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WITHDRAWAL SHEET

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Collection Name DEAVER, MICHAEL: FILES

Withdrawer

KDB 8/29/2011

File Folder WHITE HOUSE (1)

FOIA

F97-0066/19

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COHEN, D

183

| DOC NO | Doc Type | Document Description | No of Pages | Doc Date | Restrictions |
|--------|----------|---|-------------|------------|--------------|
| 1 | MEMO | JAMES ROSEBUSH TO M. DEAVER RE STAFF SALARY ADJUSTMENTS | 1 | 10/15/1982 | B6 |

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

B-1 National security classified information [(b)(1) of the FOIA]

B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]

B-3 Release would violate a Federal statute [(b)(3) of the FOIA]

B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]

B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]

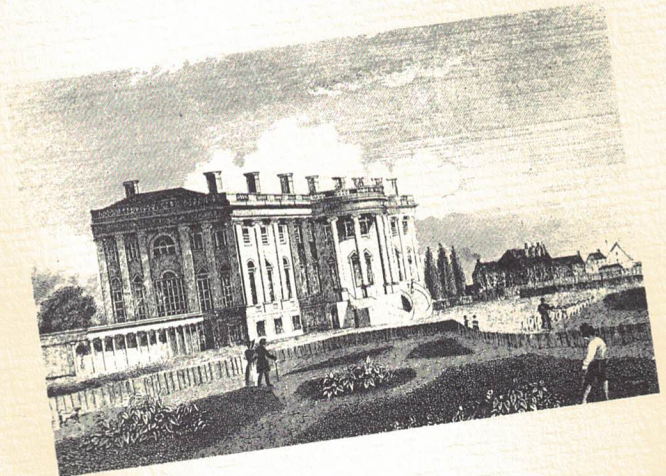
B-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]

B-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]

B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

View



The White House
Gardens and Grounds

THE WHITE HOUSE
WASHINGTON

Welcome to the White House Gardens and Grounds!

It's hard to believe that these grounds were once "wild, a wilderness." These are the words Abigail Adams, the first President's wife to live here, wrote in a letter to her sister in 1800 describing them.

So much has happened since then. Whether I'm walking through a garden or looking out a window, I can't forget the history that is all around. I have the feeling that this is nature's personal diary of our American past. After all, every President has walked these grounds—including George Washington who personally selected this site—and almost all the Presidents have planted trees here. Children have rolled their Easter eggs on White House grass ever since President Hayes invited them into his backyard. And it was President Wilson's idea to have the Rose Garden.

As you walk along today, you'll see the American Elm planted by President John Quincy Adams. Perhaps you'll imagine President Taylor galloping by on his favorite mount, Whitey, the horse he rode in the Mexican War and brought with him to the White House.

These lawns and gardens have seen administrations come and go. They have seen receptions for kings and queens and the signing of laws and treaties. They have heard young couples exchange wedding vows and many decisions which have affected all of our lives. If only trees could talk, I'm sure we'd have one more chapter in our American history books.

For me, these grounds symbolize how much our country has grown since Abigail Adams wrote those words to her sister. Trees from different nations stand together on one soil. Flowers of all sizes and colors bloom. It reminds me of what America is all about.

I am glad you could walk through the White House gardens and grounds today to see this splendor of our Nation's heritage.

Clayton Reagan

1. Magnolia Grandiflora—FRANKLIN D. ROOSEVELT
2. Magnolia Grandiflora—WARREN G. HARDING
3. The Jacqueline Kennedy Garden
4. Little-leaf Lindens—FRANKLIN D. ROOSEVELT
5. White Pine—GERALD R. FORD
6. Northern Red Oak—DWIGHT D. EISENHOWER
7. American Elm—JOHN Q. ADAMS
8. White Oak—HERBERT C. HOOVER
9. Japanese Maple—JIMMY CARTER
10. Japanese Maple—GROVER CLEVELAND
11. Children's Garden—LYNDON B. JOHNSON
12. Cedar of Lebanon—JIMMY CARTER
13. Giant Sequoia—RICHARD M. NIXON
14. White Oak—HERBERT C. HOOVER
15. Pin Oak—DWIGHT D. EISENHOWER





- 16. Willow Oak—LYNDON B. JOHNSON
- 17. Magnolia Soulangeana—JOHN F. KENNEDY
- 18. Rose Garden
- 19. Magnolia Grandiflora—ANDREW JACKSON
- 20. American Elm—GERALD R. FORD
- 21. Fern-leaf Beech—LYNDON B. JOHNSON
- 22. Fern-leaf Beech—RICHARD M. NIXON
- 23. Red Oak—DWIGHT D. EISENHOWER
- 24. American Boxwood—HARRY S. TRUMAN
- 25. Red Maple—JIMMY CARTER
- 26. White Oak—FRANKLIN D. ROOSEVELT
- 27. Scarlet Oak—BENJAMIN HARRISON
- 28. Magnolia Alba—MRS. REAGAN

Few places provide such a sense of the continuity of American history as the grounds of the White House. All our Presidents except George Washington have lived and worked on this knoll overlooking the Potomac. And it was Washington himself who selected the site, allowing for extensive grounds, which would be landscaped as the "President's Park."

