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THE WHITE HOUSE

WASHINGTON

July 15, 1981

File

MEMORANDUM FOR: MICHAEL K. DEEVER .
FROM: JOHN F. W. ROGERS
SPECIAL ASSISTANT TO THE PRESIDENT
FOR ADMINISTRATION
SUBJECT: WHITE HOUSE TENNIS COURT

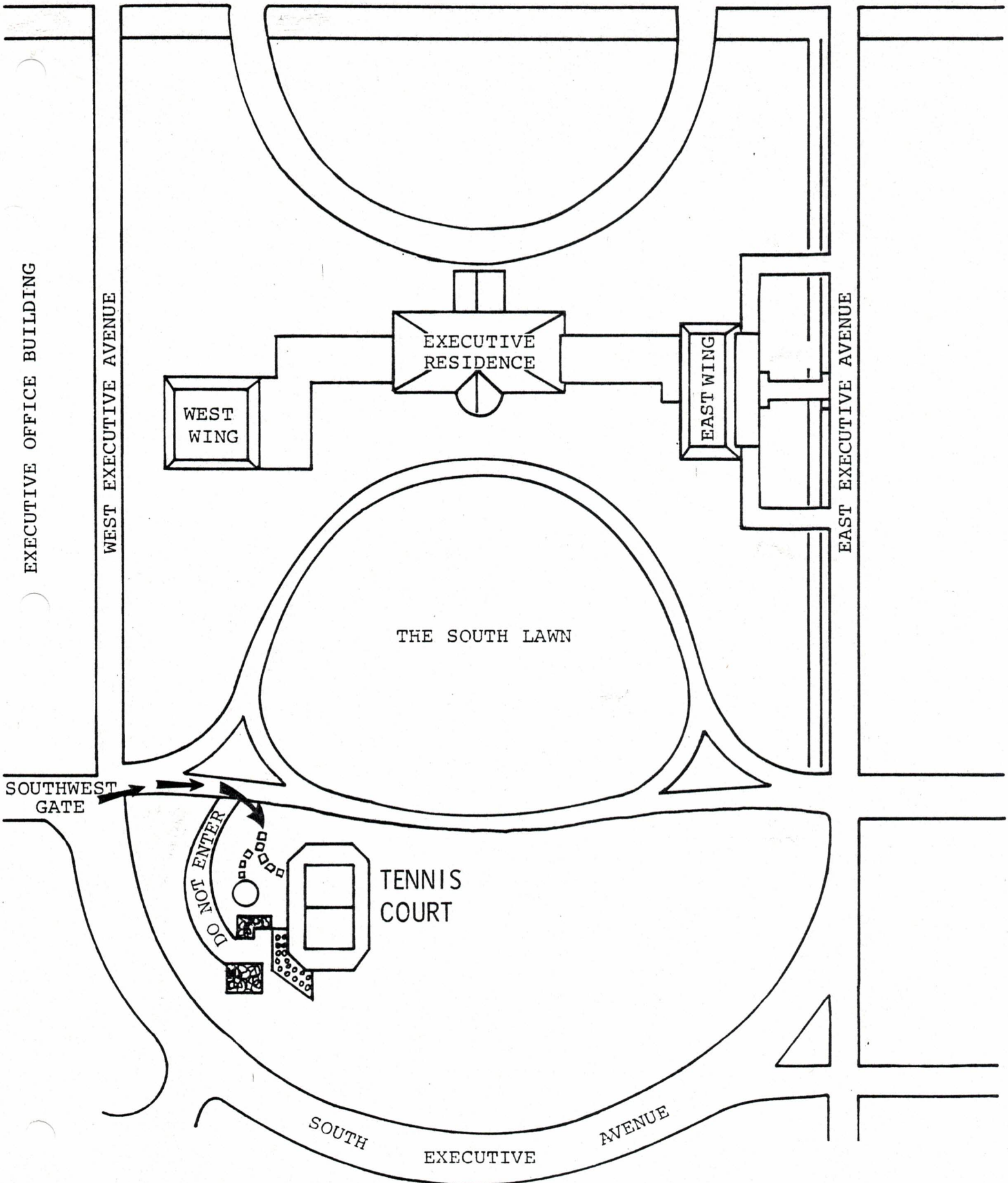
The White House tennis court is located on the southwest corner of the South Lawn. Please see the attached map showing the entrance that should be used.

When the court is not being used by the First Family, it is available to senior White House staff (Deputy Assistants to the President and above) on a reservation basis. Reservations for the tennis court may be made by calling Nell Yates, the West Wing Receptionist--Ext. 2605, Monday through Friday from 9:00 a.m. to 5:00 p.m. Weekend reservations must be made during the week. Reservations will be made on a priority basis with seniority having precedence. Please be advised bumping will occur under this policy. The courts will be available during daylight hours seven days a week except when there are events held on the South Lawn.

The court has a hard laykold surface; balls and ball machine are available. Any other pertinent inquiries should be directed to my office.

Attachment

PENNSYLVANIA AVENUE



EXECUTIVE OFFICE BUILDING

WEST EXECUTIVE AVENUE

WEST WING

EXECUTIVE RESIDENCE

EAST WING

EAST EXECUTIVE AVENUE

THE SOUTH LAWN

TENNIS COURT

DO NOT ENTER

SOUTH EXECUTIVE AVENUE

EXECUTIVE AVENUE

THE WHITE HOUSE

Shulley
Pat → pls read.

THE WHITE HOUSE

WASHINGTON

July 1, 1981

MEMORANDUM FOR ALL MEMBERS OF THE WHITE HOUSE STAFF

FROM: FRED F. FIELDING
Counsel to the President

SUBJECT: Standards of Conduct: Contact with Independent Regulatory Agencies, Investigative and Intelligence Departments and Agencies, and Procurement Agencies

It is important that you be familiar with the standards of conduct governing the activities of the White House staff in its contacts with the independent agencies and Executive Branch departments and agencies with investigative, intelligence and procurement responsibilities.

Regulatory Agencies: The cases that come before these agencies are of two general types: rule-making and adjudicative. Both are normally extremely complicated, extremely important to the parties concerned, and involve large amounts of money. While there may be exceptional occasions when White House staff contact with agency personnel is justified in rule-making proceedings, there is no justification for involvement in particular adjudicative proceedings. As a general rule, no member of the staff should make an ex parte contact with a regulatory agency in regard to any particular matter pending before that agency, regardless of whether the proceedings are deemed to be rule-making or adjudicative, when such a contact may imply preferential treatment or the use of influence on the decision-making process.

Should you receive inquiries with regard to such matters, you should refer the inquiring party to the agency involved, and express no opinion on the issues raised. In short, White House staff members should avoid even the mere appearance of interest or influence -- and the easiest way to do so is to avoid discussing matters pending before the independent regulatory agencies with interested parties and avoid making ex parte contacts with agency personnel. Should an occasion arise in the course of your duties where it appears necessary to discuss general policy matters with the staff of an independent regulatory agency, to avoid any appearance of impropriety, you should first consult with the Office of the Counsel to the President to determine whether such contact would be appropriate under the circumstances. Such clearance is not required before contacting executive agencies on administrative or purely executive matters where no adjudicative, regulatory or procurement action is involved.

