

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	Melinda Bates to All Pass Holders (1 page)	07/16/1993	b(7)(E)

COLLECTION:

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

FOLDER TITLE:

Interoffice Memorandums 1993 [Binder] [2]

2013-0534-S

rc1812

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]

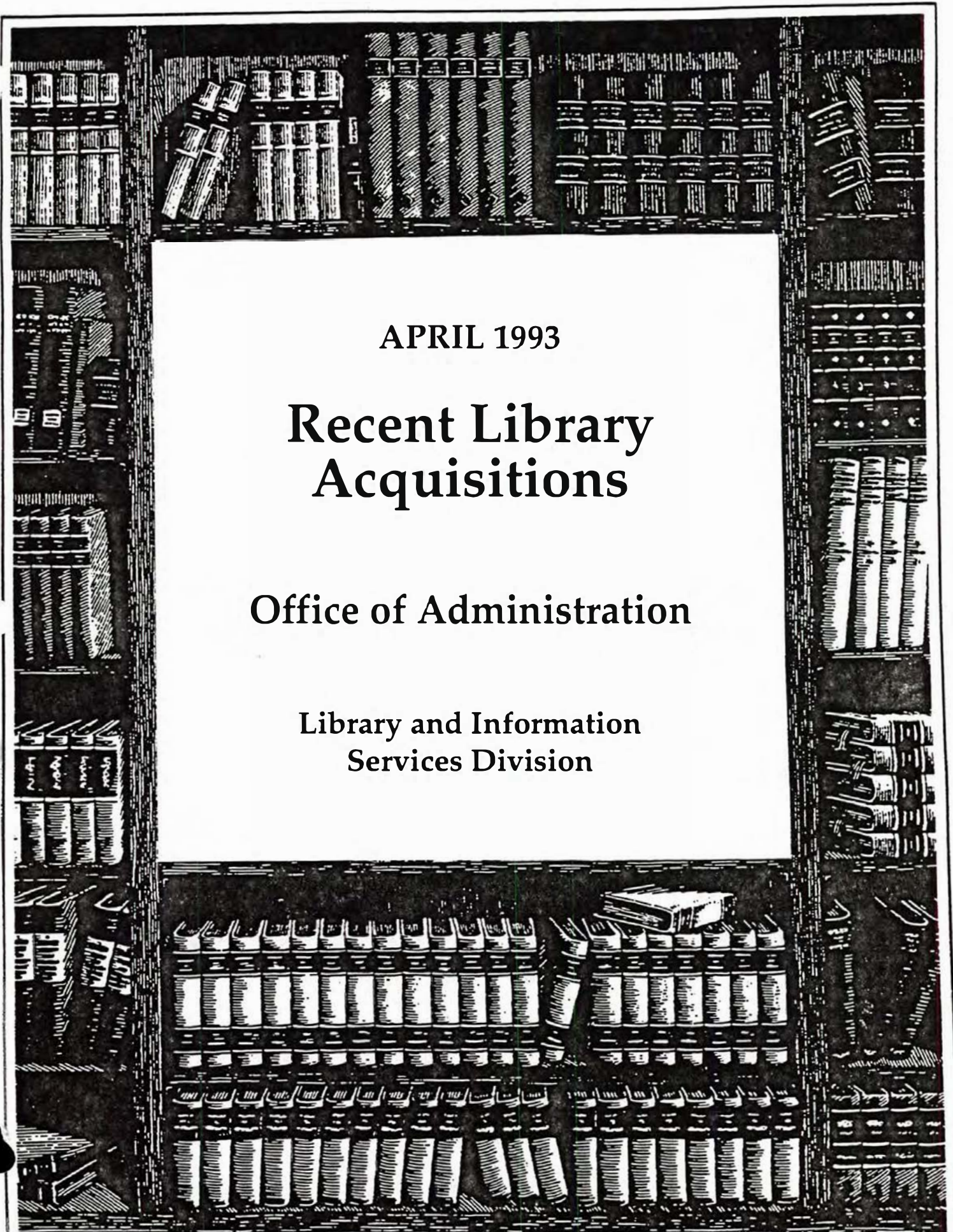
Clinton Presidential Records Digital Records Marker

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.

May 1993

Divider Title: _____



APRIL 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, OEOP
x3397

OEOP
Room 308, OEOP
x7000

APRIL ACQUISITIONS

Aspin, Les and William L. Dickinson. *Defense for a New Era: Lessons of the Persian Gulf War.* Brassey's, Washington, DC, 1992. DS79.72 .U5 1992

Baily, Martin Neil, et al. *Growth With Equity: Economic Policymaking for the Next Century.* Brookings Institution, Washington, DC, 1993. HC106.51 .B315

Baur, Donald C. *Natural Resources Law Handbook.* Government Institutes, Inc., Rockville, MD, 1991.. KF5505 .G68 1991

Beschloss, Michael R. and Strobe Talbott. *At the Highest Levels: The Inside Story of the End of the Cold War.* Little, Brown, Boston, MA, 1993. E183.8.R9 B47b

Bird, Richard M. and Jack M. Mintz (eds.). *Taxation to 2000 and Beyond.* Canadian Tax Foundation, Toronto, 1992. HJ2449 .C21 no.93

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Brinkley, Douglas. *Dean Acheson: The Cold War Years, 1953-1971.* Yale University Press, New Haven, CT, 1992. E748.A25 B75

Buchanan, James M. *Better Than Plowing, and Other Personal Essays.* University of Chicago Press, Chicago, IL, 1992. HB119 .B82

Carnegie Commission on Science, Technology, and Government. *Environmental Research and Development: Strengthening the Federal Infrastructure.* The Commission, New York, NY, 1992. HC103.7 .C27 1992

Carnegie Commission on Science, Technology, and Government. *Partnerships for Global Development: The Clearing Horizon.* The Commission, New York, NY, 1992. HC59 .C27 1992

Cody, W. J. Michael. *Honest Government: An Ethics Guide for Public Service.* Praeger, Westport, CT, 1992. JK468.E8 C52

Curtis, Lynn A. *Investing in Children and Youth, Reconstructing Our Cities.* Milton S. Eisenhower Foundation, Washington, DC, 1993. HV741 .I69

Davidow, William H. and Michael S. Malone. *The Virtual Corporation: Structuring and Revitalizing the Corporation for the 21st Century.* HarperBusiness, New York, NY, 1992. T175 .D38

Davidson, John Henry. *Federal Environmental Regulation.* Butterworth Legal Publishers, Salem, NH, 1989. KF3775.A6 D38

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Florig, Dennis. *The Power of Presidential Ideologies.* Praeger, Westport, CT, 1992. JK516 .F58

Gardner, Richard N. *Negotiating Survival: Four Priorities After Rio.* Council on Foreign Relations Press, New York, NY, 1992. HC55 .G27

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Griliches, Zvi, et al. (eds.). *Output Measurement in the Service Sectors.* University of Chicago Press, Chicago, IL, 1992. HB601 .C6 v.56

Hewett, Edward A. *Open for Business: Russia's Return to the Global Economy.* Brookings Institution, Washington, DC, 1992. HF3626 .H48

Hollander, Jack M. (ed.). *The Energy-Environment Connection.* Island Press, Washington, DC, 1992. TJ153 .H64

Hwang, Y. Dolly. *The Rise of a New World Economic Power: Postwar Taiwan.* Greenwood, New York, NY, 1991. HC430.5 .H92

Johansson, Thomas B., et al. (eds.). *Renewable Energy: Sources for Fuels and Electricity.* Island Press, Washington, DC, 1993. TJ153 .J63

Keiter, Robert B. and Mark S. Boyce (eds.). *The Greater Yellowstone Ecosystem: Redefining America's Wilderness Heritage.* Yale University Press, New Haven, CT, 1991. QH105.W8 K44

Kellogg, Michael K. *Federal Telecommunications Law.* Little, Brown, Boston, MA, 1992. KF2765 .K34

Krueger, Anne O. *Economic Policies at Cross-Purposes: The United States and Developing Countries.* Brookings Institution, Washington, DC, 1993. HF4055 .K78

Magrabi, Frances M., et al. *The Economics of Household Consumption.* Praeger, New York, NY, 1991. HB820 .M33

Mandelker, Daniel R. *NEPA Law and Litigation.* Clark Boardman Callaghan, Deerfield, IL, 1992. KF3775.A6 M35

McCarthy, J. Thomas. *McCarthy's Desk Encyclopedia of Intellectual Property.* Bureau of National Affairs, Washington, DC, 1991. KF2976.4 .M23

Moore, John Norton. *Crisis in the Gulf: Enforcing the Rule of Law.* Oceana Publications, New York, NY, 1992. DS79.72 .M66

Morrison, Ann M. *The New Leaders: Guidelines on Leadership Diversity in America.* Jossey-Bass, San Francisco, CA, 1992. HM141 .M67

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Nanus, Burt. *Visionary Leadership: Creating a Compelling Sense of Direction for Your Organization*. Jossey-Bass, San Francisco, CA, 1992. HM141 .N35

Nothdurft, William E. *Going Global: How Europe Helps Small Firms Export*. Brookings Institution, Washington, DC, 1992. HF3496 .N67

Phillips, Kevin P. *Boiling Point: Republicans, Democrats, and the Decline of Middle-Class Prosperity*. Random House, New York, NY, 1993. HC106.8 .P45

Rosenthal, Alan. *The Third House: Lobbyists and Lobbying in the States*. CQ Press, Washington, DC, 1993. JK1118 .R67

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Shoven, John B. and John Whalley (eds.). *Canada-U.S. Tax Comparisons*. University of Chicago Press, Chicago, IL, 1992. HJ2449 .S48

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Stephan, Paula E. and Sharon G. Levin. *Striking the Mother Lode in Science: The Importance of Age, Place and Time*. Oxford University Press, New York, NY, 1992. Q175 .S84

Sugarman, Ellen. *Warning—The Electricity Around You May be Hazardous to Your Health: How to Protect Yourself From Electromagnetic Fields*. Simon & Schuster, New York, NY, 1992. QP82.2.E43 S83

Tarlock, A. Dan. *Law of Water Rights and Resources*. Clark Boardman Co., New York, NY, 1988. KF5565 .T27

Walter, Andrew. *World Power and World Money: The Role of Hegemony and International Monetary Order*. St. Martin's Press, New York, NY, 1991. HG3881 .W34

Wood, Christopher. *The Bubble Economy: Japan's Extraordinary Speculative Boom of the '80s and the Dramatic Bust of the '90s*. Atlantic Monthly Press, New York, NY, 1992. HG5773 .W66

Wyman, Richard L. (ed.). *Global Climate Change and Life on Earth*. Routledge, Chapman and Hall, New York, NY, 1991. QC882 .W94



*Diane
Make
Copies*

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

May 3, 1993

MEMORANDUM FOR STEPHEN R. NEUWIRTH
ASSOCIATE COUNSEL TO THE PRESIDENT
WHITE HOUSE OFFICE

FROM: BRUCE L. OVERTON *ind*
GENERAL COUNSEL

SUBJECT: Guidance on the Transfer of Electronic Data

Janet Handel from the Information Technology Task Force has contacted me regarding further guidance regarding the exchange of personal computers in the White House Office. You previously reviewed draft guidance on this matter which was issued by Terry Good on April 7, 1993 (attached).

The issue is as follows: several units within WHO are going to be getting new computers and the users would like to transfer a copy of the information from the hard drives of the old personal computers directly to the new ones. I indicated to Janet that this was not an Armstrong related problem.

However, the question to you is whether this meets the requirements of the Presidential Records Act and is consistent with the April 7 guidance. It appears that if the technological transfer can be done without loss of data, the intent of the guidance is maintained. Consequently, there would be no need to print out or download the data on the hard drive of the old pc only to later upload it onto a new machine. These interim steps would be skipped by implementation of a direct transfer of what, in effect, is an exact copy of data. The copy of the information left on the old hard drive would still be cleared before the machine is retired or transferred to another office in accordance with the guidance.

I see no reason to object to this sensible economy of steps. If you could provide your approval or disapproval, the Task Force will move forward with its plans to transfer the data.

Attachment

cc: Janet Handel
Patsy L. Thomasson



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

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Patsy L. Thomasson

*Diane
Please Circulate*

MW

THE WHITE HOUSE
WASHINGTON

May 4, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: BERNARD W. NUSSBAUM *[Signature]*
Counsel to the President
STEPHEN R. NEUWIRTH *[Signature]*
Associate Counsel to the President

RE: Prohibited Contacts with Agencies

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

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

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

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

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

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

Congress of the United States
Washington, DC 20515

May 20, 1993

SS
mw
PAM JUN 7 1993

Mrs. Hillary Rodham Clinton
The White House
1600 Pennsylvania Avenue
Washington, D.C. 20500

Dear Mrs. Clinton:

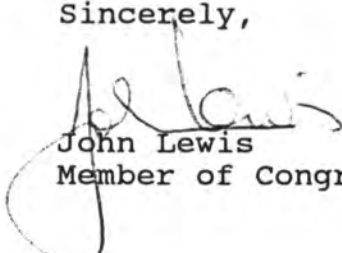
I am writing to request that a member of the Health Care Task Force contact one of my constituents, Robert L. McNeil, P.T., a physical therapist who has raised a serious concern about minorities being excluded from managed care networks. Mr. McNeil and many of his colleagues in physical therapy have found themselves shut out of Health Maintenance Organizations (HMOs) and Preferred Provider Organizations (PPOs) that are being used more frequently by private insurance companies and industry and that may be a part of health care reform.

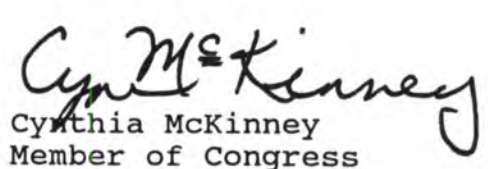
I am concerned that this problem exists in other specialty areas as well. If these providers are excluded from networks, their practice suffers tremendously. Mr. McNeil and several of his colleagues would like to discuss the importance of including a provision in health care reform that assures that minority health care providers are included in networks.

I would appreciate an appropriate representative from the Task Force contacting Mr. McNeil, who has been practicing physical therapy for 26 years. You may reach him at 404-491-1353 or 404-394-4274 regarding this concern. You may also contact Mr. Leon R. Anderson, Jr., P.T., President of the American Academy of Physical Therapy (AAPT) at 216-831-4014 in Ohio, or Mr. B. V. Clemons, P.T., Vice President of AAPT, at 504-241-2244 in Louisiana, for further information.

I appreciate your attention to this request.

Sincerely,


John Lewis
Member of Congress


Cynthia McKinney
Member of Congress

THE WHITE HOUSE
WASHINGTON

May 23, 1993

MEMORANDUM FOR DISTRIBUTION LIST

FROM: MACK McLARTY

SUBJECT: Staff Meeting

At 6:30 pm today senior staff will reconvene for a meeting in the Roosevelt room. I look forward to seeing you there.

DISTRIBUTION:	Mark Gearan	Regina Montoya
	Roy Neel	Jack Quinn
	David Watkins	Leon Panetta
	Christine Varney	Jack Gibbons
	Bruce Lindsey	Gene Sperling
	John Podesta	Nancy Hernreich
	Eli Segal	Bernie Nussbaum
	Maggie Williams	Carol Rasco
	Bob Rubin	Tony Lake
	George Stephanopoulos	Dee Dee Myers
	Ricki Seidman	Howard Paster
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	John Emerson	

Clinton Presidential Records Digital Records Marker

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June 1993

Divider Title: _____



*White House
Communications Agency*



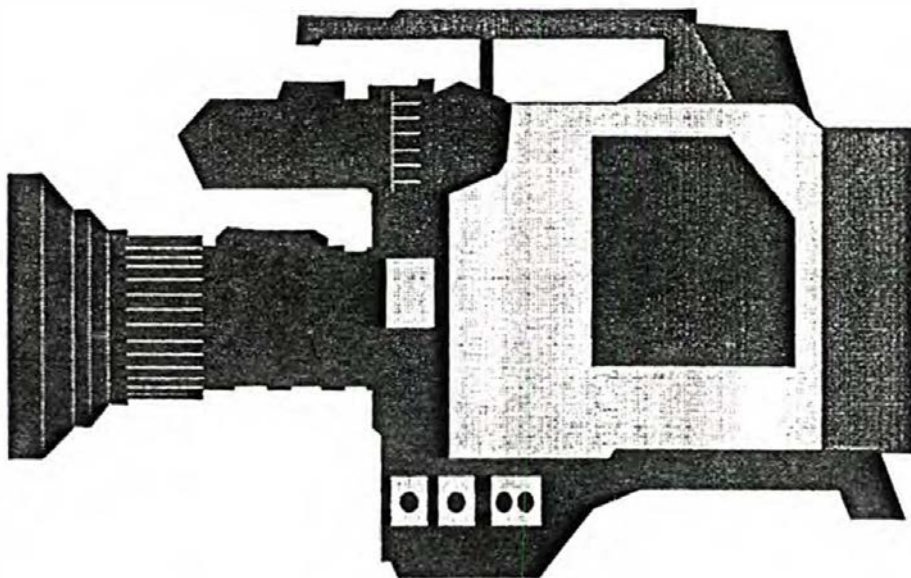
CUSTOMER INFORMATION BULLETIN

JUNE 1993

White House Press Lobby Newsbriefings Live

Live video/audio coverage of all briefings conducted from the White House Press Lobby is now available on the White House Cable Television System. Tune in to Channel 30 for complete coverage of briefings in the Press Lobby.

Information on the next briefing to be broadcast is run on Channel 30 between briefings.



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THE WHITE HOUSE

WASHINGTON

June 7, 1993

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

FROM:

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

SUBJECT:

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

TENNIS COURTS

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

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

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

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

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

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

SECURITY AND ACCESS

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

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

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

PARKING

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

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

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

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

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

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

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

BASKETBALL COURT

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

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

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

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

Attachments

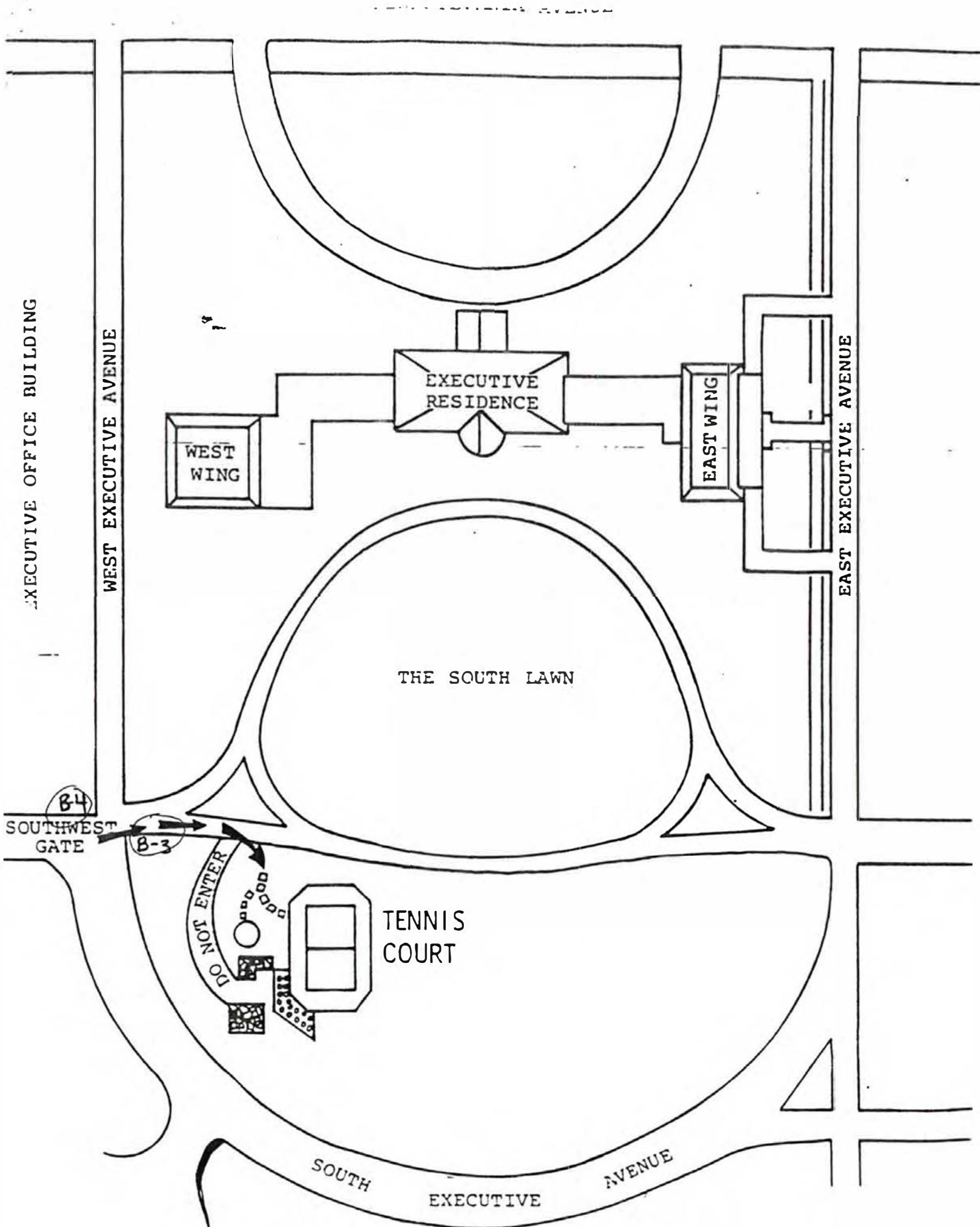
PROCEDURES FOR WHITE HOUSE STAFF, OFFICE OF THE VICE PRESIDENT
AND STAFF OF THE OFFICE OF POLICY DEVELOPMENT

RESERVATIONS AND ACCESS:

- o Staff can only schedule time for doubles. The times on Saturday and Sunday are as follows:

10:00 a.m. to 11:30 a.m. and
11:30 a.m. to 1:00 p.m.
- o Please submit a 3 X 5 card with your name, office, room and phone number and the day you wish to play (one card for each day). Also, include the names of the other members of your foursome on the back of the card.
- o Cards should be submitted by close of business on the Wednesday preceding the Saturday or Sunday on which you are requesting a time.
- o You will be contacted no later than Friday morning preceding your Saturday or Sunday game if your name was selected in the lottery.
- o If you plan to play with non-pass holders, you must submit the names and birth dates of your guests on the back of the card.
- o The Office of Management and Administration will clear your guests through WAVES.
- o Non-pass holders should be instructed to bring a picture ID with the exact name on which it was submitted on the back of the 3 X 5 card for admission on the day of the match.
- o All tennis players (staff and guests) shall enter the tennis court area through the Southwest Gate (B-4). Pass holders shall go through the usual clearance process.
- o Non-pass holders will go through the usual appointment procedure.
- o Any abuse of the access policy will result in revocation of your tennis court privileges.
- o When all members of the tennis party have arrived, the Officer will provide access to Gate B-3. (See attached map.)
- o Parking is unavailable for your guests using the tennis courts.