John Adams, the second President, moved into the mansion in the fall of 1800, describing the grounds as a barren expanse strewn with building rubble and abandoned brick kilns. Jefferson first planned the landscape of the grounds, when he followed Adams to the White House in 1801. Ironically, it was the first Adams' son, President John Quincy Adams, inaugurated in 1825, who loved the White House grounds the most of all. He employed a full-time gardener and developed extensive plantings, some of which he set out himself. A stately American elm planted by him still flourishes in the south grounds, the oldest of some 25 commemorative trees planted by Presidents through the past.

All of our Presidents and First Ladies have been, in a sense, avid gardeners. Each has made a mark on the grounds of the White House. Jefferson threw up the two mounds on the south as visual barriers to give privacy to the house; the ancient magnolia trees to the left of the south front were brought in the 1830's from Andrew Jackson's beloved home in Tennessee; Andrew Johnson built the first fountain on the south side in 1867, while his successor General Grant built the first on the north in 1873.

Early in the 20th century, as the city of Washington grew closer to the venerable President's Park, the grounds took on a more stately appearance with the introduction of numerous evergreen trees and shrubs, to preserve the remote and pastoral character the house had known since it was built. On the north was developed an open grove, largely of elm trees, shading the lawn that stretches from Pennsylvania Avenue to the mansion, while on the south deep borders of forest were planted, flanking the open carpet of lawn that slopes toward the Potomac River.

The spectacular view of the south was planned in 1935, in anticipation of the building of the Jefferson

Memorial. Numerous trees were removed from the end of the lawn, to allow for a full vista of the Memorial, completed during World War II, and the landscape of Virginia and Maryland beyond.

At the present time the White House grounds retain the lawn to the north, and the great open greensward to the south, with newer and more intimate gardens of a formal character near the base of the house, drinking the south sun. To the east is the Jacqueline Kennedy Garden, with its delightful sense of the miniature, while on the west, tucked between the mansion and the West Wing, is the celebrated Rose Garden, now because of its ceremonial functions, one of the most famous gardens in the world.

For all their timelessness, the White House gardens receive the constant use and enjoyment not only of the occupants of the house and the staff, but of many Americans, both the many who visit in person and the many more who view the grounds through television coverage of various kinds. For the reception of foreign dignitaries by the President, the south facade of the White House becomes a colorful stage, with the Marine Band stationed on the double stairs. On a small platform before the portico the President and visitor exchange greetings, while crowds of many hundreds look on.

On Easter Monday, the President and First Lady open the gates to throngs of children, who come to the traditional Easter Egg Rolling. This originally started at the Capitol, and was removed to the White House by President Hayes in 1879. The presence of little children in the ongoing story of the White House is also commemorated today in the touching Children's Garden, which is located in the groves on the west side of the south lawn, and contains impressions in bronze of the hands and feet of children and grandchildren who have lived in the White House in recent years.


Gardens are living things. They do not survive without care and constant improvement. The White House grounds are not restorations and recreations of something lost, but themselves have lived in a sense always new for the better part of 200 years. In this respect they are among the most unique monuments to the American past.

THE WHITE HOUSE

WASHINGTON

June 14, 1983

MEMORANDUM FOR: PAT BYE

FROM: THERESA ELMORE 
ADMINISTRATIVE OFFICER

SUBJECT: PRINTING CONTROLS


It has become necessary to ensure that all printing performed for White House Offices is in accordance with legal and budgetary criteria. Therefore, effective immediately, all printing requests generated within your office must be submitted for clearance through you as the Administrative Contact and forwarded to the Administrative Office for approval. This includes all requests normally sent to Charles Johnson (Document Preparation) as well as those normally sent to the Duplicating Unit. Both these offices will be instructed not to process any duplicating request without the approval of the Administrative Office. Every effort will be made to act on your requests as quickly as possible.

Thank you for your cooperation in this matter.

THE WHITE HOUSE .

WASHINGTON

May 2, 1983

FROM: JAMES A. BAKER, III 
TO: WHITE HOUSE STAFF
SUBJECT: WHITE HOUSE PASS SYSTEM

The White House Pass System is a necessary element in the security of the White House Complex. In order for the Pass System to work properly it requires the cooperation of all Staff Members with the following procedures:

- (1) All Staff Members are, with the exception of full Assistants to the President, expected to display their White House or EOB Passes at all times while they are within any part of the White House Complex, including the Residence and East Wing.
- (2) All Staff Members clearing appointments into the East/West Wing Complexes shall meet the appointments in the appropriate lobby area. Appointments must be escorted at all times, including back to lobby when leaving the Complex. This includes Administration Officials from other Departments and Agencies.
- (3) All Staff Members bringing guests to the East or West Wings for a tour shall remain with the guests at all times, including back to the lobby at the conclusion of the tour.

The Secret Service has been asked to courteously enforce these procedures. Please cooperate with them.

I have asked the Secret Service to report any violations to John Rogers, Deputy Assistant to the President for Management.