The following agencies, while not an exhaustive listing, are regarded by the Justice Department as independent and should not be contacted by White House staff (except for routine referrals of mail, and administrative matters) without prior clearance with the Counsel's Office:

- Civil Aeronautics Board
- Commodity Futures Trading Commission
- Consumer Product Safety Commission
- Federal Communications Commission
- Federal Election Commission
- Federal Maritime Commission
- Federal Trade Commission
- Interstate Commerce Commission
- National Credit Union Administration
- National Labor Relations Board
- National Transportation Safety Board
- Nuclear Regulatory Commission
- Occupational Safety and Health Review Commission
- Securities and Exchange Commission
- U.S. International Trade Commission

The following agencies, or components of Executive departments or agencies, exercise certain regulatory or adjudicative functions which should be treated as independent. Accordingly, they should not be contacted with respect to the exercise of those functions without prior clearance with the Counsel's Office:

- Environmental Protection Agency
- Equal Employment Opportunity Commission
- Federal Aviation Administration (Transportation)
- Federal Energy Regulatory Commission (Energy)
- Federal Labor Relations Authority
- Foreign Claims Settlement Commission (Justice)
- Merit Systems Protection Board
- Overseas Private Investment Corporation
- Pension Benefit Guaranty Corporation
- U.S. Parole Commission (Justice)

This list is merely illustrative. Many bureaus and divisions of agencies have authority to issue binding regulations or to decide specific claims, and White House staff should not attempt to influence these decisions on an ex parte basis.

Investigative and Intelligence Agencies: As set forth in my memorandum of February 10, 1981 (attached) the ban on contacts extends to the litigating, investigative and adjudicatory divisions of the Department of Justice. The same rules apply to the Internal Revenue Service, the Inspectors General, the Special Counsel of the Merit Systems Protection Board, and similar components of departments and agencies with authority to investigate charges of misconduct, conduct audits of specific programs, or bring complaints before courts or other adjudicative bodies.

White House staff should also confer with the Counsel's Office before making inquiries of agencies with respect to particular individuals. While the White House Office is not bound by the provisions of the Privacy Act of 1974, 5 USC 552a, federal agencies are restricted by that Act from disclosing information about individuals contained in their files. The White House staff should be sensitive to these constraints.

Agencies in the intelligence community, including CIA, NSA, DIA, the Intelligence Division of the FBI, and the intelligence components of the military services, report to the President through his Assistant for National Security Affairs. These agencies should not be contacted directly without coordinating first with the Assistant for National Security Affairs, and, where issues of individual privacy may be concerned, the Counsel to the President.

Procurement Agencies: In recent years, the public has become increasingly sensitive to the allegations of improper influence in the awarding of government contracts. Obviously, no member of the White House staff should contact any procurement officer about a contract in which he has a personal financial interest or in which a relative, friend, or business associate has a financial interest. This is true not only as to calls or contacts in which influence is directly exerted, but also as to so-called "status" calls or other communications which might direct the attention of the procurement officer to the fact that the White House staff member has an interest.

There are likely to be occasions when the White House has a legitimate interest in information about procurement matters; in such instances, the communication should be made by persons who have no direct interest themselves, and whose friends or associates have no such interests. It is advisable that the lack of such interest be made known to those receiving the communication so that unintended inferences do not arise. To the extent that it can be done, information should be obtained after the contracting procedure is completed, or from persons not involved in the decision-making process. To avoid the appearance of conflict and subsequent embarrassment, White House staff members who feel they must contact procurement agencies with regard to pending matters should also first contact the Office of the Counsel to the President.

THE WHITE HOUSE

WASHINGTON

February 10, 1981

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM: FRED F. FIELDING
COUNSEL TO THE PRESIDENT

SUBJECT: Communications with the Department of Justice

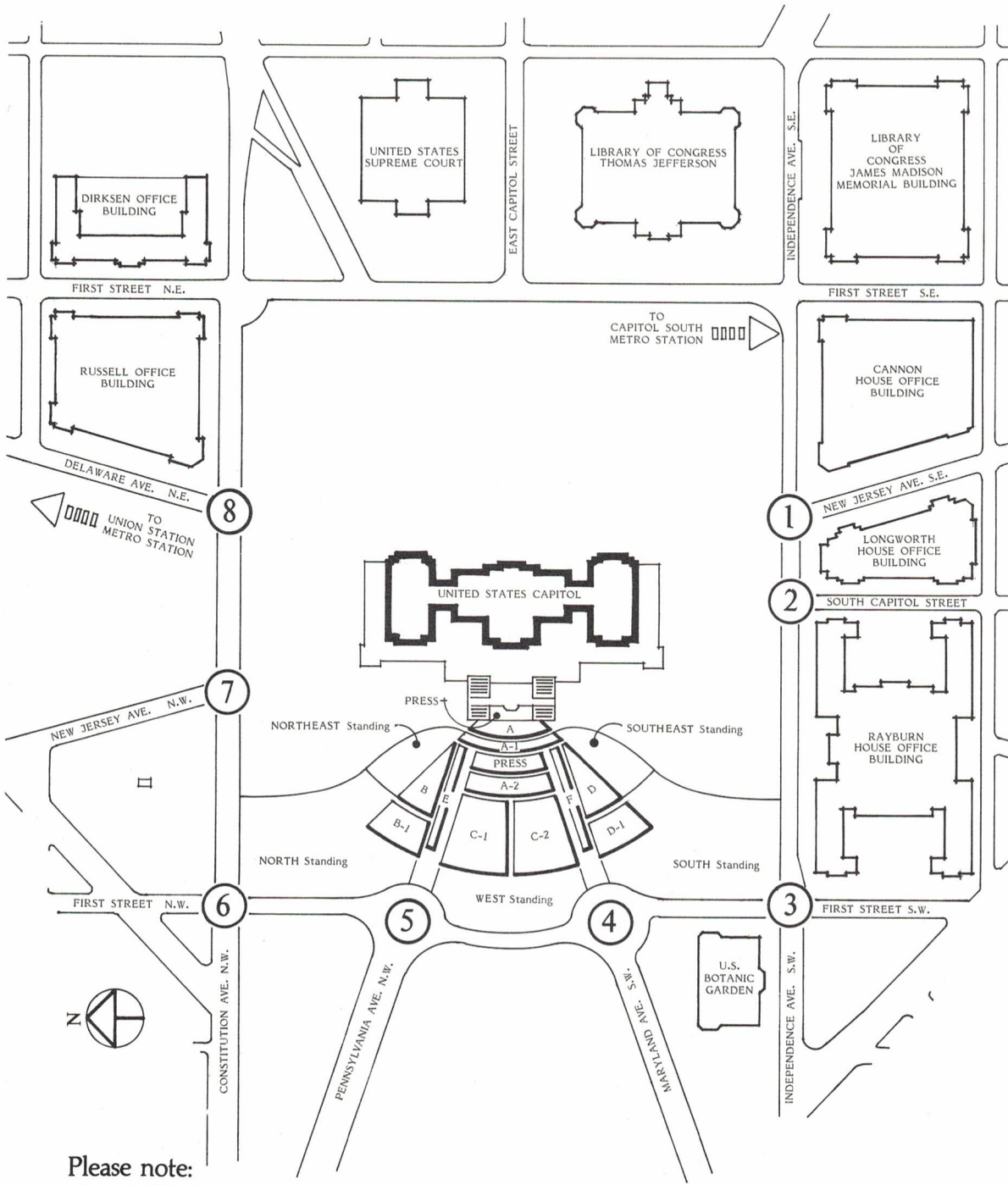
As we are all keenly aware, it is imperative that there be public confidence in the effective and impartial administration of the laws. To that end, after consultation between the President and the Attorney General, the following procedures have been established in regard to communications between the White House Staff and the Department of Justice.