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



THE WHITE HOUSE

Fyl Carolyn Huber Daffy

THE WHITE HOUSE

WASHINGTON

June 7, 1993

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

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

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AND STAFF OF THE OFFICE OF POLICY DEVELOPMENT

RESERVATIONS AND ACCESS:

- o Staff can only schedule time for doubles. The times on Saturday and Sunday are as follows:

10:00 a.m. to 11:30 a.m. and
11:30 a.m. to 1:00 p.m.
- o Please submit a 3 X 5 card with your name, office, room and phone number and the day you wish to play (one card for each day). Also, include the names of the other members of your foursome on the back of the card.
- o Cards should be submitted by close of business on the Wednesday preceding the Saturday or Sunday on which you are requesting a time.
- o You will be contacted no later than Friday morning preceding your Saturday or Sunday game if your name was selected in the lottery.
- o If you plan to play with non-pass holders, you must submit the names and birth dates of your guests on the back of the card.
- o The Office of Management and Administration will clear your guests through WAVES.
- o Non-pass holders should be instructed to bring a picture ID with the exact name on which it was submitted on the back of the 3 X 5 card for admission on the day of the match.
- o All tennis players (staff and guests) shall enter the tennis court area through the Southwest Gate (B-4). Pass holders shall go through the usual clearance process.
- o Non-pass holders will go through the usual appointment procedure.
- o Any abuse of the access policy will result in revocation of your tennis court privileges.
- o When all members of the tennis party have arrived, the Officer will provide access to Gate B-3. (See attached map.)
- o Parking is **unavailable** for your guests using the tennis courts.

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

EXECUTIVE AVENUE

EXECUTIVE OFFICE BUILDING

WEST EXECUTIVE AVENUE

EAST EXECUTIVE AVENUE

WEST WING

EXECUTIVE RESIDENCE

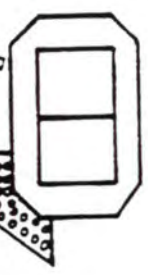
EAST WING

THE SOUTH LAWN

B-4
SOUTHWEST GATE

B-3

DO NOT ENTER



TENNIS COURT

SOUTH EXECUTIVE AVENUE

THE WHITE HOUSE

THE WHITE HOUSE

WASHINGTON

June 8, 1993

MEMORANDUM FOR WHITE HOUSE STAFF

FROM:

BERNARD W. NUSSBAUM ^{BN}
COUNSEL TO THE PRESIDENT

CHERYL MILLS
ASSOCIATE COUNSEL TO THE PRESIDENT

BETH NOLAN
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT:

Reminder on Ethics Obligations and Gifts

The President is committed to ensuring that all employees adhere to the highest standards of integrity. As a White House employee, you are subject to the criminal conflict of interest laws, the Standards of Ethical Conduct for Executive Branch Employees, the Foreign Gifts Act, and a number of other restrictions, some of them with significant penalties. You should have received a copy of the Standards of Ethical Conduct when you attended your orientation ethics briefing. Additional copies of the Standards of Ethical Conduct are available in the Counsel's Office, OEOB Room 128. If you have not attended an Ethics briefing, please be sure that you attend the next regularly scheduled briefing, on Tuesday, June 29, 1993 at 4:00 p.m. in Room 450, OEOB. It is critical that every White House employee receive training in the ethical obligations that apply to those serving in the government.

This memorandum lays out the White House policy regulating the receipt of gifts, both domestic and foreign, under the Standards of Ethical Conduct for Executive Branch Employees and the Foreign Gift Act.

General Domestic Gift Principles

The principles discussed below apply to gifts offered to or received by you personally. You should be aware that there are only very limited circumstances in which a gift may be accepted for official purposes, or otherwise on behalf of the White House. No gift -- including, but not limited to, computer software or hardware, or other equipment, whether by outright gift or loan --

should be accepted for official use without first checking with the Counsel's Office. Normally, acceptance of such gifts will not be permissible. Although it is often frustrating to deal with outmoded or inadequate equipment, the solution is NOT for White House staff individually to solicit or accept gifts or loans of such equipment from private sources. Moreover, it also is improper to solicit or accept such equipment personally and then use it for official business. It is very important that you understand and comply with this restriction on soliciting and accepting gifts for official purposes.

Gifts that are offered to or received by you personally are also subject to a number of limitations, which are set forth in the Standards of Ethical Conduct. These limits are discussed below, but you should refer to the Standards of Ethical Conduct themselves if any questions arise about a gift.

Under the Standards of Ethical Conduct, executive branch 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 any 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.

I. What Constitutes a "Gift"

Virtually anything of value constitutes a gift, whether it comes in the form of an outright donation, loan, favor, discount, travel, lodging, entertainment, or other hospitality. This includes, for example, meals, flowers, tickets to events, or loans of software or equipment. When in doubt, it is best to assume that anything of value is a gift. As discussed below, however, some exceptions permit you to accept certain gifts.

II. What Constitutes a "Prohibited Source"

A prohibited source includes anyone who:

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

Thus, under the Standards of Ethical Conduct, White House staff members generally are prohibited from accepting gifts (including meals, evaluative computer hardware and software, tickets to events) from most sources -- including, among others, contractors, the press, corporations, regulated business groups, and litigating parties.

III. Gifts That May Be Accepted

The Standards of Ethical Conduct provide limited exceptions under which certain gifts from prohibited sources or gifts given because of a staff member's official position properly may be accepted. These exceptions are very limited; gifts that fall outside of the exceptions cannot be accepted consistent with the Standards of Ethical Conduct.

In addition to the exceptions, you always may choose to pay the regular price for an item -- the face value of a ticket, the market price of a book, etc., -- if you wish to keep an item that you are not permitted to accept as a gift. Moreover, under certain circumstances, travel on official business may be paid for by outside sources. However, you must seek approval for such travel expenses prior to traveling.

In all instances, however, employees may not solicit or coerce the offering of a gift -- even if the gift could be accepted under one of the excepted categories in the Standards of Ethical Conduct.

The following categories of gifts may be accepted consistent with the Standards of Ethical Conduct:

A. Gifts of \$20 or Less. You may accept an unsolicited gift (other than cash or its equivalent) that is valued at \$20 or less per occasion. This category applies to all goods as well as dinners and receptions. See Memorandum for White House Staff, "Meals, Receptions, Dinners, and Events" (March 1, 1993). Although, you may accept a meal, book, or other item valued at \$20 or less, you may not keep a 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 source in a calendar year.

Unsolicited advertising and promotional materials of nominal value may be accepted even if they come from individuals or businesses having business with your office or regulated by your office or some other agency of the government. This extends only to such customary items as desk calendars, pens, pocket diaries,

and the like. By way of example, this rule would not permit the acceptance of a case of champagne, a work of art, evaluative computer software or hardware equipment, or other items of substantial value.

B. Gift Based on a Personal Relationship. You may accept an unsolicited gift 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 (did the individual or a company or business pay?) are important factors.

C. Gifts Based on Outside Business or Employment Relationships. You may accept meals, lodging, transportation and other benefits 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 may attend the opera with your spouse (or significant other) even when 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. Moreover, outside business activities, even if otherwise permissible, should be cleared through Counsel's Office to ensure that no conflicts of interest are created by the activity.

D. Employment-Related Speaking Engagements. When you are speaking or presenting information on behalf of the White House 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.

When travel expenses will be covered by a nongovernmental organization, you must receive approval by completing and submitting a non-federal source travel form to the Counsel's Office. These forms are available in the Administrative Office (OEOB, Room 1).

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 your department head has determined it is in the interest of the White House that you attend. However, you may not attend an

event or dinner as the guest of an organization other than the sponsor of the entire event; that is, the ticket must be offered and paid for by the host of the event. You should consult Counsel's Office to ensure that an event properly meets the "widely attended gathering" exception.

F. Gifts from a Political Organization. Those White House officials who are exempt from the Hatch Act (which includes staff members paid from appropriated funds for the White House Office) may accept meals, lodgings, transportation and other benefits, including free attendance at events, when provided by a political organization defined under 26 U.S.C. 527(e) (e.g., the Democratic National Committee or campaign committees for state, local and federal candidates).

G. Social Invitations from Non-Prohibited Sources. You may accept food and entertainment at a social event attended by several persons when the host is not a prohibited source and no fee is charged to anyone in attendance.

H. Awards and Honorary Degrees. You may accept a gift, other than cash or an investment interest, with an aggregate market value of \$200 or less if it is a bona fide award or is offered incident to a bona fide award that is given for meritorious public service or achievement by a person (or organization) who does not have interests that may be substantially affected by the performance or nonperformance of your official duties.

A few other exceptions also apply for certain discounts and for meals and entertainment in foreign areas. You should consult the Standards of Ethical Conduct for specific guidance.

Assuming that the gift you would like to accept does meet one of the above exceptions, you always should consider whether your acceptance of the gift nevertheless would lead a reasonable person to question your impartiality in official matters affecting the donor. Where such an appearance question could be raised, you should decline to accept the gift.

General Foreign Gift Principles

I. Gifts From Foreign Governments

The United States Constitution and the Foreign Gifts Act, 5 U.S.C. 7342, generally prohibit U.S. Government officials, their spouses and dependents from accepting foreign gifts or decorations. The following general guidelines apply to gifts from foreign governments and officials:

A. A U.S. official may not request or encourage an offer of a gift or decoration.

B. Gifts from foreign governments valued at \$200 or more automatically become the property of the U.S. Government. Such gifts may be accepted on behalf of the United States only when "it appears that to refuse . . . would likely cause offense or embarrassment or otherwise adversely affect the foreign relations of the United States" Because such gifts are "deemed to have been accepted on behalf of the United States," however, they must be turned over to the White House Gift Unit as soon as possible for recording, necessary reporting and disposition.

C. Gifts from foreign governments valued under \$200 (termed gifts "of minimal value", which are "tendered and received as a souvenir or mark of courtesy" may be accepted and retained. Such gifts retained by you are subject to the annual public financial disclosure, discussed below, under the same conditions as domestic gifts.

D. Valuation of a gift is based on the retail value in the United States at the time of acceptance. 41 C.F.R. §101.49.001-5. A valuation of any gift should be sought immediately upon receipt (or upon your return from a foreign country). The gift should be submitted to the White House Gift Unit for valuation.

E. Under the General Services Administration's Interim Rule 4 (57 Fed. Reg. 53,283, November 9, 1992), federal employees may accept gifts of travel, meals and lodging from foreign governments and multinational organizations. Pursuant to 31 U.S.C. 1353 (travel by government officials paid for by non-federal sources), acceptance of any such gifts must be consistent with the conflict of interest rules outlined in Interim Rule 4. Such travel also must be approved by Counsel's Office and a thorough record of any such expenses accepted should be kept as they may be required to be reported to the State Department and on the annual financial disclosure form (discussed below).

F. In the case of travel taking place entirely outside of the United States -- e.g., travel by a U.S. official between two foreign countries -- the Foreign Gifts Act specifically requires that the value of travel or expenses paid by foreign governments for transportation, food or lodging must be reasonable and acceptance must be consistent with the interests of the United States.

II. Gifts from Foreign Non-Official Individuals

The Foreign Gifts Act applies only to official gifts from foreign governments and officials. We must caution you to be wary of gifts offered to you from foreign non-official individuals, especially when you do not know the donor. Any such gift is treated the same as a domestic gift in regard to propriety of acceptance, conflicts of interests, reporting, etc.

Reporting Requirements and the Gift Unit

I. White House Gift Unit and Report Forms

Members of the White House Office should complete a White House Staff Gift Report Form for all gifts, foreign and domestic. These forms may be obtained in reasonable quantities from the Supply Room or the White House Gift Unit, OEOB Room 457 (ext. 7133). The gift itself should be submitted to the Gift Unit for appraisal, together with the completed form.

Staff who are required to file annual financial disclosure reports should maintain a log of gifts valued in excess of \$100. Gifts in excess of \$250 from a single source must be disclosed on the annual SF-278 Public Financial Disclosure Report, aggregating gifts of \$100 or more from one source.

II. Disposal of Prohibited Gifts

If you receive a gift that may not be accepted consistent with the Standards of Ethical Conduct, whether abroad, at the office, or at home, you must return it to the donor with the explanation that it cannot be accepted. A copy of the letter returning the gift should be retained for your files, with a copy attached to the White House Staff Gift Report Form that you send to the Gift Unit.

When it is not practical to return a tangible item because it is perishable, you may give the item to a charity, share it with your office or have it destroyed by the Gift Unit. A staff member still must report the gift (and the disposition) to the Gift Unit. Perishable items include flowers and food items.

If for some reason you feel you cannot return the gift (donor unknown, the address of donor unknown, embarrassment to the donor, or other), you should so indicate on the Gift Report Form, making sure to explain the rationale for not returning the item. If after analysis, the Gift Unit confirms that returning the gift is not possible or advisable, it will be turned over to GSA for disposal.

III. Reporting Requirements

In the event that a gift is retained, those staff members required to file financial disclosure reports on Form SF-278 are reminded that they have an obligation to report any gift over \$250 in value received from persons other than relatives -- including any foreign gifts. In addition, foreign and domestic gifts over \$100 in value must be reported if the aggregate of such gifts received from the same source in one year exceeds \$250.

We recommend that you log all gifts received with the Gift Unit so that you can determine at reporting time whether there is a reporting requirement. The Gift Unit will assist you by determining the value of gifts. By routinely submitting the White House Staff Gift Report Forms to the Gift Unit throughout the year, you will enable the Gift Unit to supply you with an accurate and complete list of reportable gifts at the end of the year for inclusion on your SF-278 the following year.

Gifts for the President, First Lady, the Vice President and Mrs. Gore

Anyone who receives a gift intended for the President, the First Lady, the Vice President or Mrs. Gore, must ensure that it is turned over to security personnel for inspection as soon as possible. Please be particularly wary of gifts which are suddenly or unexpectedly thrust upon you. Upon return from security, the gift should be deposited with the White House (or Vice President) Gift Unit, along with information concerning the identity of the donor, time and place of acceptance, etc., so that the gift properly can be recorded and a decision made as to its disposition.

No staff member should accept a foreign gift for the President, the First Lady, the Vice President or Mrs. Gore except by prior arrangement with the host government or entity.

Conclusion

Your observance of these rules is essential and appreciated. This memorandum is necessarily summary and does not deal with all questions that may arise. In all instances, the Standards of Ethical Conduct for Executive Branch Employees should guide your behavior. If you are in doubt about the propriety of accepting any gift or about any other topic covered above, please consult with the Counsel's Office, by calling 456-6229.

JOIN THE WHITE HOUSE ATHLETIC CENTER AND
NEOB HEALTH UNIT FOR:

*Done
Shawnta
6/8/93*

"THE POWER OF YOUR MIND"

presented by

BOB FELLOWS

THURSDAY, JUNE 10TH

12:00 - 1:00 PM

OEOB, ROOM 450

Mr. Fellows,
an internationally recognized speaker and illusionist
will discuss:

- * The benefits of increased vitality and decreased stress
- * Techniques to reaffirm your decision-making power and self-esteem
- * The power of positive suggestion and visualization in affecting one's mental attitude

Mr. Fellows uses illusions, humor, and personal stories to motivate and inform the audience. He earned his masters degree at Harvard University and has made television appearances on "Donahue," "Late Night With David Letterman," and "Fight Back With David Horowitz."

Call the WHAC at x5688 to register.
Walk-ins are also welcome.

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



White House Communications Agency



CUSTOMER INFORMATION BULLETIN

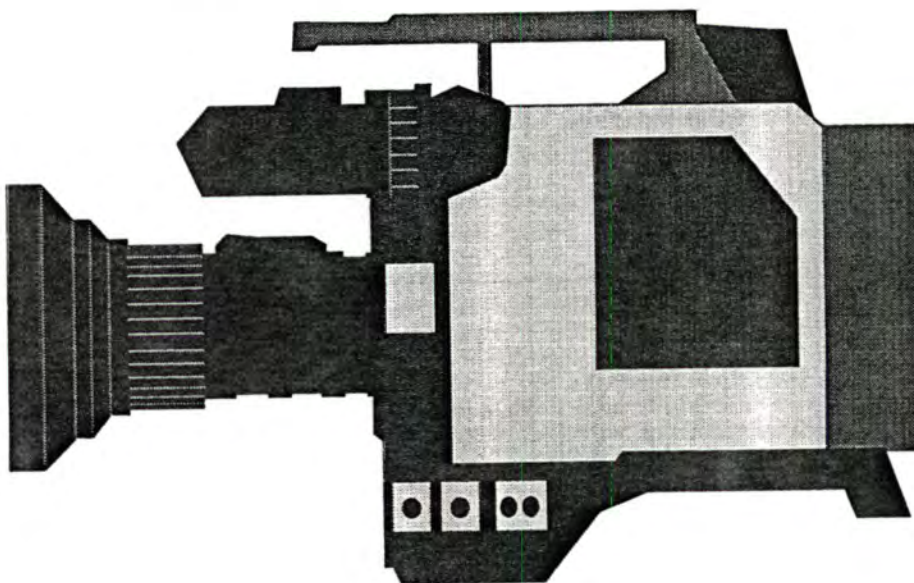
JUNE 1993

White House Press Lobby Newsbriefings Live

*Done
Shawn Fa
6/8/93*

Live video/audio coverage of all briefings conducted from the White House Press Lobby is now available on the White House Cable Television System. Tune in to Channel 30 for complete coverage of briefings in the Press Lobby.

Information on the next briefing to be broadcast is run on Channel 30 between briefings.



Contact WHCA Customer Service Center
at 395-1234 for more details.

June 8, 1993

MEMORANDUM FOR DON FLYNN

FROM: JENNIFER DUDLEY
CLAUDE TAYLOR *CT*

SUBJECT: JUNIOR HIGH AND HIGH SCHOOL RECOGNITION
WORK DAY

On Saturday, June 12 from 10:00 am to 4:00 pm, we will have approximately 700 junior and senior high school volunteers in the OEOB answering mail. As discussed, when we get closer to the date, we will provide you (via Craig Livingston) with 12 copies of our list. We will have the names listed alphabetically by school.

We have been suggesting different entrance times to the schools. Do you want us to continue to stagger their entrances?