THE WHITE HOUSE PARKING SYSTEM

02 MAY 83

ADMINISTRATIVE CONTACT DISTRIBUTION LIST

AGENCY: WHO
 OFFICE: DEPUTY CHIEF OF STAFF - IMMEDIATE OFFICE
 ABBREVIATION: WHO DCS IO
 COORDINATOR: PAT BYE (6475)

| NUMBER | NAME | OFFICE | LOT | SPACE |
|--------|------------------|--------|-----|-------|
| 10763 | BLUME, DONNA | WH/WW | S | |
| 2110 | BYE, PATRICIA | WH/WW | S | |
| 11095 | CRAWFORD, MARGIE | WH/WH | W | |
| 11055 | MCMANUS, MICHAEL | WH/G | W | 75 |
| 6850 | MOORE, SHIRLEY | WH/W | W | 088 |
| 11010 | SITTMAN, WILLIAM | WH/W | W | 46 |
| 10993 | STEWART, HOLLY | WH/W | E | |

SITTMAN

WH/WW WEST WING
WH/WH WEST WING
WH/W WEST WING
WH/W WEST WING
 132 EOB


The biggest problem concerning parking is not with the employees but with the WH Guards. There are always cars without WH permits parked here and everywhere on State Street. Guards do not enforce the parking rules. In accordance with Memo for WH Staff dtd Dec. 1, 1982 Unassigned official cars are not to be parked without the driver. This situation may be monitored by the guards on the gate (Southwest gate) but they do not enforce it. Cars are continually double-parked each evening (sometimes as many as 10 - 15 in a line) without a driver. I have waited at least 15 - 20 minutes on occasion to have the driver come back from a delivery and move the vehicle. WH Guards should not have to leave their post to move cars.

Pat Bye
Alan Lustig

THE WHITE HOUSE

WASHINGTON

March 24, 1983

MEMORANDUM FOR: PAT BYE
FROM: THERESA ELMORE 
SUBJECT: PRESIDENTIAL GIFT REQUESTS

As a result of the Presidential gifts moving from the Gift Unit (Room 494) to the White House Administrative Office (Room 1), we are making a concerted effort to have all gift orders originate in Room 1. This includes any requests you might have to be mailed.

Therefore, if you have any requests for Mr. Deaver which need to be mailed out, you should fill out the attached form, (just as you would a normal request) and send it to the Administrative Office, where they will see that it is sent out properly.

Your cooperation in this matter will enable us to keep more accurate records.


Thanks for your help.

THE WHITE HOUSE

WASHINGTON

January 17, 1983

MEMORANDUM FOR: MICHAEL K. DEEVER
PAT BYE

FROM: THERESA A. ELMORE 
WHITE HOUSE ADMINISTRATIVE OFFICER

SUBJECT: PER DIEM FOR ONE-DAY TRIP

In response to your recent call inquiring about per diem entitlements during short trips of the President. Our handling of such situations may be described generally as not issuing per diem when the trip occurs fully within the business day. Specifically, the government-wide travel regulations promulgated by GSA state that per diem is not allowed when travel within the same calendar day is less than 10 hours in length, unless it starts before 6:00 a.m. or ends after 8:00 p.m. If either of these exceptions are met, there is an additional requirement that the travel must be at least 6 hours in length. While we have the legal flexibility to change this when traveling with the President, I am sure you can appreciate the administrative difficulty of establishing a new rule for per diem each time the President moves.

In the case of the Dallas trip, you departed the White House for Dallas at 8:35 a.m. and returned at 4:50 p.m. Thus, your total trip was 8 hours and 15 minutes in duration. Further, the departure was not before 6 a.m., and the return was not after 8 p.m., so that neither exception to the 10-hour minimum can be applied. Therefore, we are unable to allow per diem for that trip.

Listed below for your edification in this complex process are several additional examples of hypothetical trips within the same day showing the per diem entitlement for each.

1. Traveler departs at 7 a.m. and returns at 6 p.m. -- duration is 11 hours and per diem will be paid (1/2 day).
2. Traveler departs at 5 a.m. and returns at noon -- duration is 7 hours, but departure was before 6 a.m. and additional requirement of 6 hour minimum duration is satisfied; thus per diem will be paid (1/2 day).

3. Traveler departs at 4 p.m. and returns at 9 p.m. -- duration is 5 hours, which is insufficient to allow per diem even though return is later than 8 p.m.

If you have any further questions, please do not hesitate to call us for explanations.

