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WITHDRAWAL SHEET

Ronald Reagan Library

Collection: BAKER, JAMES: FILES

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File Folder: Administration [3 of 3] ~~OA 10514~~ Box 6

Date: 3/1/99

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
1. memo	John F. W. Rogers to Baker re Eliza Paschall 1 p.	5/4/84	D6, F6 B6 CS 10/3/00

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: BAKER, JAMES: FILES

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File Folder: Administration [3 of 3] OA 10514

Date: 3/1/99

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1. memo	John F. W. Rogers to Baker re Eliza Paschall 1 p.	5/4/84	P6, F6

RESTRICTION CODES

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

May 18, 1984

MEMORANDUM FOR EOP PARKING COORDINATORS

FROM: JOHN P. BRADY *JPB*
DEPUTY DIRECTOR

SUBJECT: EOP EMPLOYEE PARKING


My April 27th memorandum contained parking allotment figures that we know are outdated and do not accurately reflect your agency's present needs or entitlement. If you have not already done so, kindly provide us with a justification for the current number of spaces required by Monday June 25th. We will examine each agency on a case by case basis and establish allocations to go in effect July 1st.

THE WHITE HOUSE

WASHINGTON

May 8, 1984

MEMORANDUM FOR JOHN F. W. ROGERS

FROM: JAMES A. BAKER, III 

SUBJECT: Eliza Paschall

I have decided to approve Faith's request to hire Eliza Paschall for the purpose of handling outreach with the women's organizations listed in her memo. However, I would appreciate it if you would make clear that this is a liaison, not a policy position. Further, I would ask you to explain that this position does not include a role in the area of civil rights-- both the liaison and policy aspects of civil rights are the responsibility of others in the White House.

I will leave any decision on job title and salary to your judgment.

Thank you.

RONALD W. REAGAN LIBRARY

THIS FORM MARKS THE FILE LOCATION OF ITEM NUMBER 1 LISTED ON THE
WITHDRAWAL SHEET AT THE FRONT OF THIS FOLDER.

THE WHITE HOUSE

WASHINGTON

April 19, 1984

1984 APR 19 PM 3 21

MEMORANDUM FOR JOHN F. W. ROGERS

FROM: FAITH R. WHITTLESEY *FRW*

SUBJECT: Eliza Paschall

At the present time, one of my staff members has the responsibilities of liaison with Agriculture, including agri-business, gunowner organizations, OPL press relations and mainline women's organizations such as Junior League, League of Women Voters, American Association of University Women, General Federation of Women's Clubs, Jaycee Women, Veteran's Auxiliaries, Daughters of the American Revolution, as well as a multitude of other women's organizations other than business and professional women.

I feel certain you will agree that this portfolio is overloaded and that it is essential that our office be able to respond quickly to the many and varied interests that numerous and diverse women's organizations represent.

Ms. Paschall can provide much needed help and expertise and will be able to devote her attentions exclusively to women's organizations and other groups interested in civil rights.

The salary requested is in line with her earning history, especially when the costs of Atlanta versus Washington are taken into consideration.

I hope I can have your concurrence on this matter as quickly as possible.

The organizational chart you requested is attached.



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

May 7, 1984

MEMORANDUM FOR BARBARA HAYWARD

FROM: MICHELE M. ST.DENIS
SUBJECT: FACILITIES EXPENDITURES FOR MARCH 1984

Attached you will find the monthly summary of your facilities expenditures for the month of March, 1984.

TOTAL: \$312.64 (OJAB)

Please audit this report carefully as all incomplete actions from previous months will be listed. Therefore, the amount billed will not necessarily reflect only those expenditures for the billing month.

Due to the streamlining of the Facilities Branch, the April 1984 report will be the last itemized report that each individual office will automatically receive. A memo will be sent out to inform each office of their total monthly expenditures; to request specific information concerning that amount, please do not hesitate to call Jeter Morris or Michele St. Denis at (395) 5809.

