you have any questions, please call Betty Ubbens, extension 2500.





INFORMATION

You need it
We have it

The Libraries of the Executive Office of the President Old Executive Office Building

Invite you to an OPEN HOUSE

Friday, April 2

OEOB Library
Room 308
11:00 - 1:00

Law Library
Room 528
1:00 - 3:00

Come check us out!
Learn how your libraries can help you work more effectively.

Office of Administration
Library and Information Services Division

THE WHITE HOUSE
WASHINGTON

April 2, 1993

MEMORANDUM FOR EXECUTIVE OFFICE OF THE PRESIDENT EMPLOYEES

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

SUBJECT: Smoking Policy

The Environmental Protection Agency and the Surgeon General have concluded that passive smoking exposure is a major health hazard. Effective today, the following smoking policy will be implemented in the Executive Office of the President (EOP).

Smoking is prohibited in all buildings in the EOP complex. This includes the New and Old Executive Office Buildings, the Winder Building, and the Jackson Place Townhouses.

If you have any questions regarding this policy, please contact John Dawson, Acting Director, Facilities Management Division, Office of Administration, on 395-2335.

We appreciate your cooperation.

THE WHITE HOUSE

WASHINGTON

April 7, 1993

MEMORANDUM FOR WHITE HOUSE STAFF MESS MEMBERS

FROM: JOHN A. GAUGHAN 
DIRECTOR, WHITE HOUSE MILITARY OFFICE

SUBJECT: White House Staff Mess Holiday Closure

In observance of Easter, the White House Staff Mess will be closed Saturday, April 10, and Sunday, April 11, 1993.

Thank you for your understanding.

THE WHITE HOUSE

WASHINGTON

MEDIA ADVISORY

MEDIA ADVISORY

MEDIA ADVISORY

FOR IMMEDIATE RELEASE
APRIL 9, 1993

CONTACT: LISA CAPUTO
NEEL LATTIMORE
KAREN FINNEY
202-456-2960

WHITE HOUSE EASTER EGG HUNT AND EGG ROLL SCHEDULED FOR APRIL 12

WASHINGTON, DC -- The White House will hold its traditional Easter Egg Roll and Hunt on Monday, April 12. The Easter activities at the White House will be expanded to the Ellipse to allow more families the opportunity to participate.

This year, only the Easter Egg Roll and Hunt will take place on the South Lawn of the White House. All entertainment will be moved to the Ellipse to make more space available for the Roll and Hunt. Families with children over eight years of age should proceed directly to the Ellipse.

White House Easter Egg Roll and Hunt:

DATE: Monday, April 12
LOCATION: The White House South Lawn
1600 Pennsylvania Avenue
ENTRANCE: Southwest Gate
TIME: White House Lawn - Gates open at 10:00 AM and
close at 2:00 PM.
Entertainment on the Ellipse - Activities
begin at 9:30 AM and conclude at 3:00 PM.

PRESS NOTE: The President and First Lady will arrive on the South Lawn at approximately 10:30 AM. The events on the White House lawn are open to coverage by the White House Press Corps. Press Corps members wishing to cover the event should assemble in the White House Press Briefing Room by 10:00 AM to be escorted to the lawn.

NOTE: Members of the White House Press Corps that wish to bring their families or guests may enter the grounds using the Southeast Gate from 9:30 AM to 11:00 AM. Please limit your guests to 4, and have your White House Press Pass visible.

ENTERTAINMENT ON THE ELLIPSE:

Marine Band; Shari Lewis; Peter, Paul and Mary; Hello Mudda, Hello Fadda; Ballet Hispanico; Thomas the Tank Engine; The Learning Channel's "Ready, Set, Learn with Rory;" Kevin Roth; Our World Featuring Snoop; Garfield's Bookshelf Follies; Billy B; Kids On The Block; Doug and Gary; Jim and the Animal Band; Dogs New Clothes; Ringling Brothers; The RopeMaster; The Washington Ballet; Travelling Young Players; David Jack; Timothy Wenk Magic; Bob Whitcomb; Patch Panda; APUPETSHO; Trout Fishing in America; Funtime Entertainment, The Pope of Soap.

In the event of rain, Easter Monday activities will be cancelled.