THE WHITE HOUSE

WASHINGTON

August 30, 1982

MEMORANDUM FOR: WHITE HOUSE AND EOP STAFF

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

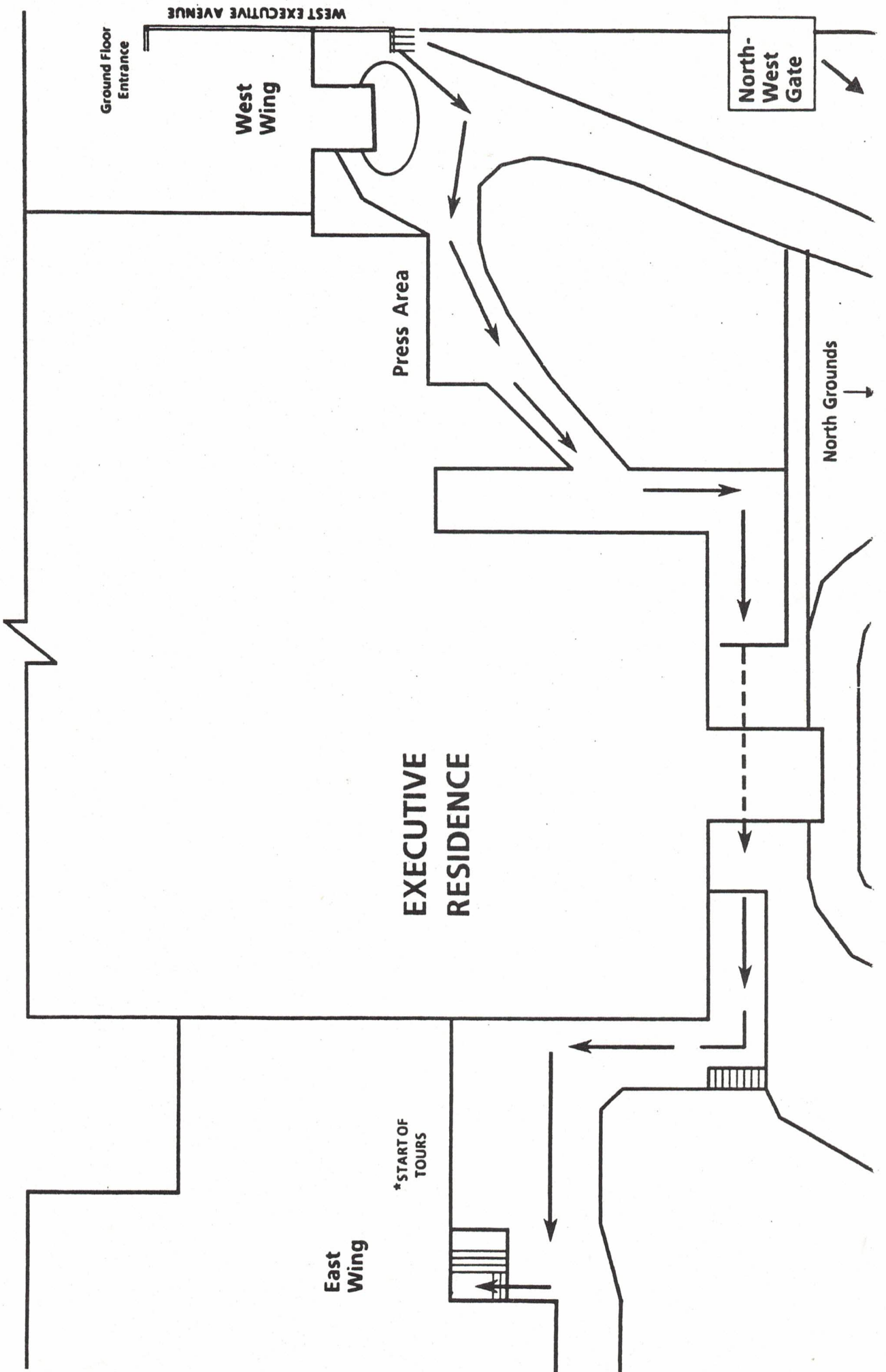
SUBJECT: REVISED WEST WING TOUR POLICY

The West Wing of the White House is a restricted area with limited access. Due to the inordinate number of tours and the need to maintain security, the policy regarding West Wing tours has been revised as follows:

- Tours of the West Wing are only permitted after 6:00 p.m., Monday through Friday, weekends and Federal holidays. (Please note tours will be stopped any time the President or Vice President are in the area.)
- During business hours guests meeting with staff members that have offices in the West Wing must be escorted to and from their appointment. (No tours are to be given from 7:00 a.m. to 6:00 p.m.)
- Staff members escorting guests to the morning White House tour must walk outside to the North Grounds through the outside kitchen area to the East Wing entrance by the Family Theater. Staff members will not be permitted to escort guests through the West Wing to join the tour. (See attached diagram)
- During the evening tours the Oval Office, Cabinet Room, Vice President's office and senior staff offices may be viewed from outside the room, behind the ropes.
- Staff members should be extremely circumspect in the selection of individuals for tours. (Guests should be limited to relatives and close personal friends in small groups.)
- The staff member who conducts the tour of the West Wing is responsible for the conduct and demeanor of their guests.

The Uniform Division has been instructed to immediately enforce this policy. Therefore, to avoid embarrassment to anyone and suspension of individual tour privileges, please adhere to the guidelines set forth in this memo.

Any questions regarding this policy should be directed to my office.



Tour Escort Route

*START OF TOURS

East Wing

West Wing

Press Area

Ground Floor Entrance

WEST EXECUTIVE AVENUE

North-West Gate

North Grounds

EXECUTIVE RESIDENCE

THE WHITE HOUSE

WASHINGTON

November 18, 1982

MEMORANDUM FOR WHITE HOUSE OFFICE STAFF

FROM: JOHN F. W. ROGERS
Deputy Assistant to the President
for Management
Director, Office of Administration

SUBJECT: Use of the Presidential Seal

This memorandum outlines the law and policy on appropriate use of the Presidential Seal.