1. All inquiries which concern or may concern particular pending investigations or cases being handled by the Department of Justice shall be directed to the Counsel to the President. If appropriate and necessary, the inquiry will then be transmitted to the Office of the Attorney General or the Deputy Attorney General.
2. All requests for formal legal opinions from the Department of Justice shall be directed to the Counsel to the President, who will direct such requests to the Office of the Attorney General or to the Assistant Attorney General -- Office of Legal Counsel.
3. All comments between the White House Office and the Department of Justice in regard to policy, legislation and budgeting should be handled directly between those parties concerned.

Your cooperation in observing these guidelines is most strongly urged. If you have any questions regarding these procedures, please contact this Office.

UNITED STATES CAPITOL GROUNDS 1981 INAUGURAL CEREMONIES

LOCATIONS OF GATES AND GUEST SECTIONS FOR TICKET HOLDERS



Please note:
Enter at gates indicated
on back of admission ticket.
Gates are shown as follows:

1 Gate number 1

THE WHITE HOUSE

WASHINGTON

June 16, 1981

MEMORANDUM FOR: WHITE HOUSE AND OEOB STAFF

FROM: DANIEL RUGE, M. D., PHYSICIAN TO THE PRESIDENT

DR

SUBJ: MEDICAL CARE AT THE OEOB MEDICAL UNIT

The Medical Staff of the White House Medical Unit consists of Physicians, Physician's Assistants, Clinical Nurses and Hospital Corpsman.

The primary mission of both the facilities and personnel of the White House Medical Unit is to provide health care for the President, the Vice President and their families. In addition to the above, the services listed below are provided to personnel in the White House complex dependent on the availability of staff. This availability may be greatly limited at time.

SERVICES AVAILABLE:

I. Non-DOD Eligible Personnel

1. OCCUPATIONAL MEDICINE - Minor illnesses will be diagnosed and treated with simple medicines to avoid job time loss from minor problems.

2. ALLERGY SHOTS - Allergy shots will be given upon the direction of the physician managing the case. The directions for administration must be written and accompany the allergy serum. All patients will be required to remain in the clinic for 15 minutes after receiving any injection.

3. BLOOD PRESSURE & WEIGHT CHECKS - They will be done at the request of the individual.

4. IMMUNIZATIONS - Immunizations will be provided upon request for individuals involved in foreign travel. All individuals receiving immunizations must remain in the clinic for 15 minutes after receiving an injection.

II. DOD Eligible Personnel - All of the above services will be provided, plus the following:

1. BASIC PRIMARY CARE - Basic primary care consistent with availability of medical personnel will be provided.

2. LABORATORY WORK - Laboratory work which can be accomplished on an out-patient basis will be provided. This will include laboratory work requested by referring physicians from other DOD facilities, as well.

3. PRESCRIPTIONS - Prescriptions and refills of medicines prescribed by both Medical Unit personnel and referring DOD physicians will be provided. Prescriptions will not be refilled, however, unless the original prescription is on file with the Medical Unit.

4. REFERRAL SERVICE - Referral service to other DOD facilities will be provided.

Effective 6 July 1981 the hours of the OEOB Medical Unit will be as follows:

Monday through Friday 0930 to 1100 and 1330 to 1500

EMERGENCIES: Medical Personnel can be reached at 395-6024 during the normal duty day. If an emergency develops when Medical Unit personnel are either not available or if it is after duty hours, emergencies should be referred to

1. The individual's family physician.
2. Non-DOD eligible personnel - to the emergency room at George Washington University Hospital.
3. DOD personnel - to the nearest DOD medical facility.

THE WHITE HOUSE

WASHINGTON

June 11, 1981

MEMORANDUM FOR: MICHAEL K. DEEVER
DEPUTY CHIEF OF STAFF AND
ASSISTANT TO THE PRESIDENT

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

SUBJECT: WHITE HOUSE ATHLETIC UNIT MEMBERSHIP

The White House Athletic Unit, located in Room 11, OEOB, will reopen on Monday, June 15, 1981.

Use of the facility is restricted to a limited number of senior White House staff and senior EOP staff at the rank of Deputy Assistant to the President and above.

Enclosed is your personal key and a listing of the administrative guidelines to the facility. Please be advised the key is not transferable. Usage of the facility by non members will result in member's loss of privileges.

As a member of the White House Athletic Unit, it is requested that you observe extreme caution when using the equipment, particularly when the attendant is off duty and that you sign in and out so our office may maintain accurate usage schedules.

All inquiries and requests regarding the Athletic Unit should be directed to my office.

Attachments

ADMINISTRATIVE GUIDELINES

- The Athletic Unit will be open to a limited number of individuals so as to minimize inconvenience, to reduce congestion and maintenance costs of the facility.
- Keys will be given for accessibility by the Office of the Special Assistant to the President for Administration.
- Original membership is for senior White House and selected senior EOP staff.
- The hours will be from 8 a.m. to 8 p.m., Monday through Friday. These hours will be revised according to usage and request.
- Schedules will be maintained by signing in and out.
- Inquiries or requests for guest passes, special hours etc., should be directed to the Special Assistant to the President for Administration, ext. 7052.
- An attendant will be on duty.
- GSA will clean the facility according to a schedule required to accommodate the operation effectively. (Ideally, this will be twice a day.)
- The following equipment is located in the unit and is the responsibility of the user:
 - whirlpool
 - sauna
 - dressing room
 - showers
 - exercise equipment, (i.e., exercycle, rowing machine, ergometer, chinning bar, gym unit, treadmill)
 - telephones
 - towel service and toiletries
- Privileges may be revoked if a member has violated the following:
 - Issuance of keys to non-members.
 - Using facility before or after designated hours.

W.H.