-MORE-

HARD BOILED FACTS

- o Adults must be accompanied by a child age 3 to 8 years of age to enter the White House Lawn. The entertainment on the Ellipse is open to children of all ages.
- o Entrance to the White House Lawn, through the Southwest Gate, begins to form at 7:00 AM.
- o There will be 30,000 wooden eggs used at this year's event. The eggs are painted in pastel colors and feature a silhouette of the White House and the signatures of the President and First Lady. A number of the eggs are signed by celebrities.
- o There will be 7,200 hard boiled eggs used for the Egg Roll. The eggs are dyed by the White House Chef.

###

THE WHITE HOUSE

WASHINGTON

April 12, 1993

MEMORANDUM FOR All Staff Who Work in the White House Complex
Executive Office of the President
Executive Residence
Military Office
National Park Service
U.S. Secret Service

FROM: Melinda N. Bates *MB*
Director, Visitors Office

SUBJECT: 1993 Easter Souvenir

President and Mrs. Clinton are pleased to announce that each employee in the White House complex will receive a souvenir wooden egg from the 1993 Easter festivities. These eggs, with their signatures, will be distributed later this week by the Visitors Office.

The head of each department with offices in the Residence, White House, OEOB, and NEOB will receive a separate memo that details the distribution arrangements. Please do not call the Visitors Office about these eggs.

All of us appreciate the patience shown by each employee during this hectic time.

- - Spring Garden Tours - -

As a reminder, the White House Spring Garden Tours are scheduled for Saturday and Sunday, April 17 and 18, from 2 p.m. until 5 p.m.

The tour is open to the public. No tickets or reservations are necessary. The line begins on the Ellipse. Because of the route the tour takes, there is no separate staff entrance. To avoid slowing the public tour line, staff are not permitted to enter the South Lawn from inside the House.

Visitors view the Jacqueline Kennedy Garden, South Lawn, Children's Garden, Rose Garden, and the State Floor of the White House.

Photographs are permitted on the grounds, but not in the Rose Garden nor in the White House.

In case of inclement weather, these tours are cancelled and not rescheduled.

THE WHITE HOUSE
WASHINGTON

April 12, 1993

MEMORANDUM FOR ALL NEW APPOINTEES AND EMPLOYEES

FROM: BETH NOLAN *Beth Nolan*
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: MANDATORY ETHICS ORIENTATION

President Clinton is committed to holding himself and his staff to the highest standards of integrity. Toward that end, there will be a mandatory ethics orientation for all new appointees and employees hired on or after January 20, 1993 who have not attended one of our previous orientations.

TUESDAY, April 27 at 4:00 p.m. in OEOB Room 450

Please build time into your schedule to attend this session.

If you have any questions about the Standards of Ethical Conduct, please call me at 456-6229.

*Copy to Capricia
copy for HRC
Ann Stock
Kelly Carnes
original in new
file - done
5/10/93*

THE WHITE HOUSE
WASHINGTON

April 20, 1993

MEMORANDUM

TO: Thomas F. McLarty
Chief-of-Staff

George Stephanopoulos
Director of Communications

FROM: Vincent W. Foster *✓*
Deputy Counsel to the President

Subject: White House Policy Statement on Uses of the
President's Likeness, etc.

The White House's long-standing policy is to refuse permission to use the name, likeness, words, or activities of the President, his family, or the White House itself, in advertising or commercial promotions in any way that suggests a connection between the President, his family, or the White House, and the advertising and promotion, notwithstanding the merits or reasons that accompany the request.

In the past three months this office has communicated with numerous businesses and advertisers which have either used or requested permission to use the President's name, photo, or likeness, the Office of the President, the Presidential Seal or the White House for commercial or charitable purposes. A partial list of uses without our permission and uses for which permission has been sought, is attached. To our knowledge, the unauthorized advertisements ceased following a demand from this office.

A few businesses unfortunately were encouraged by the following statement in the attached article in Time:

"Bush turned down hundreds of personal-appearance requests that were deemed "unpresidential" by aides, but the Clintonites say they will agree to almost anything. The weirder, the better,' said a booker."

Some of this, no doubt, is a carryover from campaign strategy to publicize the candidate and his accessibility but now this must be tempered by the institutional need to avoid commercialization of the Office of the President.

