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

December 28, 1983

FOR: BARBARA HAYWARD
FROM: MARY DIX
SUBJECT: FACILITIES EXPENDITURES FOR NOVEMBER 1983

Attached you will find the monthly summary of your facilities expenditures for the month of November, 1983.

TOTAL \$5,508.84 - Ofc. of Mr. Baker

Effective October 1, 1983, the rate for the movers is \$15.28 per hour; the rate for craftsmen is \$18.76 per hour.

If you have any questions regarding these charges, please do not hesitate to call Jeter Morris or Mary Dix on extension x5809.

Attachment

FACILITIES EXPENDITURES - FY84

5508.84

<u>DATE REC'D.</u>	<u>PERFORMED FOR</u>	<u>CHARGE TO</u>	<u>LOCATION/ PHONE</u>	<u>DESCRIPTION</u>	<u>SHOP</u>	<u>HOURS</u>	<u>LABOR</u>	<u>MAT'L.</u>	<u>TOTAL</u>	<u>COMPLETION DATE</u>
11-03	Marianne Andrews	OJAB	175 x7620	Move empty boxes from 175	COM	PLETE	-	-	-	-
11-14	M. Andrews	OJAB	175 x7620	Move conf. tbl to rm 175	Movers	2/5M	152.80	-	152.80	11-14
10-20	Margaret Tutweiller	OJAB	175 x7620	Painting of office	Paint	254	4,765.04	591.00	5356.04	11-02

TOTAL

\$5,508.84

R.F.

THE WHITE HOUSE
WASHINGTON

December 19, 1983

MEMORANDUM FOR: JAMES A. BAKER, III
RICHARD G. DARMAN

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

SUBJECT: '85 BUDGET REVISION

Attached for your review is a revised table showing the '84 and '85 budgets. There are two changes:

1. S.L.U.C. - OMB has restricted the rate of increase for S.L.U.C. Our new bill from GSA has been reduced by \$1,240,000.
2. Pay Supplemental - The necessary amounts for the 3.5% Cost of Living increase have been included in this revision. The amount required for FY '84 is \$596,000 and \$794,000 in FY '85.

I have submitted these figures to OMB.

FY 1985 Budget Projection
(\$000)

	<u>1983</u>	<u>1984</u>	<u>1985</u>	<u>Chg.</u>
Personnel Compensation				
Full Time	11,197	11,849 (304)	12,061 (408)	212
Temporary	225	334 (9)	336 (11)	2
Part-time	4	-	-	-
WAE	661	646 (17)	651 (22)	5
Overtime	571	583 (15)	588 (20)	5
Detailees	311	359 (9)	362 (12)	3
SBA	72	100	100	-
Lump Sum	98	100	500	400
Benefits	1,204	1,492 (242)	1,582 (321)	90
Workers Comp	30	306	129	-177
Travel	400	575	625	50
Entertainment	20	20	25	5
Trans. of Things	9	6	6	-
SLUC	1,933	2,050	2,660	610
Commun., Util. and Rents				
Telephone	591	585	585	-
Telegraph	75	75	78	3
FTS	224	233	244	11
GSA recurring	230	244	268	24
Postage	496	350	425	75
Office Rental	100	100	100	-
Copiers	236	200	216	16
Word Processing	219	210	204	-6
ADP	89	90	95	5
Other	93	95	100	5
Printing				
Social	69	75	80	5
Non-social	639	550	650	100
Federal Register	150	150	150	-
Other	10	5	5	-
Other Services				
Computer	384	559	636	77
Maintenance	185	315	328	13
Repairs	23	26	25	-1
GSA work orders	324	175	175	-
Other	58	75	75	-
Supplies and Materials				
Office Supplies	274	263	265	2
Subscriptions	177	131	130	-1
Equipment	406	500	575	75
TOTAL	<u>21,788</u>	<u>23,426</u>	<u>25,034</u>	<u>+1,608</u>
Appropriation	21,865	22,830	----	
Pay Supplemental		596	(794)	

THE WHITE HOUSE
WASHINGTON

R.F. ✓

December 5, 1983

MEMORANDUM FOR: JAMES A. BAKER, III.
FROM: THERESA A. ELMORE
DIRECTOR OF WHITE HOUSE ADMINISTRATION
SUBJECT: STATUS OF FY 1984 TRAVEL AND
ENTERTAINMENT BUDGET

The table below indicates the status of the travel and entertainment charges incurred by your office as of November 30, 1983 and the funds available for your use during fiscal year 1984.

OFFICE OF THE CHIEF OF STAFF
November 30, 1983

P/S. NOTE —

<u>Account</u>	<u>Annual Budget</u>	<u>Obligated to date</u>	<u>Remaining funds</u>
Travel	\$8,000	\$0	\$8,000
Entertainment	\$1,000	\$0	\$1,000

Note that the charges include only those obligations reported to the Administrative Office by the above date and additional obligations incurred during this period but not yet reported will be included in the charges when reported. Attached to this memorandum is the itemized list showing the details of the travel and entertainment charges summarized above. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly. Please be advised that this office stands ready to assist you in reviewing your budget and examining options for reducing your travel costs.

Attachments

THE WHITE HOUSE

WASHINGTON

November 15, 1983

MEMORANDUM FOR:

✓ JAMES A. BAKER, III
RICHARD G. DARMAN

FROM:

JOHN F. W. ROGERS *JFR*
ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

SUBJECT:

FY 1985 BUDGET REQUEST:
THE WHITE HOUSE OFFICE

Attached for your review is the proposed FY 1985 operating budget for the White House Office. The spread sheet provides you with the FY 1983 actual and our current operating plan for FY 1984. Explanatory notes for each line item are also attached.

The largest single increase is associated with the rental charge (S.L.U.C.) for our office space. The rate for the Old Executive Office Building will increase \$15.03 to \$28.46 per square foot and the East and West Wings, \$15.07 to \$30.71 per square foot.

I will be happy to answer any of your specific questions.

Thank you.

FY 1985 Budget Projection
(\$000)

	<u>1983</u>	<u>1984</u>	<u>1985</u>	<u>Chg. 84-85</u>
Personnel Compensation				
Full Time	11,195	11,545	11,653	108
Temporary	225	325	325	-
Part-time	4	-	-	-
WAE	661	629	629	-
Overtime	571	568	568	-
Detailees	311	350	350	-
SBA	72	100	100	-
Lump Sum	98	100	500	400
Benefits	1,204	1,250	1,261	11
Workers Comp	30	306	129	-177
Travel	400	575	625	50
Entertainment	20	20	25	5
Trans. of Things	9	6	6	-
SLUC	1,933	2,050	3,900	1,850
Commun., Util. and Rents				
Telephone	591	585	585	-
Telegraph	75	75	78	3
FTS	224	233	244	11
GSA recurring	230	244	268	24
Postage	496	425	425	-
Office Rental	100	100	100	-
Copiers	236	200	216	16
Word Processing	219	135	135	-
ADP	89	90	95	5
Other	93	95	100	5
Printing				
Social	69	75	80	5
Non-social	639	550	650	100
Federal Register	150	150	150	-
Other	10	5	5	-
Other Services				
Computer	384	485	636	151
Maintenance	185	289	297	8
Repairs	23	26	25	-1
GSA work orders	324	275	275	-
Other	58	75	75	-
Supplies and Materials				
Office Supplies	274	263	265	2
Subscriptions	177	131	130	-1
Equipment	406	500	575	75
TOTAL	<u>21,786</u>	<u>22,830</u>	<u>25,480</u>	<u>+2,650</u>
Appropriation	21,865	22,830	-----	
Lapse	79	-----	-----	

(11/2/83)

FY 1985 Budget
Explanatory Notes

Personnel Compensation

Full time permanent: The amounts provide for an average permanent staffing level of 316 employees at current salaries except as noted. The current average permanent salary is \$34,495. The general government-wide comparability increase is not included in the 1984 estimate as a separate supplemental appropriation in 1984 will cover that action when it has been approved by the Congress.

The 1985 amount includes 1/2 of 1 % for the standard within grade step increases of GS-rated personnel. In addition, \$50,000 is added for one extra work day in FY 1985 (1984 has 260 work days, 1985 has 261). There is no allowance at this time for merit pay raises as it is assumed there will be substantial staff turnover in 1985 regardless of the outcome of the 1984 elections. Thus, it would be expected that the new staff would not warrant merit raises within the first few months of starting their new positions. Further, it would be expected that the salary structure for the new staff would not exceed that of the previous staff, and may even be lower at first.

Full time temporary: The budget projections assume an average of 12 full-time temporary employees.

Part time: Although there currently is 1 part-time employee on the White House rolls, that is considered an aberration for the purposes of this analysis.

WAE: Funds are budgeted in this category to continue the current average annualized salary of \$17,000 for the equivalent of 37 full-time persons. Thus, the total full-time equivalence at all types of appointments is 365 work years for both 1984 and 1985, the same as authorized for 1983.

Detailees: Funds are budgeted to support the 6-month salary requirements of the currently assigned group of detailees. No change is assumed in regard to the number or average salary of the detailees.

SBA Consultants: The 1984 and 1985 allowance permits continuation of the current modest level of SBA consultants.