June 9, 1981

MEMORANDUM FOR

→ JAMES A. BAKER, III
MICHAEL K. DEEVER

FROM

EDWARD V. HICKEY, JR. *EHH*

SUBJECT

White House Staff Mess

As you will remember, one of the changes we made at the beginning of the Administration was to restrict the press and diplomatic corps from being taken to the Mess as guests. This was incorporated into the Mess Regulations and subsequently distributed to the entire membership.

Recently, however, I have noticed representatives of both groups in the Mess and, occasionally, even in the Executive Dining Room. It is difficult for Ron Jackson to control this situation, since he does not recognize these people and must rely on the Staff to adhere to the Regulations.

I would recommend, therefore, that you use the opportunity of a Staff meeting in the near future to remind the staff that:

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

THE WHITE HOUSE

WASHINGTON

June 8, 1981

MEMORANDUM FOR: WHITE HOUSE STAFF

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

SUBJECT: FRAMING

Due to the overwhelming number of requests for framing coupled with the enormous costs of materials and the limited manpower available for this service, the following policy is effective immediately:

Framing services will be provided for Senior White House staff for official photographs and documents. All framing requests are to be directed to my office for approval. These requests should be kept to a necessary minimum.

W.H. file

THE WHITE HOUSE

WASHINGTON

June 4, 1981

MEMORANDUM FOR: WHITE HOUSE AND EXECUTIVE OFFICE OF THE
PRESIDENT PERSONNEL

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

SUBJECT: PRIVATE MEETINGS IN THE EOP COMPLEX

The following information is forwarded for the guidance of all personnel. Your attention to this matter and cooperation will be appreciated.

"Conference rooms and other meeting space in the West Wing of the White House and the Old and New Executive Office Buildings are intended for government use and should not be used for unofficial gatherings of employees or privately sponsored meetings or events, except in accordance with General Services Administration regulations. 41 C.F.R. Subpart 101-20.7.

When not required for government use, meeting space in the Old and New Executive Office buildings may be reserved for meetings or events planned by EOP employees by addressing a request in writing to the Director, Office of Administration, ATTN: Theresa Elmore. The request should specify the date, time and purpose of the meeting, the expected duration of the meeting, the number of persons participating, and a description of the sponsoring organization or group. Meetings or events may only be scheduled on weekdays, for a one hour period during the customary lunch time.


Requests to reserve meeting space will be honored on a first-come, first served basis. Reservations of space will not be permitted for:

- 1) Organizations that practice or advocate discrimination;
- 2) meetings of a sectarian nature or a partisan political nature;
- 3) meetings designed to exert pressure on the Congress by generating constituent mail or other direct contact with Members,
- 4) meetings conducted for commercial or fund-raising purposes or which involve charging fees or collecting funds."

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR THE WHITE HOUSE AND OEOB STAFF

FROM: FRED F. FIELDING 
COUNSEL TO THE PRESIDENT

SUBJECT: Security Violations -- Handling of Classified Materials

Since the beginning of this Administration, security violations have been personally brought to the attention of the individual staff member involved. Security briefings have been held, safes made available to the requesting offices and cover sheets for classified material have been distributed in an effort to properly handle and store classified material.

As of June 1, 1981 warning letters to the individual committing the violation and the supervising senior staff member involved will be sent by the Counsel's Office. A record will be maintained of the violations for each individual. Continued violations by the same individual will, of course, necessitate stronger administrative action.

Your cooperation and attention to the security of classified materials is strongly urged.

AKD-FIRE

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

April 15, 1981

MEMORANDUM

TO: JIM BAKER
FROM: MICHAEL K. DEEVER
SUBJECT: White House Cable TV Project

I do not see the value in this project.

I vote "no".

THE WHITE HOUSE

WASHINGTON

April 1, 1981

MEMORANDUM FOR

JAMES K. BAKER, III

EDWIN MEESE, III

→ MICHAEL K. DEEVER

FROM

EDWARD V. HICKEY, JR. *EVH*

SUBJECT

White House Cable TV Project

BACKGROUND:

Interest in this project began in January 1979 with the desire to receive the televised coverage of the House of Representatives proceedings. The White House Congressional Liaison; Director of Administration and others, requested the Director, White House Military Office to coordinate with the WHCA Commander for the installation of a system at the White House that would be capable of receiving the House of Representatives proceedings, Senate proceedings (when available), 24 hour Cable News Network (CNN), and other news and educational programs distributed via cable television. GSA was subsequently asked to provide a cable TV feed to the WHCA TV distribution studio in the OEOB. The original plan was to provide a cable direct from Arlington Telecommunications Corporation (ARTEC), the only cable TV company that could provide the required service. This cable would run from ARTEC facilities in Arlington via METRO organ line tunnels to the OEOB. For various reasons METRO has successfully stalled the project to the point that we (White House and GSA) began looking for alternative proposals. It is now proposed that a four channel microwave system from ARTEC facilities in Arlington to the roof of OEOB be utilized.

The microwave system as proposed would have four channels allocated as follows:

- House of Representatives proceedings
- Senate proceedings (when available)
- 24 Hour Cable News
- Spare channel (provides for equipment failure but could be used for other news, educational TV, entertainment, etc.)

One channel would be fixed tuned to the 24 Hour Cable News and the other three would be remotely controlled from the White House. The remote control would be provided by a return microwave channel. This return channel could also provide for outgoing TV signal transmission of teleconferencing.

ADVANTAGES:

- Would provide gavel-to-gavel coverage of House proceedings and Senate proceedings (when available).
- Would provide access to 24 hour Cable News Network.
- Could be utilized for outgoing transmission of TV signal for Teleconferencing from the White House.
- Would be installed and operational in six to eight months.
- Appears to be the only system that could provide video coverage of House and Senate to the White House in the near term future.

DISADVANTAGES:

- Could generate unfavorable press coverage for the White House, i.e. "The White House spends mega-bucks to provide Home Box Office movies for the President and First Family," etc.).
- Could provide unfair competitive advantage to ARTEC if the outgoing TV transmission channel were ever utilized for commercial (non-governmental) uses, i.e. press conference coverage, coverage of White House events, or teleconferencing for non-governmental use.

COST ESTIMATE:

The project is expected to cost \$168,000 to install. This includes the installation of the ARTEC microwave equipment and the additional equipment required by WHCA to transmit to White House and OEOB offices. Funds were made available to GSA by WHCA and various White House offices in late 1980. These funds will expire if not used for this project. In addition to the one time installation costs of \$168,000 there will be a monthly service charge of \$600 which will be paid to ARTEC.

RESOLUTION:

GSA is now ready to proceed with final contract negotiations with ARTEC pending final approval to proceed from the White House Staff.

PROCEED _____

DO NOT PROCEED _____

THE WHITE HOUSE

WASHINGTON

April 1, 1981

MEMORANDUM FOR: MICHAEL K. DEEVER

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

SUBJECT: SEATS IN THE PRESIDENTIAL BOXES

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

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

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

Any further questions should be directed to my attention.