Saturday's event was requested by the President as a way to thank the younger volunteers who have been coming in the last four months. Beyond the young people, we will also have approximately 30 volunteers from the Soldiers and Airmen's Home who will assist us in supervising the children. Most of the correspondence staff will be here to help supervise. It is our hope to have a staffer at every one or two tables.

We will occupy 3 floors with workers (Ground, First and Second) with tables in the hallway. We are working with the administrative office to secure the rental of approximately 133 tables and enough chairs.

We will be providing box lunches (brought in by Safeway) and refreshments (from the Mess) to them in the Indian Treaty Room on a staggered basis. We spoke with Arnold Cole who told us to fill out Form 1888 in order to get the Safeway people into the building.

Diane

THE WHITE HOUSE

WASHINGTON

June 8, 1993

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: BERNARD W. NUSSBAUM ^{BN}
COUNSEL TO THE PRESIDENT

CHERYL MILLS
ASSOCIATE COUNSEL TO THE PRESIDENT

BETH NOLAN
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Reminder on Ethics Obligations and Gifts

The President is committed to ensuring that all employees adhere to the highest standards of integrity. As a White House employee, you are subject to the criminal conflict of interest laws, the Standards of Ethical Conduct for Executive Branch Employees, the Foreign Gifts Act, and a number of other restrictions, some of them with significant penalties. You should have received a copy of the Standards of Ethical Conduct when you attended your orientation ethics briefing. Additional copies of the Standards of Ethical Conduct are available in the Counsel's Office, OEOB Room 128. If you have not attended an Ethics briefing, please be sure that you attend the next regularly scheduled briefing, on Tuesday, June 29, 1993 at 4:00 p.m. in Room 450, OEOB. It is critical that every White House employee receive training in the ethical obligations that apply to those serving in the government.

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should be accepted for official use without first checking with the Counsel's Office. Normally, acceptance of such gifts will not be permissible. Although it is often frustrating to deal with outmoded or inadequate equipment, the solution is NOT for White House staff individually to solicit or accept gifts or loans of such equipment from private sources. Moreover, it also is improper to solicit or accept such equipment personally and then use it for official business. It is very important that you understand and comply with this restriction on soliciting and accepting gifts for official purposes.

Gifts that are offered to or received by you personally are also subject to a number of limitations, which are set forth in the Standards of Ethical Conduct. These limits are discussed below, but you should refer to the Standards of Ethical Conduct themselves if any questions arise about a gift.

Under the Standards of Ethical Conduct, executive branch 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 any 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.

I. What Constitutes a "Gift"

Virtually anything of value constitutes a gift, whether it comes in the form of an outright donation, loan, favor, discount, travel, lodging, entertainment, or other hospitality. This includes, for example, meals, flowers, tickets to events, or loans of software or equipment. When in doubt, it is best to assume that anything of value is a gift. As discussed below, however, some exceptions permit you to accept certain gifts.

II. What Constitutes a "Prohibited Source"

A prohibited source includes anyone who:

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

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In addition to the exceptions, you always may choose to pay the regular price for an item -- the face value of a ticket, the market price of a book, etc., -- if you wish to keep an item that you are not permitted to accept as a gift. Moreover, under certain circumstances, travel on official business may be paid for by outside sources. However, you must seek approval for such travel expenses prior to traveling.

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and the like. By way of example, this rule would not permit the acceptance of a case of champagne, a work of art, evaluative computer software or hardware equipment, or other items of substantial value.

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event or dinner as the guest of an organization other than the sponsor of the entire event; that is, the ticket must be offered and paid for by the host of the event. You should consult Counsel's Office to ensure that an event properly meets the "widely attended gathering" exception.

F. Gifts from a Political Organization. Those White House officials who are exempt from the Hatch Act (which includes staff members paid from appropriated funds for the White House Office) may accept meals, lodgings, transportation and other benefits, including free attendance at events, when provided by a political organization defined under 26 U.S.C. 527(e) (e.g., the Democratic National Committee or campaign committees for state, local and federal candidates).

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II. Gifts from Foreign Non-Official Individuals

The Foreign Gifts Act applies only to official gifts from foreign governments and officials. We must caution you to be wary of gifts offered to you from foreign non-official individuals, especially when you do not know the donor. Any such gift is treated the same as a domestic gift in regard to propriety of acceptance, conflicts of interests, reporting, etc.

Reporting Requirements and the Gift Unit

I. White House Gift Unit and Report Forms

Members of the White House Office should complete a White House Staff Gift Report Form for all gifts, foreign and domestic. These forms may be obtained in reasonable quantities from the Supply Room or the White House Gift Unit, OEOB Room 457 (ext. 7133). The gift itself should be submitted to the Gift Unit for appraisal, together with the completed form.

Staff who are required to file annual financial disclosure reports should maintain a log of gifts valued in excess of \$100. Gifts in excess of \$250 from a single source must be disclosed on the annual SF-278 Public Financial Disclosure Report, aggregating gifts of \$100 or more from one source.

II. Disposal of Prohibited Gifts

If you receive a gift that may not be accepted consistent with the Standards of Ethical Conduct, whether abroad, at the office, or at home, you must return it to the donor with the explanation that it cannot be accepted. A copy of the letter returning the gift should be retained for your files, with a copy attached to the White House Staff Gift Report Form that you send to the Gift Unit.

When it is not practical to return a tangible item because it is perishable, you may give the item to a charity, share it with your office or have it destroyed by the Gift Unit. A staff member still must report the gift (and the disposition) to the Gift Unit. Perishable items include flowers and food items.

If for some reason you feel you cannot return the gift (donor unknown, the address of donor unknown, embarrassment to the donor, or other), you should so indicate on the Gift Report Form, making sure to explain the rationale for not returning the item. If after analysis, the Gift Unit confirms that returning the gift is not possible or advisable, it will be turned over to GSA for disposal.

III. Reporting Requirements

In the event that a gift is retained, those staff members required to file financial disclosure reports on Form SF-278 are reminded that they have an obligation to report any gift over \$250 in value received from persons other than relatives -- including any foreign gifts. In addition, foreign and domestic gifts over \$100 in value must be reported if the aggregate of such gifts received from the same source in one year exceeds \$250.

We recommend that you log all gifts received with the Gift Unit so that you can determine at reporting time whether there is a reporting requirement. The Gift Unit will assist you by determining the value of gifts. By routinely submitting the White House Staff Gift Report Forms to the Gift Unit throughout the year, you will enable the Gift Unit to supply you with an accurate and complete list of reportable gifts at the end of the year for inclusion on your SF-278 the following year.

Gifts for the President, First Lady, the Vice President and Mrs. Gore

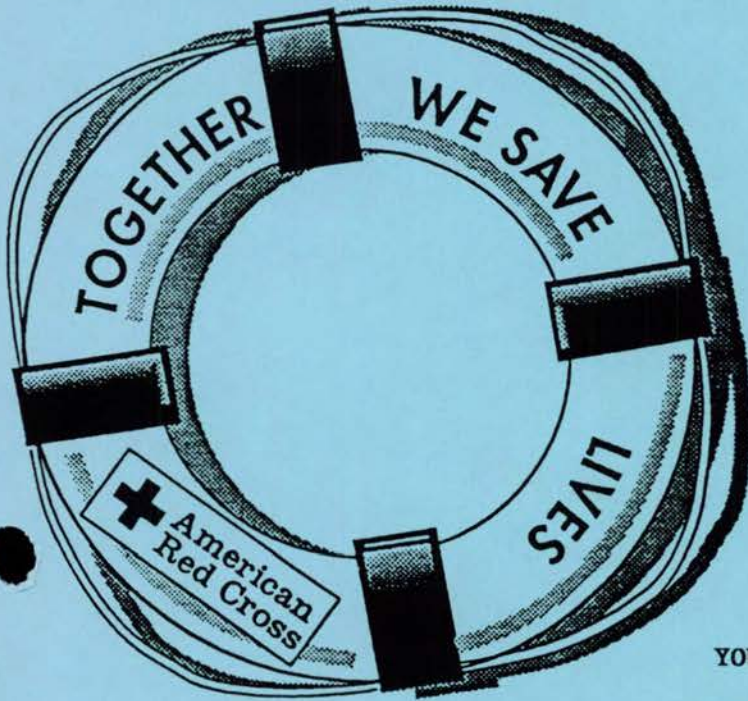
Anyone who receives a gift intended for the President, the First Lady, the Vice President or Mrs. Gore, must ensure that it is turned over to security personnel for inspection as soon as possible. Please be particularly wary of gifts which are suddenly or unexpectedly thrust upon you. Upon return from security, the gift should be deposited with the White House (or Vice President) Gift Unit, along with information concerning the identity of the donor, time and place of acceptance, etc., so that the gift properly can be recorded and a decision made as to its disposition.

No staff member should accept a foreign gift for the President, the First Lady, the Vice President or Mrs. Gore except by prior arrangement with the host government or entity.

Conclusion

Your observance of these rules is essential and appreciated. This memorandum is necessarily summary and does not deal with all questions that may arise. In all instances, the Standards of Ethical Conduct for Executive Branch Employees should guide your behavior. If you are in doubt about the propriety of accepting any gift or about any other topic covered above, please consult with the Counsel's Office, by calling 456-6229.

Don't Give Blood By Accident. Plan Now To Be A Summer Lifesaver. Give Blood.



REMINDER!!!!

DATE: FRIDAY JUNE 11, 1993

TIME: 10:00 TO 3:00

PLACE: ROOM 2010, NEOB

YOU STILL HAVE TIME TO SIGN UP FOR AN APPOINTMENT!!

PLEASE CALL DEBBIE GOMES ON EXT. 5890 TO MAKE
YOUR APPOINTMENT.

The Shakespeare Theatre
Cordially invites you to attend

Welcome to the New Administration Night!

Shakespeare Free For All at Carter Barron Amphitheatre

Tuesday, June 15, 1993

Free Performance of Much Ado About Nothing

directed by Michael Kahn

Bring a picnic supper beginning at 6:00 p.m. (Beverages provided)
Performance begins at 7:30 p.m.
(Reserved section seating)

PLEASE REPLY BY FRIDAY, JUNE 11, 1993

YES, the following staff and/or guests
will be attending the special Administration Night at
Shakespeare Free For All at Carter Barron:

PLEASE LIST EACH PERSON RESERVING A TICKET BY NAME
Continue on Back of Page if Necessary

OFFICE ORDERING TICKETS: _____
TOTAL NUMBER OF TICKETS ORDERED: _____

Please return this reservation form to:

Gary Cardillo
The Shakespeare Theatre
Administration Night at Shakespeare Free For All at Carter Barron
301 East Capitol Street, SE
Washington, DC 20003
phone number: (202) 547-3230
fax: (202) 547-0226

DIRECTIONS TO THE CARTER BARRON AMPHITHEATER:

The Carter Barron Amphitheater is located on 16th Street between Colorado Avenue, NW and Kennedy Street, NW.

Going north on 16th Street, turn left on Colorado Avenue to the entrance of the Carter Barron Amphitheater Parking Lot. Once in the parking lot, follow signs to the Salute to the New Administration Reception Tent.

Free on-site parking is available.

By metro:

Take the Blue or the Orange Line to McPherson Square then transfer to S2 or S4 Metro Buses

Or take the Red Line to Silver Spring then transfer to S2 or S4 Metro Buses

From the S2 or S4 Metro Buses, debark at 16th Street and Colorado Avenue and walk through the Carter Barron Amphitheater Parking Lot following the signs to the New Administration Reception Tent.

**WE LOOK FORWARD TO SEEING YOU
AT
The Salute to the New Administration
AT SHAKESPEARE FREE FOR ALL**

**Tuesday, June 15 1993
Administration Picnic Begins at 6:00 p.m.
Performance begins at 7:30 p.m.**

THE SHAKESPEARE THEATRE

THE WHITE HOUSE

WASHINGTON

June 17, 1993

MEMORANDUM FOR: WHITE HOUSE STAFF

FROM: Claude Taylor *CT*
White House Volunteer Director

Lynn Parrish *LP*
White House Housing Director

RE: ARKANSAS TRAVELERS

When you think FUN, think ARKANSAS TRAVELERS! Because beginning next week, you will begin to see those familiar faces in the White House.

Once again, the Arkansas Travelers have generously volunteered their time to help the President. They will arrive to assist us with responding to all the correspondence addressed to the President.

Therefore, if you have extra space in your home to provide overnight accommodations for a period of several days up to two weeks, we would appreciate you calling either Claude Taylor at x-7756 or Lynn Parrish at x-2713.

The Arkansas Travelers are among the President's most loyal and hard working supporters. Please show your support for their continued hard work and invite someone in your home during their temporary stay at the White House.

THANKS FOR YOUR HELP!

Maggie

*Diame
Anoulate
Shen Wash*

THE WHITE HOUSE
WASHINGTON

, June 24, 1993

MEMORANDUM FOR WHITE HOUSE STAFF MESS MEMBERS

FROM:

[Signature]
JOHN A. CAUGHAN

DIRECTOR, WHITE HOUSE MILITARY OFFICE

SUBJECT:

NOTICE OF LIMITED SERVICE AND CLOSURE
IN THE WHITE HOUSE STAFF MESS

Due to the overseas travel schedule of the President in July, the mess will not be open for evening carry-out service from Tuesday, July 6, through Friday, July 9, 1993, and will be closed on Saturday, July 10, 1993.

Thank you for your understanding.

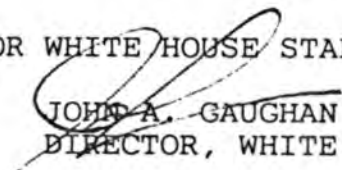
THE WHITE HOUSE

WASHINGTON

June 24, 1993

MEMORANDUM FOR WHITE HOUSE STAFF MESS MEMBERS

FROM:

JOHN A. GAUGHAN

DIRECTOR, WHITE HOUSE MILITARY OFFICE

SUBJECT:

WHITE HOUSE STAFF MESS CLOSURE

In observance of the Independence Day Holiday, the White House Staff Mess will be closed from Saturday, July 3, through Monday, July 5, 1993.

Thank you for your understanding.

THE WHITE HOUSE

WASHINGTON

June 25, 1993

MEMORANDUM FOR WHITE HOUSE STAFF

FROM:

PATSY THOMASSON *Patsy Thomasson*
SPECIAL ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION AND
DIRECTOR OF THE OFFICE OF ADMINISTRATION
KEN CONNOLLY *Ken Connolly*
SPECIAL ASSISTANT TO THE PRESIDENT
OFFICE ON ENVIRONMENTAL POLICY

SUBJECT: Energy and Environmental Audit of
the White House Complex

In his 1993 Earth Day Address, President Clinton announced, "For as long as I live and work in the White House, I want Americans to see it not only as a symbol of clean government, but also a clean environment. That's why I'm announcing an energy and environmental audit of the White House. We're going to identify what it takes to make the White House a model for efficiency and waste reduction."

- o During the week of June 28 to July 1 teams from the Department of Energy and the Environmental Protection Agency will begin a thorough audit of the entire White House Complex. The purpose of the environmental and energy audit is to seek information on current White House operations and practices with regard to energy use, waste generation, environmental regulatory compliance and management practices.
- o The teams from the Department of Energy and the Environmental Protection Agency are experts who conduct similar audits at federal facilities across the country. These teams will be escorted through the building by General Services Administration personnel and can be identified by name tags reading "Energy and Environmental Audit Team". These teams should not inconvenience or disrupt the work of White House personnel.
- o Please feel free to call Ken Connolly at 456-6224 with any questions, concerns or ideas you may have about the audit procedures.

Fly/Diane and Phil

THE WHITE HOUSE

WASHINGTON

June 25, 1993

MEMORANDUM FOR WHITE HOUSE STAFF

FROM:

PATSY THOMASSON *Patsy Thomasson*
SPECIAL ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION AND
DIRECTOR OF THE OFFICE OF ADMINISTRATION
KEN CONNOLLY *Ken Connolly*
SPECIAL ASSISTANT TO THE PRESIDENT
OFFICE ON ENVIRONMENTAL POLICY

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THE WHITE HOUSE
WASHINGTON

June 25, 1993

Energy
&
Environmental
Audit of
White House

MEMORANDUM FOR WHITE HOUSE STAFF

FROM:

PATSY THOMASSON *Patsy Thomasson*
SPECIAL ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION AND
DIRECTOR OF THE OFFICE OF ADMINISTRATION
KEN CONNOLLY *Ken Connolly*
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- o Please feel free to call Ken Connolly at 456-6224 with any questions, concerns or ideas you may have about the audit procedures.

June 28, 1993

MEMORANDUM

TO: WHITE HOUSE STAFF, OEOB STAFF, NEOB STAFF
FROM: THE VISITORS OFFICE, Robyn Dickey 2322
RE: Fourth of July Activities

Following the tradition of the past, the South Lawn of the White House will be opened the evening of July 4th for **HARD PASS HOLDERS AND THEIR IMMEDIATE FAMILIES ONLY** for viewing of the city's Independence Day fireworks. The Visitors' Gate will open at 7:00pm. The fireworks begin at approximately 9:15pm.

Because of the limited space available, we will follow the guidelines from previous years which include:

Admittance to those staff members who have a hard pass from the White House, OEOB, NEOB and their immediate families only. (White House Interns are welcome.) If the staff member does not have immediate family in this area, staff members are asked to bring **ONE GUEST ONLY**.

Staff must enter through the Visitors Gate on the East Side of the White House. You must have your family with you and you must wear your hard pass for admittance. We ask that no guests be **WAVED** through other gates. If this does occur, guests for the evening will be required to go back outside the grounds for entry through the Visitors Gate. This small inconvenience is for security purposes and we ask that all of you abide by this request.

If staff bring guests other than immediate family, those guests will not be admitted. We are constrained by the limited amount of viewing space on the South Lawn which dictates the need for this rule.

The Visitors Office requests no food, drinks, coolers, or lawn chairs be brought to the lawn. **PLEASE DO NOT BRING** anything but a blanket. The White House will provide soft drinks.

Use of public transportation is encouraged. The influx of general crowds in the downtown area will make parking a real problem.

We hope this first Fourth of July at the White House will be a fun event for all of you who share this evening with co-workers and their families. See you there.

THE WHITE HOUSE

WASHINGTON

June 29, 1993

MEMORANDUM FOR ALL BLUE PASS HOLDERS

FROM:

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

SUBJECT: WEST WING TOURS

The West Wing will be closed for tours from Tuesday, July 6, through Tuesday, July 13, for general maintenance and repairs. Work includes replacement of carpet in the public areas and painting and refurbishing of the Roosevelt Room.

West Wing tours will be permitted on the first floor only on Sunday, July 4, and Monday, July 5. Maintenance and repairs, specifically replacement of the carpet in the public areas, on the Second Floor and the Ground Level will happen on these dates.

The Press Briefing Room is also going through major renovations. It will be closed to tours from July 4 through July 12, 1993.

The West Wing will again be open for tours on the evening of July 14, 1993. We regret any inconvenience to you. We appreciate your being cooperative in staying out of these areas during the specified times. Thank you for your assistance.

THE WHITE HOUSE

WASHINGTON

June 29, 1993

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

FROM:

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

SUBJECT:

Fourth of July

Since the fourth of July falls on Sunday, the national holiday will be observed on Monday, July 5, 1993. All staff should check with their individual department directors regarding staffing requirements for Monday.

The White House Mess will be closed Saturday, July 3 through Monday, July 5.



DIANE

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

June 29, 1993

NOTICE FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT TIMEKEEPERS AND
CERTIFIERS

SUBJECT: Schedule Change for this Pay Period

Due to observance of Independence Day, the input cutoff date for exception entry and certification has been changed for Pay Period Number N ending 7/3/93. The following date changes are:

FRIDAY -- JULY 2

- Access for Timekeepers for exception entry. **Last time** for Time and Attendance input/corrections will be 6:00 PM.

FRIDAY -- JULY 2

- Certification of time cards by Certifiers will begin at 12 noon. Certifiers **cannot** input exception entries on this day.

MONDAY -- JULY 5

- **INDEPENDENCE DAY HOLIDAY**
No access for Timekeepers and Certifiers.

TUESDAY -- JULY 6

- Certifiers can input exception entries today. **Last time** for certification will be 6:00 PM.

THE WHITE HOUSE

WASHINGTON

June 30, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: LYNN PARRISH *LP*
PRESIDENTIAL PERSONNEL HOUSING

SUBJECT: HOUSING OFFICE CLOSEDOWN

The Presidential Personnel Housing Office will be closing this week. "Welcome to Washington" notebooks, Visitors' Guides, maps, and childrens' information are available until July 2 in room 530 in the OEOB. After July 5, please contact the following people for assistance:

Karin Abramson at x- 2742 to offer housing for White House interns,

Claude Taylor at x-7756 to provide accommodations for Arkansas Travelers,

Sondra Seba at x-6676 for additional copies of the "Welcome to Washington" notebook.