Lump Sum Leave: The 1985 amount is increased significantly in anticipation of substantial staff turnover after the 1984 election regardless of the election results.

Benefits: The employees' share of retirement, Social Security, and health and life insurance is calculated at the present rate of experience, i.e., 10 % of direct salaries.

Workers Compensation: The 1984 amount includes the extraordinary medical expenses incurred by Mr. Brady during the year ended June 1982. The 1985 level is based on information provided by the Department of Labor for the year ended June 1983.

Travel

The travel budget for 1984 is established at the level requested in the appropriation process and increased by 9 % or \$50,000 for inflation in 1985.

Entertainment

The entertainment budget is increased by \$5,000 or 25 % in 1985 for inflation. The higher rate of increase is suggested as we are chronically short of entertainment funds, and this would be the first increase in this category in 3 years.

Transportation of Things

No Change

SLUC

The 1984 allowance for SLUC includes the 14 % limitation on rate increases imposed by congressional action. This would affect the rates for the East/West Wings and the parking spaces in NEOB. In 1985, however, the rates announced by GSA will jump right back to the pre-limitation levels, including a tremendous increase in the rates for the EOB.

Communications, Utilities, and Other Rents

Telephone: The 1984 and 1985 allowances for commercial telephones are constant at the current level of experience. We signed an agreement with C & P Telephone to freeze the rates for equipment and lines used by the White House.

Telegraph: Current levels of experience for Western Union telegraph service and equipment are increased 5 % in 1984 and 1985 for inflation.

FTS: The rates for FTS service in 1984 and 1985 are shown as announced by GSA.

Recurring GSA work orders: Per Buddy Respass, GSA work order rates are expected to increase 10 % each year in 1984 and 1985.

Postage: The amounts shown for 1984 and 1985 anticipate a modest increase in official mail from the White House over current experience.

Office Space: The amounts budgeted remain the same.

Copiers: The current configuration of copiers is continued in 1984 and 1985 with an allowance for the historic contract price increases of approximately 8 %. No allowance is made at this time for upgrading, changing, or adding machines to our current configuration.

Word Processing: The leased Displaywriters are on a long-term contract and thus will not rise in price during the budget period.

ADP: The amounts presented for 1984 and 1985 will accommodate the expected costs of currently installed leased ADP terminals and equipment.

Other miscellaneous rentals: The amounts in this category will accommodate the Chrysler lease at current rates and configuration.

Printing

Social Printing: The cost of printing and engraving, RSVP cards, place cards, etc. for official events is estimated to rise only for the cost of inflation.

Non-social printing: The cost of other official printing by GPO, OA, Defense Printing, and commercial sources is budgeted lower in 1984 from current levels as the large printing of the "childrens book" and additional printing of a new Presidential greetings, etc. that may be required after a second inaugural or change of administration.

Other Services

OA Computer Systems Development: The amounts shown are based on current plans for ADP software development by OA for 1984 and 1985.

Maintenance Contracts: The budget allowances will accommodate the cost, including inflation, of all current annual service agreements for the repair of owned equipment such as typewriters, copiers, and ADP terminals.

Repairs: This category will provide for miscellaneous repairs of furniture and equipment not covered under maintenance contracts and is increased each year to accommodate inflation.

Non-recurring GSA Work Orders: The amounts budgeted for GSA Services are based on maintaining a constant level for normal, on-going requirements.

Other Services: The amounts budgeted in this category will accommodate the usual miscellaneous contractual services.

Supplies and Materials

Office Supplies: This category will provide for office supplies obtained from the OA supply room and through commercial sources. The amounts are increased for inflation only.

Subscriptions: This category will provide for the daily newspaper and other magazine and books ordered by staff members.

Equipment

Budget targets have been established as \$500,000 in 1984 and \$575,000 in 1985 for the purchase of equipment (primarily ADP equipment).



COUNCIL ON ENVIRONMENTAL QUALITY
WASHINGTON

October 4, 1983

CHAIRMAN

Mr. John F. W. Rogers
Assistant to the President for
Management and Administration
Director, Office of Administration
Ground Floor, West Wing
The White House

Dear John:

Attached please find a memo in response to yours of yesterday which shocked me by its intemperate tone. John, we're on the same team.

I was most surprised at your memo since our meeting in late July was a most harmonious one. In the future, I would appreciate a call if you have a complaint or something is troubling you. The style you evidenced yesterday is not productive.

Sincerely,

A. Alan Hill

Enclosure


cc: ✓ James A. Baker, III
Richard Darman
Fred Fielding
Craig Fuller

EXECUTIVE OFFICE OF THE PRESIDENT
COUNCIL ON ENVIRONMENTAL QUALITY
722 JACKSON PLACE, N. W.
WASHINGTON, D. C. 20006

October 4, 1983

MEMORANDUM

TO: JOHN F. W. ROGERS
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION
DIRECTOR, OFFICE OF ADMINISTRATION

FROM: A. ALAN HILL 
CHAIRMAN

I have received your memorandum dated October 3, 1983, which makes serious allegations about CEQ's relationship with the Office of Administration. I feel an obligation to respond to these charges immediately. The facts, as shown by the pertinent documents, are set forth below.

1. The 1981 General Accounting Office report was issued before I came to the Council and concerns the previous Administration. The contracting responsibility was transferred to OA in a cooperative, orderly, and systematic manner in July, 1981, the same month I was confirmed. (Relevant correspondence attached.)
2. This year the Council has improved its contracting by taking the following actions:
 - a. An attorney was hired in January and assigned to coordinate the Council's contracting efforts.
 - b. A meeting was held in May with the Chief and Contracting Officer of the Procurement Branch of OA to discuss procedures and to increase competitive bidding. (Memorandum attached.)
 - c. A memorandum was issued in June by the CEQ General Counsel adopting the "EOP Procurement Practices" dated June 2 and directing compliance. (Memorandum attached.)
 - d. An internal contracting review procedure has been established. (Memorandum attached.)
 - e. I met with you on July 28 to strengthen the working relationship between our two offices and to arrange for greater assistance from OA in administrative functions.

The Council (including CSIN and Acid Rain) has conducted all contracting on a competitive basis since July, 1983 (not including minor purchase orders). In the last quarter of FY 83, twelve major contracts amounting to approximately \$750,000 were submitted to OA for competitive procurement; no sole source contracts were executed. This reduction in sole source procurement was part of our effort to adhere to OA policies and procedures. We also established a closer working relationship with the Procurement Branch. I believe that the Procurement Branch Chief will attest to the improvement.

In your memorandum, you refer to "contracts" which had been performed before being reviewed by the Contracts Office. These procurements were three minor purchase orders, not major contracts, and we thought they had already been processed by OA. If work was commenced prematurely, it was due to a misunderstanding or an end-of-year backlog. Certainly, nothing was done to attempt to subvert the procedures or to challenge to OA's authority.

I am also deeply concerned about an apparent breakdown in communications between our offices. I provided a copy of the House Report to Anne Neal, the OA General Counsel, for review when she visited our office in mid-September. On September 23, a follow-up memorandum was also sent asking for comments. (Copy attached.) We also verbally asked Strat Valakis, Procurement Branch chief, for his input. Certainly, there was never any attempt to exclude OA. As we previously told Ms. Neal, it is our intent to ask for your review of the entire draft response before it is transmitted to the Committee.

Your assumption that the errors are a result of a "deliberate misrepresentation by CEQ" is simply not true. Certainly, the Council would have nothing to gain by misrepresentation. In fact, so that correct and appropriate information could be provided to the Investigations Staff, we worked very closely with the Office of the Counsel to the President. As for the source of the errors about the Procurement Branch, Mr. Valakis has told us he did not make certain remarks attributed to him by the Report. We can only conclude, as does Mr. Valakis, that the errors of the Report are simply mistakes made by the investigators and that is why we asked for OA assistance in formulating a response.

I think it is most important to properly respond to the Committee and I suggest that our efforts be directed accordingly.

cc: James A. Baker, III
Richard Darman
Fred Fielding
Craig Fuller



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

March 9, 1981

MEMORANDUM FOR: EDWARD L. STROHBEHN, JR.
FROM: SARAH T. KADEC *Sarah T. Kadec*
DEPUTY DIRECTOR
SUBJECT: CEQ Contracting

OA was charged with providing procurement and contracting service to EOP Agencies by Executive Order 12028. We have just completed staffing the contracting operation to provide better service to those Agencies.

OA will be pleased to discuss its procurement and contracting services now available to CEQ at your convenience. After determining your specific requirements, we will assign appropriate staff to CEQ. We have found that, for the most part, specialists are able to handle certain types of contracts more expeditiously and correctly than generalists, for example, ADP services. Such specialists will also be made available to CEQ as the need arises.

OA will contract using CEQ's existing procurement authority. We will prepare a legal review of that authority and provide the details of that review to our staff and the OFPP. This should eliminate questions, problems and delays in the future.