Thank you.

THE WHITE HOUSE

WASHINGTON

March 27, 1981

MEMORANDUM FOR: WHITE HOUSE AND OEOB PARKING PERMIT
HOLDERS

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

SUBJECT: PARKING PERMITS

Effective March 14, 1981 fees will not be charged for parking permits, pursuant to the order of the U.S. District Court. Elimination of the fees does not, however, affect the requirement that you have a permit to park in reserved spaces. Permits will continue to be assigned as they have in the past.

The Court has not ruled on the question of refunds of fees previously paid and no refunds are being issued at this time.

THE WHITE HOUSE

WASHINGTON

March 24, 1981

MEMORANDUM TO MICHAEL DEEVER

FROM: CLEMENT E. CONGER, THE CURATOR

My Assistant informs me that you have expressed some concern about the authenticity of one of the Tait game paintings which are on loan to you from the State Department. The finish of the two paintings does differ slightly in appearance. The ducks painting shows the appropriate signs of age, while the birds painting appears to be thinly painted. The latter, however, was badly vandalized by a "slasher" at the State Department which necessitated a removal of the paint layers from the original canvas and a re-affixing on a new surface. This work was executed in 1974 by Mr. Francis Sullivan, then senior conservator at the National Gallery of Art, some of whose work has subsequently been considered less than ideal. Perhaps he did not do the best repair job, at least as far as preserving the appearance of an aging canvas; but please rest assured that this painting is nonetheless a genuine Tait which has unfortunately been subjected to modern restoration.

cc Peter McCoy

THE WHITE HOUSE
WASHINGTON

March 19, 1981

Dear Charlie:

Thank you sincerely for your time and help with regard to the White House Exercise Room.

We're all deeply grateful for your thoughtfulness and generosity.

John Rogers will be in touch with you shortly.

Many thanks.

Sincerely,

MICHAEL K. DEEVER
Assistant to the President
Deputy Chief of Staff

Mr. Charlie Caravati
Dixie Sporting Goods Co., Inc.
807 N. 17th Street
Richmond, VA 23219

ccc - John Rogers

NATIONAL SPORTING GOODS ASSOCIATION

717 North Michigan Avenue, Chicago, Illinois 60611 * (312) 944-0205



TWX (910) 221-2671

March 12, 1981

DIRECTORATE

CHARLES E. CARAVATI
Chairman of the Board
Dixie Sporting Goods Co.
Richmond, Virginia

ROBERT E.P. CHERRY
Vice Chairman—Chairman Elect
Cherry's Sporting Goods
Geneseo, Illinois

DAVID N. SINGTON
Treasurer
Fred Sington, Inc.
Huntsville, Alabama

JAMES E. CAMPBELL, SR.
Past Chairman
All-American Sporting Goods Co.
Santa Barbara, California

ROBERT S. BOYER
Doak Walker Sports Center, Inc.
Dallas, Texas

HARVEY H. FOX
Anderson's Sporting Goods, Inc.
Salem, Oregon

JERRY GART
Gart Bros. Sporting Goods
Denver, Colorado

W.K. "KEP" HARDING
Kep Harding's Sport Shop, Inc.
Lincoln, Nebraska

STEVEN C. HAUFF
Dakota Sports, Inc.
Sioux Falls, South Dakota

ROBERT KISLIN
Bob Kislin's, Inc.
Toms River, New Jersey

DAVID PFEIFFER
Tuffy Brooks Sporting Goods Co.
Dayton, Ohio

RON WESTON
Sam Manson Sporting Goods, Ltd.
Hamilton, Ontario

JAMES L. FALTINEK
President

ROBERT J. YOUNGBLOOD
*Vice President &
Director of Trade Shows*

Mr. Mike Deaver
White House
Washington, DC

Dear Mike:

On behalf of the NATIONAL SPORTING GOODS ASSOCIATION I want to express to you my appreciation for the time you spent with me last week discussing the proposed Exercise Room. I also want to assure you that the NSGA is appreciative for the opportunity to consult on this matter and that we are ready to finalize the Exercise Room as soon as you give us the word to proceed.

I am only two hours away from you so please do not hesitate to call if you would like for me to come back to Washington to discuss the project again.

With kindest regards, I am

Yours very truly,

Charlie Caravati
DIXIE SPORTING GOODS CO., INC.
807 N. 17th Street
Richmond, VA 23219

CEC/po

EASTERN OFFICE
P.O. Box 132
Rockaway Beach, N.Y. 11693
(212) 474-7400

WESTERN OFFICE
P.O. Box 5323
Fullerton, California 92635
(714) 738-5105

Publishers of
Sports Retailer

THE WHITE HOUSE

WASHINGTON

February 27, 1981

MEMORANDUM FOR: MICHAEL K. DEAVER .
FROM: JOHN F. W. ROGERS
SPECIAL ASSISTANT FOR MANAGEMENT
SUBJECT: PASSPORTS

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

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

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

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

Thank you.

1981 FEB 30 10 8 05

File

THE WHITE HOUSE
WASHINGTON

February 26, 1981

MEMORANDUM TO: Michael K. Deaver
FROM: Stephen M. Studdert *SMS*
SUBJECT: South Lawn Arrival Ceremonies

After observing this morning's ceremony, I would make the following observations and comments:

1. The changes made in placement and staging were most effective.
2. A position for Baker, Meese, and Deaver will be arranged on all future ceremonies on the front toe-mark line. Will you please advise them.
3. A new area directly behind the toe-mark lines is being created for Senior White House staff. This will accomodate approximately 80 people, providing adequate space for Senior Staff and wives.
4. A new area between The President and the press platform (where you stood today) is being created for a Congressional Viewing Area. 100 tickets will be issued through Max Friedersdorf for each ceremony. Prior to this time, no tickets have been sent to the hill for ceremonies.

I believe these changes will add to the event quality.

cc: David Gergen
Joseph Canzeri

THE WHITE HOUSE

WASHINGTON

February 25, 1981

MEMORANDUM FOR

WHITE HOUSE STAFF MESS MEMBERS

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

Dining Room Reservations.

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

Room Service.

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


EDWARD V. HICKEY, JR.

Deputy Assistant to the President

ATTACHMENT

THE WHITE HOUSE

WASHINGTON

WHITE HOUSE STAFF MESS REGULATIONS

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

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

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

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

The Mess is normally closed on Sundays and holidays.

Billing

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

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

Guest Privileges

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

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

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

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

Members may reserve only one table.

Miscellaneous

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

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

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

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

THE WHITE HOUSE
WASHINGTON

WTH

February 23, 1981

MEMORANDUM FOR: SENIOR STAFF

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

SUBJECT: GUIDELINES FOR EXPENDITURE OF THE
ENTERTAINMENT ALLOWANCE FOR THE
EXECUTIVE OFFICE OF THE PRESIDENT

Congress has authorized and appropriated a modest sum to the White House Office for official entertainment expenses of the Executive Office of the President. The allowance is available to cover expenses of those elements of the EOP which do not have expense allowances included in their own appropriations accounts; that is, the White House Office, Domestic Policy Staff, National Security Council, Council of Economic Advisers, and the Office of Administration. Under the continuing resolution providing funds until June 5, 1981, the sum appropriated is \$17,000, of which more than half has already been expended.

