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**Collection: Baker, James A.: Files**  
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# WITHDRAWAL SHEET

## Ronald Reagan Library

*Baker, James A. III*

Collection: ~~HODSOLL, FRANCIS (Frank) S.M.~~ Files

Archivist: mjd/srj

File Folder: Administration (Rogers) ~~9A-9107~~ Box 2

Date: 1/15/98

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
1. info	re: subjects with interest in White House Staff. 4p.	n.d.	<del>P6</del> & <del>PT</del> 86/87
2. form	re: Dept. of Treasury, record of violaiton. 1p.	3/11/81	<del>F6</del> B6
3. form	White House Office re: request for Personnel action. 1p.	3/4/81	F6 B6
4. note	Hodsoll to Payroll re: Juditeh A. Moesta. 1p.	2/18/81	P6 B6
5. info	copy of time card. 1p.	2/21/81	P6 B6
6. info	list re: emergency evacuation plan. 1p.	n.d.	<del>F7</del> B7 CCB 11/20/00

### RESTRICTION CODES

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

- P-1 National security classified information [(a)(1) of the PRA].
- P-2 Relating to appointment to Federal office [(a)(2) of the PRA].
- P-3 Release would violate a Federal statute [(a)(3) of the PRA].
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA].
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA].
- P-6 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.

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

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

# WITHDRAWAL SHEET

## Ronald Reagan Library

**Collection:** HODSOLL, FRANCIS (Frank) S.M.: Files

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**File Folder:** Administration (Rogers) OA 9107

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THE WHITE HOUSE

WASHINGTON

September 14, 1981

MEMORANDUM FOR: ALL WHITE HOUSE STAFF

FROM: JOHN F. W. ROGERS  
SPECIAL ASSISTANT TO THE PRESIDENT  
FOR ADMINISTRATION

SUBJECT: WHITE HOUSE EVENT SCHEDULING AND  
EXPENDITURE POLICY

In order to facilitate the organization of events associated with the White House, the following policy has been established:

- o All Residence reservations and inquiries should be cleared by Peter McCoy and coordinated with Muffie Brandon, the Social Secretary.
- o Blair House reservations and inquiries should be directed to Joseph W. Canzeri. Decatur House and Tayloe House reservations should be directed to Theresa Elmore.
- o All OEOB and NEOB meeting areas have specific contacts. (See attached chart.)
- o Each office, which sponsors a White House event, will assign one contact person only to serve as a liaison for their occasion.
- o Requests for reservations and expenditures must be made to the appropriate office in advance through a memorandum stating the intended type, time, date, place, duration, purpose, sponsor, estimated number of guests, and costs of the event.
- o Funding source for all expenditures must be identified before any reservation may be approved.
- o Name of sponsoring office and contact person must appear on all bills, correspondence, and associated documents.
- o It is imperative that bills are paid on time and that all other aspects of the occasion truly reflect the standards expected of the White House.

Provided for your reference is a chart of the available meeting rooms.

Attachment

# WHITE HOUSE MEETING ROOMS

	Seating Capacity	Light Refreshments	Restrictions	Equipment Available	Services Available	To book contact
<i>1. Residence</i>	varies	Permitted	President or 1st Lady in Attendance		WH Mess	Muffie Brandon x7064— EW WH
<i>2. Blair House</i>	varies	Permitted	State Department controlled			Mamie McDonough x2861 — WW WH
<i>3. Tayloe House</i>	75 approx.	Permitted	Government owned \$ charge for usage Available 5:00 p.m.—10:00 p.m.			Theresa Elmore x2717 — WW WH
<i>4. Decator House</i>	75 approx.	Permitted	Historic Trust Property \$ charge for usage Available after 5:00 p.m.			Theresa Elmore x2717 — WW WH
<i>5. Roosevelt Room</i>	35-40 seated	Permitted	No reception before 5:30 p.m.			Nell Yates x2605 — WH
<i>6. Family Theater</i>	65 seated	Not permitted	Cannot be used days of State Dinners Must be vacated by 3:00 p.m.			Karleen Durrenberger x7064 — WH
<i>7. Treaty Room — 474 OEOB</i>	60 seated	Permitted				Jean Lamb x2500 — WH
<i>8. President's Briefing Room — 450 OEOB*</i>	Without TV coverage: 227 seated; with TV coverage: 177 seated; with video- taping: 212 seated	Not permitted		Projection	Elevator Escort	Lucille Price x3675 — GSA
<i>9. Room 208 OEOB</i>	30-40 seated	Permitted				Ann McGlenn x6630 — OPD
<i>10. Room 248 OEOB</i>	30-40 seated	Permitted				Regina Hall x4840 — OMB
<i>11. Room 305 OEOB</i>	40-45 seated	Permitted				Barbara Diering x4974 — NSC
<i>12. Room 330 OEOB</i>	30-35 seated	Permitted				Liz Kaminski x5034 — CEA
<i>13. Room 2008 NEOB (inside, no windows)</i>	120 seated	Not permitted		Microphones avail- able, reimbursable \$30.00 for 1, \$10.00 for ea. add. Labor additional		Lucille Price x3765 — GSA
<i>14. Room 2010 NEOB (windows)</i>	75 seated	Permitted		" "		Lucille Price x3765 — GSA

# RONALD W. REAGAN LIBRARY

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THE WHITE HOUSE

WASHINGTON

April 21, 1981

AJ.  
File  
Admin

MEMORANDUM FOR: JAMES A. BAKER, III

FROM: EDWARD V. HICKEY, JR. *EWH*

SUBJECT: Audio Countermeasures Inspections

The attached memorandum, prepared by David F. Ray, Acting Special Agent in Charge of the Technical Security Division of the Secret Service, was designed to alert staff members to the fact that their areas are being inspected on a regular basis and to explain some of the precautions necessary to maintain effective security.

The document was deliberately fashioned so that it would not have to be classified and could be used as a "ready reference" for all members of your office.

Should you have further questions, please call me at your convenience.

Thank you.



TECHNICAL SECURITY  
DIVISION  
(395-4005)

FILE

March 27, 1981

MEMORANDUM TO: Edward Hickey  
Deputy Assistant to the President

FROM : David F. Ray  
Acting Special Agent in Charge

Under Executive Order 12036 the Technical Security Division of the U.S. Secret Service is responsible for providing audio countermeasures inspections within the White House/OEOB complex. In compliance with this Executive Order, your office is the subject of routine audio countermeasures inspections. As occupants of a secure area, the following rules are being provided to you as a reminder that your assistance is required to maintain the security of your office.

During the inspection, or "sweep," the team will use numerous techniques to detect the presence of unauthorized listening or recording devices, commonly known as "bugs." Upon completion of the sweep it is imperative that adequate security be maintained on the area to insure the integrity of the sweep. The need for your cooperation in maintaining this security cannot be overemphasized.

During working hours when the area is no longer under the security of intrusion alarms or Uniformed Division officers, it is incumbent upon the personnel in the area to keep the area secure. The following practices should be instituted, if not in use, and will help us to keep your area secure.

1. All classified materials should be safeguarded at all times and kept out of the reach or sight of casual passersby. The classified documents should be stored in approved containers at the close of the workday.

2. No classified information should ever be discussed on other than secure telephone systems. Although your telephones will be inspected during the sweep, we cannot insure against unauthorized interceptions, or "taps."