EXECUTIVE OFFICE OF THE PRESIDENT
COUNCIL ON ENVIRONMENTAL QUALITY
722 JACKSON PLACE, N. W.
WASHINGTON, D. C. 20006

April 20, 1981

MEMORANDUM FOR ED STROHBEHN AND TOM DELANEY

FROM: John Shea *JS*
SUBJECT: New OA Procurement Services for CEQ

Two weeks ago I met with Sarah Kadec and Shirley Dibble of the Office of Administration to discuss the new procurement services to be provided CEQ by the OA. Part way through our meeting we were joined by Al Ossman, the EOP's management analysis consultant from California.

I provided Sarah and her colleagues with 2 copies of the Council's new procurement manual and briefly outlined the genesis of the Council's new procedures. I described the the confrontation with the American Motorcycle Association ("AMA") over the off-road vehicle report, Senator Helms' intervention on behalf of the AMA, the subsequent GAO inquiries and the soon to be released GAO final report on its audit of Council procurement during 1978 and 1979. I also provided them with a profile of CEQ procurement over the years, describing the numbers, kinds and sizes of purchase orders and contracts, as well as the IAG funding from other agencies.

Shirley Dibble will contact Tom Delaney in the near future to set up an appointment for the purpose of going over CEQ's contract files. She will want to determine which files OA will be taking over for the purposes of contract administration. I said at our meeting that to my knowledge most of the contracts would be completed except for those contracts dealing with UPGRADE and the Chemical Substances Information Network. In the future, the master contract file will be kept by OA in their offices. The Council will remain responsible for handling invoices and paperwork regarding payment of contractors and should maintain its own copy of the contract file.

I told Sarah and Shirley that Shirley should plan on briefing the new staff at the Council the way I did with the Council's contracting manual to ensure that the new staff is prepared to implement the necessary procurement procedures as early as possible after the need for procurement has been identified.

cc: Knight
Baldwin

EXECUTIVE OFFICE OF THE PRESIDENT
COUNCIL ON ENVIRONMENTAL QUALITY
722 JACKSON PLACE, N.W.
WASHINGTON, D.C. 20503

July 16, 1981

MEMORANDUM

TO: Thomas J. Delaney, Administrative Officer

FROM: Katherine L. Plowman, Executive Assistant to *KLP*
Council Member Ernie Minor

SUBJECT: CEQ Contracting and Procurement Procedures

Pursuant to our meeting of June 12, 1981, with the Office of Administration, CEQ has agreed to transfer our contract operations to the Office of Administration.

The Office of Administration has requested that a cut-off date for the transfer of our open contract files be established. We have agreed to set July 22, 1981, close of business, as that date. Commencing July 23, 1981, all contract actions (including modifications, task orders, terminations, etc.) shall be forwarded through established channels for action by OA.

Contracts awaiting close out will be retained. CEQ has agreed to provide a list of such contracts, with anticipated close out dates, to OA by the end of July.

Commencing October 1, 1981, all Fiscal Year '82 purchase orders shall be transferred to OA as well. We shall continue to process our own purchase orders for the remainder of this Fiscal Year. I shall appreciate your cooperation with the OA staff in making this transfer of contracts as smooth and as convenient to both CEQ and OA as possible.

cc: Sarah Kadec
Ursula Pearson
Al Hill ✓
Ernie Minor
Jim McAvoy
Strat Valakias
Nancy Nord



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

July 22, 1981

MEMORANDUM FOR: Katherine L. Plowman
Executive Assistant to Council
Member, Ernie Minor

FROM: Strat D. Valakis *Strat*
Director
Office of Procurement and Contracts

SUBJECT: Transfer of CEQ Contracts

As previously agreed, the following contracts have been transferred to the Office of Administration:

Fiscal Year 1981:

WQ1Y03 Sigma Data

Fiscal Year 1980:

EQ10AC008 University of Virginia
EQ10AC009 ✓ Sigma Data
EQ10AC013 Helen K. Kolbe
EQ10AC023 ✓ Blum and Nash
EQ10AC024 Franklin Research Inc.
EQ10AC025 Bolt, Beranek and Newman
EQ10AC029 ✓ Cynthia Wall
EQ10AC030 ✓ Margaret Rhodes Johnson - Orrick
EQ10AC031 ✓ Daniel B. Tunstall

Fiscal Year 1979:

EQ9AC011 ✓ Graf Associates

Fiscal Year 1978:

EQ8AC008 ✓ American Arbitration Association
EQ8AC028 Computer Corporation of America

It is our understanding that the above contracts constitute all open contracts and are now the responsibility of OA for modification and close out actions; and further, that all other existing CEQ contracts will remain with your agency for whatever closeout remains.

As of July 23, 1981, all new contract actions and modifications to any of the above listed contracts shall be processed through the Financial Management Division for obligation of funds to the Office of Procurement and Contracts, OA.

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ENVIRONMENTAL QUALITY
722 JACKSON PLACE, N. W.
WASHINGTON, D. C. 20006

May 4, 1983

MEMO FOR AL HILL
NANCY MALOLEY
DINAH BEAR
KEMP HARSHMAN ✓

SUBJECT: Contracting Meeting

I have asked Strat Valakis and Russell Peyton, the EOP Contracting Officers, to cover the following topics in Thursday's May 5, 11:00 am meeting.


1. General Overview of Contracting
2. Contracting Authority -- who has legal authority to commit the government
3. Competitive bidding
 - a. Why we should use it
 - b. Procedures to be followed (including time frames)
4. Sole Source Contracting
 - a. What is required for this type of contracting
 - b. Why it is not the only way to go (i.e., report must be submitted to Congress on who uses it and how frequently)


Bernice

EXECUTIVE OFFICE OF THE PRESIDENT
COUNCIL ON ENVIRONMENTAL QUALITY
722 JACKSON PLACE, N. W.
WASHINGTON, D. C. 20006

June 22, 1983

MEMORANDUM TO: CEQ STAFF AND CONTRACTORS
ACID PRECIPITATION TASK FORCE PERSONNEL
CSIN PERSONNEL

FROM: KEMP R. HARSHMAN 
ACTING GENERAL COUNSEL

SUBJECT: PROCUREMENT GUIDELINES FOR THE CEQ

CEQ has been directed by the Counsel to the President to immediately implement the attached procurement procedures.

Chairman Hill has asked that I provide you with a copy of the memo so that we can comply.

You will note that this procedure requires adequate planning and anticipation of our activities. I will be asking for your suggestions about ways to begin a comprehensive planning process.

This matter is of utmost importance. Please give it your individual attention and full effort.

Specific questions regarding procurement should be referred to Kemp R. Harshman, Deputy General Counsel.

Thank you.

Attachment



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

June 2, 1983

MEMORANDUM FOR EOP ADMINISTRATIVE CONTACTS

FROM: ANNE D. NEAL
General Counsel
Office of Administration

SUBJECT: EOP Procurement Practices

EOP procurement practices must comply with federal procurement law and regulations.

Please coordinate all procurement actions with the Procurement and Contracts Branch, Office of Administration. When procuring, the following rules apply:

- . Agencies must rely on competitive procurement methods to the maximum extent practicable to obtain needed property or services.
- . Sole-source procurements will be allowed only when documentation clearly shows that only one source can provide the services required. Requests for sole-source procurements over \$500.00 will not be processed unless accompanied by proper reasoned justification for non-competitive awards. FPR § 1-3.603-1. Mere preference for or familiarity with a contractor, even a superior one, cannot justify a sole-source award.

Inadequate planning, failure to follow the necessary procurement procedures, or inadequate allowance of time for notice and publication of procurement needs are not justifications for sole-source procurements.

Determination of the propriety of a sole-source contract will be made by the responsible contracting officer and legal counsel, where necessary.

- . Small and minority business concerns must be offered an equitable opportunity to compete for prime contracts and sub-contracts.
- . Federal agencies may not procure, by contract, services otherwise performed by federal employees in competitive civil service positions.

The preceding rules necessitate adequate procurement planning and lead time. The minimum time-frame for full competition is about 90 days, including publication, submission, review and award. This does not include the time necessary for development of a detailed requirements study, where applicable, and the writing of a Request for Proposal.

Specific questions about procedures may be referred to the Contracts Office (X 3314) or to the General Counsel's Office, Office of Administration (X 7530).

Failure to abide by federal rules and regulations could result in GAO protests or other investigations.


Thank you.

cc: Fred F. Fielding
Counsel to the President

EXECUTIVE OFFICE OF THE PRESIDENT
COUNCIL ON ENVIRONMENTAL QUALITY
722 JACKSON PLACE, N. W.
WASHINGTON, D. C. 20006

August 25, 1983

MEMORANDUM TO: CEQ STAFF

FROM: A. ALAN HILL 

SUBJECT: APPROVAL FORM -- CONTRACTS AND PURCHASE ORDERS

Attached please find a copy of the new approval form which must be attached to each contract, purchase order, or modification sent to me for signature. Unless the form is completed, the document will not be signed. This instruction is effective today.