Procedures for Drawing on the Funds

Because the fund is appropriated as part of the White House Office account, all expenditures from it must be processed through the White House Administrative Office.

Advance approval from my office is required before a planned function can be funded from the account. Requests for approval should be accompanied by a cost estimate.

Incidental entertainment expenses for which reimbursement is sought should be forwarded to the Administrative Office, Room 1, together with a receipted bill, a description of the purpose and nature of the entertainment, and a description of the category of guests.

Reimbursement may be declined if funds are not available or the entertainment is inconsistent with the guidance given below.

THE WHITE HOUSE
WASHINGTON

JAB

October 5, 1981

MEMORANDUM FOR: THE WHITE HOUSE STAFF
FROM: JAMES A. BAKER III *JAB*
SUBJECT: WHITE HOUSE PASS SYSTEM

It has come to my attention that certain White House Staff members sometimes neglect to follow the guidelines of the White House pass system. Let me remind you of the procedures which should be followed by all staff members:

- o All staff members shall display their White House or EOB passes at all times.
- o All staff members clearing appointment(s) into the East/West Wing complex shall meet the appointment(s) in the appropriate lobby area. Appointment(s) must be escorted at all times, including back to the lobby when leaving the complex. This includes administration officials from other departments and agencies.
- o All staff members bringing guest(s) to the East or West Wings for a tour shall remain with the guest(s) at all times, including back to the lobby at the conclusion of the tour.
- o Staff not permanently housed in the West Wing should enter only in the conduct of official business.

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

THE WHITE HOUSE

WASHINGTON

February 10, 1981

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM: FRED F. FIELDING
COUNSEL TO THE PRESIDENT

SUBJECT: Communications with the Department of Justice

As we are all keenly aware, it is imperative that there be public confidence in the effective and impartial administration of the laws. To that end, after consultation between the President and the Attorney General, the following procedures have been established in regard to communications between the White House Staff and the Department of Justice.

1. All inquiries which concern or may concern particular pending investigations or cases being handled by the Department of Justice shall be directed to the Counsel to the President. If appropriate and necessary, the inquiry will then be transmitted to the Office of the Attorney General or the Deputy Attorney General.
2. All requests for formal legal opinions from the Department of Justice shall be directed to the Counsel to the President, who will direct such requests to the Office of the Attorney General or to the Assistant Attorney General -- Office of Legal Counsel.
3. All comments between the White House Office and the Department of Justice in regard to policy, legislation and budgeting should be handled directly between those parties concerned.

Your cooperation in observing these guidelines is most strongly urged. If you have any questions regarding these procedures, please contact this Office.

1981 FEB 11 11 10

Copy for Mike Deaver
File

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR:

JAMES CAVANAUGH

LYNN NOFZINGER

SUBJECT: White House "Clearance" Process
Presidential Appointments &
Area Liaison Function and Location

1. Incident to any Presidential appointment for a permanent position or Advisory Board or Commission should be a suitability reference check. The previously used terminology of "clearance" should fall into disuse, for it leads by its term participants in the system to believe they have a veto power, ie: failure to "clear" is terminal to the nomination. In actual practice, however, what is really being sought is the recommendation of someone in a key position vis-a-vis the nomination. Therefore it is recommended that the terminology be just that, suitability reference checks with recommendations sought from key individuals regarding a proposed appointment.

2. There are three vital points of reference checks:
a.) Internally within the White House
b.) Ranking Republicans within the Committee structure of the Congress with interest in the position.
c.) Republican party and public officials from the geographical location whence the proposed nominee comes.

A.) Within the White House -- Certainly the suitability of proposed nominees must be checked with Marty Anderson's shop to determine whether the candidates policy and program orientation and substantive qualifications mesh with the objectives of that White House Office. Additionally, reference checks will also be made with, and through, the Congressional Relations Office and the Office of Political Liaison (Lynn Nofzinger) If proper coordination is effected, they in turn should conduct the reference checks outlined in (b) and (c) above. With that in mind, it might be a more efficient utilization of staff and avoid duplication of effort if the Area Liaison Section of the Personnel Operation were located in and/or their functions conducted by Lynn Nofzinger's office. (see discussion in (C.) below.

B.) The ranking Republican members of the authorization and appropriations committees having oversight of the Agency and/or Programs over which the candidate will preside obviously should be contacted for comments regarding the proposed nominee. In major appointments, the Senate and possible House Republican leadership should also be contacted. These contacts should be made by Congressional Liaison.

C) The State Central Committees, and the Republican Congressman and Senator, and other designated Republican public and Party Officials from the geographical home state and county of the nominee should also be checked with. Each State Republican Committee should be asked to designate a federal appointment liaison staff person to be a central contact for not only suitability reference checks, but also for recruitment purposes in that State. They should also be a point of contact through which other Party officials are contacted in that state, which begins to build some party structure and discipline. Key Republican office holders who cannot help but be effected by the announcement of a "hometown boy" should also be contacted for both the purpose of suitability checks and requests for recruitment. These key contact should also be given the courtesy of advance notification of the nomination of the "hometown boy".

Since the overall liaison with the type of officials mentioned above, as well as selected special interest groups that should also be given the same courtesies with respect to appointments in which they feel a vital interest, is with Lynn Nofzinger's office, there would be a duplication of contacts and staff effort unless this phase of the personnel process were located in his office. It also makes good political sense, that the person responsible for the relations of the White House with the Republican party and public officials, and special interest groups, would have the personnel resource as one of the carrots and sticks necessary for friendly persuasion. It is therefore recommended that the Area Liaison Group described in my paper entitled "Organization and Procedures of the White House Presidential and Personnel Appointments Office" be located in, and its functions carried out by, Lynn Nofzinger's Office in coordination with the Congressional Relations Office and the Presidential Appointments Office.

3. The name of the Presidential Appointments Office should be changed to White House Office for Personnel Matters, so it is clear that the office has jurisdiction over and is interested in Personnel appointments and procedures throughout government, not just Presidential appointments which is misleadingly narrow.

AMMay


cc; James Baker
Michael Deaver
Ronald Frankum
Dave Gergen
Penn James

THE WHITE HOUSE

WASHINGTON

January 29, 1981

MEMORANDUM TO THE WHITE HOUSE STAFF

FROM: JOHN F.W. ROGERS 

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

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

1. The Great Seal of the United States

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

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

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

2. The Presidential Seal

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

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

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

page two
January 29, 1981

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

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

Misuse of the seal is prohibited by 18 USC 713.