The Presidential Seal is established by Executive Order 10860 (Feb. 5, 1960). The Seal represents the Office of the President of the United States and is to be used only by him or with his approval.

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

As a general practice, White House Staff should not reproduce or sell the Presidential Seal, either separately or as part of any other article which is manufactured or sold. See E.O. 11649 (Feb. 16, 1972), as amended by E.O. 11916 (May 28, 1976).

Misuse of the Presidential Seal is prohibited by 18 U.S.C. § 713 and may result in a prison term or fine.

Any questions regarding proper use of the Presidential Seal should be directed to this Office.

EOP MEETING ROOMS

| | Seating Capacity | Restrictions | Equipment Available | To book contact |
|--|--|---|--|---------------------------------|
| 1. Room 194 OEOB | 25 seated | | | Susan Sherwood x7140 — OPL |
| 2. Room 208 OEOB | 30-40 seated | Under construction | | Judy Johnston x2645 — OPD |
| 3. Room 248 OEOB | 30 seated | | | Denny Brisley x3080 — OMB |
| 4. Room 305 OEOB | 40-45 seated | | | Jean Franklin x4974 — NSC |
| 5. President's Briefing Room — 450 OEOB | Without TV coverage: 227 seated; with TV coverage: 177 seated; with video- taping: 212 seated | | Projection | Lucille Price x3675 — GSA |
| 6. Treaty Room — 474 OEOB | 60 seated | Table remains in room | | Jean Lamb x2500 — WH |
| 7. Room 2008 NEOB (inside, no windows) | 120 seated | | Microphones avail- able, reimbursable \$30.00 for 1, \$10.00 for ea. add. Labor additional | Lucille Price x3675 — GSA |
| 8. Room 2010 NEOB (windows) | 75 seated | | " " | Lucille Price x3675 — GSA |
| 9. Roosevelt Room | 35-40 seated | | | Nell Yates x2605 — WH |
| 10. Family Theater | 65 seated | Cannot be used days of State Dinners Must be vacated by 3:00 p.m. | | Ramona Smith x7064 — WH |
| 11. Residence | Varies | President or 1st Lady in Attendance | | Muffie Brandon x7064 — EW WH |
| 12. Tayloe House | 75 approx. | Government owned \$ charge for usage Available 5:00 p.m.-10:00 p.m. | | Theresa Elmore x2717 — WW WH |
| 13. Decator House | 75 approx. | Historic Trust Property \$ charge for usage Available after 5:00 p.m. | | Theresa Elmore x2717 — WW WH |
| 14. Blair House | Varies | State Department controlled | | Theresa Elmore x2717 — WW WH |

THE WHITE HOUSE
WASHINGTON

Mike Deaver

Have we made
any headway
on the attached?

Thanks.

Jim

File

WITHDRAWAL SHEET

Ronald Reagan Library

Collection Name

DEAVER, MICHAEL: FILES

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| <i>NO Document Description</i> | <i>pages</i> | | <i>tions</i> |
| 1 MEMO | 1 | 10/15/1982 | B6 |
| JAMES ROSEBUSH TO M. DEAVER RE STAFF SALARY ADJUSTMENTS | | | |

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C. Closed in accordance with restrictions contained in donor's deed of gift.

THE WHITE HOUSE
WASHINGTON

October 26, 1982

*SM
set-up
meeting
with Rex of
J. Rogers
Tuli*

MEMORANDUM FOR MICHAEL K. DEEVER
FROM JAMES S. ROSEBUSH *JSR*
SUBJECT INQUIRIES ON WHITE HOUSE COSTS FOR OPERATIONS

Both U.S. News and New York Times are seeking answers to questions regarding White House operations and entertainment costs. Attached is background material on this. I suggest that we authorize Rex Scouten to provide specific information as mutually agreed upon by you and me.

Please let me have your answers on this.

Attachment:

U.S. News & World Report
Q&A

1. Under Budget Request for Executive Residence, first of all, have any figures changed from these which were published in February?

-- FY 1983 -- No.

2. The request is for \$3,878,000, but under the Reimbursable Program, the total cost comes to \$4,578,000.

-- \$700,000 reimbursements anticipated for utilities, labor and official events.

3. Under reimbursable program we find, "staff services" \$150,000. What staff performing what function?

-- Reimbursement for labor related primarily to social functions, but include all extra help -- carpenters, checkers, painters, electricians, etc.

4. Operating expenses: \$550,000. What do these include, in other words, for the operation of what aspect of the Residence?

-- Reimbursement for electricity from WHCA and GSA and Official Event Expenses.

5. Under object classification: "Other than full-time permanent" \$448,000 up from \$408,000 in 1982. What functions do these non-full-time personnel perform?

-- \$448,000 = Regular Staff Overtime, Premium Pay (Holidays, Night and Sunday Differential), and Terminal Payments.

"Other personnel compensation": \$58,000.

-- \$58,000 = Official Events Pay and Regular Staff.