AAH/sc

Attachment

COUNCIL ON ENVIRONMENTAL QUALITY

APPROVAL FORM

CONTRACT/MODIFICATION NUMBER: _____

CONTRACTOR: _____ ACQUISITION METHOD: _____

AMOUNT: _____ FUNDING SOURCE: _____ IAG NO. _____

EFFECTIVE DATE: _____ COMPLETION DATE: _____

COTR: _____ PROJECT OFFICER: _____

AUTHORITY: _____

PURPOSE: _____

APPROVALS:

1. Project Officer: _____

Date: _____

2. General Counsel: _____

Date: _____

3. Executive Officer: _____

Date: _____

4. Chairman: _____

Date: _____

EXECUTIVE OFFICE OF THE PRESIDENT
COUNCIL ON ENVIRONMENTAL QUALITY
722 JACKSON PLACE, N. W.
WASHINGTON, D. C. 20006

MEMORANDUM

TO: A. ALAN HILL, CHAIRMAN, CEQ
NANCY MALOLEY, MEMBER, CEQ
DINAH BEAR, GENERAL COUNSEL, CEQ
ANNE D. NEAL, GENERAL COUNSEL, OA
BERNICE CARNEY, ADMINISTRATIVE OFFICER, CEQ

FROM: KEMP HARSHMAN, DEPUTY GENERAL COUNSEL, CEQ

DATE: SEPTEMBER 23, 1983

SUBJECT: CEQ AND THE CONSOLIDATED WORKING FUND WHICH
THE COUNCIL MANAGES

18

The attached document is a compilation of pertinent points, both negative and positive, contained in the report of the Surveys and Investigative Staff of the House Appropriations Committee. In order for CEQ to respond to all of these findings, I would like to have your comments. You may confine your remarks to those subjects in which you are directly involved. I would like you to include positive statements about our accomplishments, as well as explanations. Please submit your response by Wednesday, September 28.

Thank you.

Attachment

THE WHITE HOUSE

WASHINGTON

September 30, 1983

MEMORANDUM FOR: JAMES A. BAKER, III

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

SUBJECT: OPERATING BUDGETS FOR FISCAL YEAR 1984
(EFFECTIVE OCTOBER 1, 1983)

This memorandum provides you with the FY 1984 budget allocations for the travel and entertainment costs of your department. The amounts allocated to your department are based on the actual use of travel and entertainment funds by your office during last fiscal year, adjusted for recent changes in your programs which would be expected to affect your needs for these funds. If these budget allocations do not accurately reflect your office's need for official travel or entertainment funds, you may request a review of your account.

You are also reminded that with regard to a potential for an increase in political travel, the appropriate political entities will support such travel and there will be no need for changes to your official travel budgets. Further guidance on political travel will be provided in the future as needed.

As the total amount available to the White House for travel and entertainment is limited in fiscal year 1984 to the amounts specified in the Appropriation Act, expenses may not be incurred in excess of the amounts allocated to you. Please note that the entertainment costs covered by this budget are those expenses associated with activities in your offices, not to be confused with entertainment in the Residence involving the President.

The attachment to this memorandum provides the amounts budgeted for the full year and the amounts available for use by your office in fiscal year 1984. Your utilization of travel and entertainment funds will be reviewed at mid-year, and adjustments, if necessary, may be made at that time. You will be provided a monthly report showing the status of your budget and a detailed listing of the travel and entertainment expenses incurred by your office.

Attachment

FY 1984 OPERATING BUDGET
FOR THE
OFFICE OF THE CHIEF OF STAFF

	<u>Annual Budget</u>
TRAVEL:	\$8,000
ENTERTAINMENT:	\$1,000

SECRET
CONFIDENTIAL

THE WHITE HOUSE
WASHINGTON

Date: 9/30/83

TO: James Baker:

FROM: **JOHN F. W. ROGERS**
*Assistant to the President for
Management and Administration*

FYI:

LET'S DISCUSS:

COMMENT:

THE WHITE HOUSE
WASHINGTON

September 29, 1983

MEMORANDUM FOR: JAMES S. ROSEBUSH
FROM: JAMES A. BAKER, III
MICHAEL K. DEEVER
SUBJECT: WHITE HOUSE VISITORS OFFICE

After reviewing the operation of the Visitors Office, we have decided that it is in the best interest of the White House to transfer complete operational authority for this office to the Assistant to the President for Management and Administration.

This transfer of authority will be effective October 3, 1983. Beginning this date, the Director of the White House Visitors Office will report directly to John Rogers, Assistant to the President for Management and Administration.

Thank you.

THE WHITE HOUSE
WASHINGTON

September 29, 1983

R.F.
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MEMORANDUM FOR: JAMES E. JENKINS
FROM: JOHN F. W. ROGERS
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION
SUBJECT: TRANSFER OF PRIVILEGES TO JOHN RICHARDSON

In response to your memo requesting that Mitchell Stanley's staff mess and general transportation privileges be transferred to John Richardson, unfortunately, I will be unable to honor this request. It is only because of an error during the transition in 1981 that these privileges were assigned to Mitchell Stanley. Since these privileges are restricted to Special Assistants to the President (or equivalents) and above, it would be inappropriate to provide these privileges to someone of Mr. Richardson's level.

In the case of Marilee Melvin, we have always been able to handle requirements of the secretaries to Meese, Baker and Deaver through the secretary's use of the car assigned to the principal. I would like to continue this arrangement. In the event Mr. Meese's car and driver are unavailable, Ms. Melvin may contact the White House Military Office directly and explain her official destination and purpose and, if available, they will be happy to provide her transportation on a case by case basis.

Thank you.

cc: James A. Baker, III

THE WHITE HOUSE
WASHINGTON

9-13-83

TO: Margaret Tutwiler

FROM: *Linda J. Hoyt*
Office of John F. W. Rogers

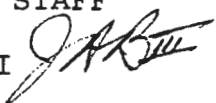
Attached are copies of Mr. Baker's
memo concerning military aircraft.

Attachments

THE WHITE HOUSE

WASHINGTON

September 7, 1983

MEMORANDUM FOR: SENIOR WHITE HOUSE STAFF
FROM: JAMES A. BAKER, III 
SUBJECT: REQUESTS FOR USE OF MILITARY AIRCRAFT

Several recent incidents indicate a misunderstanding exists concerning the policy for use of military aircraft to support White House missions.

The general policy remains in effect that commercial airline accommodations will normally be utilized as the most economical means to conduct White House staff travel. In exceptional cases i.e., when commercial accommodations are not available, or are inappropriate for the type of mission required, the following procedures will apply.

Requests originating within the White House:

All staff requests for military aircraft will be made in writing to the Director, White House Military Office (WHMO). The Military Office will coordinate with DoD to determine the most effective and economical method of satisfying the request. The Director, WHMO, will then make a recommendation to the Chief of Staff. On approval of the Chief of Staff, the Director, WHMO, will direct the DoD to carry-out the mission.

The only exception to this procedure for White House originated requests is Presidential travel (to include pre-advance missions). Aircraft for pre-advances will be requested in writing to the Director, WHMO, who may direct their operation and inform the Chief of Staff of the activity and type of aircraft utilized. Pre-advance missions must be directly related to forthcoming Presidential trips. Aircraft that are designated as being exclusively Presidential (C-137C 27000 and 26000) will be utilized only with the express consent of the Chief of Staff.

Department of State aircraft requests (Secretary of State, delegations and foreign dignitaries):

Initial requests for White House sponsorship of State Department missions will be directed to the Assistant to the President for National Security Affairs. After review by the NSC for appropriateness and coordination with the Military Office to

determine availability of aircraft, a recommendation will be forwarded by the National Security Advisor to the Chief of Staff. On the approval of the Chief of Staff, the Director, WHMO, will direct the DoD to carry-out the mission.

Other Cabinet and senior Administration officials:

Written requests will be forwarded to the Director, White House Military Office, who will coordinate with DoD and forward a recommendation to the Chief of Staff. On approval, WHMO will direct DoD to operate the mission.

The Department of Defense has been instructed to schedule and operate White House missions only when directed by the Military Office and to refer all requests to the Military Office. Under no circumstances will military aircraft be scheduled for a White House Mission without full compliance with the procedures outlined above.


I have designated John Rogers, Assistant to the President for Management and Administration, to act as my representative in coordinating these procedures with the White House Military Office.

This supercedes all previous memoranda on this subject.

THE WHITE HOUSE

WASHINGTON

September 10, 1983

MEMORANDUM FOR: JAMES A. BAKER, III
FROM: THERESA A. ELMORE 
DIRECTOR, WHITE HOUSE ADMINISTRATION
SUBJECT: STATUS OF FY 1983 TRAVEL AND
ENTERTAINMENT BUDGET

The table below indicates the status of the travel and entertainment charges incurred by your office as of August 31, 1983 and the funds available for your use until September 30, 1983.

OFFICE OF THE CHIEF OF STAFF
August 31, 1983

<u>Account</u>	<u>Annual Budget</u>	<u>Obligated to date</u>	<u>Remaining funds</u>
Travel	\$6,500	\$5,509	\$991
Entertainment	\$2,000	\$831	\$1,169

Per your request, \$1,500 has been transferred from your office's travel budget to that of Mr. Duberstein's. This reduces your annual allocation to \$6,500.

Note that the charges include only those obligations reported to the Administrative Office by the above date and additional obligations incurred during this period but not yet reported will be included in the charges when reported. Attached to this memorandum is the itemized list showing the details of the travel and entertainment charges summarized above. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly.