3. Vice President's Seal

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

THE WHITE HOUSE

EXECUTIVE ORDER

AMENDING EXECUTIVE ORDER NO. 11649, REGULATIONS
GOVERNING THE SEALS OF THE PRESIDENT AND THE VICE
PRESIDENT OF THE UNITED STATES

By virtue of the authority vested in me by section 713(b) of title 18 of the United States Code, subsection (b) of section 1 of Executive Order No. 11649 is amended to read as follows:

"(b) Use in encyclopedias, dictionaries, books, journals, pamphlets, periodicals, or magazines incident to a description or history of seals, coats of arms, heraldry, or the Presidency or Vice Presidency;"

GERALD R. FORD

THE WHITE HOUSE
May 28, 1976

THE WHITE HOUSE

EXECUTIVE ORDER

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COAT OF ARMS, SEAL, AND FLAG OF
THE PRESIDENT OF THE UNITED STATES

By virtue of the authority vested in me as President of the United States, it is hereby ordered as follows:

Section 1. The Coat of Arms of the President of the United States shall be of the following design:

SHIELD: Paleways of thirteen pieces argent and gules, a chief azure; upon the breast of an American eagle displayed holding in his dexter talon an olive branch and in his sinister a bundle of thirteen arrows all proper, and in his beak a white scroll inscribed "E PLURIBUS UNUM" sable.

CREST: Behind and above the eagle a radiating glory or, on which appears an arc of thirteen cloud puffs proper, and a constellation of thirteen mullets argent.

The whole surrounded by white stars arranged in the form of an annulet with one point of each star outward on the imaginary radiating center lines, the number of stars conforming to the number of stars in the union of the Flag of the United States as established by chapter 1 of title 4 of the United States Code.

Section 2. The Seal of the President of the United States shall consist of the Coat of Arms encircled by the words "Seal of the President of the United States."

Section 3. The Color and Flag of the President of the United States shall consist of a dark blue rectangular background of sizes and proportions to conform to military and naval custom, on which shall appear the Coat of Arms of the President in proper colors. The proportions of the elements of the Coat of Arms shall be in direct relation to the hoist, and the fly shall vary according to the customs of the military and naval services.

Section 4. The Coat of Arms, Seal, and Color and Flag shall be as described herein and as set forth in the illustrations and specifications which accompany this order and which are hereby made a part thereof. These designs shall be used to represent the President of the United States exclusively.

Section 5. This order shall become effective on July 4, 1960, and Executive Order No. 10823 of May 26, 1959, shall be superseded as of that date.

DWIGHT D. EISENHOWER

THE WHITE HOUSE,

February 5, 1960.

(more)

THE WHITE HOUSE

EXECUTIVE ORDER

REGULATIONS GOVERNING THE SEALS OF
THE PRESIDENT AND THE VICE PRESIDENT
OF THE UNITED STATES

By virtue of the authority vested in me by section 713(b) of title 18, United States Code, I hereby prescribe the following regulations governing the use of the Seals of the President and the Vice President of the United States:

SECTION 1. Except as otherwise provided by law, the knowing manufacture, reproduction, sale, or purchase for resale of the Seals or Coats of Arms of the President or the Vice President of the United States, or any likeness or substantial part thereof, shall be permitted only for the following uses:

(a) Use by the President or Vice President of the United States;

(b) Use in encyclopedias, dictionaries, books, journals, pamphlets, periodicals, or magazines incident to a description or history of seals, coats of arms, heraldry, or the Presidency or Vice Presidency. Such use shall be limited exclusively to the text, and any use of the Presidential or Vice Presidential Seal or Coat of Arms or any likeness or substantial part thereof on the cover of the above items is prohibited;

(c) Use in libraries, museums, or educational facilities incident to descriptions or exhibits relating to seals, coats of arms, heraldry, or the Presidency or Vice Presidency;

(d) Use as an architectural embellishment in libraries, museums, or archives established to house the papers or effects of former Presidents or Vice Presidents;

(e) Use on a monument to a former President or Vice President;

(f) Use by way of photographic or electronic visual reproduction in pictures, moving pictures, or telecasts of bona fide news content;

(g) Such other uses for exceptional historical, educational, or newsworthy purposes as may be authorized in writing by the Counsel to the President.

SECTION 2. The manufacture, reproduction, sale, or purchase for resale, either separately or appended to any article manufactured or sold, of the Seals of the President or Vice President, or any likeness or substantial part thereof, except as provided in this Order or as otherwise provided by law, is prohibited.

RICHARD NIXON

THE WHITE HOUSE,

February 16, 1972.

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(OVER)

SPECIFICATIONS FOR PRESIDENT'S FLAG

Flag base -- blue.

Stars, large and small -- white.

Shield:

Chief -- light blue.

Stripes -- white and red.

Eagle:

Wings, body, upper legs -- shades of brown.

Head, neck, tail -- white, shaded gray.

Beak, feet, lower legs -- yellow.

Talons -- dark gray, white high lights.

Arrows -- white, shaded gray.

Olive branch:

Leaves, stem -- shades of green.

Olives -- light green.

Rays -- yellow.

Clouds -- white, shaded gray.

Scroll -- white with gray shadows.

Letters -- black.

All dimensions are exclusive of heading and hems.

Device to appear on both sides of flag but will appear reversed on reverse side of flag, except that the motto shall read from left to right on both sides.

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(OVER)

THE WHITE HOUSE

The President today issued an Executive Order prescribing designs for the coat of arms, seal and flag of the President of the United States. Today's Executive Order superseding a previous Order, is occasioned by the admission to the Union of the State of Alaska and the pending admission of the State of Hawaii.

At the present time, the designs of the President's flag and seal include a circle of forty-eight stars. Under today's Order, the number of stars in this circle is made dependent on the number of stars in the Flag of the United States. The change to a circle of forty-nine stars, as in the case of the Flag, will be effective on July fourth.

EXECUTIVE ORDER

COAT OF ARMS, SEAL, AND FLAG OF
THE PRESIDENT OF THE UNITED STATES

By virtue of the authority vested in me as President of the United States, it is hereby ordered as follows:

Section 1. The Coat of Arms of the President of the United States shall be of the following design:

SHIELD: Paleways of thirteen pieces argent and gules, a chief azure; upon the breast of an American eagle displayed holding in his dexter talon an olive branch and in his sinister a bundle of thirteen arrows all proper, and in his beak a white scroll inscribed "E PLURIBUS UNUM" sable.

CREST: Behind and above the eagle a radiating glory or, on which appears an arc of thirteen cloud puffs proper, and a constellation of thirteen mullets argent.

The whole surrounded by white stars arranged in the form of annulet with one point of each star outward on the imaginary radiating center lines, the number of stars conforming to the number of stars in the union of the Flag of the United States as established by chapter 1 of title 4 of the United States Code.

Section 2. The Seal of the President of the United States shall consist of the Coat of Arms encircled by the words "Seal of the President of the United States."