Apparently some members of the junior staff, unaware of the policy, have also suggested to third party businesses or municipalities that they will have the ability to publicize a photo-op with the President in return for assistance with advance, etc. Therefore, we feel a need to issue a policy statement to staff. Up until now our office has been utilizing a 1984 summary of the policy established during President Reagan's terms. A draft of an updated policy statement is attached. We want your concurrence before distribution.

It would be useful if the statement of the policy includes a reference to the Vice President, and we have requested Roy Neel likewise to ratify the policy, including the statement in paragraph three concerning the Vice President.

Attachments

cc: Bernard W. Nussbaum
Roy Neel
Margaret Williams
John Podesta
Ricki Seidman
Frank Sobol

THE WHITE HOUSE

WASHINGTON

April 7, 1993

MEMORANDUM FOR THOMAS MCLARTY
CHIEF OF STAFF

GEORGE STEPHANOPOULOS
DIRECTOR, WHITE HOUSE COMMUNICATIONS

THRU: Vincent Foster
Deputy Counsel to the President

FROM: Frank Sobol
Counsel's Office *Frank Sobol*

SUBJECT: Report on Requests for Commercial Uses of the President

The following is a list of the written and telephonic requests that the White House has received for permission to use the President, the First Family, the Presidential Seal, or an image of the White in some commercial endeavor. Counsel's Office receives, on the average, 3-4 requests per week.

Generally the requests are declined based on a long-standing White House policy. A current draft summary of that policy is also attached.

A. USES TO ADVERTISE PRODUCTS:

1. "Clinton Sausages." A meat product producer in Hope, England wanted permission to use the President's picture on his new mesquite flavored sausages.

2. Columbo Yogurt and the White House. The Columbo people called to donate their yogurt to the White House and asked to advertise the fact that its yogurt was used here.

3. Citibank Mortgages and the White House. Citibank advertised its home loans with a picture of the White House. They agreed to stop after we called them.

4. Peter Max Art Work. This hasn't happened yet, but it is a likely event if the President is photographed with Mr. Max during a presentation of his art work at the White House.

5. "Dial the Prez!" This is a 900 number service to send messages to the White House. An Illinois company is advertising its service in ways that suggest it has a direct line to the President and his aides.

6. Bulls Basketball. North Carolina basketball owner wanted to use picture of the President in Chicago Bulls t-shirt and cap to advertise his team's games.

8. New Hampshire Manchester Guardian. Advertising company for the newspaper called to use President's picture in advertising campaign for the newspaper. The caller was aware of the irony here.

9. Waxie Maxie Music Sales. Company advertising firm called to use President's picture for "President's Day" sales campaign.

10. Cable TV in California. Advertising firm called to use the picture of the White House in campaign to get more hook ups in homes.

11. Moosehead Beer. This was pre-Inaugural, but showed what was going to happen.

12. Restaurant advertising. Law firm called for its client to see about using clips from the President's State of the Union speech as part of a new advt. campaign for the restaurant chain.

13. White House Contractor. A computer firm that has a contract with the White House asked for permission to use the White House logo on its list of customers used for advertising purposes.

14. Fuji Film. Japan portion of the firm used pictures of the President in its advertising. Agreed to stop after we contacted them. The complaint about the use came from the CEO at Kodak.

15. Post Cards. California firm called for pictures of the President, First Family, Vice President and his family to produce post cards for sale to tourists, mainly in DC.

16. Reader Digest Sweepstakes. The Digest requested permission to list a tour of the White House as one of its Sweepstakes prizes.

17. Brother's Home Office Products. Used picture of the White House in promotion for its products.

18. Grey Poupon Mustard. Used picture of the White House in promotion for its product.

19. Rock Radio Station in Michigan. Used picture of the President to promote the station.

20. No product cited. Simon Products called about using video clips of the President in a new advt. campaign for an un-named client.

21. No product cited. DMZ advertising in California called to use pictures of the President in an advertising campaign for an un-named client.

22. Use of the President pictures for sale by commercial "stock" firm. John McFie called from International Stock, a NY company that sells pictures of famous people and places. White House Photo Office agreed this was not something we should do. He can get photos from other places.