Attachment

FACILITIES EXPENDITURES - FY84

<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>
03-09	Margaret Tutweiler	OJAB	175/	Office moving	Movers	2	37.52	--	37.52	03-16
03-14	Jim Cicconi	OJAB	WW/2174	Move furniture/touch up walls	Movers	1/3m	45.84	--	45.84	03-15
03-16	Kathy Camalier	OJAB	WW/6797	Furniture moving	Movers	COM	PLETE	--	--	--
03-20	Jim Cicconi	OJAB	WW/5809	Deliver small file cabinet; remove excess furniture	Movers	5	76.40	--	76.40	03-20
03-21	Margaret Tutweiler	OJAB	175/7620	Furniture moving/door stop	Movers	1/12m	183.36	--	183.36	03-21
03-21	Margaret Tutweiler	OJAB	175/7620	Need partitions/chairs	Movers	2/2m	49.32	--	49.32	03-22
03-22	Karen Jackson	OJAB	175/7620	Move xerox outlet	Elec.	4	75.04	00	75.04	03-22
03-23	C. Jackson	OJAB	175/7620	Install outlet	Elec.	2	37.52	10.00	47.52	03-28
03-26	Margaret Tutweiler	OJAB	175/2580	Needs two door signs						
03-28	Jim Cicconi	OJAB	WW/5809	Repair nail holes/adjust door closer	Carp.	2	37.52	--	37.52	04-03
03-28	Julie Brink	OJAB	175/	Connet partitions/move chair	Carp.	6	112.56	--	112.56	04-02
03-28	Kathy Camalier	OJAB	WW/6797	Furniture moving	Movers	1	15.28	--	15.28	03-30
03-28	M. Tutweiler	OJAB	175/2500	Make two door signs	Sign	2	35.92	1.50	37.42	04-11
03-28	Cathy Camalier	OJAB	WW?6797	Select lamps	Movers	1	15.28	--	15.28	03-28
03-14	James Baker	OJAB	WW/6797	Furniture moving	Movers	1	15.28	--	15.28	03-14
03-13	James Baker	OJAB	WW/	Repair chair	Carp.	2	40.00	--	40.00	03-13

<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>
03-13	James Baker	OJAB	WW/6797	Move chair	Movers	1	15.28	--	15.28	03-13

THE WHITE HOUSE

WASHINGTON

May 4, 1984

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 April 30, 1984 and the funds available for your use during fiscal year 1984.

OFFICE OF THE CHIEF OF STAFF
April 30, 1984

<u>Account</u>	<u>Annual Budget</u>	<u>Obligated to date</u>	<u>Remaining funds</u>
Travel	\$8,000	\$491	\$7,509
Entertainment	\$1,000	\$0	\$1,000

Note that the charges include only those obligations reported to the Administrative Office by the above date. 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

4/30/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: APRIL 30, 1984

FOR MONTH: JANUARY 1984
FISCAL YEAR: 84

PAGE 7

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

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3976	BAKER	ATLANTA, GA.	01/26/84-01/26/84	O	ACCOMPANY THE PRESIDENT	.00	
3977	TUTWILER	ATLANTA, GA.	01/26/84-01/26/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3978	BAKER	CHICAGO, IL.	01/31/84-01/31/84	O	ACCOMPANY THE PRESIDENT	.00	
3979	DESCOTEUX	CHICAGO, IL.	01/31/84-01/31/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

4/30/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: APRIL 30, 1984FOR MONTH: FEBRUARY 1984
FISCAL YEAR: 84

PAGE

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AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
7151	TUTWILER	IL./NV.	02/06/84-02/08/84	P	ACCOMPANY THE PRESIDENT	42.00	*
7153	BAKER	IL./NV.	02/06/84-02/07/84	R	ACCOMPANY THE PRESIDENT	105.66	*
TRIP TOTAL						147.66	
3980	BAKER	DES MOINES, IA.	02/20/84-02/20/84	P	ACCOMPANY THE PRESIDENT	.00	
3981	CAMALIER	DES MOINES, IA.	02/20/84-02/20/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						147.66	

4/30/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: APRIL 30, 1984

FOR MONTH: MARCH 1984
FISCAL YEAR: 84

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AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3983	BAKER	OH./NY.	03/06/84-03/06/84	R	ACCOMPANY THE PRESIDENT	3.90	*
3984	TUTWILER	OH./NY.	03/06/84-03/06/84	P	ACCOMPANY THE PRESIDENT	3.90	*
TRIP TOTAL						7.80	
MONTH TOTAL						7.80	

4/30/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: APRIL 30, 1984FOR MONTH: APRIL 1984
FISCAL YEAR: 84

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AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3982	HAYWARD	NEW YORK	04/05/84-04/05/84	O	ACCOMPANY THE PRESIDENT	22.50	
3986	BAKER	NEW YORK	04/05/84-04/05/84	O	ACCOMPANY THE PRESIDENT	22.50	
TRIP TOTAL						45.00	
7156	CAMALIER	MO./TX.	04/11/84-04/12/84	O	ACCOMPANY THE PRESIDENT	145.00	
7157	BAKER	MO./TX.	04/11/84-04/12/84	O	ACCOMPANY THE PRESIDENT	145.00	
TRIP TOTAL						290.00	
MONTH TOTAL						335.00	
ORGANIZATION TOTAL						490.46	

THE WHITE HOUSE

WASHINGTON

April 5, 1984

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 March 31, 1984 and the funds available for your use during fiscal year 1984.