Section 3. The Color and Flag of the President of the United States shall consist of a dark blue rectangular background of sizes and proportions to conform to military and naval custom, on which shall appear the Coat of Arms of the President in proper colors. The proportions of the elements of the Coat of Arms shall be in direct relation to the hoist, and the fly shall vary according to the customs of the military and naval services.

(more)

Section 4. The Coat of Arms, Seal, and Color and Flag shall be as described herein and as set forth in the illustrations and specifications which accompany this order and which are hereby made a part thereof. These designs shall be used to represent the President of the United States exclusively.

Section 5. This order supersedes Executive Order No. 9646 of October 25, 1945, and shall become effective on July 4, 1959.

DWIGHT D. EISENHOWER

THE WHITE HOUSE,

May 26, 1959.

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(OVER)

EXECUTIVE ORDER
9646

COAT OF ARMS, SEAL, AND FLAG OF THE
PRESIDENT OF THE UNITED STATES

By virtue of the authority vested in me as President of the United States, it is hereby ordered as follows:

The Coat of Arms of the President of the United States shall be of the following design:

SHIELD: Paleways of thirteen pieces argent and gules, a chief azure; upon the breast of an American eagle displayed holding in his dexter talon an olive branch and in his sinister a bundle of thirteen arrows all proper, and in his beak a white scroll inscribed "E PLURIBUS UNUM" sable.

CREST: Behind and above the eagle a radiating glory or, on which appears an arc of thirteen cloud puffs proper, and a constellation of thirteen mullets argent.

The whole surrounded by white stars arranged in the form of an annulet with one point of each star outward on the imaginary radiating center lines, the number of stars conforming to the number of stars in the union of the Flag of the United States as established by the act of Congress approved April 4, 1818, 3 Stat. 415.

The Seal of the President of the United States shall consist of the Coat of Arms encircled by the words "Seal of the President of the United States."

The Color and Flag of the President of the United States shall consist of a dark blue rectangular background of sizes and proportions to conform to military and naval custom, on which shall appear the Coat of Arms of the President in proper colors. The proportions of the elements of the Coat of Arms shall be in direct relation to the hoist, and the fly shall vary according to the customs of the military and naval services.

That portion of Executive Order No. 2390 of May 29, 1916, pertaining to the illustration and requirements for the President's Flag is revoked.

The Coat of Arms, Seal, and Color and Flag shall be as described herein and as set forth in the illustrations and specifications which accompany this order and which are hereby made a part thereof.

These designs shall be used to represent the President of the United States exclusively.

This order shall be published in the Federal Register.

HARRY S TRUMAN

THE WHITE HOUSE,

October 25, 1945.

(more)

THE WHITE HOUSE

The following background material is for information and use of press and radio correspondents in connection with the Executive Order signed by the President today, concerning the Coat of Arms, the Seal and the Flag of the President of the United States:

This Executive Order establishes for the first time a legal definition of the President's Coat of Arms and his Seal. The design of the Coat of Arms and the Seal has been changed slightly from the former design, and the Presidential Flag has also been changed. The Flag will consist of the Coat of Arms in full color, surrounded by 48 white stars on a blue field.

The former Presidential flag was adopted in 1916 by President Wilson. Prior to that time, the Army and the Navy had had separate flags for the Commander in Chief. President Wilson instructed his Assistant Secretary of the Navy, Franklin D. Roosevelt, and the Aide to the Secretary of the Navy, Commander Byron McCandless, U.S.N., to design a Presidential flag which would be suitable for use by both the Army and the Navy. On May 29, 1916, President Wilson signed an Executive Order adopting the flag suggested by Assistant Secretary Roosevelt and Commander McCandless. The flag consisted of the Presidential coat of arms on a blue field with a white star in each of the corners. That flag was in use from 1916 until today.

In March of this year, President Roosevelt discussed with his Naval Aide, Vice Admiral Wilson Brown, the advisability of changing the President's Flag. It seemed inappropriate to President Roosevelt for the flag of the Commander in Chief to have only four stars when there were five stars in the flags of Fleet Admirals and Generals of the Army, grades which had been created in December 1944.

It was natural that President Roosevelt should turn at this time to the officer who had worked with him in 1916, and who now holds the rank of Commodore, Byron McCandless.

For many years Commodore McCandless, who now commands the U.S. Naval Repair Base at San Diego, California, has studied the histories of the various flags of the United States. When Vice Admiral Brown wrote to him, at President Roosevelt's request, late in March for suggestions for a new design for the President's flag, Commodore McCandless prepared several designs based upon early American flags. His proposed designs arrived in Washington after the death of President Roosevelt and the President did not have the opportunity of seeing them until early in June.

The President and members of his staff examined them carefully and, preferring one design to the others, the President made several suggestions to Commodore McCandless concerning it. The President believed that all of the states in the Union should be represented on the Commander in Chief's Flag, and he asked Commodore McCandless to submit a new design with a circle of 48 stars around the Coat of Arms.

(OVER)

Commodore McCandless sent a painting of the proposed flag, with the circle of 48 stars, to the White House in July and when the President returned from Berlin in August, he tentatively approved that design.

It was then sent to the War and Navy Departments for comment and suggestions. The Chief of the Heraldic Section of the Office of the Quartermaster General of the Army, Mr. Arthur E. DuBois, like Commodore McCandless, has studied the history of flags and heraldic emblems for many years. Mr. DuBois made several suggestions to the President. He pointed out that there was no known basis in law for the Coat of Arms and the Seal which had been used by Presidents since 1880 and which was reproduced on the Flag. The Seal had originated during the administration of President Hayes, apparently as an erroneous rendering of the Great Seal of the United States.

It is a curious fact that the eagle on the Great Seal faces to its own right, whereas the eagle on the seal in use by Presidents since 1880 faces to its own left. According to heraldic custom, the eagle on a Coat of Arms, unless otherwise specified in the heraldic description, is always made to face to its own right. There is no explanation for the eagle facing to its own left in the case of the President's Coat of Arms. To conform to heraldic custom, and since there was no authority other than usage for the former Presidential Coat of Arms, the President had Mr. DuBois redesign the Coat of Arms in accordance with the latter's suggestions.

In the new Coat of Arms, Seal and Flag, the Eagle not only faces to its right -- the direction of honor -- but also toward the olive branches of peace which it holds in its right talon. Formerly the eagle faced toward the arrows in its left talon -- arrows, symbolic of war.

The President also decided that the eagle on his Seal and his Flag should appear in the full color of the natural bird as is customary in most flags, rather than in white as it had been on the former Flag.

The 48 stars in the circle represent the states collectively; no single star represents any particular state.

If one of the territories should become a state, the President's Coat of Arms, Seal and Flag will have an additional star added at the same time that another star is added to the Flag of the United States.

There will be no change in the bronze impression of the Seal at the front entrance of the White House, in the Seal as it appears in the ceiling of the President's office in the West Wing, or in the cornerstone of the new East Wing, and the President has issued instructions that the present supplies of stationery and documents bearing his former Coat of Arms or Seal be used until exhausted.