B. TV OR MOVIES:

1. 20th Century Fox. Studio called to use Presidential Seal in a made-for-TV movie. No details given.

2. Use of Presidential Seal in made-for-TV movie about secret service protection (played by Nicholas Cage) given to fictional President's widow (played by Shirley MacLaine). Letter from "Guarding Tess" production.

C. POLITICAL USES:

1. Republican Assemblyman Trice Harvey (California) used Presidential Seal and references to a "White House Briefing" (involving Marlin Fitzwater) in his fund raising letter to constituents. Our letter informed him that such uses were a violation of a criminal statute and he must stop.

D. FOLLOW-UP TO PRESIDENTIAL TRIPS/VISITS:

1. Mayor of Chillicothe, Ohio. Request from Mayor to use picture of the President from his visit to Chillicothe in full-page Wall Street Journal advt. praising the city as a wonderful place to do business.

2. Telephone Company of Chillicothe, Ohio. Phone company called asking to use President's picture on the company's annual report in honor of the President's visit.

3. Silicon Graphics Company. Request to use video tape clips of the President and Vice President's visit to the California firm in advertising "news" release on its video network.

4. T-shirt with President's picture. Identity Associates, a firm in Calif., called to request the use of the President's picture on T-shirts it would sell to celebrate his visit to the Bay area.

E. MISCELLANEOUS REQUESTS:

1. Song about the "Arkansas Man." Ms. R. Scarlett (says a friend of Judge Jack Jones) called seeking approval to mention President Clinton in her song "Arkansas Man." Have copy of the song.

2. Foreign Stamps. A man named Walter Israel called about information on using the President's image on foreign stamps. He has not returned my calls.

3. Gift memento using Presidential Seal: Lees/Keystone, Inc., an advertising firm, wrote to request the use of the Presidential Seal on award gifts to telephone employees who helped install phones in Hyde Park, NY for President's visit.

4. President's Picture and office papers. Letter from Port Clinton (Ohio) High School asked for President's picture, logs of meetings, his business card, copies of legislative bills, and other materials for use in a high school project. Sent him a picture of POTUS and VP.

5. Fund raising auction. University of Texas called for the President's picture to be used in fund raising auction at U. of Texas.

6. President's signature on copyright release form. Letter from NE Journal of Medicine seeking signature on release for article President wrote. Request approved.

7. Pictures of the President and VP using Heart Association T-Shirts. Association wrote to see if its shirts could be used by POTUS and VP in their sponsored run. Answer was yes.

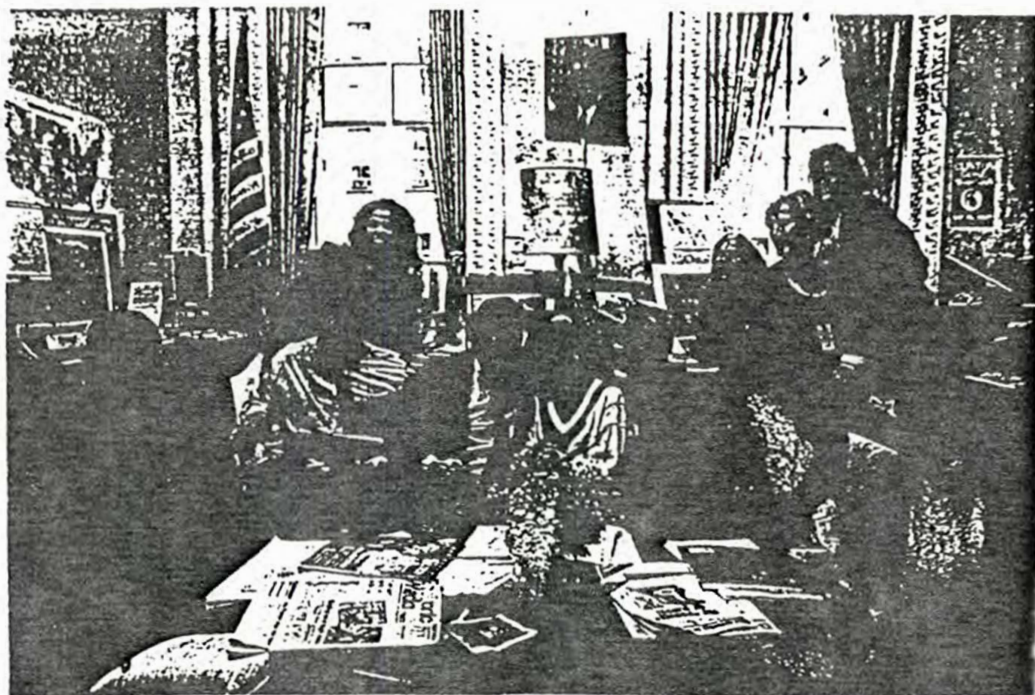
8. Gift to the President. California golf shop owner called for a copy of the Presidential Seal which he proposed to use on a set of golf clubs for gift to President.