3. After the initial inspection any work done in your area by electricians, carpenters, telephone men, etc., should be immediately reported to this division. All workmen will require a TSD or Uniformed Division escort prior to starting work in your area. Any new furnishings brought into the area, or present furnishings removed and returned, should also be immediately reported.

4. If your area is protected by intrusion alarms, be sure the last person leaving the office activates the system. The office should never be left unattended during working hours. If it is necessary to leave the office unattended, activate the alarm before leaving and notify the Secret Service Uniformed Division Control Center on 395-4497.

5. Escort all non-cleared visitors while they are in your area; do not leave them alone. Cleaning personnel--even passholders--should also be constantly escorted while in your area.

6. Report any suspicious activity or changes in your area which you cannot account for. (Report such occurrences from a telephone outside your area.)

The above practices may seem severe or troublesome, but devices currently available can be introduced into your area in less than a minute. It is your responsibility to assist us in keeping your office secure, and your cooperation is greatly appreciated.

Most of our inspections take place after normal working hours. However, if you are present during an inspection please continue with your usual functions and make no mention of what is taking place. If you have a question or wish to speak with a team member, ask him to step outside the area to talk. Also, prior to our arrival, any discussions that a sweep will take place should not be held within the area.

To contact the Technical Security Division to request escorts for workmen or to report a problem, call 395-4005 or Signal drop 398, and ask for the "duty desk." The person on the duty desk will take your request and initiate appropriate action to solve the problem. Our duty desk is manned on a 24-hour basis, so help is always available.

April 27, 1981

NOTE FOR JOHN ROGERS

FROM: FRANK FODSOLL *Fodsoll*

Attached is a memorandum from Ed Hickey to Baker and Deaver on helicopters. Hickey is requesting a meeting with Baker prior to decisions being made.

Have we made a decision? If so, what is it? If not, what are your views on what we should do?

Please return.

ATTACHMENT


THE WHITE HOUSE

WASHINGTON

H

April 6, 1981

MEMORANDUM FOR: PASSPORT HOLDERS

FROM: JOHN F. W. ROGERS   
SPECIAL ASSISTANT TO THE PRESIDENT  
FOR ADMINISTRATION

SUBJECT: SAFEGUARDING GOVERNMENT PASSPORTS

During the past few weeks, Diplomatic and Official passports have been issued to staff members who may have a need for foreign travel as part of their official duties.

It has been the practice, and we would like to continue this procedure, to keep these passports in the Travel Office until a staff member's trip has been approved, at which time the passport will be given to the traveler.

Often the passport is lost or misplaced or even left at home when the holder needs it. We hope to avoid any last minute embarrassment.

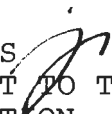
Thank you for your cooperation in this matter.

THE WHITE HOUSE  
WASHINGTON



April 1, 1981

MEMORANDUM FOR: FRANK HODSOLL

FROM: JOHN F. W. ROGERS   
SPECIAL ASSISTANT TO THE PRESIDENT  
FOR ADMINISTRATION

SUBJECT: SEATS IN THE PRESIDENTIAL BOXES

When the Presidential boxes at the Kennedy Center are not being used by the President, the First Family, the Vice President or the Cabinet, White House staff has the opportunity to take advantage of this privilege.

The West Wing receptionist maintains the work sheets for all events and will answer your inquiries about the availability of seats for performances.

It is important to understand that an occasion may arise when it might be necessary to exercise "bumping rights" up to 24 hours in advance of a performance if one of the aforementioned groups wishes to use the boxes.

Any further questions should be directed to my attention.


Thank you.

H

**THE WHITE HOUSE**  
WASHINGTON

March 17, 1981

MEMORANDUM FOR:           WHITE HOUSE STAFF

FROM:                     JOHN F. W. ROGERS  
                              SPECIAL ASSISTANT  FOR MANAGEMENT

SUBJECT:                 CLARIFICATION OF LEAVE POLICY

Employees of the White House Office who are paid below the Executive Level are granted annual leave on the same basis as other federal employees. This memorandum sets forth the policy of this Administration with respect to the granting and use of compensatory leave and the law governing the restoration of forfeited annual leave so that leave policy will be consistent throughout the White House Office and all employees will be on notice as to the rules being applied.

Compensatory Leave

An employee who is paid at or below GS 15 level or an administratively determined equivalent may be granted compensatory leave for unpaid overtime worked. Compensatory leave is calculated on the basis of one hour off for each hour of overtime worked. Within a calendar quarter an employee may accumulate no more than 40 hours of compensatory leave. Compensatory leave should be used within two months of the time it was earned; if not, the leave is forfeited. No more than 16 hours of compensatory leave may be used within a consecutive time period. Individual offices are responsible for keeping records of compensatory leave earned and used.

Restoration of Forfeited Annual Leave

An employee may accumulate up to 240 hours of annual leave and carry that accumulation over from year to year. Annual leave accumulated in excess of 240 hours is forfeited at the end of a leave year.

Federal law and civil service regulations permit forfeited annual leave to be restored under certain narrow circumstances. If an employee has, in writing, scheduled annual leave and has had that leave approved by his supervisor on or before the first weeks in November and the leave is subsequently cancelled because the President or a senior staff member designated by him has determined that "an exigency of the public business" requires cancellation of the leave, the otherwise forfeited leave can be restored. Leave which is restored under these circumstances must be used within the next two years or it will be forfeited.


Employees should not expect annual leave to be restored as a routine matter or on a blanket basis.

THE WHITE HOUSE

WASHINGTON

March 20, 1981

MEMORANDUM FOR: WHITE HOUSE STAFF

FROM: JOHN F. W. ROGERS   
SPECIAL ASSISTANT TO THE PRESIDENT  
FOR ADMINISTRATION

SUBJECT: TRAVEL

This memo is to stress the necessity for all White House staff to submit a fully completed travel authorization prior to all trips. Appropriate authority must be granted to travel on government funds. General Accounting Office auditors require that all travel be authorized prior to the performance of such trips. It must be signed by the traveler, your department head or deputy, and forwarded to my office.

The authorization should specify the following:

- name
- agency and division
- traveler's official duty station
- approximate dates of travel
- complete itinerary (this will state actual place of temporary duty - not the nearest airport)
- statement of the purpose of official travel
- mode of transportation

For your information, a copy of the travel authorization is attached. Travel vouchers are available from the supply room, OEOP #082.