6. Under "Special personnel services payments:" \$73,000 up from \$66,000. What personnel services are referred to?

-- Service By Agreement - Extra Help Official Events and all other part-time employees as listed in #3.

7. Is there a figure available on the new security devices for the Residence itself? The metal detectors, etc.? If so, what is it?

-- \$750,000 to Secret Service.

8. What constitutes "supplies and materials"?

-- Everything needed to run the house including food and beverage for the entire building, waxes, cleaning supplies, wood, light bulbs, etc.

9. "Communications, utilities" -- \$183,000 up from \$167,000.

What accounts for the increases? Cost of electricity, heat?

-- \$14,000 added cost of GSA Intercity Telephone Service previously paid by White House Office.

10. What categories are becoming more expensive to maintain aside from the automatic pay raises mandated by Congress?

-- Repair, conservation and preservation of White House Fine Arts Collection.

-- Inflation, of course, affects all budget items to some extent.

11. Under what category on the budget sheet is "official entertainment expenses of the President" included? What are the figures for the 1983 request and what was the cost in 1981 and 1982?

-- Official entertainment expenses are included within the categories "Supplies and Materials" and "Personnel Compensation."

-- During the Carter years, the entire accounting system was changed. Expenses shifted from one category to another. As a result, it is extremely difficult to make an honest comparison of entertaining expenses.

-- However, understanding this fact, here are entertaining budget comparisons:

| | 1976 | 1978 | 1981° |
|--------|---------------------|----------------------|---------------------|
| Ford | \$143,000 actual | | \$214,400 |
| Carter | | \$123,000* actual | \$160,500* |
| Reagan | | | \$221,000 actual |

° OMB constant dollar adjustments.

* This figure is without hard liquor.

12. What was the reimbursement from the State Department last year on official entertainment of foreign leaders?

-- [Rex will only supply this information if requested by Mike Deaver.]

13. Under "full-time permanent positions," there are 86, up from 84 slots. What do the two new people do?

-- These are not new positions. As of the close of FY81, we had 84 positions filled and two vacant. At that time, there were 86 authorized positions.

14. Any cost-cutting measures in running the household we might include?

-- Electrical service: billing changed to time-of-day rate structure, start and stop A/C units at non-peak times, minimize load during peak hours, at Mrs. Reagan's direction -- set thermostat high to save on A/C.

15. A request for the tally sheet of full-time personnel which includes the number of electricians, cooks, housemen, etc. -- the list which we have published in the past.

-- The Executive Residence Staff consists of 86 full-time employees:

| | |
|----------------------------|----------------------------|
| 4 Ushers | 6 Butlers |
| 1 Administrative Assistant | 1 Pantry Steward |
| 1 Accountant | 1 Executive Chef |
| 4 Calligraphers | 1 Assistant Executive Chef |
| 3 Curators Office | 1 Pastry Chef |
| 1 Projectionist | 3 Cooks |
| 3 Doormen | 2 Kitchen Stewards |
| 4 Floral Designers | 2 Storekeepers |
| 1 Executive Housekeeper | 7 Operations |
| 7 Maids | 2 Painters |
| 9 Housemen | 4 Carpenters |
| 1 Laundress | 4 Electricians |
| 1 Maitre d' | 2 Plumbers |
| | 10 Operating Engineers |

16. Are there any examples, Rex, of the role Mrs. Reagan plays in running the household? Does she write memos as Mrs. Kennedy did or use the phone like Mrs. Ford? How often do you meet with her? Does she confer with the chef directly? What are examples of the kind of lunch and dinner they prefer? What are some favorite foods? Most Chief Executives and wives watch their weight. I assume the Reagans do as well. Any examples of the First Lady's interest and preferences in running the household would be helpful.

-- Mrs. Reagan takes a very, very active part in the household and in entertaining.

-- Mrs. Reagan is not a memo person. She is a person who uses the phone or an "in-person" person.

-- I meet or talk with her on the phone at least two or three times a day.

-- Mrs. Reagan meets with the chef once a week or more. She develops menus using fruits and vegetables in season. She is very, very cost conscious.

-- She meets with the florist once or more a week. She discusses floral arrangements and where they are to be placed. She is aware of costs and selects flowers that are in season.

-- Mrs. Reagan meets with the housekeeper daily. Sometimes they pack together.

-- President and Mrs. Reagan both enjoy and appreciate fine food. Their personal menus are modest. They are both health and weight conscious and exercise every day. They use weights, a treadmill and a mini-trampoline daily.

-- Rex Scouten: "Mrs. Reagan has made a lasting contribution to this house. Her concern for the condition of the house and the fine arts collection led her to raise money for renovating and refurbishing, even though she was warned ahead of time that she would be criticized. As a result -- in addition to sorely needed refurbishments and restoration of the second and third floor rooms -- every mahogany door in the house was totally stripped and refinished, probably for the first time since they were installed in 1903.

"Also, 150 pieces of furniture, furnishing and art objects were restored, refinished, recovered, reupholstered or regilded. State Floor public rooms were repainted, obsolete plumbing fittings were replaced and so many other necessary and overdue restorations were accomplished."