9. Utilization of Presidential Seal in fundraising publication for the Truman Library. Request reluctantly denied as outside limits of statutory authorization.

10. Form letter from the President to potential donors to be used in fundraising for educational trust for deceased friend. Recommended use of letter to family instead.

THE WHITE HOUSE

The Kids Down The Hall



Dorm-room energy: A clutch of youthful staff members in the Old Executive Office Building

For the young, diverse Clinton staff, the tools of governing are R.E.M. tapes, PowerBooks and 100-page briefing papers

By MICHAEL DUFFY WASHINGTON

ANNIE LEIBOVITZ LIKES TO SHOOT TO music. So when the photographer began setting up in the Oval Office for a *Vanity Fair* portrait of the new President just after his swearing-in, she pulled out her boom box and plugged it into an outlet not far from the portrait of George Washington. Instantly a stern White House functionary informed her, "We've never had music in the Oval Office." Only the President, it was decided, could approve such a breach in decorum. "Sure," said Clinton, and Eric Clapton's album *Unplugged* began to fill the room. A Secret Service agent remarked to a colleague, "I told you we were gonna miss the other guy."

This is not your father's White House. If anything, it's your daughter's. Gone is the strict Bush dress code that required skirts for women and forbade beards for men. In its place are not just the usual gray suits but also women in pants, tieless men in sweaters and the occasional diamond ear stud. Instead of the highly compartmentalized Bush system, in which no one knew what others were doing, the Clintonites prefer giant, free-for-all meetings and speak the same hard-nosed patois of politics and policy. "This place is completely different," said a Bush hold-over now working for Clinton. "Before, I always felt afraid that I was going to do

something wrong. Now, anything goes."

The important changes are not merely stylistic. For the first time in memory, many blacks and other minorities can be found working in jobs that don't come with a uniform. Though George Bush signed a landmark disabled-rights law, Clinton and Gore have disabled people on their staffs. Visitors to the Bush White House were typically greeted by a perfectly accessorized heiress who escorted guests to the aide (always male) they wished to see. Now, more typically, a geeky-looking 23-year-old male wearing two beepers escorts visitors to see the woman with whom they have an appointment.

Long-closed doors in the cavernous Old Executive Office Building are now open all day long, and doors connecting separate offices have been pried open. For the first time in years, people congregate in the halls to chat, turning the corridors into something akin to a high school between classes. The West Wing of the White House has been harder to change, since it is organized for "fat old men and their secretaries," as a Clinton aide put it. Last month Clinton asked about tearing down walls to make his horizontal management style work better, but was told it couldn't be done. Partly as a result, it is not uncommon to bump into the President, the Vice President or Hillary Rodham Clinton in the offices of deputy assistants.

Bush turned down hundreds of personal-appearance requests that were deemed "unpresidential" by aides, but the Clintonites say they will agree to almost anything. "The weirder, the better," said a booker. In early February Clinton appeared in a promotional teaser for a sports-blooper show on a TV station in Birmingham, Alabama.

"Just watching one of my regular White House jogs would make your Hall of Shame," plugged Clinton.

On the second floor of the Old E.O.B. where the massive Clinton communications machine is located, the median age has dropped from 45 to about 25. The gang that is known internally as "the children" have brought with them boom boxes, R.E.M. tapes, takeout food, cappuccino makers and a dorm-room energy. Secret Service agents use the code name "1 acres" to refer to the White House complex. "We just call it 'the campus,'" said deputy press secretary Lorraine Voles.