Attachment

# THE WHITE HOUSE OFFICE OFFICIAL TRAVEL AUTHORIZATION

DATE \_\_\_\_\_

1. TRAVELER'S NAME \_\_\_\_\_

EXTENSION \_\_\_\_\_

ROOM No. \_\_\_\_\_

WHITE HOUSE STAFF

OTHER \_\_\_\_\_

2. ITINERARY \_\_\_\_\_

3. DEPARTURE DATE \_\_\_\_\_

RETURN DATE \_\_\_\_\_

TIME \_\_\_\_\_

TIME \_\_\_\_\_

MODE OF TRANSPORTATION \_\_\_\_\_

MODE OF TRANSPORTATION \_\_\_\_\_

4. IS GOVERNMENT-ISSUED TICKET BEING REQUESTED? YES  NO

5. PURPOSE(S), EVENT(S), DATE(S) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. NATURE: 100% OFFICIAL  100% POLITICAL  MIXED OFFICIAL/POLITICAL

7. TRAVEL ADVANCE REQUESTED \$ \_\_\_\_\_

8. TRAVELER'S SIGNATURE: \_\_\_\_\_

(I HAVE READ AND AGREE TO THE TERMS SET FORTH ON THE REVERSE SIDE)

## 9. APPROVALS

DEPT. HEAD/DEPUTY \_\_\_\_\_

APPROVING OFFICER \_\_\_\_\_

.....  
FOR ACCOUNTING USE ONLY:

ESTIMATED COST:

•TRANSPORTATION \_\_\_\_\_

•PER DIEM \_\_\_\_\_

•OTHER \_\_\_\_\_



# RONALD W. REAGAN LIBRARY

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THIS FORM MARKS THE FILE LOCATION OF ITEM NUMBER 5 LISTED ON THE  
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THE WHITE HOUSE

WASHINGTON

March 7, 1981

MEMORANDUM FOR: ALL STAFF .

FROM: JOHN F. W. ROGERS *JR*  
SPECIAL ASSISTANT FOR MANAGEMENT

SUBJECT: ATHLETIC UNIT

The Athletic Unit will be closed for general repairs and maintenance beginning Monday, March 9, 1981 until further notice.

The unit will reopen by membership and will be restricted to Senior White House staff only.

Any additional inquiries should be directed to my office.

MEMORANDUM

THE WHITE HOUSE  
WASHINGTON

March 5, 1981

TO: WHITE HOUSE STAFF

FROM: ARTHUR J. PETTIPAS  
ACTING CHIEF, ADMINISTRATIVE OFFICE

SUBJECT: Payroll Office



Questions or problems concerning your pay check or earning statement should be directed to the Office of Administration Payroll Office, Room 4005, NEOB, extension 3584, Attn: Margaret Riddick.

Any questions directed to the Administrative Office on extension 2500 will be referred to the Payroll Office. Going directly to that Office will expedite any answers you may have concerning your check or statement.

THE WHITE HOUSE

WASHINGTON

February 23, 1981

*File  
Admin*

MEMORANDUM FOR MEMBERS OF THE WHITE HOUSE OFFICE STAFF

FROM: FRED F. FIELDING *→→→*  
COUNSEL TO THE PRESIDENT

SUBJECT: Support of Administration Legislative Programs

This memorandum is intended to alert members of the White House staff to proscriptions on lobbying activities imposed by federal law and to provide general guidelines to staff members working in this area so as to insure compliance with those laws.

Simply stated, the so-called "Anti-Lobbying Act" (18 U.S.C. §1913) prohibits the use of appropriated funds, directly or indirectly, to pay for "any personal service, advertisement, telegram, telephone, letter, printed or written matter or other device" intended to influence a Member of Congress in acting upon legislation, before or after its introduction. There is also an appropriation rider, which has appeared in appropriation bills since 1951, barring the use of appropriated funds for "publicity or propaganda purposes" designed to support or defeat legislation pending before Congress.

Interpretations of 18 U.S.C. §1913 by the Department of Justice make it clear that an employee of the Executive Branch, while acting in his or her official capacity, may communicate with a member of Congress for the purpose of providing information or soliciting that member's support for the Administration's position on matters before Congress, whether or not such contact is invited and whether or not specific legislation is pending. Thus, the ordinary and traditional inter-action between the Executive and Legislative Branches is permitted. Likewise, it is not improper for an Executive Branch employee to provide legitimate informational background and material to the public in support of an Administration policy effort.

Problems arise where employees of the Executive Branch become involved, directly or indirectly, in efforts to induce or encourage members of the public to lobby members of Congress on Administration programs or legislation. Unfortunately, the line separating proper and improper conduct is imprecise

and the propriety of an activity may well depend on each individual situation. The following comments and examples are intended to provide general guidance for the more frequently encountered contacts and activities:

- 1) Executive Branch officials may speak freely in meetings with individuals or groups, at public forums, at news conferences, and during news interviews, but where these appearances of personnel become so excessive as to be deemed to be a publicity campaign, the activity might be challenged. Any undue degree of direct contact with the private sector by persons who do not ordinarily engage in such activities is evidence of prohibited conduct.
  
- 2) Appropriated funds should not be used to produce written, printed or electronic communications for distribution with the intent to induce members of the public to lobby members of Congress. For example, an organized mailing to members of the public initiated by Executive Branch personnel, stating the Administration's position and asking the recipients to contact their Senators and Representatives in support of that position should be avoided. Moreover, asking recipients to contact their elected representatives should also be avoided in communications sent in response to inquiries received by the Executive Branch. However, responses to incoming communications may include information which responds to the specific inquiries as well as explanations of the Administration's position on matters of public policy, including proposed legislation.  
  
Massive distribution by the Executive Branch of unsolicited copies of a public document, such as the reprint of a public official's speech or other informational materials, may raise a question even though the contents are only informational and do not suggest that the recipients contact members of Congress. Normal unsolicited distribution of press releases, public officials' speeches, fact sheets and other informational materials to persons, because of governmental or organizational position or expression of interest in the subject matter, would not ordinarily create a problem. Each such proposed distribution must be separately judged based on the purpose and content of the communication and the number and kind of people who will receive the information.
  
- 3) Officials and employees of the Executive Branch may properly have regular contact with non-governmental organizations which have among their purposes lobbying members of Congress or attempting to influence the general public to lobby the Congress. However, in these dealings, the officials should not or even appear to dominate the group or use the group as an arm of the Executive Branch.



(a) Examples of the kinds of activities in which Executive Branch officials might participate in dealing with independent outside organizations include:

- (i) exchange information, as long as it is not privileged.
- (ii) make suggestions, respond to or raise particular inquiries, or discuss the merits of various legislative strategies and related matters, so long as the Executive Branch officials do not suggest organization of grass roots pressure;
- (iii) address meetings (non-fundraisers) sponsored by such organizations:
- (iv) Upon the request of an independent organization provide to it for reproduction and distribution by the organization:
  - sample copies of documents prepared by Executive Branch officials (such as press releases, public officials' speeches, fact sheets) that are otherwise available for public distribution.
  - letters on specific subjects written by Executive Branch officials.

(Note that the materials must not suggest that the recipients contact Members of Congress urging support of particular positions; also the decision to publish or distribute any such material must be left to the independent organization.)

(b) Examples of the kinds of things which Executive Branch officials should avoid include:

- (i) responsibility for the on-going operation of an outside organization;
- (ii) requesting that an organization activate its membership at large to contact members of Congress on behalf of a legislative proposal;
- (iii) gathering information or producing materials specifically for such an organization which cannot properly or would not ordinarily be gathered or produced as part of the official's regular work;

- (iv) producing or providing multiple copies of materials to be distributed by such organizations;
- (v) requesting an organization to prepare or distribute any materials that suggest directly or indirectly that the recipients contact members of Congress, or playing any substantial role in advising an organization regarding the content of material it may wish to distribute;
- (vi) providing to such organizations lists of or correspondence from persons who favor or oppose particular policy positions;
- (vii) involvement in fundraising activities by such organizations (because of the varying forms that such involvement might take, any involvement should be discussed in advance with the Counsel's office).