The New York Times

WASHINGTON BUREAU
1000 CONNECTICUT AVE., N.W.
WASHINGTON, D.C. 20036
(202) 862-0300

September 13, 1982

Dear Shelia:

It would be simpler to sit down and talk with Rex Scouten about the running of the official White House, but if you prefer ~~written~~ questions here goes:

How large a ~~staff~~^{staff} does it take to operate White House? A breakdown in categories such as kitchen help, cleaning people, maids, waiters, butlers, plumbers, electricians, carpenters, laundry workers. Are they all federal employees working 40 hour shifts? Do you have people working throughout a 24 hour period? Is there a night cleaning crew that comes in after State dinners, for instance and another crew for cleaning after tours?

Is maintenance of grounds handled by Park Service or do you have your own gardener and groundsmen? Who erects tents for parties and/or platforms for East Room entertainment?

How many people are assigned to the private quarters. Are meals for the First Family prepared in main WH kitchen or in the smaller kitchen in private quarters? The Reagans pay for their own food and own entertaining - right?

What is White House annual budget? Does this figure include the money that comes from State Dept for official entertaining such as State Dinners, or is this just the basic budget. How large a pool of people do you have available to call upon as waiters, etc. for special events? How large does a party or event have to be before you need the assistance of an outside caterer?

How does the chef order food? Through the housekeeper? What is name of current housekeeper and how long has she worked there. Is she a federal employee? What are her responsibilities. Who restocks White House supplies from cleaning and kitchenware to linens?

How much floor polish is used each year? Approximately how many eggs each year? How ~~many~~ many pounds of laundry detergent?

best,

Barbara Gamarekian

The New York Times

WASHINGTON BUREAU
1000 CONNECTICUT AVE., N.W.
WASHINGTON, D.C. 20036
(202) 862-0300

September 13, 1982

Dear Sheila,

Enclosed a letter formally asking about the possibility of doing a story on Reagan's private world behind the gates of 1600 Pennsylvania Avenue.

Also, a list of questions for the usher's office on the White House housekeeping story. In connection with that story, I would love to have a word or two with the housekeeper. I could do it by phone. But it would help to personalize the story.

Thank you for your help on both of these.

Sincerely,



Barbara Gmarekian

Sheila Tate
Press Secretary for Mrs. Reagan
The White House
Washington, D.C.

The Executive Residence Staff consists of 86 full-time employees:

| | |
|----------------------------|----------------------------|
| 4 Ushers | 6 Butlers |
| 1 Administrative Assistant | 1 Pantry Steward |
| 1 Accountant | 1 Executive Chef |
| 4 Calligraphers | 1 Assistant Executive Chef |
| 3 Curators Office | 1 Pastry Chef |
| 1 Projectionist | 3 Cooks |
| 3 Doormen | 2 Kitchen Stewards |
| 4 Floral Designers | 2 Storekeepers |
| 1 Executive Housekeeper | 7 Operations |
| 7 Maids | 2 Painters |
| 9 Housemen | 4 Carpenters |
| 1 Laundress | 4 Electricians |
| 1 Maitre 'd | 2 Plumbers |
| | 10 Operating Engineers |

They are all Government employees subject to the same regulations. They in many cases work a great deal of overtime.

The Operating Engineer is the only section that covers seven days a week, twenty-four hours a day. Several others have two shifts. The House is restored to its normal arrangement immediately following every event or tour. We do not have "separate" crews.

Although "House and Grounds" is considered one operation, the grounds maintenance is funded by the National Park Service.

Other than large tents, physical requirements for entertaining are accomplished in house.

There are no employees assigned exclusively to the First Family.

Most of the family meals are prepared in the second floor or "family" kitchen.

The President reimburses the Government for the First Family's personal food and beverage and for that of their personal guests.

The Executive Residence budget for FY 1983 is \$4,089,000.

Reimbursements for social functions such as from the Department of State are on a "per function" basis -- only actual costs are charged.

We have approximately 60 people (butlers, pantry workers, coat checkers, etc.) that have White House security clearance and who can be called on to assist in large functions.

For dinners over 1,000, we would probably require some assistance from the outside.

Food, beverage and all supplies are ordered through our Storeroom.

Christine Crans Limerick has been our Executive Housekeeper for nearly four years. She like the rest of the Residence Staff is a Federal employee. Mrs. Limerick is responsible for the orderliness and cleanliness of the Executive Residence rooms and areas. She is also responsible for the laundry operation.

White House supplies are restocked by the section involved. Each section has some supplies of one kind or another.

We use over 150 gallon of floor finish each year, 3,000 pounds of detergent, and the kitchen orders approximately 1,500 dozen eggs each year.