The whiz kids were dismayed to discover a shortage of faxes, beepers, voice mail, laptops and high-speed E-mail. Young aides have swamped White House purchasing agents with requests for a computer of choice: Apple's Macintosh PowerBook. "Given the equipment around here," said a senior official, "it's no wonder Bush lost."

The Clinton team's appetite for data-by-the-megabyte has expanded presidential briefing papers from the normal dozen pages to more than 100. To save trees, secretaries have been ordered to use both sides of each piece of paper. Al Gore aides used Dan Quayle's leftover stationery before diving into fresher stock.

To ward off isolation, Clinton urges aides to take Sundays off. Mrs. Clinton stopped by a Washington grocery store last week for a bit of shopping, though she only \$11 with her at the time. Dan Dreyer, 37, the deputy communications chief, guards against complacency by keeping his office walls bare. "We don't want to feel like we own the place," he says. For now, they do.

DRAFT

MEMORANDUM FOR WHITE HOUSE AND EXECUTIVE BRANCH STAFF

**FROM: FRANCIS THOMAS SOBOL
SPECIAL COUNSEL TO THE PRESIDENT**

SUBJECT: Policy Guidance on Non-White House Uses of the President and First Lady's Likeness, Words, or Activities as well as Images of the White House and the Presidential Seal

Background

The President receives many requests from individuals, businesses, educational institutions, and others to use his name, likeness (pictures or video tape), activities, or words to promote a variety of endeavors. Businesses, individuals, and communities often propose to use pictures or references to the President's visits or words to promote their products, services, or potential. Various companies desire to use a likeness of the President, the First Family, the White House or the Presidential Seal to capture the attention of the public for their advertising and in the process create a linkage (intentionally or otherwise) between their products or services and the President.

White House Policy Against Commercial Entanglements for the President

The White House's long-standing policy is to refuse permission to use the name, likeness, words, or activities of the President, his family, or the White House itself, in advertising or commercial promotions in any way that suggests a connection between the President, his family, or the White House, and the advertising and promotion, notwithstanding the merits or reasons that accompany the request.

The Vice President also subscribes to this policy and its implementing procedures.

Exceptions to the Policy

The reproduction of the likeness, words, or activities of the President, his family, the White House, or the Presidential Seal in educational materials or presentations may be allowed by the White House on a case by case basis. The test for approval is whether the use avoids creating an impression of a Presidential endorsement or approval of a commercial product, service, or enterprise. In addition, permission may be granted to use the President's likeness or that of the White House in fund raising activities conducted under Government auspices or involving a worthwhile charitable or philanthropic endeavor after a case by case review of the merits of the request.

Procedure for Policy Enforcement

Prior written approval must be obtained from the Counsel to the President for all non-White House uses of the likeness, name, words, or activities of the President, his family, or the White House itself. The same policy applies to proposed uses of the Presidential Seal; however, uses of the Seal are also governed by Federal law as codified at 18 U.S.C. § 713.

All requests should be in writing and sent to the Office of the Counsel to the President, the White House, Washington, DC 20500.

April 7, 1993

*Copies sent to:
milli & Carolyn*

THE WHITE HOUSE

WASHINGTON

April 21, 1993

MEMORANDUM TO SENIOR STAFF

FROM: ERICH VADEN, ^(EV) PRESIDENTIAL LETTERS AND MESSAGES
PRESIDENTIAL CORRESPONDENCE

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

SUBJECT: CONDOLENCES FROM THE PRESIDENT

Recently, there have been a number of situations in which multiple requests have been issued for the same condolence letter. In order to prevent more than one condolence letter from being sent, all requests for condolences from the President should be sent to me in Room 93 of the Old Executive Office Building. Our office will generate the letter within a day of receiving the request.

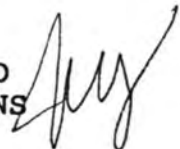
THE WHITE HOUSE

WASHINGTON

April 22, 1993

MEMORANDUM FOR ALL STAFF

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



SUBJECT: **WAVES**

We know that many offices have experienced difficulties with WAVES (Worker and Visitor Entrance System) and we have been working closely with WAVES to correct the problems.