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.

July 1993

Divider Title: _____

**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**

St. Francis Center

nondenominational

Grief and Loss Support Groups

Spring 1993 Series

Grief and Loss Support Groups

The loss of a family member, friend, or other important person can often lead to feelings of isolation - to the sense that we are entirely alone with our pain. When we are grieving, we may have trouble talking about our losses, and sometimes feel that no one can understand what we are going through.

Grief and loss support groups are a way to face some of those feelings in a supportive and caring environment, with people who have had similar experiences. St. Francis Center facilitators are specially trained and experienced in grief and loss. They help provide guidance and information, while group members share experiences and insights. While no group or program can "cure" grief, joining a support group can be a way to find friendly and understanding companionship through the journey.

About the St. Francis Center

Since 1975, the St. Francis Center (*nondenominational*) has served as a unique resource for people living with loss, illness, and grief. The Center counsels and supports adults, children and families; trains professional and volunteer caregivers, clergy and mental health workers; offers guidance to schools, religious institutions and workplaces; and helps the community respond compassionately to those affected by loss.

Support groups and all other St. Francis Center programs are guided by a philosophy of respect for individuals and their experiences, awareness and acknowledgement of the pain of loss, and loyalty to people in times of illness and death.

For more information on support groups or other St. Francis Center programs, call (202) 363-8500.

St. Francis Center

Staff

Beth F. Cohen, MBPA, *Executive Director*

Anna M. Bartoloneo, *Director of Development and Communications*

Gregory Bowes, LCSW, *Director of Volunteer Services*

Sharon Bauer Lerner, MS, MFCC, *Director of Training and Education*

Carole F. Riley, *Administrative Assistant*

Gayle Crandell Sherman, MA, *HIV/AIDS Training Coordinator*

Nancy Silverman, *Office Manager*

Donnie Ward-Wimmer, MA, RN, *Children's Coordinator*

Counselors

Lynn Bonde, MSW

Judy Gregory Bowes, LCSW

Susan W. Eig, MA

Elizabeth T. Haase, PhD

Cay Hartley, LCSW

Sharon Bauer Lerner, MS, MFCC

Barbara Rubin, LCSW

Melinda C. Salaman, LICSW

Gayle Crandell Sherman, MA

Paul F. Tschudi, MA

Donnie Ward-Wimmer, MA, RN

Robert Washington, PhD

Consultants

Peter Blaes, MD, *Psychiatric Consultant*

Richard Rapp, *Funeral Consultant*

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G. Peter Pushkas, MD

Judith Viorst

Rabbi Joseph P. Weinberg

William A. Wendt, STD, *Founder*

St. Francis Center



The St. Francis Center
is a source of
guidance, information, and support
for people living with
life-threatening illness and
bereavement.

St. Francis Center
5135 MacArthur Blvd., N.W.
Washington, D.C. 20016
(202) 363-8500

Counseling

"When my mother died, everybody tried to cheer me up."

A young woman came to the Center wanting to resolve the issues surrounding her mother's life and death.

From the moment of diagnosis, after a sudden death, or in the long season of bereavement, the St. Francis Center offers professional counseling to individuals and families on a sliding fee scale.

Counseling people who are confronting life-threatening illness and people who are bereaved is a sensitive and specialized process. St. Francis Center counselors, with extensive experience, are aware of the needs of people who are seriously ill and of the fears of their friends and families. They know the manifestations of grief; they understand the intricacies of love and loss.

Individually, or in support groups, clients are encouraged to explore their own feelings at their own pace. Some sense a resolution after a few sessions; some continue to grow in continuing counseling.

To ask about individual or group counseling for people who are seriously ill or bereaved, call the Director of Counseling.

Training

Everyone looks to parents, teachers, nurses, doctors, clergy, social workers, and service volunteers for answers.

How are they to know what to say when someone dies?

The St. Francis Center's training program helps professionals and caregivers explore issues of living and dying. When their clients and communities ask the hard questions, they are ready to talk about death, and to talk about life in a new way.

Trainings are designed by St. Francis Center staff in close consultation with the organization requesting the service. A training session can be arranged for two hours or two days. The material can be adapted to the various forums of professional education: classes, in-service trainings, staff development sessions, community workshops, grand rounds presentations, and informal discussions.

Topics available for training include:

Needs of People Living with AIDS
Children and Death
Loss and Grief in the Workplace
Stress and Burnout Among Caregivers
Death and Dying, Grief and Bereavement
Teenagers and Suicide
Funerals and Rituals

To arrange for agency training, to discuss possible curricula, or to organize a workshop, contact the Director of Training.

St. Francis Center

The St. Francis Center is a non-profit, non-sectarian organization exploring life and living in the shadow of death and dying. Professional counselors see clients experiencing serious illness and the death of people they love. Training sessions help caregivers and health professionals respond to the psycho-social aspects of life and death issues. Volunteers offer practical and personal support for people who are ill and bereaved. The St. Francis Center was founded in 1975 by Rev. William A. Wendi.

A dying mother's fear is for her young children. A Counselor enables her to talk about her pain. In counseling, her children are free to express their feelings.

High school teachers want to talk to students about a suicide attempt. Training from the Center encourages them to be honest about death.

A child was killed in an accident three years ago. A volunteer from the Friends Program helps her parents create a scrapbook in celebration of their daughter's life.

A family struggles with the death of a son from AIDS. Counseling gives them the opportunity to face their grief.

An older woman wishes to die at home with her family and have her ashes buried in the garden. The Center provides information about a living will and a box for her ashes.

An oncology ward staff is pushed to its limit caring for seriously ill people. The Center's training program helps them understand their patients' feelings about death and their own.

Friends Program

Memberships and Tributes

"It is comforting to have someone who you can really talk to, who doesn't make any judgments."

A young man with a degenerative nerve disease describes his Friends Program volunteer this way:

A group of forty men and women — building managers, homemakers, typesetters — are the professionally-guided volunteers of the St. Francis Center Friends Program. They are aware of the feelings of people who are living with life-threatening illness; they understand the loneliness of loss for friends and families; they provide personal and practical support.

Volunteer Friends are carefully selected. They receive intensive training and meet frequently with the St. Francis Center's staff for support and workshops. Each Friend discovers the way to reach each client: some read together, some meet for coffee. Each pair determines the course of assistance: some telephone often, some get together weekly, others have supper once a month.

To give or receive volunteer support through the Friends Program, contact the Director of Volunteer Services.

I want to support the work of the St. Francis Center.

Name _____

Address _____

Telephone _____

My membership is in memory of:

My membership is in honor of:

Please notify:

Name _____

Address _____

Categories of Membership:

___ New ___ Renewal

___ Donor \$30

___ Contributor \$100

___ Friend \$500

___ Patron \$1000

Please make checks payable to:

St. Francis Center
5135 MacArthur Blvd., N.W.
Washington, D.C. 20016

The National Center for the Study and Prevention of Suicide is a project of the Washington School of Psychiatry, a non-profit corporation (designated 501 (c) 3 tax status). The Center is entirely dependent upon external sources of funding via fees for services and training, donations and grants.

Individual and corporate donations of support are gratefully welcomed. Gifts in memory and honor of others will be so acknowledged. Make checks payable to Washington School of Psychiatry.

Amount: \$ _____

In memory of: _____

In honor of: _____

Name: _____

Address: _____

Phone No: () _____

National Center for the Study and Prevention of Suicide
The Washington School of Psychiatry
1610 New Hampshire Avenue, NW
Washington, DC 20009
202-667-3008 • FAX: 202-667-8542

Accreditation

The Washington School of Psychiatry is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor continuing medical education for physicians. The Washington School of Psychiatry designates all the events in this brochure for continuing education credit in Category 1 of the Physician's Recognition Award, AMA. The School is approved by the American Psychological Association to offer Category 1 continuing education for psychologists. The APA Approved Sponsor maintains responsibility for the program.

The National Center for the Study and Prevention of Suicide
Washington School of Psychiatry
1610 New Hampshire Avenue, NW
Washington, DC 20009

Non-Profit Org.
U.S. POSTAGE
PAID
Permit #8567
Washington, DC

The National Center for the Study and Prevention of Suicide

The National Center for the Study and Prevention of Suicide

Alan L. Berman, PhD, Director
David Jobes, PhD, Assistant Director

The National Center was established in 1991 under the auspices of the Washington School of Psychiatry. Its focus is on understanding the suicidal character, improving clinical services for the suicidal patient, and creating programmatic initiatives to decrease the incidence and prevalence of suicidal behaviors.

The Center is directed by Alan L. Berman, PhD, past president of the American Association of Suicidology. Dr. Berman with Dr. Jobes is co-author of *Adolescent Suicide: Assessment and Intervention*; editor, *Suicide Prevention: Case Consultations*; and co-editor, *Assessment and Prediction of Suicide*.

Advisory Board

Gary Ackerman Mariette Hartley
Meryl Comer Carol Pensky
George Gallup Benjamin Read
Kathleen Golden Madeleine Will

Program Coordinator

Stephanie Akers
Telephone: 202-667-3008
Fax: 202-667-8542

The Washington School of Psychiatry Director, David E. Schaffer, MD

The Washington School of Psychiatry, founded in 1936 by Harry Stack Sullivan and guided by his vision, today serves physicians and professionals from the mental health community seeking new knowledge and growth in order to meet today's complex health challenges.

The School operates a sliding-scale outpatient clinic and offers post-graduate certificate programs in individual, object relations, child and adolescent, family and group psychotherapy, in addition to the suicide training program.

Additional training and learning opportunities abound through School-sponsored conferences, courses, seminars, lectures and other special events.

The Washington School of Psychiatry is a nonprofit corporation supported by fees for service and through charitable contributions from individuals recognizing the need for quality mental health training and treatment which is responsive to the needs of our community.

Programs and Services

TRAINING

Suicidal behavior is the most frequently encountered mental health emergency for the mental health professional. Recent surveys have found that the average psychiatrist has a 50% chance of having a patient suicide; the corresponding odds for a psychologist are almost one in four.

One increasingly frequent, untoward consequence of these patient deaths is the threat of litigation alleging malpractice on the part of the treating clinician.

The typical mental health professional is seriously undertrained to deal with the suicidal patient. Given this, it is imperative that clinicians receive extensive postgraduate training in the current practice of assessing and treating suicidal patients.

Weekend Conferences

- Basic Suicidology
- Advanced Suicidology

Clinical Suicidology - Workshops

- Assessment and Treatment of the Suicidal Patient
- Risk Management
- Adolescent Suicide
- And other special topics workshops

PREVENTION AND INTERVENTION PROGRAMS

- Preventive Education Programs for Communities and Groups
- Paraprofessional and Gatekeeper Training in Assessment and Referral/Triage Systems

- Policy and Procedures: Inpatient and Outpatient Services for the Suicidal Patient
- School Suicide Prevention Program Consultation
- Survivors Programs
- Other Special Programs Per Request

CONSULTATION AND SUPERVISION

- Individual case consultation and supervision on request
- Forensic Suicidology:
Wrongful Death Consultation
Malpractice - Case Review and Consultation
Psychological Autopsies

RESEARCH

- Research Externship in Suicidology
- Psychological Autopsy Studies
- Treatment Interventions
- Assessment Protocols
- Follow-up Studies

PROGRAMMING INITIATIVES/COMMUNITY SERVICES

- Sponsored Debates, e.g., on Rational Suicide
- Regional Networking of Suicidologists
- Regional Networking of Survivor Groups
- Task-Force Meetings: Defining Suicidal Behaviors
- Sponsored Conferences:
Religion and Suicide
HIV Sero Status and Suicidality
Risk-Taking Behavior Among Teens

WASHINGTON PSYCHOLOGICAL CENTER, P.C.
SUITE 802
4201 CONNECTICUT, N.W.
WASHINGTON, D. C. 20008
TELEPHONE 202-364-1575

ALAN L. BERMAN, PH.D.
KATHARINE J. BETHELL, M.S.W.
MARILYN LAMMERT, M.S.W., SC.D.
ALLAN M. LEVENTHAL, PH.D.
BARRY W. MCCARTHY, PH.D.
CRAIG E. MESSERSMITH, D.D.

SUMMARY C.V.: DR. ALAN L. BERMAN (LANNY)

Dr. Berman is a past president of the American Association of Suicidology and their 1982 Shneidman Award recipient (for Outstanding Contributions in Research in Suicidology). He currently is on the Board of Directors of the National Committee on Youth Suicide Prevention.

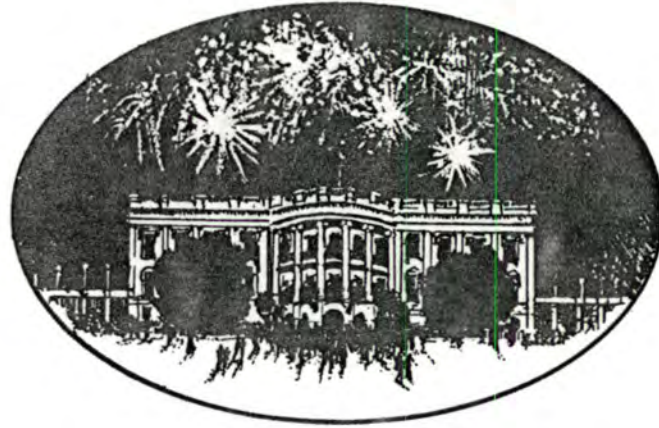
Dr. Berman holds a B.A. degree from the Johns Hopkins University and a Ph.D. from the Catholic University of America. From 1969 to 1991 he taught at the American University where he attained the rank of tenured full professor. In 1991 Dr. Berman changed his appointment to that of Distinguished Adjunct Professor when he was named Director of the newly established National Center for the Study and Prevention of Suicide at the Washington School of Psychiatry.

A Diplomate in Clinical Psychology (American Board of Professional Psychology) and a Fellow of the American Psychological Association, Dr. Berman maintains a full time ~~private practice of psychotherapy and psychological consultation~~ at the Washington (D.C.) Psychological Center. He has published over 70 professional articles and book chapters and serves as both consulting editor and case conference editor of the journal Suicide and Life Threatening Behavior.

Dr. Berman appears frequently on both national and local media. He has appeared on Good Morning America, Hour Magazine, and The Larry King Show and has testified on Capitol Hill three times (most recently regarding the USS Iowa explosion). He served on the HHS Federal Task Force on Youth Suicide Prevention (1985-6) and was an initiating member of the Centers for Disease Control sponsored "Working Group" on the operational criteria for the classification of suicide. He frequently is asked to serve as an expert witness in legal cases involving suicide malpractice and wrongful death and has a national reputation as a teacher and professional workshop leader on the topics of suicide and youth suicide (assessment and intervention).

Dr. Berman has edited (1) Suicide Prevention: Case Consultations (1990), N.Y.: Springer; is the senior author of (2) Adolescent Suicide: Assessment and Intervention (1991), Wash., D.C.: American Psychological Association (David Jobes, co-author); and co-edited (with Drs. Ronald Maris, John Maltzberger, and Robert Yufit) (3) Assessment and Prediction of Suicide (NY: Guilford Press). Two additional books are in long-term preparation, one on Forensic Suicidology (with Dr. Robert Litman) and a Textbook of Suicidology (with Drs. Ronald Maris and John Mann).

THE WHITE HOUSE



You and your immediate Family
are cordially invited to
The White House South Lawn,
on July 4, 1993

7:00pm Gates Open
7:15pm US Marine Corps Band Entertains
9:15 FIREWORKS!

Visitors Gate

- PRESENT INVITATION & PASS AT THE GATE •
- NO FOOD/BEVERAGES OR LAWN CHAIRS PERMITTED •
- BRING A BLANKET • SOFT DRINKS PROVIDED

TRAINING SCHEDULE

Week of July 5, 1993

Classes currently offered in the Computer Support Center:

- Beginner OASIS
- Intermediate OASIS
- Advanced OASIS
- Beginner WordPerfect
- Intermediate WordPerfect
- Advanced WordPerfect
- WordPerfect Columns/Merging
- WordPerfect Macros
- Beginner Lotus
- Intermediate Lotus
- Advanced Lotus

PLEASE NOTE:

If you have any Computer related problems/questions/issues, call the Client Services Help Desk at 395-7370. Keep that number handy!

**Please register by Friday, July 2, 1993.
 Call 7370.**

If you are unable to attend a class, please call to cancel.



JULY 1993

Monday	Tuesday	Wednesday	Thursday	Friday
5  HOLIDAY 4th of July	6 9:00 Beginner WordPerfect 11:00 Beginner OASIS 1:00 Beginner Lotus 4:00 Beginner OASIS	7 9:00 Intermediate WordPerfect 11:00 Intermediate OASIS 1:00 WordPerfect Cols/Merge 4:00 Intermediate Lotus	8 9:00 Advanced Lotus 11:00 Beginner OASIS 1:00 Advanced WordPerfect 4:00 Advanced OASIS	9 9:00 Beginner WordPerfect 11:00 Beginner OASIS 1:00 Intermediate WordPerfect 4:00 Beginner OASIS

Office of Administration
Information Resources Management Division

THE WHITE HOUSE

WASHINGTON

July 6, 1993

MEMORANDUM FOR ALL STAFF

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

RE: WEST WING TOURS

Earlier this year, we published a policy regarding tours of the West Wing. Since this is a very heavy tourist season, we thought it might be helpful to restate the policy and to remind you of the necessity of carefully adhering to it. The policy is as follows:

- Tours are allowed during the following times as long as the President, the First Lady, or the Vice President is not in the West Wing. If they are in the area, a security officer may delay your tour. Please cooperate, they are simply doing their job.

Monday through Friday	8:00 p.m. to 10:00 p.m.
Saturday	1:00 p.m. to 10:00 p.m.
Sunday	8:00 a.m. to 10:00 p.m.
- Please conduct your tour in a quiet and orderly fashion. Remember the West Wing houses the President as well as his senior staff who may be working during the approved times for tours.
- Tour groups should include no more than six people.
- All tours should begin on the Ground Floor West Wing Entrance and proceed to the first floor by using the staircase near the Press Office.
- The taking of photographs during tours is strictly prohibited.
- Appropriate dress is required; remember you are in the West Wing of the White House.
- Remember the Oval Office and the Cabinet Room may be only viewed from the door.
- Finally, if a security officer reminds you of the terms of the tour policy or suggests that you delay your tour until another time, the officer is simply asking you to adhere to the policy.

We need your cooperation in compliance with the policy. Thank you for your concurrence.

MEMORANDUM

To: All volunteers & staff, Rm. 102
From: Diane Limb
Re: Office clean-up
Date: July 6, 1993

Please take notice of the changes in room 102. The following rules are effective immediately and should be followed at all times.

☺ Most of the supplies have been removed and will remain in the front office. A small amount of supplies will be kept in the two small drawers of the desk facing the doorway. (post-its, notepads, envelopes)

☺ Personal belongings should be kept out of sight. Individual file folders are to be kept off of the main wooden files, which should be clear at all times.

☺ The round table should remain free of papers except when in use as a work station.

☺ Do not leave post-its sticking to things, or other things out when you are not working on them. Keep them in your individual file holder; that's what it's for.

☺ Leave your name on your file holder and your disk inside the front slot when you leave so that we can easily track down a document if necessary.

☺ When you leave for the day, turn off your computer (or the typewriter) and put your disk away.

●●●

Thanks!

NOTICE

FIRE ALARM TESTS

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

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

BUILDING	DATE	TIME
OEOB	Wednesday, July 7, 1993	10:00 a.m.
NEOB	Wednesday, July 7, 1993	2:00 p.m.
WINDER	Thursday, July 8, 1993	10:00 a.m.
JACKSON PLACE	Thursday, July 8, 1993	2:00 p.m.

Alarms will be activated by GSA personnel.

Occupants are urged to report the audibility of the alarms to the GSA Electric Shop, extension 3296.

Because this will be only a test of the fire alarm system, occupants will not be required to evacuate the buildings. They may continue their normal activities during the tests, which are expected to last approximately five minutes.

OFFICE OF ADMINISTRATION
Facilities Management Division
July 1993

THE WHITE HOUSE

WASHINGTON

July 7, 1993

MEMORANDUM FOR ALL ASSISTANTS AND DEPUTY ASSISTANTS TO THE
PRESIDENT

FROM: MACK McLARTY *MM*
Chief of Staff

SUBJECT: WHITE HOUSE OPERATION DURING THE TOKYO TRIP

As you know, President Clinton left for the G-7 Conference in Japan on Monday. Several Assistants to the President and other members of the White House Senior Staff accompanied him in order to provide support and assistance during the trip. However, I and most White House staff remain at the White House doing regular work and providing support to the travelling party.