As we are preparing for the end of the fiscal year, it is requested that all travel authorizations and vouchers be submitted immediately. Also, if you have any upcoming projects for the beginning of the fiscal year that involve an exceptional amount of travel and entertainment, please review them with John F. W. Rogers so that we may adjust our projections.

Thank you.

Attachments

9/06/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: AUGUST 31, 1983FOR MONTH: OCTOBER 1982
FISCAL YEAR: 83

PAGE

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
0035	BAKER	NEVADA/CALIF./TEXAS	10/07/82-10/11/82	P	ACCOMPANY THE PRESIDENT	580.53	
1075	TUTWILER	NEVADA/CALIF./TEXAS	10/07/82-10/11/82	P	ACCOMPANY THE PRESIDENT	580.53	
TRIP TOTAL						1,161.06	
0049	BAKER	IL./NE.	10/20/82-10/21/82	O	ACCOMPANY THE PRESIDENT	28.75	
0050	CAMALIER	IL./NE.	10/20/82-10/21/82	O	ACCOMPANY THE PRESIDENT	34.50	
TRIP TOTAL						63.25	
9784	BAKER	RALEIGH,N.C.	10/26/82-10/26/82	P	TRAVEL WITH THE PRESIDENT	.00	
9785	GLASSCOCK	RALEIGH,N.C.	10/26/82-10/26/82	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
9786	BAKER	WY./MT./NV./N.M.	10/28/82-10/29/82	P	ACCOMPANY THE PRESIDENT	.00	
9787	TUTWILER	WY./MT./NV./N.M.	10/28/82-10/29/82	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						1,224.31	

9/06/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: AUGUST 31, 1983FOR MONTH: NOVEMBER 1982
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
9783	BAKER	CHICAGO/HOUSTON	11/23/82-11/29/82	O	OFFICIAL BUSINESS	.00	
TRIP TOTAL						.00	
9791	BAKER	NEW ORLEANS/MIAMI	11/16/82-11/17/82	O	TRAVEL WITH THE PRESIDENT	37.50	
9792	TUTWILER	HOUSTON/MIAMI	11/16/82-11/17/82	O	TRAVEL WITH THE PRESIDENT	120.00	
TRIP TOTAL						157.50	
MONTH TOTAL						157.50	

9/06/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: AUGUST 31, 1983FOR MONTH: JANUARY 1983
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3148	BAKER	DALLAS TX	01/11/83-01/11/83	O	ACCOMPANY THE PRESIDENT	.00	
9782	CAMALIER	DALLAS TX	01/11/83-01/11/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
9794	TUTWILER	CHICAGO	01/19/83-01/20/83	O	ACCOMPANY PRESIDENT	15.00	
9795	BAKER	CHICAGO	01/19/83-01/20/83	O	ACCOMPANY PRESIDENT	15.00	
TRIP TOTAL						30.00	
4120	BAKER	BOSTON	01/26/83-01/26/83	O	ACCOMPANY PRESIDENT	.00	
4121	HAYWARD	BOSTON	01/26/83-01/26/83	O	ACCOMPANY PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						30.00	

9/06/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: AUGUST 31, 1983

FOR MONTH: FEBRUARY 1983
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
4122	TUTWILER	ST LOUIS MO	02/02/83-02/02/83	O	ACCOMPANY THE PRESIDENT	.00	
4123	BAKER	ST LOUIS	02/28/83-03/02/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
9796	BAKER	SANTA BARBARA CA	02/28/83-03/05/83	S	ACCOMPANY THE QUEEN	.00	
9797	CAMALIER	SANTA BARBARA CA	02/28/83-03/05/83	S	ACCOMPANY THE QUEEN	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

9/06/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: AUGUST 31, 1983FOR MONTH: MARCH 1983
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
4477	TUTWILER	PITTSBURGH, PA.	03/07/83-03/07/83	O	SITE SURVEY FOR REGIONAL CONF.	149.25	
4478	COURLEMANCHE	PITTSBURGH, PA.	03/07/83-03/07/83	O	SITE SELECTION FOR REGIONAL CONF.	.00	*
TRIP TOTAL						149.25	
9799	BAKER	CALIFORNIA	03/30/83-04/03/83	O	ACCOMPANY THE PRESIDENT	680.00	
9800	TUTWILER	CALIFORNIA	03/30/83-04/03/83	O	ACCOMPANY THE PRESIDENT	680.00	
TRIP TOTAL						1,360.00	
MONTH TOTAL						1,509.25	

9/06/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: AUGUST 31, 1983FOR MONTH: APRIL 1983
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3141	BAKER	FT. WORTH, TX.	04/12/83-04/14/83	O	SPEAKING ENGAGEMENT	244.00	
TRIP TOTAL						244.00	
3132	CAMALIER	PITTSBURG, PA.	04/06/83-04/06/83	O	ACCOMPANY THE PRESIDENT	.00	
3135	BAKER	PITTSBURGH, PA.	04/06/83-04/06/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3951	HAYWARD	NEW YORK	04/25/83-04/25/83	O	TRAVEL WITH PRESIDENT	.00	
3953	BAKER	NEW YORK	04/25/83-04/25/83	O	TRAVEL WITH PRESIDENT	.00	
TRIP TOTAL						.00	
3137	BAKER	HOUSTON, TX.	04/29/83-04/30/83	P	ACCOMPANY THE PRESIDENT	.00	
3140	TUTWILER	HOUSTON, TX.	04/29/83-04/30/83	P	ACCOMPANY THE PRESIDENT	.00	
9956	CICCONI	HOUSTON TEXAS	04/29/83-04/30/83	P	VARIOUS MEETINGS WITH OFFICIALS	55.00	
TRIP TOTAL						55.00	
MONTH TOTAL						299.00	

9/06/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: AUGUST 31, 1983

FOR MONTH: MAY 1983
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3952	BAKER	SAN ANTONIO, TEXAS	05/05/83-05/08/83	O	ACCOMPANY THE PRESIDENT	.00	
9955	CICCONI	SAN ANTONIO, TX.	05/04/83-05/07/83	P	POLITICAL MEETINGS	.00	
TRIP TOTAL						.00	
9101	CAMALIER	MIAMI, FL.	05/20/83-05/20/83	O	ACCOMPANY THE PRESIDENT	.00	
9103	BAKER	MIAMI, FL.	05/20/83-05/20/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

9/06/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: AUGUST 31, 1983

FOR MONTH: JUNE 1983
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
9104	BAKER	TN./N.MEX.	06/14/83-06/15/83	O	ACCOMAPNY THE PRESIDENT	45.00	*
9105	CAMALIER	TN./N.MEX.	06/14/83-06/15/83	O	ACCOMPANY THE PRESIDENT	94.00	*
TRIP TOTAL						139.00	
MONTH TOTAL						139.00	

9/06/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: AUGUST 31, 1983

FOR MONTH: JULY 1983
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
2582	BAKER	HOLLYWOOD, FL.	07/18/83-07/18/83	O	ACCOMPANY THE PRESIDENT	.00	
9106	CAMALIER	HOLLYWOOD, FL.	07/18/83-07/18/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

9/06/83

TRAVEL REPORT FOR: CHIEF OF STAFF

AS OF DATE: AUGUST 31, 1983

FOR MONTH: AUGUST 1983

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FISCAL YEAR: 83

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3066	TUTWILER	LOS ANGELES, CA.	08/22/83-08/26/83	O	ACCOMPANY THE PRESIDENT	750.00	
3963	BAKER	TX./CA.	08/21/83-08/28/83	O	ACCOMPANY THE PRESIDENT	1,400.00	
TRIP TOTAL						2,150.00	
MONTH TOTAL						2,150.00	
ORGANIZATION TOTAL						5,509.06	

9/01/83

WHITE HOUSE ENTERTAINMENT REPORT

PAGE 2

AS OF DATE: AUGUST 31, 1983

CHIEF OF STAFF

PAYEE	ACCOUNT	PURPOSE	DATE	AMOUNT
BLAIR HOUSE		BRIEFING BY HUDSON INSTITUTE	01/04/83	26.36
DEPT. OF STATE		BRIEFING BY HUDSON INSTITUTE	01/04/83	132.05
BLAIR HOUSE		MEETING ON SOCIAL SECURITY	01/07/83	76.30
DEPT. OF STATE		MEETING ON SOCIAL SECURITY	01/07/83	38.84
DEPT. OF STATE		BIPARTISAN SOCIAL SECURITY MEETING	01/12/83	46.61
BLAIR HOUSE		BIPARTISAN SOCIAL SECURITY MEETING	01/15/83	49.79
DEPT. OF STATE		BIPARTISAN SOCIAL SECURITY MEETING	01/15/83	333.74
BLAIR HOUSE		BIPARTISAN SOCIAL SECURITY MEETING	01/11/83	18.70
DEPT. OF STATE		BIPARTISAN SOCIAL SECURITY MEETING	01/11/83	108.75
ORGANIZATION TOTAL				831.14

THE WHITE HOUSE

WASHINGTON

August 8, 1983

MEMORANDUM FOR: JAMES A. BAKER, III
FROM: THERESA A. ELMORE
DIRECTOR, WHITE HOUSE ADMINISTRATION
SUBJECT: STATUS OF FY 1983 TRAVEL AND
ENTERTAINMENT BUDGET

The table below indicates the status of the travel and entertainment charges incurred by your office as of July 31, 1983 and the funds available for your use until September 30, 1983.