However, we have discovered that many of the problems with the system have been created by individuals who don't know how to use the system in the most efficient manner.

APPOINTMENTS SHOULD BE MADE AS EARLY AS POSSIBLE

The WAVES system has been overburdened due to many appointments made while visitors are already at the Gate. These are called NOW appointments, and WAVES fielded over 1,000 NOW appointments last Friday. NOW appointments delay the Officers processing requests for future dates, as well as delay your guests at the Gate while the proper security checks are being performed.

You can submit your request to WAVES as early as one month in advance. Please help this system by making your appointments as early as possible.

APPOINTMENTS CAN BE MADE 4 DIFFERENT WAYS

Appointments for visitors can be made by fax (x4349), phone (x6742), OASIS or hand-delivering the lists to Room 065 OEOB. You can use any method you prefer, however, where possible, please try to use the phone only when the appointment is within 30 minutes. Remember, there is always room for human error over the telephone and this may create further delays for your guests.

60 MINUTES

The WAVES system is designed to give your visitors 60 minutes leeway before and after the time of their scheduled appointment. But, after the 60 minute "grace period", the computer system automatically deletes the name from the computer. The system does not retain any information after the scheduled appointment and therefore, your guest will not be admitted after the time has expired on the appointment.

DIFFICULT NAMES

The WAVES computer system can only search for the name you have provided the Officers. Names can be mispronounced (over the phone) or misspelled (handwritten notes especially) and therefore, WAVES will no longer accept handwritten requests. Please be extra careful with the spelling and pronunciation of the names you provide over the telephone.

Obviously, appointments cannot be made for names that cannot be located in the system. Unfortunately, WAVES cannot contact you if your guest name is not found.

INCORRECT DATE OR TIME

WAVES has been experiencing many examples of offices requesting an appointment after the scheduled time or date has passed. Please carefully type your information and check the date and time you are making and sending the appointment.

As many of you may have noticed, we have changed the OASIS system to assist you. For your convenience, you can just type TODAY or TOMORROW if your appointment is for the same or next day.

SUGGESTIONS

We would like to hear any suggestions you have to make the system work better for your needs. Additionally, if you are having difficulties, it would be helpful to us if you could provide the specifics in writing to my office and my office will research them together with the Secret Service.

We really want this system to work smoothly for staff and all of our guests and we appreciate your cooperation. We look forward to receiving your comments and suggestions.

Thank you.

Attachment

WAVES

(Worker and Visitor Entrance System)

THERE ARE 4 DIFFERENT WAYS TO MAKE APPOINTMENTS:

1) USE YOUR COMPUTER

Type DM for Desk Management

Type WA for Waves Appointment

Type Date, time, name of visitor, date of birth, etc.

YOU WILL GET A WRITTEN CONFIRMATION THAT YOUR APPOINTMENTS HAVE BEEN RECEIVED!

2) USE THE FAX MACHINE (x4349)

Please type your list in alphabetical order and you can fax your list 24 hours a day, seven days a week!

3) INSIDE MAIL or HAND DELIVERED

Walk your list to Room 065 1/2 OEOb or have it delivered through inside mail.

4) USE THE TELEPHONE (x6742)

Requests can be made over the telephone for the same room and same time and with less than 5 names per phone call. Requests for appointments must be made from inside the Complex.

Please remind your guests to bring current photo identification, such as a driver's license, passport etc. This will help speed up the name search at the Gate.

Any questions may be directed to the WAVES Center, U.S. Secret Service, Uniformed Division, 456-6742 or 395-4311 or Management & Administration at x2861.



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

April 23, 1993

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM:

PATSY L. THOMASSON *Patsy Thomasson*
SPECIAL ASSISTANT TO THE PRESIDENT AND
DIRECTOR OF THE OFFICE OF ADMINISTRATION

SUBJECT:

Misuse of Computer Software

Protection of copyrighted material is a responsibility we all share. All staff are reminded that they individually have a responsibility to utilize software packages on personal computers that are obtained consistent with the copyright laws of the United States. These laws prohibit the use or creation of copies of computer software that are not obtained or created under proper license from the manufacturer or distributor. The civil penalties for copyright infringement are significant. They generally range from \$500 to \$20,000. However, willful infringement may incur a penalty of up to \$100,000. 17 U.S.C. 504.

