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THE WHITE HOUSE MESS

	EXECUTIVE MESS	TOTAL MESS MEMBERSHIP
THE WHITE HOUSE OFFICE		
Immediate Office of the President		2
Counsellor to the President	3	5
Chief of Staff	3	5
Deputy Chief of Staff	2	5
Staff Director	1	2
Asst. for Legislative Affairs	3	11
Asst. for Nat'l Security Affairs	2	2
Asst. for Nat'l Policy Development	2	4
Asst. for Political Affairs	2	5
Asst. for Intergovernmental Affairs	2	5
Asst. for Public Liaison	2	9
Asst. to the President-Harper	1	1
Asst. for Personnel	1	3
Press Secretary	3	5
Counsel to the President	2	9
Staff Secretary & Directorate of Management Support		7
Director, Special Support Services	1	7
Director, First Lady's Office	1	3
Director, Cabinet Administration	1	1
Director, Communications	1	2
Chief, Speechwriting and Research	1	6
Director, Planning and Evaluation		1
Personal Photographer to the President		1
	SUBTOTAL	34
		101
OFFICE OF POLICY DEVELOPMENT		7
OFFICE OF THE VICE PRESIDENT	1	9
OFFICE OF MANAGEMENT AND BUDGET	1	9
NATIONAL SECURITY COUNCIL		2
C.E.Q.	1	1
C.E.A.	1	4
O.S.T.P.	1	1
I.O.B.		1
CURATOR		1
DIRECTOR, PPD-USSS		1
PHYSICIAN		2
	SUBTOTAL	5
	TOTAL	39
		139
HONORARY	24	24
	GRAND TOTAL	63
		163

	1	2	3	4	5	6
	Immediate Office of the Pres.	Counsellor to the President	Chief of Staff	Deputy Chief of Staff	Staff Director	Asst. for Legislative Affairs
1	2 Fischer	5 Meese	5 Baker	5 Deaver	2 Gergen	11 Friedersdorf
2	Von Damm	Garrick	Hodsoll	Canzeri	Bistany	Moore, P
4		Thomas	Darman	Moore, S		Duberstein
5		Stanley	Rogers	Studdert		Gribben
6		Randolph	Tutwiler	Newell		Dressendorfer
7						Oglesby
8						Risque
9						Cooksey
10						Swanson
11						Tumer
12						Wright
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• EXECUTIVE MESS

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	Asst. for Nat'l Sec. Affairs	Asst. for Policy Development	Asst. for Political Affairs	Asst. for Inter.Gov. Affairs	Asst. for Public Liaison	Asst. to the President (Harper)
1	2 Allen	4 Anderson	5 Nofziger	5 William- son	9 Dole	1 Harper
2	Nance	Gray Bandow	Rollins Russo	Holmer Peachee	Cavaney Burgess	
4		Hopkins	Atwater	Medas	Lozano Valis	
5			Monk			
6					Bahitati	
7					Bakshian	
8					Blackwell	
9					Knauer	
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	1	2	3	4	5	6
	Asst. for Personnel	Press Secretary	Counsel to the President	Staff Sec. & Dir. of Management Support	Director, Spec. Supp. Services	Director, First Lady Office
1	3 James •	5 Brady •	9 Fielding •	7 Locke	7 Hickey •	3 McCoy •
2	Draper	Small •	Hauser	Higgins	LeBlanc	Brandon
3	Roberts	Speakes •	Lilly	McCain	Millner	Patton
4	Shelby	Allin	Gold- field	Linder	Kline	
5		Gerig	Farrel	Lawton	MURATI	
6				Manning	SCHMIDT	
7				LIVINGSTON	BLASKEAME	
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	1	2	3	4	5	6
	Director, Cabinet Admin.	Director, Communi- cations	Chief, Speech- writing & Research	Director, Planning & Evaluation	Pers. Phot. to the President	
1	1 Fuller	2 Ursonar-	6 Khachi- gian	1 Beal	1 Evans	
2		SO	Dolan			
4			Maseng			
5			Rohrba- cher			
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	Office of Policy Development	Office of the Vice President	Office of Management & Budget	National Security Council	C.E.O.	C.E.A.
1	7 Frankum	9 Murphy •	9 Stockman	2 Colson	1	4 Weidenbau
2	Carleson	Bond	Anderson	Tyson		Burnham
3	Uhlman	Gray	Gerson			
4	Bradley	Teeley	Khedouri			
5		Fitzger- ald	McOmber			
6		Unter- myer	Miller			
7		Garrett	Moran			
8		Thompson	Schleede •			
9		Dyke	Schneider			
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	O.S.T.P.	I.O.B.	Curator	Director, PPD-USSS	Physician	
1	1	1 Dick	1 Conger	1 PARR	2 Ruge	
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HONORARY