OFFICE OF THE CHIEF OF STAFF
March 31, 1984

<u>Account</u>	<u>Annual Budget</u>	<u>Obligated to date</u>	<u>Remaining funds</u>
Travel	\$8,000	\$356	\$7,644
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

4/02/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: MARCH 31, 1984FOR MONTH: JANUARY 1984
FISCAL YEAR: 84

PAGE

6

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* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3976	BAKER	ATLANTA, GA.	01/26/84-01/26/84	O	ACCOMPANY THE PRESIDENT	.00	
3977	TUTWILER	ATLANTA, GA.	01/26/84-01/26/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3978	BAKER	CHICAGO, IL.	01/31/84-01/31/84	O	ACCOMPANY THE PRESIDENT	.00	
3979	DESCOTEAUX	CHICAGO, IL.	01/31/84-01/31/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

4/02/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: MARCH 31, 1984FOR MONTH: FEBRUARY 1984
FISCAL YEAR: 84

PAGE 7

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 * ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
7151	TUTWILER	IL./NV.	02/06/84-02/08/84	P	ACCOMPANY THE PRESIDENT	.00	
7153	BAKER	IL./NV.	02/06/84-02/07/84	R	ACCOMPANY THE PRESIDENT	350.00	
TRIP TOTAL						350.00	
3980	BAKER	DES MOINES, IA.	02/20/84-02/20/84	P	ACCOMPANY THE PRESIDENT	.00	
3981	CAMALIER	DES MOINES, IA.	02/20/84-02/20/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						350.00	

4/02/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE: MARCH 31, 1984

FOR MONTH: MARCH 1984
FISCAL YEAR: 84

PAGE 8

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* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3983	BAKER	OH./NY.	03/06/84-03/06/84	R	ACCOMPANY THE PRESIDENT	5.85	
3984	TUTWILER	OH./NY.	03/06/84-03/06/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						5.85	
MONTH TOTAL						5.85	
ORGANIZATION TOTAL						355.85	

THE WHITE HOUSE
WASHINGTON

3/29/84

ATE

March 29, 1984

TO: JOHN ROGERS

FROM: BARBARA HAYWARD

John, would you please get together with Ed Hickey to find out where we are on the attached, and what we can do about it.

Mr. Baker is anxious to know as soon as possible. This was handed to Mr. Baker by the Secretary personally today.

Thanks.

Barbara

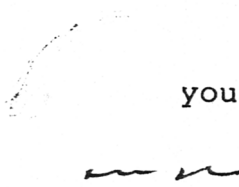
Under the decision not to help out with helicopter ministerial meeting of Without your approval, on a non-reimbursable

important to the full Ministerial, the is the thirty-fifth establishing NATO. In as revitalized the acingly demonstrated -- significant political

to provide all the rs will be needed to Wye Plantation, where we here is also a shington and 25 at Wye. nis, and helicopters of tary services.

nt of the security interests in e to designate the House support.

yours,


George P. Shultz

The Honorable
James A. Baker III,
Chief of Staff and Assistant to the President,
The White House.



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

March 27, 1984

MEMORANDUM FOR BARBARA HAYWARD

FROM: MICHELE M. ST. DENIS

SUBJECT: FACILITIES EXPENDITURES FOR FEBRUARY 1983

Attached you will find the monthly summary of your facilities expenditures for the month of February, 1984.

TOTAL: no charge (Office of J. Baker)

Please audit this and subsequent reports carefully as all incomplete actions from previous months will be listed. Therefore, the amount billed will not necessarily reflect only those expenditures for the billing month.

In addition, I have attached a copy of the new Services Request Form which was discussed at the Administrative Contacts meeting on Friday, March 23, 1984. Please contact me if you have any further input regarding the proposed format. Hopefully, we can implement the new forms by the middle of April.