These legal provisions are not intended to prohibit an on-going dialogue or interaction between the Executive Branch and the public in an educational effort to explain Administration positions, but where that conduct develops into a publicity and propaganda campaign designed or intended to pressure citizen groups into contacting Congressional representatives, the boundary of propriety has been crossed.

18 U.S.C. §1913 is a criminal statute and should be taken seriously. In addition, any specific allegation against White House staff members (Level IV and above) for violation of 18 U.S.C. §1913 potentially could trigger the "Special Prosecutors Act", 28 U.S.C. §591, et seq. The General Accounting Office is also authorized to undertake audits in this area, and any disallowed expenditures would have to be borne by the individual supervising the activity that resulted in the unauthorized use of government funds.

Because §1913 and the Appropriation rider have not often been interpreted it is difficult to be more specific in setting forth guidelines. Any difficult factual situation should be brought to the attention of this office before any action is taken.

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THE WHITE HOUSE  
WASHINGTON

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Judy -  
Please get me subscrip-  
tions to:

Time  
Newsweek  
US News & World Report  
National Journal  
Congressional Quarterly.

Thank

THE WHITE HOUSE

WASHINGTON

March 3, 1981

NOTE FOR JOHN ROGERS

FROM: FRANK HODSOLL

I would like to have subscriptions to the following publications:

TIME

NEWSWEEK

U.S. NEWS & WORLD REPORT

NATIONAL JOURNAL

CONGRESSIONAL QUARTERLY.

THE WHITE HOUSE

WASHINGTON

March 2, 1981

MEMORANDUM FOR: FRANCIS S. M. HODSOLL  
FROM: JOHN F. W. ROGERS  
SPECIAL ASSISTANT FOR MANAGEMENT  
SUBJECT: Diplomatic Passports

As a follow-up to the memo of February 27, 1981 concerning Diplomatic Passports, it has been arranged for a passport officer to come to your office on Thursday, March 5, 1981 between 9:30 a.m. and noon to execute the oath for your Diplomatic Passport.

The following must be prepared and available for the officer's arrival in your office on Thursday:

- 1) The completed application form not signed.
- 2) Two color photographs (available in Rm. 23, OEOB, x4259).
- 3) Proof of citizenship -- a previous passport or a certified copy of your birth certificate.

If there is a specific time within this period that is most convenient for you, please notify my office.

*Frank*  
I'll fill-in application, but need info from you. I'll also schedule photo session.

*Remember to bring in either Passport or Birth Certificate on Thursday*

*Judy*

THE WHITE HOUSE

WASHINGTON

February 27, 1981

MEMORANDUM FOR: FRANCIS S. M. HODSOLL

FROM: JOHN F. W. ROGERS  
SPECIAL ASSISTANT FOR MANAGEMENT

SUBJECT: PASSPORTS

We would like to make arrangements for a representative of the Passport Office to come to the White House at a convenient time to execute Diplomatic Passport applications for members of the Senior Staff.

An application form is attached for your convenience. It should be completed prior to the time of the oath, but it must be signed in the presence of the passport officer. Each applicant will need two color photographs, available from the USSS in Room 23, EOB (x4259). Proof of citizenship is also required in the form of a previous passport or a certified copy of your birth certificate.

Government passports are issued for the conduct of official business. It has been the policy to retain all passports in the Travel Office (Room 87, EOB, x2250) until a trip is scheduled. Upon completion of the foreign travel, the passport is returned to the Travel Office. This practice minimizes the chances for the passport to be lost or misplaced in between trips.

So that we do not overlook anyone with a legitimate need for a passport, I would request that all applications and future requests be routed through my office.

Thank you.

D

THE WHITE HOUSE

WASHINGTON

February 25, 1981

MEMORANDUM FOR

WHITE HOUSE STAFF MESS MEMBERS

Attached is a copy of revised regulations governing use of the White House Staff Mess. Your particular attention is invited to the following areas:

Dining Room Reservations.

It is very important that advance table reservations are made prior to bringing guests to the Staff Mess dining rooms. This is especially so on Saturdays when the Mess is operating with a reduced staff. The Mess will gladly take your reservations as soon as you know of the need to make reservations. The earlier the better. Advance reservations will help ensure that you are not embarrassed at the door due to lack of table space or lack of menu items to serve to you and your guests.

Room Service.

The Staff Mess is staffed primarily to provide dining room and carry-out service. Room service is, therefore, limited and is provided only for those members so designated. It is anticipated that the majority of West Wing Mess members utilizing carry-out service will make their own arrangements for picking up meals and other food service and for returning dishes and trays, etc., to the Mess. Staff Mess personnel will cooperate in every way possible to make this chore an easier one and will appreciate your cooperation and understanding in return.



EDWARD V. HICKEY, JR.

Deputy Assistant to the President

ATTACHMENT

## THE WHITE HOUSE

WASHINGTON

### WHITE HOUSE STAFF MESS REGULATIONS

The White House Staff Mess provides meal service as a convenience for designated key personnel whose duties require that they be available in the vicinity of the White House offices.

Meal hours in the Mess, Monday through Saturday, are as follows:

BREAKFAST	-	7:00 to 9:00 a.m.
LUNCH	-	11:30 a.m. to 2:30 p.m.

Evening carry-out meal for late working members are normally available from 6:00 to 9:00 p.m., Monday through Friday. This service is not available when the President is away from the Washington, D.C. area.

The Mess is normally closed on Sundays and holidays.

#### Billing

During the first week of each month, a bill will be sent to your office for the previous month's charges. Payment should be by personal check, payable to the White House Staff Mess, and forwarded to the Staff Mess office in Room 403, OEOB. PLEASE DO NOT SEND CASH.

All bills clearly identify current charges, payments received during the billing period and previous balance due. Members are required to pay Mess bills promptly. Any member who has not paid any bill within 60 days from date of billing shall have his or her mess privileges terminated and the required \$100.00 deposit shall be applied to the outstanding obligation. Members having lost privileges may have privileges restored by paying the account in full (current charges included) plus a deposit in the amount of \$200.00.

#### Guest Privileges

Mess members may bring guests to the Mess if prior reservations have been made. Reservations may be made by calling the Staff Mess by dialing extension 6377 ("M-E-S-S"). If there are no tables available at the time requested, and if your schedule permits, the Mess will take your name on a standby basis and call you when a



table is available. It will be extremely helpful to other members, and assure maximum use of the Mess facilities, if members call and cancel reservations promptly when meal plans have changed or a table reservation is no longer required.

One of the purposes of the Mess is to provide a pleasant atmosphere in which working conversations can take place. Since guests may be in a position to overhear conversations which should not be public knowledge, members are urged to use discretion in inviting guests to the Mess. For this reason, members of the press or the diplomatic corps may not be brought to the Staff Mess.

Guests shall not be seated in the dining room until the member making the reservations is in attendance with the guests.

Members may reserve only one table.

#### Miscellaneous

There may be occasions when Staff Mess personnel are needed to perform functions elsewhere. In such cases, service in the Mess may be curtailed and it may not be possible to accommodate guests. Should this happen, those having reservations for guests will be so advised in order that they may seek service elsewhere. Service to members will be available, but may not be as rapid during a period of reduced staffing.

The Mess does not have sufficient personnel to provide room service, other than for those so designated.

Carry-out meal service is available only to West Wing personnel.