If, during the absence of your department head, or a member of the Senior Staff with whom you normally deal, an issue comes up requiring Presidential or high level attention, please do not hesitate to contact me through Bill Burton of my office at x6797.

I appreciate all your hard work to ensure not only a successful overseas trip but the continued smooth operation of the government.

THE WHITE HOUSE

WASHINGTON

July 7, 1993

MEMORANDUM FOR WHITE HOUSE SENIOR STAFF

FROM: BERNARD NUSSBAUM
COUNSEL TO THE PRESIDENT

CHERYL MILLS *CM*
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Reminder on Entertainment Fund Expenditures

This memorandum is a reminder about expenses that properly can be paid for out of the limited appropriations for the Entertainment Fund. Please refer to the March 1, 1993 Memorandum from David Watkins ("Guidelines for Expenditures of Entertainment Fund") for guidance on procedures to request such funds.

Entertainment funds are intended for the benefit of, and typically only may be used for, non-government guests. These funds cannot be used to pay for food (e.g., coffee, pastries, cookies, soft drinks) or expenses related to regular official meetings with government employees.

The Comptroller General has construed entertainment funds generally to be justified on the basis of "an agency's need to interact with various non-governmental individuals or organizations." GAO Appropriations Law, Vol. 1, at 4-112 (emphasis added). Therefore, these funds should not be used to pay food or expenses associated with meetings involving governmental employees who are conducting ordinary business.

Entertainment funds also may not be used for political events nor may these funds be used to pay for staff parties, employee birthday parties, and the like.

Please consider this memorandum before determining those costs you will incur for a meeting or reception of government employees or officers. Moreover, prior to committing to provide food at such a meeting, remember that the White House Administrative Office must authorize your expenditures. See March 1, 1993 Memorandum ("Guidelines for Expenditures of Entertainment Funds").

THE WHITE HOUSE

WASHINGTON

JULY 7, 1993

MEMORANDUM FOR INTERNS STAYING PAST FIRST SESSION

FROM: GAIL BRITTON

Gail

SUBJECT: ENTERING THE BUILDING MONDAY MORNING

As you know, the second summer intern session starts on Monday, July 12. In order to avoid confusion and overcrowding near the entrance to the Old Executive Office Building, all interns who are already WAVED into the building are instructed to enter through the 17th street entrance.

In addition, all interns who have already been through the orientation program should NOT attend Monday morning. Please proceed directly to your normal offices. Thank you, as always, for your cooperation.

NOTICE

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Occupants are urged to report the audibility of the alarms to the GSA Electric Shop, extension 3296.

Because this will be only a test of the fire alarm system, occupants will not be required to evacuate the buildings. They may continue their normal activities during the tests, which are expected to last approximately five minutes.

OFFICE OF ADMINISTRATION
Facilities Management Division
July 1993

*Please
circulate
to other
staff members*

*EMJ.
Sent 7/19/93*

THE WHITE HOUSE
WASHINGTON
July 12, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: BERNARD W. NUSSBAUM
COUNSEL TO THE PRESIDENT *BN*

CHERYL MILLS *cm*
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: POLITICAL ACTIVITY

This memorandum is to advise you of certain legal and policy limitations on your political activity as a member of the White House staff.

Generally, only those Executive Office of the President ("EOP") employees who are in the White House Office ("WHO") itself or the Office of the Vice President ("OVP") may engage in political activity. All others¹, except those appointed by the President by and with the advice and consent of the Senate, are subject to the provisions of the Hatch Act and may not engage in any partisan political activity. A discussion of the permissible and impermissible activities of "hatched" and non-"hatched" employees is set forth below.

It is important that you adhere strictly to these guidelines. Please check with your supervising officer and with Counsel's Office to ascertain whether you are paid from White House Office or the Office of the Vice President appropriations and are exempt from certain of the Hatch Act restraints; do not assume that because you have a White House pass you are not "hatched."²

¹ Employees of the following Executive Office of the President agencies, unless they are appointed with the advice and consent of the Senate, are subject to the Hatch Act: Office of Policy Development, Office of Management and Budget, Office of the United States Trade Representative, Office of Administration, Office of National Drug Control Policy, National Security Council, Council of Economic Advisers, National Space Council, and the Office of Science and Technology Policy.

² Detailees from other agencies maintain the status they enjoy at their home agency. Thus, if an employee is subject to the Hatch Act at their home agency -- which virtually all detailees are -- they remain subject to the Hatch Act

I. HATCH ACT

All Hatch Act prohibitions, discussed below and found at 5 U.S.C. §§ 7321-7327, cover all EOP employees, with exceptions principally for employees:

- (a) paid from the appropriations for the WHO, from the EOP appropriation item for Special Assistance to the President in Connection with Specially Assigned Functions (OVP appropriation), or from the Senate appropriation for the Office of the Vice President; or
- (b) appointed to their current positions by the President by and with the advice and consent of the Senate (provided that such officials have nationwide or foreign relations responsibilities, as all such officials within the EOP do); or
- (c) serving as head or assistant head of an executive or military department.

These exceptions have not been interpreted to extend to other EOP employees; such other employees including Office of Management and Budget (OMB) staff, Office of Policy Development (OPD) staff, and all Schedule Cs and detailees should abide by all Hatch Act prohibitions. The restrictions of the Hatch Act are applicable to full-time employees 24 hours a day, regardless of whether such employees are on annual or sick leave or leave without pay; as long as a covered individual is on the employment rolls of the Government, he or she is subject to the restrictions of the Hatch Act.

Employees fully covered by the Hatch Act may not:

- (1) take an active part in the management of a political campaign;
- (2) be a partisan candidate in an election for State or national office;
- (3) serve as an officer of a political party, a member of a national, State or local committee of a political party, or an officer or member of a committee of a partisan political club;
- (4) organize a political organization or club;
- (5) solicit, receive, handle, otherwise account for, or disburse political contributions;

restrictions while serving at the White House.

- (6) sell tickets to, organize, or actively participate in any political fundraising activity;
- (7) voluntary campaign work, such as addressing and stuffing envelopes;
- (8) solicit votes for or against a candidate;
- (9) serve as a party or candidate challenger or pollwatcher;
- (10) drive voters to the polls for a candidate or party;
- (11) endorse or oppose a candidate in a political advertisement, broadcast or campaign literature;
- (12) serve as a delegate or alternate to a political convention;
- (13) organize or actively participate in the activities of a political convention;
- (14) serve on a standing committee of a political convention;
- (15) circulate a candidate-nominating petition;
- (16) address a convention, rally, caucus or similar gathering of a political party in support of or in opposition to a partisan candidate for public office.

Employees covered by the Hatch Act may:

- (1) register and vote;
- (2) make financial contributions to a party or candidate, except that 18 U.S.C. § 603 precludes Federal employees from contributing to their employer or "employing authority" (5 U.S.C. § 7323 also imposes other restrictions on employees in Executive agencies, namely, that such employees cannot give a thing of value for political purposes to another employee, a member of Congress, or an officer in the uniformed service);
- (3) express their opinion on political subjects;
- (4) wear campaign buttons or display bumper stickers;
- (5) be a member (but not an officer or committee member) of a political party or organization, so long as they do not actively engage in campaign activities;

- (6) attend (but not as a delegate) a political convention, fundraising function or other political gathering, so long as they do not organize or participate in the program of such an activity; and
- (7) sign a nominating petition.

Because the limitations of the Hatch Act apply 24 hours a day, a "hatched" employee may not participate in political activity, either on or off the job. That means, for example, that a "hatched" employee may not draft a political speech. Although it is possible for a "hatched" employee to draft a speech concerning Administration issues that may be presented in a political setting, the "hatched" employee may not prepare any material containing statements of political advocacy, nor any materials that will be used exclusively for a political purpose.

Similarly, "hatched" employees may not type or transcribe political speeches; rather, the resources of a political organization should support political undertakings. Very limited ministerial activities, such as the typing of a brief political endorsement in a speech that otherwise deals with official matters or collating the brief political portion with the remainder of the speech are not objectionable under the Hatch Act.

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

Administration officials should be particularly sensitive to the limitations on "hatched" employees in instances of mixed political and official travel. Where a "hatched" employee accompanies an exempted official on a trip, it remains essential that no inappropriate political activities be performed by the employee.³ The "hatched" support staff of an exempted Administration official may perform their normal clerical and ministerial functions in connection with the political travel and appearances or activities of their principal, provided that the functions they perform are related to their official responsibilities. Such employees, however, may not perform tasks

³ Because the discharge of official duties is the only basis for a "hatched" employee to be accompanying his or her principal on a political trip, the travel expenses of such an employee must be paid from appropriated funds.

that are purely political in nature and which relate solely to their principal's political activities.

Logistical arrangements for an exempted official's purely political travel or appearances should be made where possible by the appropriate political organization, but a "hatched" employee customarily involved in such ministerial activities may make limited scheduling arrangements for his or her principal's political travel or appearances. Under no circumstances may a "hatched" employee engage in any of the "management" activities of a political event or convention (e.g., plan or sell tickets to a political event or work on the activities of a committee, such as the Platform or Rules Committees, of a political convention).

Again, if you have any questions with respect to the matters, please call the White House Counsel's Office before you act.

II. LIMITS ON POLITICAL ACTIVITIES OF EXEMPT PERSONNEL⁴

Even staff members who are exempted from the Hatch Act's prohibitions on partisan political activities are subject to certain restrictions. For example, the Hatch Act prohibits all Federal employees from using their official authority or influence for the purpose of interfering with, or affecting, the results of an election.

We have set forth below guidelines to help ensure that political activities undertaken by exempt personnel are within the limits prescribed by law and White House policy.

USE OF LEAVE

(1) Certain White House staff members are entitled to specific amounts of annual leave. As discussed below, such leave may be used for political purposes; however, one cannot take an "advance" on annual leave to engage in political activities. Those White House staff members not entitled to annual leave (e.g., commissioned officers) may use a ceiling of 15 days of compensatory leave (i.e., the equivalent of vacation time) for political purposes.

⁴ It is important to understand that for purposes of this section, the official responsibilities that customarily have been performed by the Political Affairs Office constitute "official" and not "political" activities, and the restraints cited here therefore do not in general affect activities and office maintenance or other costs undertaken or incurred in the discharge of such responsibilities.

(2) Non-"hatched" White House staff members must perform their official duties for a minimum of 40 hours per week or 80 hours per two-week pay period in order to receive their full Federal salary. If a staff member does not complete 40 hours of official duty in any week, the difference between the number of hours completed and 40 hours must be covered by annual leave, leave without pay, official holidays or made up in the second week of that pay period. The difference cannot be made up in a subsequent pay period.

(3) Those non-"hatched" White House staff members who complete a minimum of 40 hours of official duty during any full week (Monday-Sunday) may be absent from their official duty station for no more than one weekday (Monday-Friday) for the purpose of engaging in political activity without taking annual leave or leave without pay. If a staff member desires to be absent for political purposes for more than one weekday in any week, each additional weekday must be covered by annual leave or leave without pay, regardless of the number of official hours worked during that week. In other words, it is not permissible for a staff member to put in 40 hours of official duty in the first three days of the week and then take the remaining two weekdays off for campaigning without using annual leave or leave without pay.

(4) Sick leave cannot be used to cover an absence from official duty for the purpose of engaging in political activity.

(5) Any White House staff member not subject to the Hatch Act is permitted to take leave without pay to cover absences from official duties for the purposes of engaging in political activity.

(6) When annual leave, compensatory leave or leave without pay is used for political purposes:

(a) Staff members must submit a request for leave, in advance of the leave period, to their White House department supervisor. Following approval by the supervisor, the request should be forwarded to Counsel's Office.

(b) Supervisors must forward to the Counsel's Office, in advance of a leave period, a report of their intended use of leave for political purposes.

(7) Staff members may use only eight hours of compensatory leave for political activity during any 7-day period unless additional leave is approved by Counsel's Office.

USE OF VEHICLES AND MESSENGERS

White House vehicles may not be used for political purposes. This means that White House cars may not be used to transport staff members or materials to or from any political committee office or event. Nor may White House vehicles be used to transport staff members or political materials to airports or any other location if the purpose of the trip is primarily political.

Because of the special requirements surrounding departures and arrivals from Andrews Air Force Base, White House vehicles may be used to transport White House staff members to that facility when they are accompanying the President, Vice President, First Lady or Mrs. Gore on a political trip. Additionally, where the President is participating in a political event in the Washington, D.C. area or other location where White House cars are available for official purposes, White House cars may be used for the Presidential motorcade to the extent essential to the security and support of the President.

White House messenger should not be used to deliver or pick up materials from the DNC or any other political committee.

USE OF COMMUNICATIONS SYSTEMS AND COPYING MACHINES

(1) In those limited circumstances in which government communication systems -- telephone, e-mail (which automatically is backed up as a potential presidential record), telegraph, teletype, telecopy or radio -- are used for campaign-related purposes, appropriate reimbursement or payment at the "usual or normal charge," 15 C.F.R. § 100.7(a)(1)(B), must be made by a proper political campaign committee.

(2) Because of the need for liaison between limited numbers of White House staff members and a political committee, telephones may be used for local calls. However, White House telephones must not be used, even locally, for regular committee activities such as recruiting volunteers or fundraising.

(3) Government credit cards must not be used for campaign-related or other political calls, whether made from within or outside the White House.

(4) Government operators should not be used to place campaign-related or other political long distance calls.

(5) Campaign-related or political long distance telephone calls made from the White House may be made only if charged to a credit card issued by the proper campaign or political committee (or on telephones installed and maintained by such committee for exclusive use in dealing with campaign or political matters should such phones be installed).

(6) The incoming WATS System (800 #) should not be used to call into the White House on campaign or political matters.

(7) White House Communications Agency (WHCA) facilities provided outside the White House in connection with travel may continue to be used during mixed and wholly political trips. These facilities must be used exclusively for communications relating to trip planning and arrangements and not for direct political purposes such as campaign fundraising and crowd-building. The Government will be reimbursed for the use of these facilities.

(8) Except in limited instances approved by the White House Counsel's Office, Government copying machines may not be used to reproduce materials for transmittal to a campaign or political committee.

TRAVEL

Government funds must not be used for the political travel of staff members. Principles governing the allocation of travel expenses will be set forth elsewhere.

Any political or "mixed" official and political travel by White House staff must be approved in advance by the Counsel's Office. No reimbursements will be made for non-approved travel expenses.

MEETINGS IN GOVERNMENT BUILDINGS

(1) Government buildings, including White House offices and meeting rooms, should not be used for meetings or events organized by a campaign or political committee. Informal meetings involving small numbers of campaign or political officials and White House staff members may occasionally be held in a White House staff member's office or, if it is a luncheon or breakfast meeting, in the White House Mess, provided that such meetings do not interfere with the conduct of Government business.

(2) Campaign fundraising activities of any kind are prohibited in or from Government buildings.

(3) Campaign-sponsored or other political activities (receptions, dinners, meetings, but not fundraisers) may be held in the Executive Residence at the White House provided that either the President, Mrs. Clinton, or some other family member attends the event. Campaign or other political events (other than fundraisers) also may be held at the Vice President's Residence so long as the Vice President, Mrs. Gore, or some other family member attends the event. The cost of campaign or political events at either residence must be paid by the proper

campaign or political committee in accordance with the guidelines which have been established for the use of these residences for nonofficial purposes.

USE OF PHOTOGRAPHS

(1) White House photographers may continue to photograph all Presidential, First Lady, and Vice Presidential activities for the purpose of creating an archival record of this Administration. However, as a general rule, photographs taken by White House photographers at political events may not be used for distribution to individuals attending such events or for any other political or campaign purpose.

(2) Photographs taken at events in the Executive Residence (other than political-sponsored events), at West Wing and East Wing meetings, and at non-political events outside the White House may be distributed consistent with regular practices.

(3) A campaign or political committee will be expected to provide a photographer at all campaign and political events for which it desires to distribute photographs to the participants. White House photographers will not photograph receiving lines or greetings at campaign or political events, except to the extent necessary for archival purposes.

(4) A campaign or political committee may purchase, for its use, photographs taken by White House photographers in those limited circumstances where those photographs provide the only source for a particular picture. All photograph purchase requests from the campaign or political committee must be directed to the Director of White House Photo Office. A record of all campaign photo requests will be maintained by the Director of the White House Photo Office, who will be responsible for billing the campaign or political committee for all photo orders on a monthly basis at the normal rate and according to the procedures established by the Government for the purchase of such pictures.

CORRESPONDENCE

(1) Campaign and political correspondence must not be produced at the White House, nor can White House stationery, stamps or related supplies be used in the preparation of such correspondence at another location.

(2) Federal law prohibits the receipt of contributions in Federal buildings. Occasionally, contributions intended for a campaign committee may be addressed to the White House and delivered with other mail. Such contributions should be handled by returning the contributions to the sender with an explanation of the applicable Federal law and a statement of the appropriate

recipient's address. (Appropriate language may be obtained from the White House Counsel's Office.) There should be no acknowledgement of receipt of a contribution from the White House to the contributor. If the contribution is accompanied by a letter that deals primarily with governmental issues, a response dealing with those issues may be prepared and sent from the White House; however, there must be no reference to the contribution.

CRIMINAL STATUTES

A number of criminal statutes prohibit the use of Federal programs, property, or employment for political purposes. Violation of these criminal statutes is punishable by imprisonment and/or the payment of a substantial fine. Certain staff members may also be subject to investigation and possible prosecution by an Independent Counsel in connection with alleged violations of these statutes.

Solicitation of Campaign Contributions: Solicitation of campaign contributions from Federal employees (except those appointed by and with the advice of the Senate) is prohibited, as is the solicitation or receipt of contributions in Federal buildings or on Federal property. Moreover, solicitation of campaign contributions from a Member of Congress or an officer of a uniformed service also is prohibited. Unless specifically approved by the Counsel's Office and the Political Affairs Office, no White House staff member shall sign a fundraising letter on behalf of any Federal candidate.

Use of Official Authority: Criminal statutes prohibit any Federal employee, whether or not "hatched," from using his or her "official authority for the purpose of interfering with, or affecting, the nomination or the election of any candidate." While there is no definitive statement by a court or other body of what activities constitute such improper interference with election results, the following types of activities are clearly prohibited:

-- One Federal employee directly or indirectly soliciting money from another Federal employee for a campaign contribution, or making a contribution to the official responsible for his or her employment.

-- Soliciting or receiving campaign contributions on Federal property or in Federal buildings. This means that fundraising events may not be held in the White House; that no fundraising phone calls or mail may emanate from the White House or any other Federal buildings; and that no campaign contributions may be accepted at the White House or any other Federal building.

-- Soliciting or accepting a campaign contribution or campaign support in exchange for a promise to appoint someone to a Federal job.

-- Promising or withholding Federal benefits (jobs, grants, contracts, etc.) based on political support or nonsupport.

-- Favoring or penalizing employees or withholding employment in order to induce someone to make a political contribution or otherwise participate in political activity.

Violations of these statutes can, of course, have serious consequences and I urge you, if you have any questions about the legality or propriety of a proposed action, to consult the White House Counsel's Office.

*Drawn
Please
circulate
to other
Staff members*

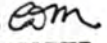
THE WHITE HOUSE

WASHINGTON

July 12, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: BERNARD W. NUSSBAUM
COUNSEL TO THE PRESIDENT 

CHERYL MILLS 
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: POLITICAL ACTIVITY

This memorandum is to advise you of certain legal and policy limitations on your political activity as a member of the White House staff.

Generally, only those Executive Office of the President ("EOP") employees who are in the White House Office ("WHO") itself or the Office of the Vice President ("OVP") may engage in political activity. All others¹, except those appointed by the President by and with the advice and consent of the Senate, are subject to the provisions of the Hatch Act and may not engage in any partisan political activity. A discussion of the permissible and impermissible activities of "hatched" and non-"hatched" employees is set forth below.

It is important that you adhere strictly to these guidelines. Please check with your supervising officer and with Counsel's Office to ascertain whether you are paid from White House Office or the Office of the Vice President appropriations and are exempt from certain of the Hatch Act restraints; do not assume that because you have a White House pass you are not "hatched."²

¹ Employees of the following Executive Office of the President agencies, unless they are appointed with the advice and consent of the Senate, are subject to the Hatch Act: Office of Policy Development, Office of Management and Budget, Office of the United States Trade Representative, Office of Administration, Office of National Drug Control Policy, National Security Council, Council of Economic Advisers, National Space Council, and the Office of Science and Technology Policy.