If you have any questions regarding these charges, please do not hesitate to call Jeter Morris or Michele St. Denis on ext. 5809.

Attachment

EXECUTIVE OFFICE OF THE PRESIDENT

FACILITIES REQUEST FORM

Date: _____

Facilities Coordinator

Account to be Charged

Work to be Performed For

Building/Room Number

Ext.

CARPENTRY/CONSTRUCTION*

Wall/Partition Repair
Door Repair
Cabinets/Shelves Built
Other: _____

HEATING/VENTILATION/ELECTRICAL

Outlets Installed/Repaired
Heating/AC Failures
Lighting/Power Failures
Repair (Fuses/Wires)
Other: _____

* MUST HAVE ACCOMPANYING WRITTEN PLANS

FURNITURE/CARPETING/DECOR

Select/Replace/Clean/Repair
Reupholster _____
Furniture/Equipment Moving
Carpet Shampoo
Decorator Services
Decorator Items Desired: _____

PAINTING/PLASTERING

Walls
Doors
Ceilings
Fixtures
Furniture Touch-up
Other: _____

MISCELLANEOUS GENERAL SERVICES

Cleaning (Furniture, Rooms, Drapes)
Telephone Services
Locksmith
Other: _____

SPECIFIC INSTRUCTIONS:

FACILITIES EXPENDITURES - FY84

<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>
02-16	Cathy Camilier	OJAB	WW/6797	Chair Pad	Movers	1/3m	45.84	--	45.84	02/21
02-21	Kathy Camalier	OJAB	WW/6717	Move mirror from 414 to WW	Movers	1	15.28	--	15.28	02/23
01-20	Cathy C.	OJAB	WW x6297	Remove metal brackets on desk						
01-20	Cathy C.	OJAB	WW x6297	Unjam middle desk drawer						
01-31	Kathy Camalier	OJAB	WW/6797	Selection and delivery of chair						

THE WHITE HOUSE

WASHINGTON

March 7, 1984

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 February 29, 1984 and the funds available for your use during fiscal year 1984.

OFFICE OF THE CHIEF OF STAFF
February 29, 1984

<u>Account</u>	<u>Annual Budget</u>	<u>Obligated to date</u>	<u>Remaining funds</u>
Travel	\$8,000	\$350	\$7,650
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

3/01/84

TRAVEL REPORT FOR: CHIEF OF STAFF

AS OF DATE: FEBRUARY 29, 1984

FISCAL YEAR: 84 FOR MONTH: JANUARY 1984

PAGE

5

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* ASTERISK DESIGNATES CHANGE IN AMOUNT FROM PREVIOUS MONTH END REPORT

AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
3976	BAKER	ATLANTA, GA.	01/26/84-01/26/84	O	ACCOMPANY THE PRESIDENT	.00	
3977	TUTWILER	ATLANTA, GA.	01/26/84-01/26/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
3978	BAKER	CHICAGO, IL.	01/31/84-01/31/84	O	ACCOMPANY THE PRESIDENT	.00	
3979	DESCOTEAUX	CHICAGO, IL.	01/31/84-01/31/84	O	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						.00	

3/01/84

TRAVEL REPORT FOR: CHIEF OF STAFF
AS OF DATE:

FEBRUARY 29, 1984

FISCAL YEAR: 84 FOR MONTH: FEBRUARY 1984

PAGE 6

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AUTH	NAME	DESTINATION	DATES	TYPE	PURPOSE	AMOUNT	CHANGE
7151	TUTWILER	IL./NV.	02/06/84-02/08/84	P	ACCOMPANY THE PRESIDENT	.00	
7153	BAKER	IL./NV.	02/06/84-02/07/84	R	ACCOMPANY THE PRESIDENT	350.00	
TRIP TOTAL						350.00	
3980	BAKER	DES MOINES, IA.	02/20/84-02/20/84	P	ACCOMPANY THE PRESIDENT	.00	
3981	CAMALIER	DES MOINES, IA.	02/20/84-02/20/84	P	ACCOMPANY THE PRESIDENT	.00	
TRIP TOTAL						.00	
MONTH TOTAL						350.00	
ORGANIZATION TOTAL						350.00	



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

February 27, 1984

MEMORANDUM FOR BARBARA HAYWARD

FROM: MICHELE M. ST. DENIS *mmot*
SUBJECT: FACILITIES EXPENDITURES FOR DECEMBER 1983

Attached you will find the monthly summary of your facilities expenditures for the month of January 1984.