BALDRIGE, Malcolm	Secretary of Commerce
BELL, Terrell	Secretary of Education
BLOCK, John R.	Secretary of Agriculture
BROCK, William	Special Representative for Trade Negotiations
BUSH, George	Vice President of the United States
CASEY, William J.	Director of Central Intelligence
✓ CUGOWSKI, CDR Ralph M.	Commanding Officer, Camp David
DONOVAN, Raymond J.	Secretary of Labor
EDWARDS, James B.	Secretary of Energy
✓ ELKINS, CDR John C.	Special Programs Officer, Military Office
FARMER, Thomas L.	Chairman, Intelligence Oversight Board
HAIG, Alexander M., Jr.	Secretary of State
✓ JOHNSTON, LtCol Paul S.	Commanding Officer, HMX-1
KIRKPATRICK, Jeane	United States Representative to the United Nations
KNIGHT, H. Stuart	Director, United States Secret Service
LEWIS, Andrew L., Jr.	Secretary of Transportation
PIERCE, Samuel R., Jr.	Secretary of Housing and Urban Development
REGAN, Donald T.	Secretary of the Treasury

RICHARDS, Richard

Chairman, Republican National Committee

RUDDICK, LtCol Robert E.

Presidential Pilot

SCHWEIKER, Richard S.

Secretary of Health and Human Services

SMITH, William French

Attorney General

WATT, James G.

Secretary of the Interior

WEINBERGER, Caspar W.

Secretary of Defense

EXECUTIVE DINING ROOM MEMBERSHIP

THE WHITE HOUSE
WASHINGTON

9/29

MIKE

I would appreciate an approval with respect to
your area of authority as soon as possible.

JAB

MARGARET D. TUTWILER
Office of James A. Baker III
456-6797

WHITE HOUSE MESS ALLOCATION

OFFICE	EXEC. MESS	ORIGINAL ALLOCATION (TRANSITION)	PRESENT LEVEL,	PROPOSED LEVEL,	CHANGE
THE WHITE HOUSE OFFICE					
Immediate Office of the President	0	2	3	1	Decrease by 2
Counselor to the President	3	5	5	5	Maintain level
Chief of Staff	3	5	5	5	Maintain level
Deputy Chief of Staff	2	5	6	6	Sustain increase (Rosebush)
Assistant for Communications	1	2	2	2	Maintain level
Assistant for Legislative Affairs	3	10	11	11	Sustain increase (Gibbon)
Assistant for National Security Affairs	2	2	2	2	Maintain level
Assistant for Policy Development	2	4	4	4	Maintain level
Assistant for Political Affairs	2	5	6	5	Decrease by 1
Assistant for Intergovernmental Affairs	2	5	5	5	Maintain level
Assistant for Public Liaison	2	9	10	10	Sustain increase (Stein)
Assistant to the President-Harper	1	1	1	1	Maintain level
Assistant for Personnel	2	2	3	2	Decrease by 1
Asst. to the President for Cab. Affairs	1	1	2	2	Sustain increase (Cribb)
Press Secretary	3	5	6	5	Decrease by 1
Counsel to the President	3	5	4	5	Maintain level
WH Secretariat & Management Operations	0	5	5	1	Decrease by 4
Director of Special Support Services	1	5	9	5	Decrease by 4
Director of First Lady's Staff	1	3	4	3	Decrease by 1
Director of Information & Research	0	1	1	1	Maintain level
Chief Speechwriting	1	5	5	2	Decrease by 3
Planning & Evaluation	0	1	1	1	Maintain level
Personal Photographer	0	1	1	1	Maintain level
SUBTOTAL	35	89	101	85	

Admission ?