With your cooperation, we will be able to provide excellent food and service in a pleasant atmosphere and convenient location. Any suggestions which will help us improve this service will be most sincerely welcomed.

THE WHITE HOUSE

WASHINGTON

January 29, 1981

MEMORANDUM TO THE WHITE HOUSE STAFF

FROM: JOHN F.W. ROGERS 

SUBJECT: Use of the Seal of the United States,  
of the President and of the Vice President

In light of questions which have already been raised concerning the appropriate use of these seals, this memorandum outlines for all of you the law and policy on use of these seals.

1. The Great Seal of the United States

This seal is established by statute, 4 USC 41, and committed to the custody of the Secretary of State, 4 USC 42. It may only be affixed by the Secretary of State upon statutory authority, 5 USC 2902 or on authority (or warrant) of the President.

Customarily the Great Seal is affixed to Presidential Commissions and Presidential proclamations concerning treaties once they have been signed by the President. Other permissible uses are set forth in Executive Order 11649, as amended, described below in connection with the Presidential Seal.

Misuse of the Great Seal is a federal criminal offense, 18 USC 713.

2. The Presidential Seal

The current Presidential Seal was established by Executive Order 10860. It connotes the Office of the President of the United States and is to be used only by him or with his approval.

By Executive Order 11649, amended by Executive Order 11916, the President has permitted reproduction and use of the Great Seal, Presidential Seal and Vice Presidential Seal under the following circumstances:

- a. when used by the President or Vice President;
- b. when used in encyclopedia, books, or periodicals describing the history of the seals, the art of heraldry, or the Office of the President or Vice President;

page two  
January 29, 1981

- c. when used in library or museum exhibits on the Offices of the President or Vice President or on the subject of heraldry;
- d. when used on libraries housing the papers of former Presidents or Vice Presidents;
- e. when used on monuments to former Presidents, or Vice Presidents;
- f. when printed or photographed in connection with a bona fide news event;
- g. when explicitly authorized in writing by the Counsel to the President.

Customarily the Presidential Seal is affixed to documents signed by the President and is used alone -- never in conjunction with another seal or logo. It is embossed on stationery reserved for the President's use, not on routine White House stationery. The seal is personal to the Office of the President of the United States, it is not an "agency" seal for the White House Office. Accordingly, staff members are not entitled to use the seal.

Misuse of the seal is prohibited by 18 USC 713.

3. Vice President's Seal

The Vice President's Seal was established by Executive Order 10016. It is subject to the same restrictions on use as the Presidential Seal and is protected by the same criminal statute.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 4, 1981

TO: ALL WHITE HOUSE STAFF

FROM: ART PETTIPAS  
ACTING CHIEF, ADMINISTRATIVE OFFICE

SUBJECT: TRAVEL GUIDELINES



Attached is a set of general guidelines covering official, mixed and political travel by White House Staff members.

Please note that these are not detailed procedures, but rather a statement of the fundamental principles and responsibilities associated with such travel.

Names and phone numbers of specific individuals to be contacted for further details are contained on the last page of this memo.

Thank you.

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I. DEFINITIONS

- 1) Official Travel is travel strictly to carry out assigned duties for the Federal Government.
- 2) Political Travel: Travel relating to or on behalf of political candidates or political organizations.
- 3) Individual Travel: Personal or political travel by a White House Staff member unrelated to any Presidential travel.
- 4) Presidential Travel: Any travel in advance of, with or in conjunction with the President.
- 5) Advance Persons includes all scheduling advance, press advance, or First Lady's advance, regular White House Staff, SBA consultants, volunteers or detailees who work on a Presidential trip.
- 6) Sponsor: Whoever is paying for a political event, be it the campaign, the RNC, a local party organization, or a local candidate's campaign organization.

## II. INTRODUCTION

These guidelines outline general policies on official and political travel, and designate offices and individuals responsible for various administrative facets of such travel.

These guidelines apply to White House staff members and consultants (except Travel Office personnel). They do not apply to the U.S. Secret Service, the White House Communications Agency or other military support personnel.

In general, the underlying principles are:

- 1) On "individual travel" (i.e. non-Presidential travel) involving political activities, it is up to the individual traveler to make their own arrangements and obtain their own reimbursement.
- 2) It is each individual's personal responsibility for avoiding any possible violations of Federal laws or regulations covering activities of government employees.
- 3) One designated individual in the Advance/Scheduling Office will coordinate all administrative facets of Presidential trips.
- 4) Political sponsors will generally be required to pay in advance to assure prompt settlement.
- 5) No political expenses will be charged to or paid by the government.
- 6) Allocation of political and official portions of mixed travel will be based on "hard event time".

### III. GENERAL RESPONSIBILITIES

Each traveler is individually responsible for:

- 1) Familiarity with the Hatch Act, Federal Election Commission regulations, government travel regulations, White House Standards of Conduct, other government regulations, and for seeing that they do not violate nor inadvertently contribute to a violation.
- 2) Keeping sufficient time records to establish that all time for which they are paid by the government involved official activities, and if paid at a rate under Level V, advising their timekeeper to place them in leave status if engaged in unofficial activities during periods for which they would otherwise be compensated.
- 3) Keeping track of all expenses incurred and for promptly turning in expense reimbursement and compensation claims along with receipts to the appropriate office.
- 4) Not charging any political expenses to the White House. Any such charges may be deducted from the staff member's salary.
- 5) Not accepting gratuitous travel, lodging, or other support from any entity except as described in the White House Standards of Conduct or otherwise permitted by the F.E.C. and/or approved by Counsel. Particular care must be taken with offers of private aircraft.
- 6) Seeing that no government time, equipment, materials, facilities, services, funds or credit are used to support political activities.
- 7) Knowing whether a trip is 100% official, 100% political or mixed.



IV. PERSONAL TRAVEL

(i.e. on individuals own behalf, un-related to a Presidential trip)

1) General:

No White House issued tickets (unless paid for personally), cash advances, or direct charges may be used for any political travel.

All such individual political travel should be cleared in advance with the sponsor who is expected to pay. The campaign and the RNC have made it clear that their prior approval is a prerequisite to their payment of any travel expenses.

2) 100% Political Travel:

Traveler will personally either arrange for payment of all costs by the political sponsor, or else pay for all expenses personally, and seek reimbursement from the political sponsor.

Claims for reimbursement should be submitted directly to the political sponsor.

3) Mixed Political/Official Travel:

Each traveler must pay for expenses themselves and submit claims for reimbursement to the White House Administrative Office along with details of all political and official activities.

Each traveler is responsible for documenting the political vs. official division of the time based on hard event time, conferring with the Administrative Office if desired.

The Administrative Office will promptly apportion the expenses and forward a statement of the political share back to the traveler, who will seek reimbursement directly from the sponsor.

V. PRESIDENTIAL TRAVEL BY ADVANCE PERSONS

The Scheduling/Advance Office shall designate one individual who shall have cognizance and control over all administrative facets of Presidential travel by advance persons.

This individual shall be the one White House focal point for all administrative facets of the trip and perform all liaison between advance persons, White House Accounting, and, if possible, the sponsor.

This individual signs off on all travel requests, bills and claims for expenses or compensation before forwarding to White House Administrative Office or the sponsor. He or she is also responsible for returning any incomplete travel vouchers and obtaining information on bills which are not clear.