TOTAL: \$125.04 (Office of J. Baker)

Effective October 1, 1983, the rate of 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 Michele St. Denis on ext. 5809.

Attachment

FACILITIES EXPENDITURES - FY84

<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>
01-04	Margaret Tutwiler	OJAB	175 x7620	Take typing table to 175	Movers	1	15.28	--	15.28	01/04
01-06	Andrea DesCoteaux	OJAB	WW x2174	3 sets of metal file bars	Carp.	1	18.76	--	18.76	01/09
01-20	Cathy C.	OJAB	WW x6297	Remove metal brackets on desk						
01-20	Cathy C.	OJAB	WW x6297	Unjam middle desk drawer						
01-23	Katherine Camalier	OJAB	WW x6797	Remove brackets on desk	Carp.	2	37.52	--	37.52	01/24
01-23	Kathy Camalier	OJAB	WW x6797	Return table to storage	Movers	1/2m	30.56	--	30.56	01/26
01-24	Gail Ludwig	OJAB	WW x2174	Repair metal rods in cabinets	Carp.	1	18.76	50.00	68.76	01/26
01-25	Kathy Camalier	OJAB	WW x6797	Temperature control/Noisy operation of fan/no air flow	COM	PLETE	--	--	--	01/26
01-25	Kathy Camalier	OJAB	WW x6797	Deliver computer table	Movers	1/3m	45.84	--	45.84	01/25
01-30	Kathy Camalier	OJAB	WW/6797	Furniture selection and moving	Movers	1/2m	30.56	--	30.56	02/09
01-31	Kathy Camalier	OJAB	WW/6797	Selection and delivery of chair						

THE WHITE HOUSE

WASHINGTON

February 23, 1984

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

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

SUBJECT: WHITE HOUSE OFFICE BUDGET--MIDYEAR REVIEW

Attached is a summary report of the midyear review of the White House Office appropriation. A brief narrative is shown below highlighting noteworthy aspects of each area:

- o Personnel--Although all White House slots are allocated, full-time staffing is running low so far this year. I expect this will change in the second half. I will be forced to direct additional funds for reimbursement of detailees, since our numbers are not declining. Temporary and WAE employment is running much higher than budgeted, and we will have to divert some funds from full-time permanent. We are still within our overall FTP and FTE personnel ceilings.
- o Travel and Entertainment--It is presumed for the purposes of this analysis that these funds will be fully expended.
- o Transportation of Things--On target, though perhaps a small savings.
- o S.L.U.C.--Based on our current billings, the S.L.U.C. category will show a small surplus, which may change slightly as our space occupancy is adjusted from time to time.
- o Rent, Communications, and Utilities--We are currently projecting running over in this category, primarily because of the decision in the first quarter to lease additional displaywriters and because of office space rentals on the road (particularly California). We will have to do some reprogramming here.
- o Printing--I am very concerned that each office seems to be increasing its printing requirements this year. Everyone seems to be compelled to send out mass mailings.
- o Equipment--We anticipate these funds will be fully be expended.

In conclusion, the current budget projections show an available balance by year-end of approximately \$475,000. Most of this is in the personnel area and could change dramatically in a very short time. I will provide you with an additional report at the end of the third quarter to see how this holds up. Obviously, I need to know if there are any major changes in staffing that are being contemplated.

Attachment

SUMMARY

MAJOR OBJECT CLASS	FY 83 ACTUAL	ANNUALIZED FY 84 BUDGET	GROSS OBLIGATIONS TO DATE	PROJECTED EXPENDITURES THRU END FY	TOTAL YEARLY PROJECTION	ANTICIPATED REFUNDS	PROJECTED AVAILABLE BALANCE
PERSONNEL	14,372,161	15,173,000	5,109,812	9,852,371*	14,962,183	60,000	270,817
TRAVEL	397,182	575,000	145,703	429,297	575,000		0
ENTERTAINMENT	19,539	20,000	1,500	18,500	20,000		0
TRANSPORTATION OF THINGS	9,084	6,000	2,580	2,500	5,080		920
STANDARD LEVEL USER CHARGE	1,932,609	2,050,000	1,060,878	1,072,714	2,133,592	93,556	9,964
* RENT, COMM, UTILITIES	2,347,790	2,182,000	1,011,642	1,307,308	2,318,950		(136,950)
* PRINTING	875,723	780,000	252,066	616,564	868,630		(88,630)
* OTHER SERVICES	978,470	1,150,000	617,407	692,126	1,309,533		(159,533)
* SUPPLIES	448,940	394,000	113,226	298,000	411,226		(17,226)
EQUIPMENT	406,324	500,000	184,706	315,294**	500,000		0
TOTAL (NET)	21,787,822	22,830,000	8,499,520	14,604,674	23,104,194	153,556	(120,638)
						ANTICIPATED PAY SUPP	596,000