² Detailees from other agencies maintain the status they enjoy at their home agency. Thus, if an employee is subject to the Hatch Act at their home agency -- which virtually all detailees are -- they remain subject to the Hatch Act

I. HATCH ACT

All Hatch Act prohibitions, discussed below and found at 5 U.S.C. §§ 7321-7327, cover all EOP employees, with exceptions principally for employees:

- (a) paid from the appropriations for the WHO, from the EOP appropriation item for Special Assistance to the President in Connection with Specially Assigned Functions (OVP appropriation), or from the Senate appropriation for the Office of the Vice President; or
- (b) appointed to their current positions by the President by and with the advice and consent of the Senate (provided that such officials have nationwide or foreign relations responsibilities, as all such officials within the EOP do); or
- (c) serving as head or assistant head of an executive or military department.

These exceptions have not been interpreted to extend to other EOP employees; such other employees including Office of Management and Budget (OMB) staff, Office of Policy Development (OPD) staff, and all Schedule Cs and detailees should abide by all Hatch Act prohibitions. The restrictions of the Hatch Act are applicable to full-time employees 24 hours a day, regardless of whether such employees are on annual or sick leave or leave without pay; as long as a covered individual is on the employment rolls of the Government, he or she is subject to the restrictions of the Hatch Act.

Employees fully covered by the Hatch Act may not:

- (1) take an active part in the management of a political campaign;
- (2) be a partisan candidate in an election for State or national office;
- (3) serve as an officer of a political party, a member of a national, State or local committee of a political party, or an officer or member of a committee of a partisan political club;
- (4) organize a political organization or club;
- (5) solicit, receive, handle, otherwise account for, or disburse political contributions;

restrictions while serving at the White House.

- (6) sell tickets to, organize, or actively participate in any political fundraising activity;
- (7) voluntary campaign work, such as addressing and stuffing envelopes;
- (8) solicit votes for or against a candidate;
- (9) serve as a party or candidate challenger or pollwatcher;
- (10) drive voters to the polls for a candidate or party;
- (11) endorse or oppose a candidate in a political advertisement, broadcast or campaign literature;
- (12) serve as a delegate or alternate to a political convention;
- (13) organize or actively participate in the activities of a political convention;
- (14) serve on a standing committee of a political convention;
- (15) circulate a candidate-nominating petition;
- (16) address a convention, rally, caucus or similar gathering of a political party in support of or in opposition to a partisan candidate for public office.

Employees covered by the Hatch Act may:

- (1) register and vote;
- (2) make financial contributions to a party or candidate, except that 18 U.S.C. § 603 precludes Federal employees from contributing to their employer or "employing authority" (5 U.S.C. § 7323 also imposes other restrictions on employees in Executive agencies, namely, that such employees cannot give a thing of value for political purposes to another employee, a member of Congress, or an officer in the uniformed service);
- (3) express their opinion on political subjects;
- (4) wear campaign buttons or display bumper stickers;
- (5) be a member (but not an officer or committee member) of a political party or organization, so long as they do not actively engage in campaign activities;

- (6) attend (but not as a delegate) a political convention, fundraising function or other political gathering, so long as they do not organize or participate in the program of such an activity; and
- (7) sign a nominating petition.

Because the limitations of the Hatch Act apply 24 hours a day, a "hatched" employee may not participate in political activity, either on or off the job. That means, for example, that a "hatched" employee may not draft a political speech. Although it is possible for a "hatched" employee to draft a speech concerning Administration issues that may be presented in a political setting, the "hatched" employee may not prepare any material containing statements of political advocacy, nor any materials that will be used exclusively for a political purpose.

Similarly, "hatched" employees may not type or transcribe political speeches; rather, the resources of a political organization should support political undertakings. Very limited ministerial activities, such as the typing of a brief political endorsement in a speech that otherwise deals with official matters or collating the brief political portion with the remainder of the speech are not objectionable under the Hatch Act.

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

Administration officials should be particularly sensitive to the limitations on "hatched" employees in instances of mixed political and official travel. Where a "hatched" employee accompanies an exempted official on a trip, it remains essential that no inappropriate political activities be performed by the employee.³ The "hatched" support staff of an exempted Administration official may perform their normal clerical and ministerial functions in connection with the political travel and appearances or activities of their principal, provided that the functions they perform are related to their official responsibilities. Such employees, however, may not perform tasks

³ Because the discharge of official duties is the only basis for a "hatched" employee to be accompanying his or her principal on a political trip, the travel expenses of such an employee must be paid from appropriated funds.

that are purely political in nature and which relate solely to their principal's political activities.

Logistical arrangements for an exempted official's purely political travel or appearances should be made where possible by the appropriate political organization, but a "hatched" employee customarily involved in such ministerial activities may make limited scheduling arrangements for his or her principal's political travel or appearances. Under no circumstances may a "hatched" employee engage in any of the "management" activities of a political event or convention (e.g., plan or sell tickets to a political event or work on the activities of a committee, such as the Platform or Rules Committees, of a political convention).

Again, if you have any questions with respect to the matters, please call the White House Counsel's Office before you act.

II. LIMITS ON POLITICAL ACTIVITIES OF EXEMPT PERSONNEL⁴

Even staff members who are exempted from the Hatch Act's prohibitions on partisan political activities are subject to certain restrictions. For example, the Hatch Act prohibits all Federal employees from using their official authority or influence for the purpose of interfering with, or affecting, the results of an election.

We have set forth below guidelines to help ensure that political activities undertaken by exempt personnel are within the limits prescribed by law and White House policy.

USE OF LEAVE

(1) Certain White House staff members are entitled to specific amounts of annual leave. As discussed below, such leave may be used for political purposes; however, one cannot take an "advance" on annual leave to engage in political activities. Those White House staff members not entitled to annual leave (e.g., commissioned officers) may use a ceiling of 15 days of compensatory leave (i.e., the equivalent of vacation time) for political purposes.

⁴ It is important to understand that for purposes of this section, the official responsibilities that customarily have been performed by the Political Affairs Office constitute "official" and not "political" activities, and the restraints cited here therefore do not in general affect activities and office maintenance or other costs undertaken or incurred in the discharge of such responsibilities.

(2) Non-"hatched" White House staff members must perform their official duties for a minimum of 40 hours per week or 80 hours per two-week pay period in order to receive their full Federal salary. If a staff member does not complete 40 hours of official duty in any week, the difference between the number of hours completed and 40 hours must be covered by annual leave, leave without pay, official holidays or made up in the second week of that pay period. The difference cannot be made up in a subsequent pay period.

(3) Those non-"hatched" White House staff members who complete a minimum of 40 hours of official duty during any full week (Monday-Sunday) may be absent from their official duty station for no more than one weekday (Monday-Friday) for the purpose of engaging in political activity without taking annual leave or leave without pay. If a staff member desires to be absent for political purposes for more than one weekday in any week, each additional weekday must be covered by annual leave or leave without pay, regardless of the number of official hours worked during that week. In other words, it is not permissible for a staff member to put in 40 hours of official duty in the first three days of the week and then take the remaining two weekdays off for campaigning without using annual leave or leave without pay.

(4) Sick leave cannot be used to cover an absence from official duty for the purpose of engaging in political activity.

(5) Any White House staff member not subject to the Hatch Act is permitted to take leave without pay to cover absences from official duties for the purposes of engaging in political activity.

(6) When annual leave, compensatory leave or leave without pay is used for political purposes:

(a) Staff members must submit a request for leave, in advance of the leave period, to their White House department supervisor. Following approval by the supervisor, the request should be forwarded to Counsel's Office.

(b) Supervisors must forward to the Counsel's Office, in advance of a leave period, a report of their intended use of leave for political purposes.

(7) Staff members may use only eight hours of compensatory leave for political activity during any 7-day period unless additional leave is approved by Counsel's Office.

USE OF VEHICLES AND MESSENGERS

White House vehicles may not be used for political purposes. This means that White House cars may not be used to transport staff members or materials to or from any political committee office or event. Nor may White House vehicles be used to transport staff members or political materials to airports or any other location if the purpose of the trip is primarily political.

Because of the special requirements surrounding departures and arrivals from Andrews Air Force Base, White House vehicles may be used to transport White House staff members to that facility when they are accompanying the President, Vice President, First Lady or Mrs. Gore on a political trip. Additionally, where the President is participating in a political event in the Washington, D.C. area or other location where White House cars are available for official purposes, White House cars may be used for the Presidential motorcade to the extent essential to the security and support of the President.

White House messenger should not be used to deliver or pick up materials from the DNC or any other political committee.

USE OF COMMUNICATIONS SYSTEMS AND COPYING MACHINES

(1) In those limited circumstances in which government communication systems -- telephone, e-mail (which automatically is backed up as a potential presidential record), telegraph, teletype, telecopy or radio -- are used for campaign-related purposes, appropriate reimbursement or payment at the "usual or normal charge," 15 C.F.R. § 100.7(a)(1)(B), must be made by a proper political campaign committee.

(2) Because of the need for liaison between limited numbers of White House staff members and a political committee, telephones may be used for local calls. However, White House telephones must not be used, even locally, for regular committee activities such as recruiting volunteers or fundraising.

(3) Government credit cards must not be used for campaign-related or other political calls, whether made from within or outside the White House.

(4) Government operators should not be used to place campaign-related or other political long distance calls.

(5) Campaign-related or political long distance telephone calls made from the White House may be made only if charged to a credit card issued by the proper campaign or political committee (or on telephones installed and maintained by such committee for exclusive use in dealing with campaign or political matters should such phones be installed).

(6) The incoming WATS System (800 #) should not be used to call into the White House on campaign or political matters.

(7) White House Communications Agency (WHCA) facilities provided outside the White House in connection with travel may continue to be used during mixed and wholly political trips. These facilities must be used exclusively for communications relating to trip planning and arrangements and not for direct political purposes such as campaign fundraising and crowd-building. The Government will be reimbursed for the use of these facilities.

(8) Except in limited instances approved by the White House Counsel's Office, Government copying machines may not be used to reproduce materials for transmittal to a campaign or political committee.

TRAVEL

Government funds must not be used for the political travel of staff members. Principles governing the allocation of travel expenses will be set forth elsewhere.

Any political or "mixed" official and political travel by White House staff must be approved in advance by the Counsel's Office. No reimbursements will be made for non-approved travel expenses.

MEETINGS IN GOVERNMENT BUILDINGS

(1) Government buildings, including White House offices and meeting rooms, should not be used for meetings or events organized by a campaign or political committee. Informal meetings involving small numbers of campaign or political officials and White House staff members may occasionally be held in a White House staff member's office or, if it is a luncheon or breakfast meeting, in the White House Mess, provided that such meetings do not interfere with the conduct of Government business.

(2) Campaign fundraising activities of any kind are prohibited in or from Government buildings.

(3) Campaign-sponsored or other political activities (receptions, dinners, meetings, but not fundraisers) may be held in the Executive Residence at the White House provided that either the President, Mrs. Clinton, or some other family member attends the event. Campaign or other political events (other than fundraisers) also may be held at the Vice President's Residence so long as the Vice President, Mrs. Gore, or some other family member attends the event. The cost of campaign or political events at either residence must be paid by the proper

campaign or political committee in accordance with the guidelines which have been established for the use of these residences for nonofficial purposes.

USE OF PHOTOGRAPHS

(1) White House photographers may continue to photograph all Presidential, First Lady, and Vice Presidential activities for the purpose of creating an archival record of this Administration. However, as a general rule, photographs taken by White House photographers at political events may not be used for distribution to individuals attending such events or for any other political or campaign purpose.

(2) Photographs taken at events in the Executive Residence (other than political-sponsored events), at West Wing and East Wing meetings, and at non-political events outside the White House may be distributed consistent with regular practices.

(3) A campaign or political committee will be expected to provide a photographer at all campaign and political events for which it desires to distribute photographs to the participants. White House photographers will not photograph receiving lines or greetings at campaign or political events, except to the extent necessary for archival purposes.

(4) A campaign or political committee may purchase, for its use, photographs taken by White House photographers in those limited circumstances where those photographs provide the only source for a particular picture. All photograph purchase requests from the campaign or political committee must be directed to the Director of White House Photo Office. A record of all campaign photo requests will be maintained by the Director of the White House Photo Office, who will be responsible for billing the campaign or political committee for all photo orders on a monthly basis at the normal rate and according to the procedures established by the Government for the purchase of such pictures.

CORRESPONDENCE

(1) Campaign and political correspondence must not be produced at the White House, nor can White House stationery, stamps or related supplies be used in the preparation of such correspondence at another location.

(2) Federal law prohibits the receipt of contributions in Federal buildings. Occasionally, contributions intended for a campaign committee may be addressed to the White House and delivered with other mail. Such contributions should be handled by returning the contributions to the sender with an explanation of the applicable Federal law and a statement of the appropriate

recipient's address. (Appropriate language may be obtained from the White House Counsel's Office.) There should be no acknowledgement of receipt of a contribution from the White House to the contributor. If the contribution is accompanied by a letter that deals primarily with governmental issues, a response dealing with those issues may be prepared and sent from the White House; however, there must be no reference to the contribution.

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-- Promising or withholding Federal benefits (jobs, grants, contracts, etc.) based on political support or nonsupport.

-- Favoring or penalizing employees or withholding employment in order to induce someone to make a political contribution or otherwise participate in political activity.

Violations of these statutes can, of course, have serious consequences and I urge you, if you have any questions about the legality or propriety of a proposed action, to consult the White House Counsel's Office.

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. memo	Melinda Bates to All Pass Holders (1 page)	07/16/1993	b(7)(E)

COLLECTION:

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

FOLDER TITLE:

Interoffice Memorandums 1993 [Binder] [2]

2013-0534-S

rc1812

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]

TRAINING SCHEDULE

Week of July 19, 1993

Classes currently offered in the Computer Support Center:

- Beginner OASIS
- Intermediate OASIS
- Advanced OASIS
- Beginner WordPerfect
- Intermediate WordPerfect
- Advanced WordPerfect
- WordPerfect Columns/Merging
- WordPerfect Macros
- Beginner Lotus
- Intermediate Lotus
- Advanced Lotus

PLEASE NOTE:

If you have any Computer related problems/questions/issues, call the Client Services Help Desk at 395-7370. Keep that number handy!

**Please register by Friday, July 16, 1993.
Call 7370.**

If you are unable to attend a class, please call to cancel.



JULY 1993

Monday	Tuesday	Wednesday	Thursday	Friday
19	20	21	22	23
9:00 Beginner OASIS	9:00 Beginner Lotus	9:00 Beginner OASIS	9:00 Beginner WordPerfect	9:00 Beginner OASIS
11:00 WordPerfect Cols/Merge	11:00 Beginner OASIS	11:00 Advanced WordPerfect	11:00 Advanced Lotus	11:00 Intermediate WordPerfect
1:00 Beginner OASIS	1:00 Intermediate WordPerfect	1:00 Intermediate OASIS	1:00 Beginner OASIS	1:00 Beginner OASIS
4:00 Beginner WordPerfect	4:00 WordPerfect Macros	4:00 Intermediate Lotus	4:00 Advanced OASIS	4:00 Advanced WordPerfect

**Office of Administration
Information Resources Management Division**

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR ALL WHITE HOUSE VOLUNTEERS

From: Claude Taylor
White House Volunteer Director

Date: 7/19/93

Re: Dress Code For Volunteers

In order to maintain a professional working environment, all White House volunteers are required to wear appropriate business attire. Jeans, t-shirts and casual clothing are not appropriate dress during the week. Your cooperation in this matter is greatly appreciated.



THE OLD EXECUTIVE OFFICE BUILDING

NOTICE TO ALL OCCUPANTS OF THE OLD EXECUTIVE OFFICE BUILDING

During the period of July 19 through November 29, all restrooms in the Old Executive Office Building (OEOB) will be refurbished. Each week during this period, one Men's room and one Women's room will be out of service. Signs will be posted for the four day period needed to accomplish the work in each restroom.

The refurbishment, where necessary, will include:

- Patching and painting
- Touching up doors and other wood trim
- Replacing faucets and other fixtures
- Replacing lighting and installing motion sensors for turning on and off
- Stripping and Clearcoating floors
- Replacing soap and toilet paper dispensers
- Repairing ceilings

We appreciate your cooperation.

OFFICE OF ADMINISTRATION
Facilities Management Division
July 1993

THE WHITE HOUSE
WASHINGTON

July 20, 1993

MEMORANDUM FOR ALL EXECUTIVE RESIDENCE STAFF

FROM: ROY NEEL
DEPUTY CHIEF OF STAFF

SUBJECT: Reminder on Executive Residence Policy regarding
the Privacy of the First Family

This memorandum is a reminder to all employees about the Executive Residence's practice regarding the privacy of the First Family. The Executive Residence serves as the personal home of each President and his family; hence, it must be accorded the respect and privacy of a personal residence.

There always is considerable curiosity about the private lives of the First Families. While this President has an open relationship with the public and the press, all First Families are entitled to privacy regarding matters in their living quarters. Maintaining the privacy of the First Family is the responsibility of all employees, particularly those in the Executive Residence.

Discussions by staff members of the First Family's personal activities of any kind, or any other matter which breaches their privacy, with anyone outside of the immediate staff is prohibited.

For many years the employees of the Executive Residence have firmly adhered to the rule of maintaining the privacy of the First Family. I trust that the staff will continue this fine tradition of serving the First Family with distinction and respect for their privacy.

7/23 Distributed
to OFL staff

THE WHITE HOUSE

WASHINGTON

July 20, 1993

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:

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

SUBJECT: Indoctrination Cruise Aboard Coast Guard Cutter

The Coast Guard Cutter RED CEDAR has extended an invitation to members of the White House staff to participate in a tour and staff indoctrination cruise on Thursday July 29 from 9:00 a.m. - 12:00 noon. Space is available for 30 guests.

The RED CEDAR, a 157' Coastal Buoy Tender homeported in Portsmouth, Virginia, will be working buoys along the Potomac and Anacostia rivers. This would be an excellent opportunity for you to observe firsthand the Coast Guard's Aids to Navigation mission and to meet members of our nation's smallest armed service.

Vans will depart from West Executive Avenue promptly at 8:30 a.m. to meet the RED CEDAR at the Maine Avenue Police Pier. Guests should wear pants and flat comfortable shoes.

Lieutenant Commander Bob Walters is the point of contact for this event. If you desire to participate, contact him at extension 1747. Reservations must be made by July 27.

Distributed
7-21-93
to staff

*Distributed
7/21/93*

THE WHITE HOUSE ATHLETIC CENTER
presents



"MIND/BODY MEDICINE:
Using your Mind
to Improve your Health"
with
James Gordon, M. D.



Monday, July 26th
12:00 - 1:00 pm
OEOB, Room 450

James Gordon, M.D. is a professor at Georgetown University School of Medicine and the director of the Center for Mind/Body Studies. Dr. Gordon also serves as a member of the advisory panel for the National Institute of Health's Office of Alternative Medicine and is helping to direct future research into mind/body and other "alternative" techniques for regaining and maintaining health. He will discuss various approaches from relaxation to mental imagery, group support to self-responsibility, exercise and nutrition for improved health. Come and learn how to take an active role in maximizing your health and well-being.

The seminar is open to all EOP employees.
Please call the WHAC at x5688 to register.

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

THE WHITE HOUSE

WASHINGTON

July 22, 1993

MEMORANDUM FOR ALL SENIOR WHITE HOUSE STAFF

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

SUBJECT: HONORARY CHAIRS AND MEMBERSHIPS

I just wanted to let you know that from now on my department will be processing requests to the President and the First Lady to act as honorary chairs and become members of organizations. This function previously was handled out of the Chief of Staff's office. You now should send such requests to Dan Burkhardt, OEOB Room 94. If you need to contact Dan, his extension is 7610.

Please notify your staffs of this change.

Thank you.

Distributed to staff
7/29/93

THE WHITE HOUSE
WASHINGTON

JULY 22, 1993

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: MACK McLARTY

Many of you have inquired about an appropriate expression of sympathy in memory of Vince Foster. The family has requested that contributions be made to:

The Vince Foster Scholarship Fund/Arkansas
Bar Foundation
400 West Markham Street
Little Rock, AR 72201

Thank you for your thoughtfulness.

McL

Distributed to Staff
7/23/93

MEMORANDUM

TO: Roy Neel
Bernie Nussbaum
Maggie Williams

FROM: Skila Harris *SH*

SUBJECT: Staff Counseling

DATE: July 22, 1993

Mrs. Gore thought it might be useful for you to have information on organizations available to provide counseling to members of the White House staff and others within the Administration who were close to Vince Foster.

The St. Francis Center is a non-profit organization specializing in loss, grief, death, dying and adjustment counseling for individuals and groups. The Center's counselors have worked with office staff members after the loss of a colleague.

Paul Tschudi, Director of the St. Francis Center, has offered group or individual counseling at the Center or here in the Old Executive Office Building. The Center's telephone number is 202-363-8500. Information on the Center is attached.