The individual designated will, in addition, be responsible for assuring that:

- 1) A political sponsor is advised of pre-payment policy.
- 2) An estimate of expenses is prepared and transmitted to the sponsor(s) and the RNC, if applicable, in a timely fashion.
- 3) Counsel's Office is advised if pre-payment is not received by the RNC one week prior to trip.
- 4) The RNC is apprised of all political trips (except campaign) to prepare them for sorting out bills they may receive, and eventual disbursement of prepaid funds.
- 5) All advance persons are properly advised of general rules applicable to all travelers, particularly that no political expenses will be charged to the White House, and that the proper form is submitted for claims for compensation and expenses within 15 days after the trip.
- 6) Timekeepers of advance persons performing political travel are apprised of the dates on which such travel is performed and that they are placed in a leave status for those days.
- 7) The breakdown of official vs. political time on a mixed trip plus the designation of who is political and who is official is received by the Accounting Office within 15 days after completion of a trip.

VI. TRAVEL VOUCHER PREPARATION

The following is a list of guidelines to help in expediting payment of your travel vouchers.

- Authorization must be obtained from John Rogers prior to all travel.
- Prepare travel vouchers in triplicate.
- Show exact times of departure and arrival at all points.
- Items covered as per diem include hotel, meals, tips, fees, etc.
- Receipts must be attached for all expenses over \$15 and noted on voucher.
- We do not reimburse for any insurance coverages on auto rentals.

If you have any problems computing the per diem or actual expenses call Suzanne Shean for assistance: x2500.

VII. CONTACTS

Approvals

John Rogers  
WW/WW GFL  
x7052

-official or mixed travel requests, and approvals

White House Accounting Office

Art Pettipas or  
Suzanne Shean  
Room 1, OEOP, x2500

-Claims for reimbursement  
-Administrative/procedural questions

White House Travel Office

Bob Manning or Billy Dale  
Room 87, OEOP, x2250

-Arrangements for official travel after prior approval  
-Arrangements for other travel paid for personally by traveler

White House Counsel's Office

Fred E. Fielding  
Room 106, OEOP, x7866

-Legal questions/White House policies/FEC regulations

AGGREGATE REPORT ON PERSONNEL  
PURSUANT TO TITLE 3,  
UNITED STATES CODE, SECTION 113

*File  
W/H  
Admin*

For the Fiscal Year 1980

Pursuant to Title 3, United States Code 113 the White House Office, the Executive Residence at the White House, the Office of the Vice President, the Domestic Policy Staff and the Office of Administration ("Reporting Offices") must report data on the total number of employees who were at any time employed in these offices during fiscal year 1980.

In accordance with that section, the following data are submitted:

- (1) the number of employees who were paid at a rate of basic pay equal to or greater than the rate of basic pay then currently paid for level V of the Executive Schedule of section 5316 of title 5 and who were employed by the reporting offices at any time during the fiscal year, and the aggregate amount paid to such employees:

<u>Reporting Office</u>	<u>Cumulative Number of Individuals Covered</u>	<u>Total Compensation Paid</u>
White House Office	48*	\$2,038,582
Executive Residence	1	50,277
Office of the Vice President	7	392,217
Domestic Policy Staff	14	590,682
Office of Administration	<u>5</u>	<u>245,799</u>
TOTAL	75	\$3,317,557

\* This cumulative number covers all individuals including the turnover who occupied positions in this category regardless of length of service during this 12-month period. The statute permits 50 such employees at any given time with no limit on the cumulative total.

- (3) the number of employees employed at any time during the fiscal year by the reporting offices who were paid at a rate of basic pay which is less than the minimum rate then currently paid for GS-16 of the General Schedule of section 5332 of title 5, and the aggregate amount paid to such employees:

<u>Reporting Office</u>	<u>Cumulative* Number of Individuals Covered</u>	<u>Total Compensation Paid</u>
White House Office	411	\$7,147,248
Executive Residence	91	1,743,655
Office of the Vice President	25	360,284
Domestic Policy Staff	48	890,277
Office of Administration	<u>168</u>	<u>\$2,665,102</u>
TOTAL	743	\$12,806,566

\* This cumulative number covers all individuals including the turnover who occupied positions in this category regardless of length of service during this 12-month period.

In addition, the White House Office employed 47 different individuals as part-time or intermittent clerical personnel to meet periodic peak workloads. Total compensation paid was \$352,394.

- (4) the number of individuals detailed under section 112 of this title for more than 30 days to each such office, the number of days in excess of 30 each individual was detailed, and the aggregate amount of reimbursement made as provided by the provisions of section 112 of this title:

<u>Reporting Office</u>	<u>Cumulative Number of Individuals Covered</u>	<u>Number of Days of Excess of 30</u>	<u>Total Reimbursement</u>
White House Office	205	See Attachment A	\$373,000
Executive Residence	--	--	--
Office of the Vice President	1	See Attachment A	12,805
Domestic Policy Staff	22	See Attachment A	68,907
Office of Admin- istration	77	See Attachment	8,852
TOTAL	305		\$463,564

NUMBER OF DETAILEES AND DAYS IN EXCESS OF 30

White House Office								Residence	VP		DPS		OA	
#	Days	#	Days	#	Days	#	Days	#	Days	#	Days	#	Days	
1	1	1	57	1	123	1	229	None	1	273	3	30	3	2
1	5	4	60	1	124	1	230				1	60	1	3
3	6	3	61	2	129	1	237				2	90	1	10
3	7	1	62	1	130	2	242				4	120	1	13
1	8	1	63	1	133	1	247				5	150	2	14
2	10	3	65	1	134	1	255				2	270	2	17
3	13	1	67	1	135	1	256						2	21
1	14	1	68	1	136	1	262				17		1	24
1	15	2	69	2	138	1	263						1	27
1	17	2	70	1	139	1	264						1	31
1	18	1	71	1	143	1	265						1	32
1	20	1	72	2	146	1	269						1	33
3	21	1	73	2	147	1	272						1	38
1	22	1	76	3	149	1	279						1	41
3	23	3	77	1	150	1	305						2	42
1	24	1	83	2	151	1	312						2	43
2	28	1	84	2	152	1	331						1	45
1	30	2	86	2	160	10	335						1	46
5	31	6	90	1	163								1	55
1	32	3	91	1	165	205							4	61
1	33	2	92	3	167								6	62
1	35	2	93	1	168								14	63
2	37	2	94	4	175								1	72
1	38	2	95	1	178								1	74
1	40	1	96	1	182								1	79
2	41	1	98	1	183								1	80
1	43	2	104	1	188								1	93
4	44	1	106	1	192								1	94
1	45	1	109	1	193								1	103
1	48	1	112	1	195								1	111
3	49	1	114	2	203								1	123
2	51	1	118	1	209								2	124
2	52	1	119	1	211								1	125
2	54	1	121	3	212								1	133
1	55	4	122	3	216								1	139
													1	141
													2	147
													6	153
													2	154
													1	184
													1	305

(5) the number of individuals whose services as experts or consultants were procured under this chapter for service in the reporting offices, the total number of days employed, and the aggregate amount paid to procure such services.