							475,362

* INCLUDES \$350,000 PROJECTION FOR REIMBURSABLE DETAILEES, REFLECTS \$100,000 DECREASE FROM STATUS OF APPROPRIATION PROJECTION DUE TO SEPARATIONS OCCURRING IN PAY PERIODS 9 AND 10.

** THIS PROJECTION ASSUMES THAT ALL FUNDS AUTHORIZED FOR EQUIPMENT PURCHASES WILL BE USED.

RENT, COMMUNICATIONS, AND UTILITIES

MAJOR OBJECT CLASS	FY 83 ACTUAL	ANNUALIZED FY 84 BUDGET	GROSS OBLIGATIONS TO DATE	PROJECTED EXPENDITURES THRU END FY	TOTAL YEARLY PROJECTION	ANTICIPATED REFUNDS	PROJECTED AVAILABLE BALANCE
TELEPHONE - COMMERCIAL	591,005	585,000	311,197	370,064	681,261		
WESTERN UNION	75,000	75,000	45,000	30,000	75,000		
TELEPHONE - GSA/FTS	223,546	233,000	114,736	115,740	230,476		
GSA AFTER HRS UTILITIES	230,499	244,000	116,502	121,862	238,364		
POSTAGE	495,526	425,000	552	350,000	350,552		
OFFICE SPACE RENTALS	65,507	100,000	14,803	85,000	99,803		
WORD PROCESSING	237,700	335,000	312,478		312,478		
ADP EQUIPMENT	306,128	90,000	94,186	84,642*	178,828		
OTHER RENTAL	122,879	95,000	2,188	150,000**	152,188		
TOTAL (NET)	2,347,790	2,182,000	1,011,642	1,307,308	2,318,950		(136,950)

* INCLUDES \$21,585 PROJECTION FOR THE LEASE OF ADDITIONAL DISPLAYWRITERS AND MISCELLANEOUS EQUIPMENT PER AGREEMENT WITH ASD

** \$75,000 PROJECTION FOR LEASED CARS

PRINTING

MAJOR OBJECT CLASS	FY 83 ACTUAL	ANNUALIZED FY 84 BUDGET	GROSS OBLIGATIONS TO DATE	PROJECTED EXPENDITURES THRU END FY	TOTAL YEARLY PROJECTION	ANTICIPATED REFUNDS	PROJECTED AVAILABLE BALANCE
PRINTING OA/OTHER GOV'T	111,897	65,000	17,500	52,500	70,000		
PRINTING - GPO	480,174	400,000	38,721	461,279	500,000		
SOCIAL PRINTING - GPO	18,704	55,000	23,580		23,580		
PRINTING - COMMERCIAL	46,449	50,000	8,976	41,024	50,000		
FEDERAL REGISTER	150,000	150,000	150,000		150,000		
ENGRAVING	7,029		50	8,000	8,050		
MICROFORM SERVICES							
SOCIAL PRINTING COMMERCIAL	55,350	55,000	12,149	47,851	60,000		
MISCELLANEOUS PRINTING	6,120	5,000	1,090	5,910	7,000		
TOTAL (NET)	875,723	780,000	252,066	616,564	868,630		(88,630)

OTHER SERVICES

MAJOR OBJECT CLASS	FY 83 ACTUAL	ANNUALIZED FY 84 BUDGET	GROSS OBLIGATIONS TO DATE	PROJECTED EXPENDITURES THRU END FY	TOTAL YEARLY PROJECTION	ANTICIPATED REFUNDS	PROJECTED AVAILABLE BALANCE
COMPUTER SERVICES GOV'T	384,512	550,000	250,000	307,634	557,634		
COMPUTER SVCS COMMERCIAL							
MAINT CONTRACTS GENERAL	98,765	90,000	81,582		81,582		
MAINT CONTRACTS ADP	82,815	134,000	175,606	114,492*	290,098		
SERVICE CONTRACTS							
REPAIRS AND ALTERATIONS	23,457	26,000	3,965	20,000	23,965		
GSA NON-RECURRING RWA'S	324,496	275,000	99,365	200,000	299,365		
TRNG/TUITION/CONF FEES/INV			875		875		
OTHER SERVICES NEC	64,425	75,000	6,014	50,000	56,014		
TOTAL (NET)	978,470	1,150,000	617,407	692,126	1,309,533		(159,533)