OFFICE OF THE CHIEF OF STAFF
July 31, 1983

<u>Account</u>	<u>Annual Budget</u>	<u>Obligated to date</u>	<u>Remaining funds</u>
Travel	\$8,000	\$3,491	\$4,509
Entertainment	\$2,000	\$835	\$1,165

Note that the charges include only those obligations reported to the Administrative Office by the above date and additional obligations incurred during this period but not yet reported will be included in the charges when reported. Attached to this memorandum is the itemized list showing the details of the travel and entertainment charges summarized above. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly.

With the anticipated increased travel during the remainder of the fiscal year, it is imperative that these budgets be adhered to. Timely submission of travel authorizations and vouchers will insure accurate and up-to-date budget reports.

Attachments

7/31/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JULY 31, 1983FOR MONTH: OCTOBER 1982
FISCAL YEAR: 83

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* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
0035	BAKER	NEVADA/CALIF./TEXAS	10/07/82-10/11/82	P	ACCOMPANY THE PRESIDENT	580.53	
1075	TUTWILER	NEVADA/CALIF./TEXAS	10/07/82-10/11/82	P	ACCOMPANY THE PRESIDENT	580.53	
TRIP TOTAL						1,161.06	
0049	BAKER	IL./NE.	10/20/82-10/21/82	O	ACCOMPANY THE PRESIDENT	28.75	
0050	CAMALIER	IL./NE.	10/20/82-10/21/82	O	ACCOMPANY THE PRESIDENT	34.50	
TRIP TOTAL						63.25	
9784	BAKER	RALEIGH,N.C.	10/26/82-10/26/82	P	TRAVEL WITH THE PRESIDENT	.00	
9785	GLASSCOCK	RALEIGH,N.C.	10/26/82-10/26/82	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
9786	BAKER	WY./MT./NV./N.M.	10/28/82-10/29/82	P	ACCOMPANY THE PRESIDENT	.00	
9787	TUTWILER	WY./MT./NV./N.M.	10/28/82-10/29/82	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						1,224.31	

7/31/83

TRAVEL REPORT FOR: CHIEF OF STAFF

AS OF DATE: JULY 31, 1983

FOR MONTH: NOVEMBER 1982

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FISCAL YEAR: 83

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
9783	BAKER	CHICAGO/HOUSTON	11/23/82-11/29/82	O	OFFICIAL BUSINESS	.00	
TRIP TOTAL						.00	
9791	BAKER	NEW ORLEANS/MIAMI	11/16/82-11/17/82	O	TRAVEL WITH THE PRESIDENT	37.50	
9792	TUTWILER	HOUSTON/MIAMI	11/16/82-11/17/82	O	TRAVEL WITH THE PRESIDENT	120.00	
TRIP TOTAL						157.50	
MONTH TOTAL						157.50	

7/31/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JULY 31, 1983FOR MONTH: JANUARY 1983
FISCAL YEAR: 83

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 * ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3148	BAKER	DALLAS TX	01/11/83-01/11/83	O	ACCOMPANY THE PRESIDENT	.00	
9782	CAMALIER	DALLAS TX	01/11/83-01/11/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
9794	TUTWILER	CHICAGO	01/19/83-01/20/83	O	ACCOMPANY PRESIDENT	15.00	
9795	BAKER	CHICAGO	01/19/83-01/20/83	O	ACCOMPANY PRESIDENT	15.00	
TRIP TOTAL						30.00	
4120	BAKER	BOSTON	01/26/83-01/26/83	O	ACCOMPANY PRESIDENT	.00	
4121	HAYWARD	BOSTON	01/26/83-01/26/83	O	ACCOMPANY PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						30.00	

7/31/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JULY 31, 1983

FOR MONTH: FEBRUARY 1983
FISCAL YEAR: 83

PAGE 10

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
4122	TUTWILER	ST LOUIS MO	02/02/83-02/02/83	O	ACCOMPANY THE PRESIDENT	.00	
4123	BAKER	ST LOUIS	02/28/83-03/02/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
9796	BAKER	SANTA BARBARA CA	02/28/83-03/05/83	S	ACCOMPANY THE QUEEN	.00	
9797	CAMALIER	SANTA BARBARA CA	02/28/83-03/05/83	S	ACCOMPANY THE QUEEN	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

7/31/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JULY 31, 1983FOR MONTH: MARCH 1983
FISCAL YEAR: 83

PAGE 11

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
4477	TUTWILER	PITTSBURGH,PA.	03/07/83-03/07/83	0	SITE SURVEY FOR REGIONAL CONF.	149.25	
4478	COURLEMANCHE	PITTSBURGH,PA.	03/07/83-03/07/83	0	SITE SELECTION FOR REGIONAL CONF.	132.00	
TRIP TOTAL						281.25	
9799	BAKER	CALIFORNIA	03/30/83-04/03/83	0	ACCOMPANY THE PRESIDENT	680.00	
9800	TUTWILER	CALIFORNIA	03/30/83-04/03/83	0	ACCOMPANY THE PRESIDENT	680.00	
TRIP TOTAL						1,360.00	
MONTH TOTAL						1,641.25	

7/31/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JULY 31, 1983FOR MONTH: APRIL 1983
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3141	BAKER	FT. WORTH, TX.	04/12/83-04/14/83	O	SPEAKING ENGAGEMENT	244.00	
TRIP TOTAL						244.00	
3132	CAMALIER	PITTSBURG, PA.	04/06/83-04/06/83	O	ACCOMPANY THE PRESIDENT	.00	
3135	BAKER	PITTSBURGH, PA.	04/06/83-04/06/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3951	HAYWARD	NEW YORK	04/25/83-04/25/83	O	TRAVEL WITH PRESIDENT	.00	
3953	BAKER	NEW YORK	04/25/83-04/25/83	O	TRAVEL WITH PRESIDENT	.00	
TRIP TOTAL						.00	
3137	BAKER	HOUSTON, TX.	04/29/83-04/30/83	P	ACCOMPANY THE PRESIDENT	.00	
3140	TUTWILER	HOUSTON, TX.	04/29/83-04/30/83	P	ACCOMPANY THE PRESIDENT	.00	
9956	CICCONI	HOUSTON TEXAS	04/29/83-04/30/83	P	VARIOUS MEETINGS WITH OFFICIALS	55.00	
TRIP TOTAL						55.00	
MONTH TOTAL						299.00	

7/31/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JULY 31, 1983FOR MONTH: MAY 1983
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3952	BAKER	SAN ANTONIO, TEXAS	05/05/83-05/08/83	O	ACCOMPANY THE PRESIDENT	.00	
9955	CICCONI	SAN ANTONIO, TX.	05/04/83-05/07/83	P	POLITICAL MEETINGS	.00	
TRIP TOTAL						.00	
9101	CAMALIER	MIAMI, FL.	05/20/83-05/20/83	O	ACCOMPANY THE PRESIDENT	.00	
9103	BAKER	MIAMI, FL.	05/20/83-05/20/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

7/31/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JULY 31, 1983

FOR MONTH: JUNE 1983
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
9104	BAKER	TN./N.MEX.	06/14/83-06/15/83	O	ACCOMAPNY THE PRESIDENT	45.00	*
9105	CAMALIER	TN./N.MEX.	06/14/83-06/15/83	O	ACCOMPANY THE PRESIDENT	94.00	*
TRIP TOTAL						139.00	
MONTH TOTAL						139.00	

7/31/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JULY 31, 1983FOR MONTH: JULY 1983
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
2582	BAKER	HOLLYWOOD, FL.	07/18/83-07/18/83	O	ACCOMPANY THE PRESIDENT	.00	
9106	CAMALIER	HOLLYWOOD, FL.	07/18/83-07/18/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	
ORGANIZATION TOTAL						3,491.06	

7/31/83

W H I T E H O U S E E N T E R T A I N M E N T R E P O R T

PAGE 2

AS OF DATE: JULY 31, 1983

CHIEF OF STAFF

PAYEE	ACCOUNT	PURPOSE	DATE	AMOUNT
BLAIR HOUSE		BRIEFING BY HUDSON INSTITUTE	01/04/83	26.36
DEPT. OF STATE		BRIEFING BY HUDSON INSTITUTE	01/04/83	132.05
BLAIR HOUSE		MEETING ON SOCIAL SECURITY	01/07/83	76.30
DEPT. OF STATE		MEETING ON SOCIAL SECURITY	01/07/83	38.84
DEPT. OF STATE		BIPARTISAN SOCIAL SECURITY MEETING	01/12/83	46.61
BLAIR HOUSE		BIPARTISAN SOCIAL SECURITY MEETING	01/15/83	49.79
DEPT. OF STATE		BIPARTISAN SOCIAL SECURITY MEETING	01/15/83	333.74
BLAIR HOUSE		BIPARTISAN SOCIAL SECURITY MEETING	01/11/83	18.70
DEPT. OF STATE		BIPARTISAN SOCIAL SECURITY MEETING	01/11/83	108.75
W.H. STAFF MESS	MEES-01	LUNCHEON QUEST JOHN MCLAUGHLIN	04/07/83	3.70
ORGANIZATION TOTAL				834.84

THE WHITE HOUSE

WASHINGTON

July 7, 1983

MEMORANDUM FOR: JAMES A. BAKER, III
FROM: THERESA A. ELMORE
ADMINISTRATIVE OFFICER
SUBJECT: STATUS OF FY 1983 TRAVEL AND ENTERTAINMENT BUDGET

The table below indicates the status of the travel and entertainment charges incurred by your office as of June 30, 1983 and the funds available for your use until September 30, 1983.