WHITE HOUSE MESS ALLOCATION

OFFICE	EXEC. MESS	ORIGINAL ALLOCATION (TRANSITION)	PRESENT LEVEL	PROPOSED LEVEL	CHANGE
EXECUTIVE OFFICE OF THE PRESIDENT					
OPD	0	5	9	9	Maintain level
OVF	1	5	9	9	Maintain level
OMB	1	9	12	11	Decrease by 1
NSC	0	2	3	4	Increase by 2
OA	0	0	0	0	(Poindexter, Tys Maintain level
CEA	1	3	4	3	Decrease by 1
CEO	1	1	1	1	Maintain level
OSTP	1	1	1	1	Maintain level
Curator	1	1	1	1	Maintain level
PPD-USSS	0	1	1	1	Maintain level
Physician	0	1	3	1	Maintain level
SUBTOTAL	<u>5</u>	<u>29</u>	<u>44</u>	<u>41</u>	Decrease by 2
TOTAL (Daily operating level)	40	<u>118</u>	<u>145</u>	<u>126</u>	
HONORARY	23	23	23	23	
GRAND TOTAL	<u>63</u>	<u>141</u>	<u>168</u>	<u>149</u>	

THE WHITE HOUSE MESS

Membership List

	EXECUTIVE MESS	ORIGINAL ALLOCATION	PRESENT MEMBERSHIP
THE WHITE HOUSE OFFICE			
Immediate Office of the President		2	3 ✓
Counsellor to the President	3	5	5
Chief of Staff	3	5	5
Deputy Chief of Staff	2	5	6 ✓
Staff Director	1	2	2
Asst. for Legislative Affairs	3	10	11 ✓
Asst. for Nat'l Security Affairs	2	2	2
Asst. for Nat'l Policy Development	2	4	4
Asst. for Political Affairs	2	5	6
Asst. for Intergovernmental Affairs	2	5	5
Asst. for Public Liaison	2	9	10 ✓
Asst. to the President-Harper	1	1	1
Asst. for Personnel	1	2	3 ✓
Press Secretary	3	5	6 ✓
Counsel to the President	3	5	4
Staff Secretary & Directorate of Management Support		5	5
Director, Special Support Services	1	5	9 ✓
Director, First Lady's Office	1	3	4 ✓
Director, Cabinet Administration	1	1	2 ✓
Director, Communications	1	1	1
Chief, Speechwriting and Research	1	5	5
Director, Planning and Evaluation		1	1
Personal Photographer to the President		1	1
	SUBTOTAL 35	89	101
EXECUTIVE OFFICE OF THE PRESIDENT			
OFFICE OF POLICY DEVELOPMENT		5	9 ✓
OFFICE OF THE VICE PRESIDENT	1	5	9 ✓
OFFICE OF MANAGEMENT AND BUDGET	1	9	12 ✓
OFFICE OF ADMINISTRATION	0	0	0
NATIONAL SECURITY COUNCIL STAFF		2	3 ✓
C.E.Q.	1	1	1
C.E.A.	1	3	4 ✓
O.S.T.P.	1	1	1
CURATOR		1	1
DIRECTOR, PPD-USSS		1	1
PHYSICIAN		1	3 ✓
	SUBTOTAL 5	29	44
	TOTAL 40	118	145
HONORARY	23	23	23

PROPOSED ALLOCATION OF THE MEMBERSHIP PRIVILEGES PER AGENCY

<u>Agency</u>	<u>No. of Memberships</u>
The White House Office	40
The Vice President's Office	15
Office of Management and Budget	20
Office of Policy Development	20
National Security Council	20
Office of Administration	15
Council of Economic Advisers	15
Office of the Special Trade Representative for Trade Negotiations	5
Office of Science and Technology	<u>5</u>
TOTAL	150

OLD EXECUTIVE OFFICE BUILDING STAFF DINING ROOM

POLICY AND OPERATIONAL GUIDELINES

I. Membership Privileges

Because of the dining area's compact size and small serving staff, membership will be limited to Executive Office of the President (EOP) senior staff. Membership will be offered to approximately 150 staff members.