Ball Point Pens
Signing Pens (individual)
Signing Pens (flats of 12)
Cuff Links (enameled)
Tie Bars (enameled)
Stick Pins (enameled)
Jelly Bean Jars (filled)
Pen Knives ✓
Belt Buckles
Scandia Crystal Bowl (NR)
Sweaters, Camp David (V-neck)
Sweaters, Camp David (Cardigan)
White House Tennis Shirts

(one-time order) ITEMS:

Pen/Pencil sets (RR)
Pens (NR)
Charm Bracelets (enameled)
Charm (enameled)
— Bookmarks (RR)
Bookmarks (NR)
VIP Cuff Links
Lucite Cork Floor Memento
Paper Weight Medallions ✓
Bronze
Silverplate
Goldplate (Limited Edition)
Golf Balls
Tote Bags (large)
Tote Bags (small)
~~Flight Bags (Europe)~~
~~Alarm Clocks~~
Binders, leather - brown
Binders, leather - maroon
— Key Rings
Aluminum Cube
Glasses (Highball, 6/set)
Glasses (Old Fashioned, 6/set)
Glasses (8/set, RR/NR)
Fruit Bowl (1 RR/NR; 3 RR; 1 NR)
Flared Bowl (20 RR/NR; 2 RR)
Torte Plate (RR/NR)
Porcelain Bowl (NR)
Pewter Jefferson Cup (RR) ✓
Pewter Jefferson Cup (NR)
Pewter Bud Vase (NR)
Thimble
Eagle
Rose
Eagle (Bronze, Hostages)
Washington-The Capital (regular)
Washington-The Capital (leather)
Inaugural Book

4/10/82

File

White House Visitor's Entrance Building

Send cc to

Tentative Schedule

- 1. ADPR
- 2. OAD-U.D.
- 3. CC for m

| | |
|--------------|--|
| September 15 | Agreements signed with Park Service and funds authorized for this use. |
| September 20 | Advertise for Bids |
| October 18 | Receive and Open Bids |
| November 1 | Award Contract, Request Security Clearance Submittals |
| December 6 | Issue "Off Site" Notice to Proceed, Begin Submittal Approval Process, Material and Equipment Ordering etc. |
| February 21 | Issue "On-Site: Notice to Proceed |
| March 1 | Begin construction (weather permit) |
| August 31 | Complete Construction |

10

- 1/ "Off-Site" notice permits the contractor to proceed with any work that he can conduct off site; such as, ordering materials and equipment, pre-casting columns, etc. The notice will not be issued until after security clearance submittals have been reviewed and approved which will take about one month after award of contract.
- 2/ "On-Site" notice permits the contractor to proceed with work on-site, at the White House. The notice will not be issued until around February 21 since the weather (cold temperatures) will not permit on-site work any earlier. Notice at this time will provide sufficient time for the contract to begin construction as soon as the weather permits. An earlier "on-site" notice would not allow the contractor to begin any earlier since the weather, not the notice, is the gating factor to begin construction.

September 20, 1982

Copy to: D/C Walzel - WHB
10/4/82 cmg

THE WHITE HOUSE

WASHINGTON

September 23, 1982

Pat

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: FRED F. FIELDING *Fred F. Fielding*
COUNSEL TO THE PRESIDENT

SUBJECT: Anti-Lobbying Restrictions

In view of the number of new members on the Staff in the last 18 months, and as a reminder to all members of the Staff, I am recirculating the attached memorandum of February 23, 1981 which sets forth guidelines with respect to applicable anti-lobbying restrictions.

If you should have any questions, please do not hesitate to contact this office.


Thank you.

Attachment

THE WHITE HOUSE
WASHINGTON

February 23, 1981

MEMORANDUM FOR MEMBERS OF THE WHITE HOUSE OFFICE STAFF

FROM: FRED F. FIELDING 
COUNSEL TO THE PRESIDENT

SUBJECT: Support of Administration Legislative Programs

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

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

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

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

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

- 1) Executive Branch officials may speak freely in meetings with individuals or groups, at public forums, at news conferences, and during news interviews, but where these appearances of personnel become so excessive as to be deemed to be a publicity campaign, the activity might be challenged. Any undue degree of direct contact with the private sector by persons who do not ordinarily engage in such activities is evidence of prohibited conduct.
- 2) Appropriated funds should not be used to produce written, printed or electronic communications for distribution with the intent to induce members of the public to lobby members of Congress. For example, an organized mailing to members of the public initiated by Executive Branch personnel, stating the Administration's position and asking the recipients to contact their Senators and Representatives in support of that position should be avoided. Moreover, asking recipients to contact their elected representatives should also be avoided in communications sent in response to inquiries received by the Executive Branch. However, responses to incoming communications may include information which responds to the specific inquiries as well as explanations of the Administration's position on matters of public policy, including proposed legislation.

Massive distribution by the Executive Branch of unsolicited copies of a public document, such as the reprint of a public official's speech or other informational materials, may raise a question even though the contents are only informational and do not suggest that the recipients contact members of Congress. Normal unsolicited distribution of press releases, public officials' speeches, fact sheets and other informational materials to persons, because of governmental or organizational position or expression of interest in the subject matter, would not ordinarily create a problem. Each such proposed distribution must be separately judged based on the purpose and content of the communication and the number and kind of people who will receive the information.

- 3) Officials and employees of the Executive Branch may properly have regular contact with non-governmental organizations which have among their purposes lobbying members of Congress or attempting to influence the general public to lobby the Congress. However, in these dealings, the officials should not or even appear to dominate the group or use the group as an arm of the Executive Branch.

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

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

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

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

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

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

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

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

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