<u>Reporting Office</u>	<u>Cumulative Number of Individuals Covered</u>	<u>Total Number of Days Worked</u>	<u>Total Compensation Paid</u>
White House Office	13	677	\$110,058
Executive Residence	--	--	--
Office of the Vice President	3	5	950
Domestic Policy Staff	2	103	15,570
Office of Admin- istration	--	--	--
TOTAL	18	785	\$126,578

In addition, the White House Office made periodic use of 68 different individuals for brief assignments of several days each to work on arrangements associated with official trips. These individuals worked a total of 1157 days and total compensation paid was \$81,577.

The White House Office also obtained the services of four experts who served as consultants without compensation. These individuals worked a total of 521 days.

The Executive Residence obtained the services of 82 individuals for intermittent work at official events such as dinners for visiting Heads of State. These individuals worked a total of 1722 days and total compensation paid was \$65,245.90.

The Office of the Vice President obtained services of individuals to assist in arrangements for official travel. Thirty-four of these individuals worked without compensation for 82 days. Eight individuals worked for 43 days and total compensation paid was \$2,771.80.



- (2) the number of employees employed at any time during the fiscal year by the reporting offices who were paid at a rate of basic pay which is equal to or greater than the minimum rate of basic pay then currently paid for GS-16 of the General Schedule of section 5332 of title 5 but which is less than the rate then currently paid for level V of the Executive Schedule of section 5316 of title 5 and the aggregate amount paid to such employees:

<u>Reporting Office</u>	<u>Cumulative Number of Individuals Covered</u>	<u>Total Compensation Paid</u>
White House Office	30*	\$1,235,398
Executive Residence	--	--
Office of the Vice President	1	48,096
Domestic Policy staff	4	174,501
Office of Administration	<u>1</u>	<u>19,667</u>
TOTAL	36	\$1,477,662

\* This cumulative number covers all individuals including the turnover who occupied positions in this category regardless of length of service during this 12-month period. The statute permits 50 such employees at any given time with no limit on the cumulative total.

File  
Admin

Deputy Counsellor

2 WHO Slots

- 1 Level II
- 1 Secretary

Robert Garrick  
\$20-25,000, depending on previous salary

Cabinet Administration

2 WHO Slots

- 1 Level III      Craig Fuller
- 1 Secretary or Assistant (1818-22,000)

4 Slots from DPS

Up to GS-15

Office of Planning and Evaluation

1 WHO Slot

- 1 Level IV      Richard Beal

5 Slots from DPS

- 1 Supergrade Slot
- 4 Regular Slots (up to GS-15)

*Judy:*  
*Copies for RGD*  
*and John Rogers*

File  
Admin

THE WHITE HOUSE  
WASHINGTON  
February 5, 1981

*FRANK*  
*JAB*  
*has NOT SEEN*  
*2/5/81*  
*5:30P.M.*  
*JAB JUST*  
*PICKED UP*  
*e READ*  
*2/5/81*  
*6:15P.M.*

MEMORANDUM FOR: EDWIN MEESE III

FROM: EDWARD V. HICKEY, JR.

SUBJECT: Use of Department of Defense Aircraft by Cabinet Members and Heads of Other Executive Agencies

In order to ensure proper, economical and effective use of Department of Defense aircraft, it is appropriate that Cabinet members and heads of other Executive agencies be apprised of the statutes and current Department of Defense (DoD) policies with respect to airlift support and the correct procedures for requesting such support.

In accordance with the Economy Act of 1932 and specific Department of Defense directives, Special Air Mission (SAM) aircraft assigned to the 89th Military Airlift Wing at Andrews Air Force Base, and/or other aircraft assets which may be available within the Department of Defense inventory, may be used to provide transportation to heads of Government agencies provided that the use of such resources does not interfere with assigned Defense missions, which take full precedence in scheduling; or, that the use of such resources does not place the Department of Defense in a position of competing with commercial aviation. In consonance with this scheduling policy, designated officials will authorize the use of aircraft only when such use is in the National interest and commercial transportation is not available or capable of meeting the movement requirement. Also, every effort will be made to exercise particular care in planning and scheduling trips and to consolidate travel requirements.

This support is provided on a reimbursable basis, paid for by the department, agency, or branch requesting such airlift unless otherwise directed by the Secretary of Defense or at the behest of the President in those instances where air transportation is provided in direct support of the Office of the President (i.e., the President directs an individual to represent him personally at state functions such as inaugurations, funerals, etc.).

With regard to reimbursement policies, Cabinet members and heads of other Executive agencies should be aware that the reimbursement rate required will be non-DoD (other Federal user) on a cost per flying hour basis. Additionally, a minimum daily charge of two flying hours will be made. Data on the current hourly rates for various types of aircraft can be obtained by calling the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense at (202) 695-0028; or, by calling the White House Military Office at (202) 456-2150.

Requests for the use of Department of Defense aircraft should be made to the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense at the above number. Such requests must include a certification by the head of the agency that the requirement for such transportation is in the National interest and that commercial transportation is not available, or, for reasons which must be specified, is not capable of satisfying the movement requirement.

Requests for the use of Department of Defense aircraft on a non-reimbursable basis (i.e., White House sponsored) should be made to the White House Military Office, number above, and is subject to approval by appropriate White House authorities. Requests for helicopter transportation are processed through the same aforementioned channels.

As the White House Military Office has been receiving inquiries from the offices of Cabinet members and others regarding the subject of military aircraft support, please ensure that these guidelines are disseminated to the appropriate individuals at the earliest convenient opportunity.

Any questions regarding this information can be directed to the White House Military Office.

FYI CC:

✓ James A. Baker III  
Michael Deaver

THE WHITE HOUSE

WASHINGTON

February 17, 1981

MEMORANDUM FOR FRED FIELDING  
JOHN ROGERS

FROM: FRANK HODSOLL *Frank*

SUBJECT: SEQUOIA

Attached is a letter from Jeff Napier on purchasing the Sequoia and donating it to the President, if we accept.

We would like to have the Sequoia. The question is whether it would be appropriate for the National Marine Manufacturers Association to do what they suggest.

JOHN: Could you give us a rundown of where the previous efforts to get the Sequoia are.

FRED: Would you look at the legal aspects of this.

I will be away from Wednesday, 2/18 until Tuesday, 2/24. Perhaps, we could get together briefly on Tuesday to go over this.

Thank you.

ATTACHMENT

002346



**National Marine Manufacturers Association**

401 North Michigan Avenue  
Chicago IL 60611  
(312) 836-4747

666 Third Avenue  
New York NY 10017  
(212) 697-1100

February 5, 1981

President Ronald Reagan  
The White House  
1600 Pennsylvania Avenue  
Washington, D.C. 20500

Dear Mr. President:

Near the beginning of his term, President Carter sold the Presidential Yacht, Sequoia, as a symbolic gesture of his frugality. Like so many of his symbolic gestures, this one offended more people than it did anything else -- namely, the 500,000 of us who earn our living in the manufacture, sales and servicing of recreational boating products.

We are considering the possibility of donating the Sequoia back to the President -- if you will accept. As you may know, the Sequoia is a classic yacht and the most recent of several which the White House has owned. Assuming that we may acquire her and that we may provide at least a partial endowment for her maintenance, would you accept the gift on behalf of the government?

We would be most pleased to discuss the possible donation further with your representatives. Thank you for considering this idea.

Sincerely,

A handwritten signature in black ink that reads "Jeff W. Napier". The signature is written in a cursive, flowing style.