In addition, Lanny Berman, a psychologist who has done extensive work related to suicide and counseling also is available to assist. He is associated with the National Center for the Study and Prevention of Suicides at the Washington School of Psychiatry. A copy of a brochure is attached.

If you have specific questions about offering such counseling services, Dr. Bernie Aarons is available to discuss these with you. He can be reached by calling Mrs. Gore's office, 456-6640.

cc: Tipper Gore
Jack Quinn

THE WHITE HOUSE
WASHINGTON

July 26, 1993

MEMORANDUM FOR ALL NEW APPOINTEES AND EMPLOYEES

FROM: BETH NOLAN, *BW/mes*
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: MANDATORY ETHICS ORIENTATION RESCHEDULED

The mandatory ethics training session for new White House appointees and employees previously scheduled for Tuesday, July 27, at 4:00 p.m. in OEOB, Room 450 has been rescheduled to:

TUESDAY, August 3 at 4:00 p.m., in OEOB Room 450

This session is for all new appointees and employees hired on or after January 20, 1993 who have not attended one of our previous orientations.

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.

TRAINING SCHEDULE

Week of July 26, 1993

Classes currently offered in the Computer Support Center:

- Beginner OASIS
- Intermediate OASIS
- Advanced OASIS
- Beginner WordPerfect
- Intermediate WordPerfect
- Advanced WordPerfect
- Beginner Windows 3.1
- WordPerfect Columns/Merging
- WordPerfect Macros
- Beginner Lotus
- Intermediate Lotus
- Advanced Lotus
- Beginner Wordperfect for Windows
- Lotus for Windows

PLEASE NOTE:

If you have any Computer related problems/questions/issues, call the Client Services Help Desk at 395-7370. Keep that number handy!

Please register by Friday, July 23, 1993. Call 7370.

If you are unable to attend a class, please call to cancel.



JULY 1993

Monday		Tuesday		Wednesday		Thursday		Friday	
26	<i>Room 485 OEOB</i>	27	<i>Room 485 OEOB</i>	28	<i>Room 7233 NEOB</i>	29	<i>Room 485 OEOB</i>	30	<i>Room 485 OEOB</i>
9:00	Beginner OASIS	9:00	Beginner WordPerfect	9:00 – 10:30	Windows 3.1	9:00	Beginner OASIS	9:00	Advanced WordPerfect
11:00	Beginner Lotus	11:00	Intermediate OASIS	11:00 – 12:30	Windows 3.1	11:00	Advanced Lotus	11:00	Advanced OASIS
1:00	Beginner OASIS	1:00	Intermediate Lotus	1:30 – 4:30	Wordperfect for Windows	1:00	Intermediate WordPerfect	1:00	Beginner OASIS
4:00	WordPerfect Cols/Merge	4:00	Beginner OASIS			4:00	Beginner OASIS	4:00	WordPerfect Macros

**Office of Administration
Information Resources Management Division**

THE WHITE HOUSE

WASHINGTON

July 27, 1993

MEMORANDUM FOR ALL EOP PERSONNEL

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

RE: Paging Guidelines

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

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

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

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

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

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

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

J. Staff 8/2/93

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

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

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

We appreciate your cooperation with these new guidelines.

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

Mildred Alston
Keith Boykin
Paul Carey
Barbara Chow
Kelly Craighead
Betty Currie
Lillian Fernandez
Andrew Friendly
Leon Fuerth
Toby Gati
Karen Hancox
Skila Harris
Alice Honea
Carolyn Huber
Martin Indyk

William Itoh
Tim Keating
David Kusnet
Alphonse Maldon
Mark Middleton
John Quinn
Marla Romash
Nancy Soderberg
Patricia Solis
Anne Stock
George Tenet
Patsy Thomasson
Tracey Thornton
Anne Walker
Jenonne Walker

THE WHITE HOUSE

WASHINGTON

July 27, 1993

TO: Assistants and Deputy Assistants to the President
and

Mildred Alston
Keith Boykin
Paul Carey
Barbara Chow
Kelly Craighead
Betty Currie
Lillian Fernandez
Andrew Friendly
Leon Fuerth
Toby Gati
Karen Hancox
Skila Harris
Alice Honea
Carolyn Huber
Martin Indyk

William Itoh
Tim Keating
David Kusnet
Alphonse Maldon
Mark Middleton
John Quinn
Marla Romash
Nancy Soderberg
Patricia Solis
Anne Stock
George Tenet
Patsy Thomasson
Tracey Thornton
Anne Walker
Jenonne Walker

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



RE: Paging Guidelines

In response to a request for a review of our paging guidelines, we have determined that the following procedures would best facilitate efficient and successful paging for the Senior Staff of the White House:

1) The above-listed people are the only staff members who can page or be paged through the White House Operators. The White House Operators are being inundated with paging requests which adversely affects their response time to incoming calls. The White House Operator has a long-time reputation of providing quality service to the incoming caller to the White House. We would like for this outstanding reputation to be on-going.

2) The updating of your phone numbers will be the responsibility of the Administrative Contact in your office. Please notify our office in memoranda form all phone number changes. We will forward them for processing.

3) All other staff members will be required to page through two other available paging services: OASIS and the Direct Dial Paging System (395-6661). Both of these services are fast and reliable and should provide sufficient paging support for the remaining staff.

The White House Operators have been supplied with a current list of numbers for the Cabinet Members, political consultants and bureau chiefs. Congress Members can continue to page senior staff members through the White House Operators.

If you experience any problems with these paging guidelines, please contact Alice Honea in my office. The above list is not all inclusive, and can be edited, if needed.

We solicit your comments as we continue to monitor the paging process.

MEMORANDUM FOR ALL STAFF

FROM: ROY NEEL

DATE: JULY 30, 1993

SUBJECT: STAFF COUNSELING

As we each work through our personal sadness with Vince Foster's death, Skila Harris and Dr. Bernie Aarons of Mrs. Gore's office have suggested two counselors:

Paul Tschundi, Director of the St. Francis Center, a non-profit organization specializing in loss, grief, death, dying, and adjustment counseling for individuals and groups. He can be reached at 202-363-8500.

Lanny Berman, a psychologist associated with the National Center for the Study and Prevention of Suicides, has done extensive work related to suicide and counseling. He can be reached at 202-364-1575.

In addition, Dr. Robbie Thomas Knight, a Little Rock psychologist who was the coordinator in the campaign with the psychological community, has offered her services. She can be reached at 501-374-0708.

If you have specific questions about the offering of these services, Dr. Aarons is available to discuss these with you. He can be reached at 456-6640.

Any of these practitioners would be willing to consult with you or refer you to another counselor. I hope this is helpful.

THE WHITE HOUSE

WASHINGTON

July 30, 1993

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

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

SUBJECT: White House Mission Requests

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

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

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

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

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

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

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

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

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

WHITE HOUSE, NON-REIMBURSABLE MISSION

REQUEST PROCEDURES

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

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

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

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

III. GENERAL INFORMATION

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

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

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

IV. REIMBURSEMENT RATES AND PROCEDURES

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

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

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

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

THE WHITE HOUSE

WASHINGTON

July 30, 1993

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

FROM: BERNARD NUSSBAUM
COUNSEL TO THE PRESIDENT

SUBJECT: Use of Government Aircraft for Official Business

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

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

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

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

Clinton Presidential Records Digital Records Marker

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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.

August 1993

Divider Title: _____

THE WHITE HOUSE
WASHINGTON

REMINDER FOR ALL EOP STAFF * * * This Monday, August 2

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

RE: Scouts-In-Uniform Day

President and Mrs. Clinton are pleased to invite all members of the Boy Scouts, Campfire Boys and Girls, 4-H Clubs, Girl Scouts, Indian Guides, and similar groups to a special Monday self-guided tour of the White House.

- **Monday, August 2, 1993.**
- Hours are 8 a.m. until 12 noon; anyone in line by 12 noon is able to tour.
- All youth participants must **be in uniform.**
- No tickets are required.
- Admission is on a first-come, first-served basis.
- As parking near the White House is virtually nonexistent, we suggest that public transportation be used. The nearest Metrorail stations are Metro Center (blue, orange, and red lines) and McPherson Square (blue and orange lines).

If the groups are interested in giving the First Family **souvenir or commemorative patches**, they would be pleased to accept them. The patches will become part of a permanent collection. The Visitors Office is not able to accept any other gifts for the First Family but would enjoy having a wide representation of patches for the collection.

The First Family is excited about having these young people visit the White House and we hope that groups will take advantage of this opportunity.

TRAINING SCHEDULE

Week of August 2, 1993

Classes currently offered in the Computer Support Center:

- Beginner OASIS
- Intermediate OASIS
- Advanced OASIS
- Beginner WordPerfect
- Intermediate WordPerfect
- Advanced WordPerfect
- Windows 3.1
- WordPerfect Columns/Merging
- WordPerfect Macros
- Beginner Lotus
- Intermediate Lotus
- Advanced Lotus
- Wordperfect for Windows
- Lotus for Windows

AUGUST 1993

PLEASE NOTE:

If you have any Computer related problems/questions/issues, call the Client Services Help Desk at 395-7370. Keep that number handy!

**Please register by Friday, July 30, 1993.
Call 7370.**

If you are unable to attend a class, please call to cancel.

Tuesday		Thursday	
3	Room 7233 NEOB	5	Room 7233 NEOB
9:00 - 10:30 Windows 3.1		9:00 - 10:30 Windows 3.1	
11:00 - 12:30 Windows 3.1		11:00 - 12:30 Windows 3.1	
1:00 - 4:30 WordPerfect for Windows		1:00 - 4:30 Lotus for Windows	

AUGUST 1993

Monday	Tuesday	Wednesday	Thursday	Friday
2 Room 485 EOEB	3 Room 485 EOEB	4 Room 485 EOEB	5 Room 485 EOEB	6 Room 485 EOEB
9:00 Beginner OASIS	9:00 Beginner Lotus	9:00 Beginner WordPerfect	9:00 Beginner OASIS	9:00 Advanced Lotus
11:00 Beginner WordPerfect	11:00 Intermediate OASIS	11:00 Beginner Lotus	11:00 Advanced WordPerfect	11:00 Advanced OASIS
1:00 Beginner OASIS	1:00 Intermediate WordPerfect	1:00 Intermediate WordPerfect	1:00 Intermediate Lotus	1:00 Beginner OASIS
4:00 WordPerfect Macros	4:00 Beginner OASIS	4:00 Intermediate Lotus	4:00 Beginner OASIS	4:00 WordPerfect Cols/Merge

**Office of Administration
Information Resources Management Division**

THE WHITE HOUSE

WASHINGTON

August 3, 1993

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

FROM:

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

SUBJECT: Tours of the West Wing

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

The normal schedule is as follows:

- o Monday through Friday -- from 8:00 p.m. to 10:00 p.m.
- o Saturday -- from 1:00 p.m. to 10:00 p.m.
- o Sunday -- from 8:00 a.m. to 10:00 p.m.
- o Please conduct your tours in a quiet and orderly manner.
- o When the President, First Lady or Vice President are in the West Wing, the Secret Service Officers will ask you to reschedule your tour.
- o The Secret Service Officers have been asked to specifically limit tours except for the times outlined above.
- o Remember the West Wing houses not only the Office of the President but the Senior Staff, as well.
- o Tours should consist of no more than six people.
- o All should begin at the West Wing Ground Floor Entrance and proceed using the staircase near the Press Office.
- o The taking of photographs is strictly prohibited.
- o Appropriate attire is expected.
- o Please remind your guests that they may view the Oval Office and Cabinet Room from the door only.

We appreciate everyone's cooperation.

Thank you.

August 4, 1993

MEMORANDUM TO WHITE HOUSE STAFF

FROM: Gene Sperling

SUBJECT: Memos on Dole Reply and Retroactivity

Attached are two memos: The first is our Rec Room Reply to the Dole Response to the President last night. The second is a two-page summary on the truth on retroactivity. There is significant misunderstanding on this latter issue, so we need to get the facts out.

SENATOR BOB DOLE AND THE FACTS

Senate Minority Leader Robert Dole told the American people that there were four questions they had to ask. Unfortunately, there were serious misstatements in all four of the questions he discussed.

DOLE AND THE FACTS ON TAXES:

MISSTATEMENT #1:

BOB DOLE SAID THAT RETROACTIVE TAXES WERE UNFAIR AND UNPRECEDENTED.

FACTS: THE PRESIDENT HAS ALWAYS BEEN CLEAR AND DIRECT ON RAISING TAXES ON THE TOP 1%.

- Only the top 1.2% of individual taxpayers pay more.
- The President said in the most clear manner possible throughout the entire campaign, the transition and in his original proposal on February 17, 1993 (which had a January 1, 1993 effective date) that he would push for a modest tax increase on the top 1% of Americans, those making over \$180,000.

From Michael Eisner to Lee Iacocca, many well off Americans shifted income to 1992 because it was clear that taxes were going up on the top 1% in 1993.

OVER 90% OF SMALL BUSINESSES WILL BENEFIT FROM THE TIMING OF THE TAX CHANGES: Only 4% of businesses owners make over \$180,000, and will be affected by the starting date of the tax January 1, 1993 effective date. Yet, well over 90% of small businesses will benefit from a menu of tax cuts that start on January 1, 1993 or earlier. Increased expensing starts on January 1, 1993, over 90% of small businesses will receive or be eligible for additional tax cuts because of the timing of the tax changes. In addition, small companies, larger companies and others will be eligible for other additional tax cuts that are retroactive to June 30, 1992:

- Research & Development tax credit
- Low-income housing tax credit
- Employer provided education assistance
- Targeted Jobs Tax Credit
- 25% Self-Employed Health Deduction

THERE HAVE BEEN RECENT TAX PROVISIONS ENACTED INTO LAW WHICH WERE RETROACTIVE AND VOTED ON BY REPUBLICANS AND SIGNED BY REPUBLICAN PRESIDENTS: Despite claims that retroactive tax

increase are unheard of, the fact is that Ronald Reagan signed retroactive tax increases in 1981, 1984 and 1986 that were voted favorably on by Republicans.

Economic Recovery Tax Act of 1981. Provisions limiting tax straddles. Signed into law by President Reagan on 8/13/81, effective 6/23/81.

Deficit Reduction Act of 1984. Signed into law by President Reagan on 7/18/84. Several retroactive items:

- a. Restriction of income tax credits - effective 1/1/84
- b. Restriction of income averaging - effective 1/1/84
- c. Restriction of depreciation of luxury cars - effective 6/18/84
- d. Restriction of business leasing deductions - effective 5/23/84
- e. Restriction of bonds, other debt instruments -some effective 3/1/84
- f. Postponement of expensing - effective 1/1/84
- g. Restriction of finance leases - effective 1/1/84

Tax Reform Act of 1976: Increased the alternative minimum tax on individual from 10% to 15%. The corporate alternative minimum tax was similarly increased to 15%. Both increases were effective after December 31, 1975. The act was passed on October 4, 1976.

Tax Reform Act of 1986. Repeal of investment tax credit. Signed into law by President Reagan on 10/22/86, effective 1/1/86.

Retroactive Taxes are Not Historically Rare: There are at least 12 additional times that retroactive taxes have been passed.

MISSTATEMENT #2: The Clinton plan contains \$260 Billion of new taxes and Fees.

FACTS: As the Washington Post said this morning, the Senator exaggerated the number of taxes which is \$241 billion in new taxes -- not \$260 billion. The \$260 billion figure includes user fees which are spending cuts, not taxes. These are the same user fees that Republican alternatives counted as spending cuts. Senator Dole is inconsistent in that he counts the "fees" as taxes even though he counted the same "fees" in his plan as spending cuts. Indeed, program specific payments that prevent taxpayers from subsidizing specific services have always been counted as reductions in government outlays.

- In 1985, Senator Dole was the point person on a deficit plan, in which they specifically counted fees as spending cuts.

• The 1990 bi-partisan plan had user fees, and they were clearly scored by the Republican Administration's OMB as spending cuts.

- In Dole's 1993 Republican alternative, he specifically counts the same amount of fees as cuts as the Clinton plan does.

TAX MISSTATEMENT #3: Senator Dole gave the impression that there was a new Clinton estate tax rate increase retroactive to January 1, 1993?

FACTS:

- There are no new taxes on estates in the President's plan. None. The only tax that affects estates is an extension of an estate tax rate that has applied since 1987 -- not a new tax. In fact, this tax rate was retained and extended in 1984 and 1987 in bipartisan bills negotiated with Senator Dole playing a lead role.
- Only the estates of the very wealthy are affected. The rate applies only to estates over \$2.5 million in value. The average worth of the estates affected is \$10 million. The rate affects only 1,000 estates out of the 1.2 million individuals who died this year.
- This provision in the conference agreement, which extends the top estate tax rate which expired at the beginning of the year, was passed by the Congress last year (in HR 11). Estate planners around the country were well aware of the provision, and the likelihood of enactment in the next tax bill.

II. DOLE AND THE FACTS ON SPENDING CUTS

MISSTATEMENT: Senator Dole stated that 80% of all of the cuts come after the 1996 election?

FACTS: As to the timing of the cuts, around 60% of the spending cuts come in the last two years -- a reasonable pace to phase in cuts, when you consider what is practicable, humane and best for avoiding economic contraction. Every specific cut in reconciliation will be voted into law at the same time that taxes are -- not a moment later -- and there is a hard freeze that ensures that discretionary spending is cut by 13% over 5 years.

• According to CBO, on the other hand, it is Senator Dole who has approximately 75% of his spending cuts in the last two years, a far higher percentage than this agreement.

III.

SENATOR DOLE AND THE FACTS ON JOB CREATION

MISSTATEMENT: "Back in January, the non-partisan Congressional Budget Office told us that, 'If Congress did not do anything, if we did not pass any economic package, our economy would create 9.4 million new jobs over the next four years. President Clinton now says that his plan will create perhaps 8 million jobs -- new jobs over the next four years. In effect, by passing the President's plan, we could lose 1.4 million jobs.'"

FACTS:

There are several problems with Dole's argument. For example, he doesn't tell you the following:

- After the last four years -- the worst record of private sector job creation since the Hoover Administration -- it's nice to have a debate over whether the economy will create 8 million or 9 million jobs. Under the Clinton Administration, the economy has created an average of 148,000 jobs per month -- more than seven times the private sector job growth rate in the Bush Administration.
- What Senator Dole seems to be saying is that we can do nothing and create jobs. But we learned over the last four years that you can't create jobs through wait-and-see, do nothing economics. The fact is that studies show that our plan can accomplish both \$500 billion in deficit reduction and 8 million new jobs.
- The CBO number he cites is actually 8.8 million jobs and that at least two independent forecasters (DRI and Wharton Econometrics) have projected the economy to create 9 million jobs under the Clinton plan. And unemployment is projected to be lower under the President's plan than under the January CBO projection.
- Many independent analysts agree that if we don't pass the plan there will be a severe reaction in the financial markets -- which would have a negative impact on job creation. CBO has always maintained that deficit reduction is essential for long-term economic health. Recently, Federal Reserve Chairman Alan Greenspan testified to the importance of passing a \$500 billion deficit reduction plan.

- Studies released by the Joint Economic Committee and the National Venture Capital Association indicated that two of the plan's small business incentives alone will add 200,000 additional jobs over the next five years.

SENATOR DOLE AND THE FACTS ON NATIONAL DEBT

The Federal debt will grow one trillion under the Clinton plan over the next

Bob Dole did not tell you is that the debt would grow even more under his than under the Clinton plan.

Senator Dole failed to mention that his own plan lowers the deficit \$100 billion less by his own admission and his own paper describing the plan. Senator Dole looked the deficit in the eye and blinked. Bob Dole is asking for a budget that would move us \$100 billion farther away from deficit reduction -- and that is if you count all of his "entitlement cap" and "across-the-board" caps.

We inherited the a \$300 Billion deficit, and the largest run up in the deficit in history. President Clinton responded with the largest deficit reduction in history. During that transitional period time the debt will grow unfortunately because of the build up over the last 12 years. Yet, the debt will be \$500 billion less because of the President's deficit reduction package and it would be \$100 billion higher if the Congress chose Senator Dole's plan instead of the President's.