OFFICE OF THE CHIEF OF STAFF
June 30, 1983

<u>Account</u>	<u>Annual Budget</u>	<u>Obligated to date</u>	<u>Remaining funds</u>
Travel	\$8,000	\$3,542	\$4,458
Entertainment	\$2,000	\$831	\$1,169

Note that the charges include only those obligations reported to the Administrative Office by the above date and additional obligations incurred during this period but not yet reported will be included in the charges when reported. Attached to this memorandum is the itemized list showing the details of the travel and entertainment charges summarized above. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly.

With the anticipated increased travel during the remainder of the fiscal year, it is imperative that these budgets be adhered to. Timely submission of travel authorizations and vouchers will insure accurate and up-to-date budget reports.

Attachments

7/03/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JUNE 30, 1983FOR MONTH: OCTOBER 1982
FISCAL YEAR: 83

PAGE 7

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
0035	BAKER	NEVADA/CALIF./TEXAS	10/07/82-10/11/82	P	ACCOMPANY THE PRESIDENT	580.53	
1075	TUTWILER	NEVADA/CALIF./TEXAS	10/07/82-10/11/82	P	ACCOMPANY THE PRESIDENT	580.53	
TRIP TOTAL						1,161.06	
0049	BAKER	IL./NE.	10/20/82-10/21/82	O	ACCOMPANY THE PRESIDENT	28.75	
0050	CAMALIER	IL./NE.	10/20/82-10/21/82	O	ACCOMPANY THE PRESIDENT	34.50	
TRIP TOTAL						63.25	
9784	BAKER	RALEIGH,N.C.	10/26/82-10/26/82	P	TRAVEL WITH THE PRESIDENT	.00	
9785	GLASSCOCK	RALEIGH,N.C.	10/26/82-10/26/82	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
9786	BAKER	WY./MT./NV./N.M.	10/28/82-10/29/82	P	ACCOMPANY THE PRESIDENT	.00	
9787	TUTWILER	WY./MT./NV./N.M.	10/28/82-10/29/82	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						1,224.31	

7/03/83

TRAVEL REPORT FOR: CHIEF OF STAFF

AS OF DATE: JUNE 30, 1983

FOR MONTH: NOVEMBER 1982

PAGE

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
9783	BAKER	CHICAGO/HOUSTON	11/23/82-11/29/82	O	OFFICIAL BUSINESS	.00	
TRIP TOTAL						.00	
9791	BAKER	NEW ORLEANS/MIAMI	11/16/82-11/17/82	O	TRAVEL WITH THE PRESIDENT	37.50	
9792	TUTWILER	HOUSTON/MIAMI	11/16/82-11/17/82	O	TRAVEL WITH THE PRESIDENT	120.00	
TRIP TOTAL						157.50	
MONTH TOTAL						157.50	

7/03/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JUNE 30, 1983FOR MONTH: JANUARY 1983
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3148	BAKER	DALLAS TX	01/11/83-01/11/83	O	ACCOMPANY THE PRESIDENT	.00	
9782	CAMALIER	DALLAS TX	01/11/83-01/11/83	D	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
9794	TUTWILER	CHICAGO	01/19/83-01/20/83	O	ACCOMPANY PRESIDENT	15.00	
9795	BAKER	CHICAGO	01/19/83-01/20/83	O	ACCOMPANY PRESIDENT	15.00	
TRIP TOTAL						30.00	
4120	BAKER	BOSTON	01/26/83-01/26/83	O	ACCOMPANY PRESIDENT	.00	
4121	HAYWARD	BOSTON	01/26/83-01/26/83	O	ACCOMPANY PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						30.00	

7/03/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JUNE 30, 1983

FOR MONTH: FEBRUARY 1983
FISCAL YEAR: 83

PAGE 10

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
4122	TUTWILER	ST LOUIS MO	02/02/83-02/02/83	O	ACCOMPANY THE PRESIDENT	.00	
4123	BAKER	ST LOUIS	02/28/83-03/02/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
9796	BAKER	SANTA BARBARA CA	02/28/83-03/05/83	S	ACCOMPANY THE QUEEN	.00	
9797	CAMALIER	SANTA BARBARA CA	02/28/83-03/05/83	S	ACCOMPANY THE QUEEN	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

7/03/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JUNE 30, 1983FOR MONTH: MARCH 1983
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
4477	TUTWILER	PITTSBURGH, PA.	03/07/83-03/07/83	O	SITE SURVEY FOR REGIONAL CONF.	149.25	
4478	COURLEMANCHE	PITTSBURGH, PA.	03/07/83-03/07/83	O	SITE SELECTION FOR REGIONAL CONF.	132.00	
TRIP TOTAL						281.25	
9799	BAKER	CALIFORNIA	03/30/83-04/03/83	O	ACCOMPANY THE PRESIDENT	680.00	*
9800	TUTWILER	CALIFORNIA	03/30/83-04/03/83	O	ACCOMPANY THE PRESIDENT	680.00	*
TRIP TOTAL						1,360.00	
MONTH TOTAL						1,641.25	

7/03/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JUNE 30, 1983FOR MONTH: APRIL 1983
FISCAL YEAR: 83

PAGE 12

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3141	BAKER	FT. WORTH, TX.	04/12/83-04/14/83	O	SPEAKING ENGAGEMENT	244.00	*
TRIP TOTAL						244.00	
3132	CAMALIER	PITTSBURG, PA.	04/06/83-04/06/83	O	ACCOMPANY THE PRESIDENT	.00	
3135	BAKER	PITTSBURGH, PA.	04/06/83-04/06/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3951	HAYWARD	NEW YORK	04/25/83-04/25/83	O	TRAVEL WITH PRESIDENT	.00	
3953	BAKER	NEW YORK	04/25/83-04/25/83	O	TRAVEL WITH PRESIDENT	.00	
TRIP TOTAL						.00	
3137	BAKER	HOUSTON, TX.	04/29/83-04/30/83	P	ACCOMPANY THE PRESIDENT	.00	*
3140	TUTWILER	HOUSTON, TX.	04/29/83-04/30/83	P	ACCOMPANY THE PRESIDENT	.00	*
9956	CICCONI	HOUSTON TEXAS	04/29/83-04/30/83	P	VARIOUS MEETINGS WITH OFFICIALS	55.00	*
TRIP TOTAL						55.00	
MONTH TOTAL						299.00	

7/03/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JUNE 30, 1983

FOR MONTH: MAY 1983
FISCAL YEAR: 83

PAGE 13

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3952	BAKER	SAN ANTONIO, TEXAS	05/05/83-05/08/83	O	ACCOMPANY THE PRESIDENT	.00	
9955	CICCONI	SAN ANTONIO, TX.	05/04/83-05/07/83	P	POLITICAL MEETINGS	.00	
TRIP TOTAL						.00	
9101	CAMALIER	MIAMI, FL.	05/20/83-05/20/83	O	ACCOMPANY THE PRESIDENT	.00	
9103	BAKER	MIAMI, FL.	05/20/83-05/20/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

7/03/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: JUNE 30, 1983

FOR MONTH: JUNE 1983
FISCAL YEAR: 83

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LEGEND FOR TYPE: D = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
9104	BAKER	TN./N.MEX.	06/14/83-06/15/83	O	ACCOMAPNY THE PRESIDENT	95.00	
9105	CAMALIER	TN./N.MEX.	06/14/83-06/15/83	O	ACCOMPANY THE PRESIDENT	95.00	
TRIP TOTAL						190.00	
MONTH TOTAL						190.00	
ORGANIZATION TOTAL						3,542.06	

7/03/83

WHITE HOUSE ENTERTAINMENT REPORT

PAGE 2

AS OF DATE: JUNE 30, 1983


CHIEF OF STAFF

PAYEE	ACCOUNT	PURPOSE	DATE	AMOUNT
BLAIR HOUSE		BRIEFING BY HUDSON INSTITUTE	01/04/83	26.36
DEPT. OF STATE		BRIEFING BY HUDSON INSTITUTE	01/04/83	132.05
BLAIR HOUSE		MEETING ON SOCIAL SECURITY	01/07/83	76.30
DEPT. OF STATE		MEETING ON SOCIAL SECURITY	01/07/83	38.84
DEPT. OF STATE		BIPARTISAN SOCIAL SECURITY MEETING	01/12/83	46.61
BLAIR HOUSE		BIPARTISAN SOCIAL SECURITY MEETING	01/15/83	49.79
DEPT. OF STATE		BIPARTISAN SOCIAL SECURITY MEETING	01/15/83	333.74
BLAIR HOUSE		BIPARTISAN SOCIAL SECURITY MEETING	01/11/83	18.70
DEPT. OF STATE		BIPARTISAN SOCIAL SECURITY MEETING	01/11/83	108.75
ORGANIZATION TOTAL				831.14

THE WHITE HOUSE

WASHINGTON

June 7, 1983

MEMORANDUM FOR: JAMES A. BAKER, III
FROM: THERESA A. ELMORE 
ADMINISTRATIVE OFFICER
SUBJECT: STATUS OF FY 1983 TRAVEL AND
ENTERTAINMENT BUDGET

The table below indicates the status of the travel and entertainment charges incurred by your office as of May 31, 1983 and the funds available for your use until September 30, 1983.