* INCLUDES \$6,720 PROJECTION FOR MAINTENANCE ON ADDITIONAL DISPLAYWRITERS PER AGREEMENT WITH ASD AND \$55,192 FOR ADDITIONAL MAINTENANCE ON EXISTING UNITS.

SUPPLIES

MAJOR OBJECT CLASS	FY 83 ACTUAL	ANNUALIZED FY 84 BUDGET	GROSS OBLIGATIONS TO DATE	PROJECTED EXPENDITURES THRU END FY	TOTAL YEARLY PROJECTION	ANTICIPATED REFUNDS	PROJECTED AVAILABLE BALANCE
OFFICE SUPPLIES COMMERCIAL	82,200	263,000	48,269	120,000	168,269		
OFFICE SUPPLIES GSA	161,243		635		635		
PRINTING NON-ADP	2,138		306		306		
SUPPLIES ADP	3,269		427		427		
SUBSCRIP MAG./NEWSPAPERS	156,831	100,000	4,476	150,000*	154,476		
SUBSCRIPTIONS-MICROFORM							
GOVERNMENT PUBLICATIONS	15,147	31,000	55,425		55,425		
BOOKS	3,159		1,915	3,000	4,915		
OTHER MISC SUPPLIES	24,933		1,773	25,000	26,773		
TOTAL (NET)	448,940	394,000	113,226	298,000	411,226		(17,226)

* INCLUDES PREPAYMENT OF NEWSPAPERS

THE WHITE HOUSE
WASHINGTON

February 14, 1984

MEMORANDUM FOR: JAMES A. BAKER, III
FROM: JOHN F. W. ROGERS *J*
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION
SUBJECT: OPL TRAVEL BUDGET

Jim Cicconi requested that I recommend to you a travel budget for the 50 States project based on Faith Whittlesey's request. However, I think we have to review OPL's entire travel budget before deciding on this one project. To date OPL has spent \$13,000 of the \$15,000 allocated for travel. If OPL continues at the present rate of spending they will require a total of \$39,000 in travel funds. Faith's request for the 50 States Project alone, is approximately \$10,000.

Attachment A is an automated report listing all OPL staff travel thus far this fiscal year. I suggest you take a moment to look over this report.

// Without debating the merits of the 50 states project or where it should be organizationally, I recommend you limit OPL to an additional \$6,000.00 to cover all future travel.

Attachment

3/1 *John:*
approved. Pls. inform O.P.L.
Thanks
JAB

THE WHITE HOUSE

WASHINGTON

February 8, 1984

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 January 31, 1984 and the funds available for your use during fiscal year 1984.

OFFICE OF THE CHIEF OF STAFF
January 31, 1984

<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



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

January 27, 1984

MEMORANDUM FOR BARBARA HAYWARD

FROM: MARY DIX

SUBJECT: FACILITIES EXPENDITURES FOR DECEMBER 1983

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

TOTAL: \$198.28 (Office of J. Baker)

Effective October 1, 1983, the rate of 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 Michele St. Denis on ext. 5809.

Attachment

FACILITIES EXPENDITURES - FY84

T-198.28

<u>DESCRIPTION</u>	<u>SHOP</u>	<u>HOURS</u>	<u>LABOR</u>	<u>MAT'L.</u>	<u>TOTAL</u>	<u>COMPLETION DATE</u>
Relocate credenza within room	Movers	1/3M	45.84	-	45.84	12-02
Repair holes in doors	Carp	2	37.52	77.40	114.92	12-16
Hang one map	Carp	2	37.52	-	37.52	12-13
<u>TOTAL</u>					<u>\$198.28</u>	

THE WHITE HOUSE

WASHINGTON

January 11, 1984

MEMORANDUM FOR: JAMES A. BAKER, III
FROM: THERESA A. ELMORE *TE/ELM*
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 December 31, 1983 and the funds available for your use during fiscal year 1984.

OFFICE OF THE CHIEF OF STAFF
December 31, 1983

<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