

THE WHITE HOUSE
WASHINGTON

October 22, 1996

*file
somewhere*

MEMORANDUM FOR JENNIFER O'CONNOR
SPECIAL ASSISTANT TO THE PRESIDENT

FROM: MICHELLE HOUSTON *MH*
DIRECTOR, WHITE HOUSE GIFT UNIT

SUBJECT: Non-permissible Staff Gift

The completed paperwork on the gift that you submitted to our office for a ruling from the General Counsel's office is being returned to you with this memo. It has been determined that you may not personally retain the gift. Per Counsel's instruction, it must be returned to the sender by the White House Gift Unit.

You have the option to purchase the gift by reimbursing the donor for the fair market value of the item. Please contact me if you are interested in the purchase procedure, Ext. 65534. Thank you.

Enclosure

*Please note that several
other W.H. staffers
rec'd similar gifts. They will
all be returned together.*

WHITE HOUSE STAFF GIFT RECORD

Send completed Form and Gift to Gift Unit, ext. 7133

[DO NOT DETACH COPIES]

To be Completed by Staff Member

STAFF MEMBER		DONOR	
NAME (First, Middle, Last): <i>Jennifer O'Connor</i>		NAME (First, Middle, Last): <i>James McConvey</i>	
TITLE: <i>Special Assistant to the President</i>		TITLE: <i>President, Irish Linen Shirt Co.</i>	
GIFT INTENDED FOR (mark ☒ in appropriate box): ☒ White House Staff Member (W) ☐ Other (O) (e.g., family)		ADDRESS (Street, City, State, Zip & Country): <i>Kennedy Enterprise Centre Blackstaff Road Belfast BT11 9D IRELAND</i>	
RECEIVED BY (mark ☒ in appropriate box): ☒ Mail Room (M) ☐ Presented Personally (P) ☐ Staff (S) ☐ Other (O) (Specify)			
DATE ACCEPTED AND CIRCUMSTANCES OF PRESENTATION:		ORGANIZATION/BUSINESS OF DONOR (Specify): <i>Irish Linen Irish Linen Shirt Co.</i>	
REASON FOR NOT RETURNING TO DONOR:		DONOR CATEGORY (mark ☒ in appropriate box):	
		☐ Personal Friend (F) ☒ General Public (P)	
		☐ Foreign Official (H) ☐ VIP (V)	
DESCRIPTION OF GIFT: <i>Yellow linen shirt</i>			
REPORT PREPARED BY: <i>Stacia VanDyne</i>	DATE: <i>8/12/96</i>	ROOM NO.: <i>149</i>	EXT.: <i>66351</i>

To be Completed by Gift Unit and Counsel

			DISPOSITION (mark ☒ in appropriate box):	
ID: <i>389077</i>	DATE: <i>8-28-96</i>	GSA #:	☐ Presidential Staff—Personal (PP) ☐ Archives (AS) ☐ Returned to Sender, Commercial (RA) ☐ Destroyed (DS) ☐ Returned to Sender, Other (RC) ☐ Other (OH) ☒ Returned to Sender, Over Minimal Value (RB) ☐ GSA Surplus, Turn Over to Government (GS) ☐ Presidential Staff—for official display/use (PS)	
CATEGORY CODE:	APPRAISED VALUE: <i>\$35*</i>	ARCHIVE BOX #:		
COUNSEL'S OFFICE DECISION: ☐ APPROVE ☒ DISAPPROVE				
SIGNATURE: <i>Km. Whalen 10/21/96</i>				
COMMENTS: <i>* per E. Shea Verbal approy. Value</i>			Disapproved pursuant to 5 C.F.R. Part 2635 201-203	

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF ADMINISTRATION
WASHINGTON, D.C. 20503

INFORMATION SYSTEM & TECHNOLOGY DIVISION DIAL-IN USER AGREEMENT

You have been authorized to receive a dial-in access card for access to the Executive Office of the President Data Center (EOPDC). This card will enable you to access the EOPDC and your voice mail box on the EOP Telecommunications System from a remote location. Before your card can be issued however, you must read this agreement and sign below.

By signing this agreement, I agree to the following:

1. Violation of any of the following conditions and related security statutes could subject me to revocation of my dial-in access card, termination of my employment, a fine, and/or imprisonment.
2. I have received, read and understand the attached portions of the United States Code concerning "Fraud and Related Activity in Connection with Computers (U.S.C. 1030)" and how it applies to dial-in access.
3. I will establish a personal identification number that I will never share with anyone, keep near where I store the card, nor write on the card.
4. The access telephone number is sensitive, critical information that I will not share with anyone.
5. I will not enter classified information into the EOP Data Center computer systems.
6. I will log off my terminal or personal computer when it is unattended.
7. I will immediately return the dial-in access card when access is no longer required, employment is terminated or upon request by the EOP/OA Information Security Officer, or designee.
8. I will immediately call the OA Customer Support Help Desk 202-395-7370 if any of the following events occur:
 - my dial-in access card is lost, stolen, damaged or broken;
 - a change in my employment status;
 - suspected or actual unauthorized use of my card.
9. If my dial-in access card is lost or broken, I am personally responsible for repaying the approximate \$70 replacement cost for the card.

I have read and understand the conditions described herein and will adhere to them at all times when using my dial-in access card.

O'Connor, Jennifer M.
Print Name (Last, First MI)

10/16/96
Date

[Signature]
Signature

457401
Dial-in Access Card Serial Number

WHTO
Organization

202 456-2421
Phone