OFFICE OF THE CHIEF OF STAFF
May 31, 1983

<u>Account</u>	<u>Annual Budget</u>	<u>Obligated to date</u>	<u>Remaining funds</u>
Travel	\$8,000	\$3,673	\$4,327
Entertainment	\$2,000	\$831	\$1,169

Note that the charges include only those obligations reported to the Administrative Office by the above date and additional obligations incurred during this period but not yet reported will be included in the charges when reported. Attached to this memorandum is the itemized list showing the details of the travel and entertainment charges summarized above. This document will be provided to you on a monthly basis so that your office may budget funds for these accounts accordingly.

With the anticipated increased travel during the remainder of the fiscal year, it is imperative that these budgets be adhered to. Timely submission of travel authorizations and vouchers will insure accurate and up-to-date budget reports.

Attachments

6/01/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: MAY 31, 1983FOR MONTH: OCTOBER 1982
FISCAL YEAR: 83

PAGE 7

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
0035	BAKER	NEVADA/CALIF./TEXAS	10/07/82-10/11/82	P	ACCOMPANY THE PRESIDENT	580.53	
1075	TUTWILER	NEVADA/CALIF./TEXAS	10/07/82-10/11/82	P	ACCOMPANY THE PRESIDENT	580.53	
TRIP TOTAL						1,161.06	
0049	BAKER	IL./NE.	10/20/82-10/21/82	O	ACCOMPANY THE PRESIDENT	28.75	
0050	CAMALIER	IL./NE.	10/20/82-10/21/82	O	ACCOMPANY THE PRESIDENT	34.50	
TRIP TOTAL						63.25	
9784	BAKER	RALEIGH,N.C.	10/26/82-10/26/82	P	TRAVEL WITH THE PRESIDENT	.00	
9785	GLASSCOCK	RALEIGH,N.C.	10/26/82-10/26/82	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
9786	BAKER	WY./MT./NV./N.M.	10/28/82-10/29/82	P	ACCOMPANY THE PRESIDENT	.00	
9787	TUTWILER	WY./MT./NV./N.M.	10/28/82-10/29/82	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						1,224.31	

6/01/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: MAY 31, 1983

FOR MONTH: NOVEMBER 1982
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
9783	BAKER	CHICAGO/HOUSTON	11/23/82-11/29/82	O	OFFICIAL BUSINESS	.00	
TRIP TOTAL						.00	
9791	BAKER	NEW ORLEANS/MIAMI	11/16/82-11/17/82	O	TRAVEL WITH THE PRESIDENT	37.50	
9792	TUTWILER	HOUSTON/MIAMI	11/16/82-11/17/82	O	TRAVEL WITH THE PRESIDENT	120.00	
TRIP TOTAL						157.50	
MONTH TOTAL						157.50	

6/01/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: MAY 31, 1983FOR MONTH: JANUARY 1983
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3148	BAKER	DALLAS TX	01/11/83-01/11/83	O	ACCOMPANY THE PRESIDENT	.00	
9782	CAMALIER	DALLAS TX	01/11/83-01/11/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
9794	TUTWILER	CHICAGO	01/19/83-01/20/83	O	ACCOMPANY PRESIDENT	15.00	
9795	BAKER	CHICAGO	01/19/83-01/20/83	O	ACCOMPANY PRESIDENT	15.00	
TRIP TOTAL						30.00	
4120	BAKER	BOSTON	01/26/83-01/26/83	O	ACCOMPANY PRESIDENT	.00	
4121	HAYWARD	BOSTON	01/26/83-01/26/83	O	ACCOMPANY PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						30.00	

6/01/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: MAY 31, 1983

FOR MONTH: FEBRUARY 1983
FISCAL YEAR: 83

PAGE 10

LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
4122	TUTWILER	ST LOUIS MO	02/02/83-02/02/83	O	ACCOMPANY THE PRESIDENT	.00	
4123	BAKER	ST LOUIS	02/28/83-03/02/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
9796	BAKER	SANTA BARBARA CA	02/28/83-03/05/83	S	ACCOMPANY THE QUEEN	.00	
9797	CAMALIER	SANTA BARBARA CA	02/28/83-03/05/83	S	ACCOMPANY THE QUEEN	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

6/01/83

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: MAY 31, 1983FOR MONTH: MARCH 1983
FISCAL YEAR: 83

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LEGEND FOR TYPE: O = OFFICIAL; P = POLITICAL; S = STATE DEPARTMENT; N = NON-GOVERNMENT
* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
4477	TUTWILER	PITTSBURGH, PA.	03/07/83-03/07/83	O	SITE SURVEY FOR REGIONAL CONF.	149.25	
4478	COURLEMANCHE	PITTSBURGH, PA.	03/07/83-03/07/83	O	SITE SELECTION FOR REGIONAL CONF.	132.00	
TRIP TOTAL						281.25	
9799	BAKER	CALIFORNIA	03/30/83-04/03/83	O	ACCOMPANY THE PRESIDENT	700.00	
9800	TUTWILER	CALIFORNIA	03/30/83-04/03/83	O	ACCOMPANY THE PRESIDENT	700.00	
TRIP TOTAL						1,400.00	
MONTH TOTAL						1,681.25	

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TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: MAY 31, 1983FOR MONTH: APRIL 1983
FISCAL YEAR: 83

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AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3141	BAKER	FT. WORTH, TX.	04/12/83-04/14/83	O	SPEAKING ENGAGEMENT	300.00	
TRIP TOTAL						300.00	
3132	CAMALIER	PITTSBURG, PA.	04/06/83-04/06/83	O	ACCOMPANY THE PRESIDENT	.00	
3135	BAKER	PITTSBURGH, PA.	04/06/83-04/06/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3951	HAYWARD	NEW YORK	04/25/83-04/25/83	O	TRAVEL WITH PRESIDENT	.00	
3953	BAKER	NEW YORK	04/25/83-04/25/83	O	TRAVEL WITH PRESIDENT	.00	
TRIP TOTAL						.00	
3137	BAKER	HOUSTON, TX.	04/29/83-04/30/83	P	ACCOMPANY THE PRESIDENT	140.00	
3140	TUTWILER	HOUSTON, TX.	04/29/83-04/30/83	P	ACCOMPANY THE PRESIDENT	140.00	
TRIP TOTAL						280.00	
MONTH TOTAL						580.00	

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TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: MAY 31, 1983

FOR MONTH: MAY 1983
FISCAL YEAR: 83

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* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3952	BAKER	SAN ANTONIO, TEXAS	05/05/83-05/08/83	O	ACCOMPANY THE PRESIDENT	.00	
9955	CICCONI	SAN ANTONIO, TX.	05/04/83-05/07/83	P	POLITICAL MEETINGS	.00	
TRIP TOTAL						.00	
9101	CAMALIER	MIAMI, FL.	05/20/83-05/20/83	O	ACCOMPANY THE PRESIDENT	.00	
9103	BAKER	MIAMI, FL.	05/20/83-05/20/83	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	
ORGANIZATION TOTAL						3,673.06	

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WHITE HOUSE ENTERTAINMENT REPORT

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AS OF DATE: MAY 31, 1983

CHIEF OF STAFF

PAYEE	ACCOUNT	PURPOSE	DATE	AMOUNT
BLAIR HOUSE		BRIEFING BY HUDSON INSTITUTE	01/04/83	26.36
DEPT. OF STATE		BRIEFING BY HUDSON INSTITUTE	01/04/83	132.05
BLAIR HOUSE		MEETING ON SOCIAL SECURITY	01/07/83	76.30
DEPT. OF STATE		MEETING ON SOCIAL SECURITY	01/07/83	38.84
DEPT. OF STATE		BIPARTISAN SOCIAL SECURITY MEETING	01/12/83	46.61
BLAIR HOUSE		BIPARTISAN SOCIAL SECURITY MEETING	01/15/83	49.79
DEPT. OF STATE		BIPARTISAN SOCIAL SECURITY MEETING	01/15/83	333.74
BLAIR HOUSE		BIPARTISAN SOCIAL SECURITY MEETING	01/11/83	18.70
DEPT. OF STATE		BIPARTISAN SOCIAL SECURITY MEETING	01/11/83	108.75
ORGANIZATION TOTAL				831.14