Jeff W. Napier,  
President

JWN/cac

Reply to

- Chicago  
 New York

# WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

O - OUTGOING

H - INTERNAL

I - INCOMING

Date Correspondence Received (YY/MM/DD) 8/10/2/11

ID # GI003

Name of Correspondent: Jeff W. Napier

MI Mail Report User Codes: (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Subject: They are considering the possibility of donating the Sequoia back to the President and wants to know if he will accept the gift on behalf of the government.

### ROUTE TO:

### ACTION

### DISPOSITION

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
<u>✓ SP Hick</u>	<u>ORIGINATOR</u>	<u>CH 8/10/2/11</u>			<u>1/1</u>
		<u>1/1</u>			<u>1/1</u>
	Referral Note:	<u>1/1</u>			<u>1/1</u>
	Referral Note:	<u>1/1</u>			<u>1/1</u>
	Referral Note:	<u>1/1</u>			<u>1/1</u>
	Referral Note:	<u>1/1</u>			<u>1/1</u>

#### ACTION CODES:

- A - Appropriate Action
- C - Comments
- D - Draft Response
- F - Fact Sheet
- I - Info Copy
- R - Direct Reply w/Copy
- S - For Signature
- X - Interim Reply

#### DISPOSITION CODES:

- A - Answered
- B - Non-Special Referral
- C - Completed
- S - Suspended

#### FOR OUTGOING CORRESPONDENCE:

- Type of Response = Initials of Signer
- Code = "A"
- Completion Date = Date of Outgoing

Comments: \_\_\_\_\_

Keep this worksheet attached to the original incoming letter.  
 Send all routing updates to Central Reference (Room 75, OEOB).  
 Always return completed correspondence record to Central Files.  
 Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

## RECORDS MANAGEMENT ONLY

### CLASSIFICATION SECTION

No. of Additional Correspondents: \_\_\_\_\_ Media: L Individual Codes: 4900 \_\_\_\_\_

Prime Subject Code: GI 003 \_\_\_\_\_ Secondary Subject Codes: WE 009-03 \_\_\_\_\_  
TN 005 \_\_\_\_\_

### PRESIDENTIAL REPLY

Code	Date	Comment	Form
C	_____	Time: _____	P- _____
DSP	_____	Time: _____	Media: _____

**SIGNATURE CODES:**

- CPn - Presidential Correspondence
  - n - 1 - Ronald Wilson Reagan
  - n - 2 - Ronald Reagan
  - n - 3 - Ron
  - n - 4 - Dutch
  - n - 5 -
- CLn - First Lady's Correspondence
  - n - 1 - Nancy Reagan
  - n - 2 -
  - n - 3 -
- CBn - Presidential & First Lady's Correspondence
  - n - 1 - Ronald Reagan - Nancy Reagan
  - n - 2 -

**MEDIA CODES:**

- B - Box/package
- C - Copy
- D - Official document
- G - Message
- H - Handcarried
- L - Letter
- M - Mailgram
- O - Memo
- P - Photo
- R - Report
- S - Sealed
- T - Telegram
- V - Telephone
- X - Miscellaneous
- Y - Study





**National Marine Manufacturers Association**

401 N. Michigan Ave., Chicago IL 60611



President Ronald Reagan  
The White House  
1600 Pennsylvania Avenue  
Washington, D.C. 20500

July 5, 1977

## MEMORANDUM FOR THE FILE

SUBJECT: Miscellaneous Items on Aircraft Policy

## 1. First Family of the President is defined as:

Wife, mother, father, mother-in-law, father-in-law, sons, daughters, grandchildren, sons-in-law, daughters-in-law, parents of sons-in-law and daughters-in-law, brothers, sisters, their spouses and children, aunts, uncles.

A similar definition applies to the family of the Vice President.

2. Wives of Ambassadors, Cabinet Members, Senators and Congressmen can travel on a non-reimbursable basis.
3. The President may invite people not on official business to travel with him on Air Force One. They should pay their own way in order to be consistent, however.

USE OF MILITARY PASSENGER AIRCRAFT BY THE EXECUTIVE OFFICE

1. Military passenger aircraft may be used by the President and Vice President on a need basis as required by the duties of the office. Presidential and Vice Presidential travel, other than for political purposes, is official and need not be reimbursed. This will include travel by the First Family when in the company of the President and the Vice President's family when in his company, or when members of either family are traveling separately on official business.

2. The remainder of the Executive Office of the President may use military aircraft for official purposes when use of commercial aircraft is not feasible or at such times as a specific situation might dictate that it is in the government's best interest.

3. Military aircraft may be used by government employees when operating on official business in support of the President, Vice President or their families.

4. Military aircraft may be used for transportation of foreign heads of government and high-ranking dignitaries as deemed appropriate by the President.

5. Military aircraft may be used by designees of the President when on official business. This would include humanitarian situations and situations involving the security and well being of the Nation.

6. Other Presidential and Vice Presidential designees not on official business may travel on military aircraft only on a reimbursable basis. This includes members of the First Family or Vice President's family not in the company of the President or Vice President.

7. Appropriate reimbursement will be made for use of military aircraft for political purposes.

8. Any government employee when on official business and any person, not a government employee but who is assisting in the performance of an official function, may travel on a military aircraft on a non-reimbursable basis on a flight otherwise scheduled pursuant to these guidelines.

# RONALD W. REAGAN LIBRARY

THIS FORM MARKS THE FILE LOCATION OF ITEM NUMBER 6 LISTED ON THE  
WITHDRAWAL SHEET AT THE FRONT OF THIS FOLDER.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

January 20, 1981

MEMORANDUM FOR

FRANCIS S. M. HODSOLL

FROM:

ED HICKEY *JEM*

This is to inform you that your name has been placed on the White House Transportation Agency Priority List. A copy of our rules is attached in order to familiarize you with our operation.

If you have any questions or comments concerning our transportation operations, please call me.

# THE WHITE HOUSE

WASHINGTON

## WHITE HOUSE TRANSPORTATION AGENCY RULES

The White House Transportation Agency Rules (The Garage, Extension 2660) is available to assist authorized White House Staff members in moving throughout the Washington, DC area on official White House business. The membership is divided into two categories:

1. Priority. In addition to providing transportation service during the course of the day, after-hours is allowed for official White House business. This category receives scheduling priority over the General List.
2. General. Restricted official use of transportation service is authorized for those persons designated as General transportation members. Restricted official use includes trips in the Washington area between the hours of 7:00 a.m. to 7:00 p.m. on weekdays only, on an as-available basis.

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

- a. Do not ask drivers to wait for more than 20 minutes at your destination. Drivers are instructed to return to the Garage for subsequent trips after discharge of passengers.
- b. Priority list members may request transportation to or from Dulles or Baltimore International Airports by prior arrangement through the Military Office.
- c. Transportation to or from restaurants or hotels is provided for official White House business only.
- d. Do not request transportation for guests unless accompanied by a staff member and all are on official White House business.
- e. Use for commuting to and from home is not authorized.
- f. Do not use the motor pool for courier service (use the White House Messenger Service).

Special Authority: Use by staff members not on list, or service other than that specifically authorized, or any exceptions to the above, must be approved in advance by the Military Office.

Note: Due to the location of the Garage, allow fifteen minutes for a car to arrive at the White House. If any questions arise, call the Military Office (Extension 2150) for assistance.