THE FACTS ON RETROACTIVITY

SUMMARY

- 1. THE TAXES AFFECT ONLY THE TOP 1% -- THOSE COUPLES MAKING OVER \$180,00 (AGI) -- AND THE PRESIDENT WAS CLEAR AND DIRECT ON HIS INTENTION TO INCREASE TAXES MODESTLY ON THESE 1% OF TAXPAYERS:**
- 2. OVER 90% OF SMALL BUSINESSES WILL BENEFIT FROM THE TIMING OF THE TAX CHANGES:**
- 3. THERE HAVE BEEN RECENT TAX PROVISIONS ENACTED INTO LAW WHICH WERE RETROACTIVE AND VOTED ON BY REPUBLICANS AND SIGNED BY REPUBLICAN PRESIDENTS:**
- 4. THERE IS NO NEW INCREASE IN THE ESTATE TAX: THE TOP RATE ON ESTATES OF OVER \$2.5 MILLION IS JUST BEING EXTENDED.**

FOUR MAIN POINTS

- 1. THE PRESIDENT HAS ALWAYS BEEN CLEAR AND DIRECT ON RAISING TAXES ON THE TOP 1%.**
 - Only the top 1.2% of individual taxpayers
 - The President said in the most clear manner possible throughout the entire campaign, the transition and in his original proposal on February 17, 1993 (which had a January 1, 1993 effective date) that he would push for a modest tax increase on the top 1% of Americans, those making over \$180,000.
 - From Michael Eisner to Lee Iacocca, many well off Americans shifted income to 1992 because it was clear that taxes were going up on the top 1% in 1993.

OVER 90% OF SMALL BUSINESSES WILL BENEFIT FROM THE TIMING OF THE TAX CHANGES:

- Only 4% of businesses owners make over \$180,000, and will be affected by the starting date of the tax January 1, 1993 effective date.
- Yet, well over 90% of small businesses will benefit from a menu of tax cuts that start on January 1, 1993 or earlier. Increased expensing starts on January 1, 1993, over 90% of small businesses will receive or be eligible for additional tax cuts or benefits because of the timing of the tax changes. In addition, small companies, larger companies and others will be eligible for other additional tax cuts that are retroactive to June 30, 1992:
 - Research & Development tax credit
 - Low-income housing tax credit
 - Employer provided education assistance
 - Targeted Jobs Tax Credit
 - 25% Self-Employed Health Deduction

3. THERE HAVE BEEN RECENT TAX PROVISIONS ENACTED INTO LAW WHICH WERE RETROACTIVE AND VOTED ON BY REPUBLICANS AND SIGNED BY REPUBLICAN PRESIDENTS: Despite claims that retroactive tax increase are unheard of, the fact is that Ronald Reagan signed retroactive tax increases in 1981, 1984 and 1986 were voted favorably on by Republicans.

Economic Recovery Tax Act of 1981. Provisions limiting tax straddles. Signed into law by President Reagan on 8/13/81, effective 6/23/81.

Deficit Reduction Act of 1984. Signed into law by President Reagan on 7/18/84. Several retroactive items:

- a. Restriction of income tax credits - effective 1/1/84
- b. Restriction of income averaging - effective 1/1/84
- c. Restriction of depreciation of luxury cars - effective 6/18/84
- d. Restriction of business leasing deductions - effective 5/23/84
- e. Restriction of bonds, other debt instruments -some effective 3/1/84
- f. Postponement of expensing - effective 1/1/84
- g. Restriction of finance leases - effective 1/1/84

Tax Reform Act of 1976: Increased the alternative minimum tax on individual from 10% to 15%. The corporate alternative minimum tax was similarly increased to 15%. Both increases were effective after December 31, 1975. The act was passed on October 4, 1976.

Tax Reform Act of 1986. Repeal of investment tax credit. Signed into law by President Reagan on 10/22/86, effective 1/1/86.

At least a Dozen More Historical Examples: Retroactive taxes are not historically rare. There are at least 12 additional times that retroactive taxes have been passed.

4. THERE IS NO NEW INCREASE IN THE ESTATE TAX: THE TOP RATE ON ESTATES OF OVER \$2.5 MILLION IS JUST BEING EXTENDED. Senator Dole gave the erroneous impression that there was a new Clinton estate tax rate increase retroactive to January 1, 1993.

- There are no new taxes on estates in the President's plan. None. The only tax that affects estates is an extension of an estate tax rate that has applied since 1987 -- not a new tax. In fact, this tax rate was retained and extended in 1984 and 1987 in bipartisan bills negotiated with Senator Dole playing a lead role.
- Only the estates of the very wealthy are affected. The rate applies only to estates over \$2.5 million in value. The average worth of the estates affected is \$10 million. The rate affects only 1,000 estates out of the 1.2 million individuals who died this year.
- This provision in the conference agreement, which extends the top estate tax rate which expired at the beginning of the year, **was passed by the Congress last year** (in HR 11). Estate planners around the country were well aware of the provision, and the likelihood of enactment in the next tax bill.

THE WHITE HOUSE
WASHINGTON

August 6, 1993

MEMORANDUM TO ALL ASSISTANTS TO THE PRESIDENT, DEPARTMENT HEADS
AND DEPUTY ASSISTANTS TO THE PRESIDENT

FROM: ROY NEEL
Deputy Chief of Staff

SUBJECT: SUMMER VACATION

In order to adequately staff the White House over the coming weeks it would be helpful to know individuals' vacation plans for the months of August and September. Please provide to me through Paul Toback (Room 176) no later than Monday, August 9, a memo that describes:

1. The dates in August and September when you will be out of town.
2. A telephone number where you can be reached (if known).
3. The person who is in charge or who will be handling your responsibilities during your absence.

Thank you and have a good vacation.

THE WHITE HOUSE
WASHINGTON

August 9, 1993

TO: All Staff
(Please distribute within your office)

FROM: Ann McCoy
Helen Dickey

RE: Tomorrow's Budget Bill Signing

Due to limited space and seating at tomorrow's budget bill signing, only staff who worked directly on the package will be able to attend the event. If you think you may not be on a list, please let Helen know at x2919 by 10:00 am tomorrow.

Also, due to another event in the Rose Garden around the same time, White House and EOB staff should enter the South Grounds through the Southwest gate. All non-passholders (including interns) will have to be cleared in to the East Visitors Gate. Please call Helen with those names and security information by 9:00 am tomorrow. Only senior staff and deputies may enter through the Palm Court, since it will be used as an exit for the other event.

Any questions, please call Ann McCoy or Helen for questions at x2919. Thanks for your cooperation.

TRAINING SCHEDULE

Week of August 9, 1993

Classes currently offered in the Computer Support Center:

- Beginner OASIS
- Intermediate OASIS
- Advanced OASIS
- Beginner WordPerfect
- Intermediate WordPerfect
- Advanced WordPerfect
- Windows 3.1
- WordPerfect Columns/Merging
- WordPerfect Macros
- Beginner Lotus
- Intermediate Lotus
- Advanced Lotus
- Wordperfect for Windows
- Lotus for Windows

AUGUST 1993

PLEASE NOTE:

If you have any Computer related problems/questions/issues, call the Client Services Help Desk at 395-7370. Keep that number handy!

**Please register by Friday, August 6, 1993.
Call 7370.**

If you are unable to attend a class, please call to cancel.

Tuesday		Thursday	
10	<i>Room 7233 NEOB</i>	12	<i>Room 7233 NEOB</i>
9:00 - 10:30 Windows 3.1		9:00 - 10:30 Windows 3.1	
11:00 - 12:30 Windows 3.1		11:00 - 12:30 Windows 3.1	
1:30 - 4:30 WordPerfect for Windows		1:30 - 4:30 Lotus for Windows	

AUGUST 1993

Monday	Tuesday	Wednesday	Thursday	Friday
9 <i>Room 485 OEOB</i>	10 <i>Room 485 OEOB</i>	11 <i>Room 485 OEOB</i>	12 <i>Room 485 OEOB</i>	13 <i>Room 485 OEOB</i>
9:00 Beginner OASIS	9:00 Beginner Lotus	9:00 Beginner WordPerfect	9:00 Beginner OASIS	9:00 Advanced Lotus
11:00 Beginner WordPerfect	11:00 Intermediate OASIS	11:00 Beginner Lotus	11:00 Advanced WordPerfect	11:00 Advanced OASIS
1:00 Beginner OASIS	1:00 Intermediate WordPerfect	1:00 Intermediate WordPerfect	1:00 Intermediate Lotus	1:00 Beginner OASIS
4:00 WordPerfect Macros	4:00 Beginner OASIS	4:00 Intermediate Lotus	4:00 Beginner OASIS	4:00 WordPerfect Cols/Merge

**Office of Administration
Information Resources Management Division**

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

August 9, 1993

MEMORANDUM FOR ALL EOP STAFF

FROM:

GWENDOLYN N. WEAVER *Gwendolyn N. Weaver*
DEPUTY DIRECTOR OF THE OFFICE OF ADMINISTRATION
INFORMATION SYSTEMS

SUBJECT:

OASIS Outage

As you may have discovered this morning, the electronic mail is not working. We apologize for the inconvenience of the unavailability of OASIS and All-In-1 mail features. This is due to operational problems which we expect to have resolved by noon today.

Thank you for bearing with us at this time.

TRAINING SCHEDULE

Week of August 16, 1993

Classes currently offered in the Computer Support Center:

- Beginner OASIS
- Intermediate OASIS
- Advanced OASIS
- Beginner WordPerfect
- Intermediate WordPerfect
- Advanced WordPerfect
- Windows 3.1
- WordPerfect Columns/Merging
- WordPerfect Macros
- Beginner Lotus
- Intermediate Lotus
- Advanced Lotus
- Wordperfect for Windows
- Lotus for Windows

AUGUST 1993

PLEASE NOTE:

If you have any Computer related problems/questions/issues, call the Client Services Help Desk at 395-7370. Keep that number handy!

Please register by Friday,
August 13, 1993.
Call 7370.

If you are unable
to attend a class,
please call to cancel.

Tuesday		Thursday	
17	Room 7233 NEOB	19	Room 7233 NEOB
9:00 - 10:30 Windows 3.1		9:00 - 10:30 Windows 3.1	
11:00 - 12:30 Windows 3.1		11:00 - 12:30 Windows 3.1	
1:30 - 4:30 WordPerfect for Windows		1:30 - 4:30 Lotus for Windows	

AUGUST 1993

Monday		Tuesday		Wednesday		Thursday		Friday	
16	Room 485 OEOB	17	Room 485 OEOB	18	Room 485 OEOB	19	Room 485 OEOB	20	Room 485 OEOB
9:00 Beginner OASIS		9:00 Beginner WordPerfect		9:00 Advanced Lotus		9:00 Beginner OASIS		9:00 Intermediate WordPerfect	
11:00 Beginner Lotus		11:00 Intermediate OASIS		11:00 Beginner Lotus		11:00 Advanced WordPerfect		11:00 Beginner OASIS	
1:00 Beginner OASIS		1:00 Intermediate Lotus		1:00 Intermediate WordPerfect		1:00 Beginner WordPerfect		1:00 Advanced WordPerfect	
4:00 WordPerfect Cols/Merge		4:00 Beginner OASIS		4:00 Advanced OASIS		4:00 Beginner OASIS		4:00 WordPerfect Macros	



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

August 9, 1993

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AUGUST 1993

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AUGUST 1993

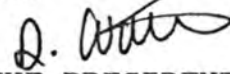
Monday	Tuesday	Wednesday	Thursday	Friday
16 Room 485 OEOB	17 Room 485 OEOB	18 Room 485 OEOB	19 Room 485 OEOB	20 Room 485 OEOB
9:00 Beginner OASIS	9:00 Beginner WordPerfect	9:00 Advanced Lotus	9:00 Beginner OASIS	9:00 Intermediate WordPerfect
11:00 Beginner Lotus	11:00 Intermediate OASIS	11:00 Beginner Lotus	11:00 Advanced WordPerfect	11:00 Beginner OASIS
1:00 Beginner OASIS	1:00 Intermediate Lotus	1:00 Intermediate WordPerfect	1:00 Beginner WordPerfect	1:00 Advanced WordPerfect
4:00 WordPerfect Cols/Merge	4:00 Beginner OASIS	4:00 Advanced OASIS	4:00 Beginner OASIS	4:00 WordPerfect Macros

THE WHITE HOUSE

WASHINGTON

August 11, 1993

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

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

SUBJECT: SUPPLEMENTAL GUIDANCE RE: "WHITE HOUSE MISSION
REQUESTS"

This memorandum provides additional guidance on the use of Department of Defense (DoD) aircraft for official travel by the Secretary of State, Secretary of Defense, Attorney General, and the Directors of the Federal Bureau of Investigation and Central Intelligence, as set forth in the July 30, 1993 Memorandum ("White House Mission Requests"). Pursuant to applicable codes, statutes and policies, one of the following criteria must be met in order for these officials to travel on DoD, as opposed to government, aircraft on a non-reimbursable basis. Travel must be:

1. Defense-related;
2. In direct support of the President, the Vice President or First Family; or
3. Specifically directed by the President.

Official overseas travel by the Secretary of State always is considered to be in direct support of the President.

The Assistant to the President for Management and Administration will evaluate all travel requests. Requests by the above individuals that meet one of the aforementioned criteria will be granted White House non-reimbursable mission status. All other requests will be referred to the Office of the Executive Secretariat of the Secretary of Defense for reimbursable support in accordance with applicable statutes, codes and policies.

THE WHITE HOUSE
WASHINGTON

MEMORANDUM TO ASSISTANTS AND DEPUTY ASSISTANTS TO THE
PRESIDENT

FROM ROY NEEL

DATE: August 12, 1993

We are currently developing a plan for a Senior Staff retreat at Camp David in mid-September. During the next few weeks you will be contacted by either Jane Hopkins or Carolyn Lukensmyer for a pre-retreat interview.

You will remember Jane and Carolyn as the excellent facilitators for our retreat in January. Please make some time available for them so that our September retreat will be a success.



The Old Executive Office Building

**NOTICE TO ALL
OLD EXECUTIVE OFFICE BUILDING AND
EAST AND WEST WING OCCUPANTS**

The General Services Administration will close the entrance on the first floor of the Old Executive Office Building (OEOB) between Rooms 176 and 178, Friday night, August 13, for repairs and refurbishing.

The entrance will reopen Monday morning, August 16. During this time, access to and from West Executive Avenue from the first floor OEOB will be closed.

Please excuse any inconvenience this work may cause.

OFFICE OF ADMINISTRATION
Facilities Management Division

Revised 8/12/93

THE WHITE HOUSE

WASHINGTON

August 18, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM:

Patsy L. Thomasson
PATSY L. THOMASSON
SPECIAL ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

SUBJECT:

Clearance Procedures for White House Volunteers

White House volunteers must be cleared by White House Personnel Security before they can begin to volunteer.

The procedures for new volunteers are as follows:

- 1) All prospective volunteers should contact the White House Volunteer Center at 456-7756, and set up a time to be interviewed.
- 2) At the time of the interview, they will complete a volunteer profile and a security form, which will be processed by White House Personnel security.
- 3) Only after this process is successfully completed, will the volunteer be added to the access list and be able to volunteer in the White House Complex.

It is a violation of White House security procedures to WAVE in any new volunteers until all appropriate checks have been completed.

THE WHITE HOUSE

WASHINGTON

August 18, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM:

Patsy L. Thomasson
PATSY L. THOMASSON
SPECIAL ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

SUBJECT:

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THE WHITE HOUSE

WASHINGTON

August 18, 1993

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: PATSY L. THOMASSON
SPECIAL ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

SUBJECT: Clearance Procedures for White House Volunteers

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- 3) Only after this process is successfully completed, will the volunteer be added to the access list and be able to volunteer in the White House Complex.

It is a violation of White House security procedures to WAVE in any new volunteers until all appropriate checks have been completed.



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

August 19, 1993

MEMORANDUM FOR ALL EOP STAFF

FROM: GWENDOLYN N. WEAVER *Gwendolyn N. Weaver*
DEPUTY DIRECTOR OF THE OFFICE OF ADMINISTRATION
FOR INFORMATION MANAGEMENT

SUBJECT: Cessation of Library Newsclips

As part of the downsizing and restructuring efforts within the Office of Administration, the EOP Libraries no longer have a newsclipping operation. This service was begun several years ago before the advent of full-text newspaper databases. Although the subject files were very useful, we feel that we can now better utilize staff and funding in other areas of information provision.

We regret any inconvenience this may cause and encourage you to discuss any continuing information needs with the reference librarians in the three EOP Libraries:

OEOB
Room 308
x7000

LAW
Room 528 OEOB
x3397

NEOB
Room G-102
x3654

THE WHITE HOUSE
WASHINGTON

August 23, 1993

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT STAFF

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

RE: White House Tours

President and Mrs. Clinton are pleased to invite all staff to tour the White House

- On Wednesday, August 25, and Thursday, August 26
- At 5:00 p.m.

Please follow these procedures to take the tour:

- The first 400 people in line will be admitted for guided tours, those in line after that will be asked to return on Thursday
- The **only entry point** for these tours is the East Appointment Gate, on East Executive Avenue
- You must show your **STAFF PASS** (WH, OEOB, NEOB)
- Sorry, no guests

THE WHITE HOUSE

WASHINGTON

August 24, 1993

MEMORANDUM FOR ALL BLUE PASS HOLDERS

FROM: PATSY L. THOMASSON
SPECIAL ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

SUBJECT: West Wing Tours

The West Wing will be closed for tours from 7:30 a.m. Wednesday, August 25 through 8:00 p.m. Monday, August 30, 1993, so that necessary repairs and maintenance may be done in the Oval Office.

We regret any inconvenience to you. We appreciate your being cooperative in not touring the West Wing during the specified times.

Thank you for your assistance.



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

AUGUST 24, 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: ALL-IN-1, Network and Mainframe Computer
Availability

In order to complete critical maintenance on the electrical system in the New Executive Office Building, power to the EOP Data Center will be shut down on Saturday, August 28, 1993. To properly prepare for and recover from the outage, ALL-IN-1, network, and mainframe services will not be available on Saturday, August 28, 1993.

On-line services will resume at the regularly scheduled time of 8:00 A.M. on Sunday, August 29 if all maintenance is completed as expected. If you experience difficulty accessing computer services after this time, please contact Client Services at (202) 395-7370.

Thank you for your cooperation.

TRAINING SCHEDULE

Week of August 30, 1993

Classes currently offered in the Computer Support Center:

- Beginner OASIS
- Intermediate OASIS
- Advanced OASIS
- Beginner WordPerfect
- Intermediate WordPerfect
- Advanced WordPerfect
- Windows 3.1
- WordPerfect Columns/Merge
- WordPerfect Macros
- Beginner Lotus
- Intermediate Lotus
- Advanced Lotus
- WordPerfect for Windows
- Lotus for Windows

AUGUST/SEPTEMBER 1993

PLEASE NOTE:

If you have any Computer related problems/questions/issues, call the Client Services Help Desk at 395-7370. Keep that number handy!

**Please register by Friday,
August 27, 1993.
Call 7370.**

**If you are unable
to attend a class,
please call to cancel.**

Tuesday		Thursday	
31	Room 7233 NEOB	2	Room 7233 NEOB
9:00 - 10:30 Windows 3.1		11:00 - 12:30 Windows 3.1	
1:30 - 4:30 WordPerfect for Windows		1:30 - 4:30 Lotus for Windows	

AUGUST/SEPTEMBER 1993

Monday	Tuesday	Wednesday	Thursday	Friday
30 Room 485 OEOP	31 Room 485 OEOP	1 Room 485 OEOP	2 Room 485 OEOP	3 Room 485 OEOP
9:00 Beginner OASIS	9:00 Beginner OASIS	9:00 Advanced WordPerfect	9:00 Beginner OASIS	9:00 Beginner Lotus
11:00 Beginner WordPerfect	11:00 Beginner Lotus	11:00 WordPerfect Cols/Merge	11:00 Intermediate WordPerfect	11:00 Advanced WordPerfect
1:00 WordPerfect Macros	1:00 Intermediate WordPerfect	1:00 Beginner OASIS	1:00 Advanced Lotus	1:00 Beginner OASIS
4:00 Intermediate OASIS	4:00 Beginner WordPerfect	4:00 Intermediate Lotus	4:00 Advanced OASIS	4:00 Intermediate Lotus

**Office of Administration
Information Resources Management Division**

THE WHITE HOUSE
WASHINGTON

August 30, 1993

MEMORANDUM FOR ALL BLUE PASS HOLDERS

FROM: PATSY L. THOMASSON
SPECIAL ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

SUBJECT: West Wing Tours

We regret that we have to extend our limit on West Wing Tours until Tuesday evening, August 31, 1993 at 8:00 p.m.

Tours will resume Tuesday, August 31, 1993 at 8:00 p.m.

We regret any inconvenience to you.

Thank you for your assistance.

THE WHITE HOUSE

WASHINGTON

August 31, 1993

MEMORANDUM FOR ALL BLUE PASS HOLDERS

FROM: PATSY THOMASSON
SPECIAL ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

SUBJECT: West Wing Tours

We regret that we must continue a temporary policy of not having West Wing tours. We will inform you when tours may resume.

We regret any inconvenience this may cause you.

Thank you for your cooperation.