Failure to observe copyright laws not only risks civil penalties, but also represents a violation of the Standards of Conduct governing the use of government property for which an employee may be disciplined. This regulation is set forth in 5 CFR 2635.704. Questions you may have regarding the proper treatment of copyrighted material may be directed to the Office of General Counsel, Office of Administration (OA), extension 2273.

On a related concern, you should also be aware that software not provided by your agency may contain viruses that can inflict significant damage to EOP systems if it is loaded onto agency hardware (e.g. personal computers) and potentially transferred through computer networks. Although many safeguards exist to counteract this threat, the first line of defense is with you. Technical staff in the OA Information Resources Management Division are available to verify the absence of viruses on any computer software packages or desk top hardware. Please avail yourself of this service by contacting OA Information Security Officer, Larry Jurcich at extension 7323.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
005. memo	Janet Green to All Staff re: White House Security Procedures (4 pages)	04/26/1993	b(7)(E)

COLLECTION:

Clinton Presidential Records
First Lady's Office
Melanne Verveer
OA/Box Number: 23249

FOLDER TITLE:

Interoffice Memorandums 1993 [Binder] [1]

2013-0534-S

rc1811

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]

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

THE WHITE HOUSE

WASHINGTON

April 26, 1993

MEMORANDUM FOR ALL SENIOR STAFF

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

FROM: MARSHA SCOTT *MS*
DEPUTY ASSISTANT TO THE PRESIDENT AND DIRECTOR OF
CORRESPONDENCE AND PRESIDENTIAL MESSAGES

SUBJECT: GUIDELINES FOR PRESIDENTIAL MESSAGES

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

I. Requirements for Requests for Presidential Messages

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

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

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

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

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

II. Types of Presidential Messages That Our Office Prepares

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

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

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

o Messages for Milestone Events

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

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

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

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

- o Messages for Awards and Testimonials

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

- o Messages for Commemorative Observances and National and Religious Holidays

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

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

- o No Messages for Purely Political Events

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

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

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

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

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

- o No Messages for Subgroups of National Organizations

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

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

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

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

Office of Presidential Correspondence

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

Agency Liaison

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

Presidential Greetings

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

Anniversary

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

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

Birthday		
13,21,50	special card	
under 80	nothing	
80-99	card	
100	special card	
101	special letter	
Condolence	card or letter depending on appropriateness	
	Military requests should come from the	
	Military Office of the White House	
Graduation		
High School	card	
(individual)		
High School	letter	
(class)		
College	card	
(individual)		
College	letter	
(class)		
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.



SUMMER IS ALMOST HERE!
Get a head start on your
summer shape up program
with
The White House Athletic Center's
"OPEN HOUSE WEEK"
APRIL 26TH - 30TH.

EOP employees, detailees, and interns
can give the WHAC a try for
one week for FREE!!

Participation in "Open House Week"
entitles you to a raffle for a
free six-month membership.



Sign-up for a one-year membership
during this week and receive
a free WHAC T-shirt.



For more information,
call the WHAC at x5688 or stop by NEOB Room 2008.

The WHAC is an employee-financed health and
fitness facility serving the EOP complex.

THE WHITE HOUSE
WASHINGTON

April 30, 1993

MEMORANDUM TO ALL STAFF

FROM: JANET V. GREEN
SPECIAL ASSISTANT TO THE PRESIDENT AND
DIRECTOR OF WHITE HOUSE OPERATIONS 
SUBJECT: Pass Section Office Hours

In an effort to better serve the staff in the White House Complex, the hours for the Pass Section, USSS Technical Security Division (Room 23 OEOB), have changed.

If you need to receive your picture identification pass or if your temporary pass is about to expire, the following will be the new hours as of May 10, 1993:

Monday, Wednesday, Thursday, Friday	8:00am - 5:00pm
Tuesday	8:00am - 1:00pm*

* On Tuesday afternoons, the Pass Section will be available for inquiries via phone or open if necessary to accommodate extenuating circumstances. Prior arrangements should be made by calling ext. 4259 for any special requirements that may arise.

If you have any questions regarding your type of pass, please contact Bonnie Berry, White House Office of Management & Administration at ext. 2861.