The aim of the White House Office in providing the dining room is to offer a pleasant dining atmosphere conducive to the free exchange of ideas among EOP staff members and their guests. Members will be encouraged to invite guests to the Old Executive Office Building Dining Room instead of using public restaurants.

II. Daily Operation

a) *Management*

The operation and management of the dining room will be performed by Guest Services, Inc. Guest Services, Inc. provides virtually all of the cafeteria services in buildings run by the General Services Administration.

This operation, run in conjunction with Guest Services, Inc. cafeteria in the Old Executive Office Building, will be required to be financially self-supporting. All prices and cost estimates have been based upon an estimate of eighty customers daily.

b) *Staffing*

The staffing will include five employees. Their jobs and duties are as follows:

Hostess Supervise operation and perform all administrative functions, take reservations and function as hostess/service supervisor during operating hours.

Cook Prepare all foods and set-up buffet. Maintain buffet during serving period.

Servers Set-up dining room. Serve desserts from cart. Serve beverages. Bus and reset tables as necessary during serving period. Clean and reset dining room.

c) *Hours*

The dining room will be open for lunch between the hours of eleven thirty in the morning and two o'clock in the afternoon.

d) *Reservations*

It will be necessary for members wishing to use the dining room to make reservations through the hostess, who can be reached on extension 6531. It will be required that reservations be made no later than eleven o'clock in the morning on the day of the proposed luncheon. However, members will be encouraged to make reservations with the hostess on the preceding day.

e) *Check-in and Seating*

Before entering the dining room, members with reservations will sign individual checks, which will confirm use of the facility on that day. The check will include the name(s) of the guest(s) invited. Seating will be on an informal basis except where a placard indicates "Reserved."

f) *Service*

After members are seated, a waiter will take the beverage order. Members will serve themselves at the buffet table. At the conclusion of the luncheon, the waiter will offer dessert from a cart, coffee and tea.

g) *Menu*

A varying buffet menu featuring two main courses, salad bar, breads, desserts, and beverages will be offered daily. Beer and wine will be available to members at an additional cost. (See Exhibits I and II.)

h) *Accounting and Billing*

At the end of each month, Guest Services, Inc. will present the White House Administrative Office with an itemized bill of all members charges.

The White House Administrative Office will handle all accounting and billing of members. Billing will take place on the tenth of each month and will include charges for guests invited by members. Members will be charged for the buffet at the flat rate of \$6.00 per person. Alcoholic beverages will be an additional cost with prices ranging from a \$1.50 per glass for wine and domestic beer to \$1.85 for imported beer. (See Exhibit III.)

Members will be responsible for all personal charges. Personal charges will be settled by members making direct payments to the White House Administrative Office. All accounts will be due by the end of each month. The White House Administrative Office will then settle all accounts with Guest Services, Inc.

SAMPLE DAILY MENU
EXECUTIVE DINING ROOM
OLD EXECUTIVE OFFICE BUILDING

SOUP

Swiss Potato

DESSERTS

New York Style Cheesecake with
Fresh Strawberries

Caramel Frosted Apple Cake

Lemon Mousse Parfait

Chilled Honeydew Melon

Fresh Blueberries

ROLLS & BREADS

Assorted Fresh Breads & Rolls

BEVERAGES

"Mocha" Blend Coffee

Assorted "Twinings" Teas
(iced or hot)

Petriet

Milk

Chilled Fruit Punch

ENTREE SELECTIONS

Chicken Curry

A casserole of Curried Chicken
Sprinkled with Almonds
Garnished with Chutney
Served over Rice

Baked Whole Trout

Fresh Fish Baked with
a lemon butter sauce
Served with Green Beans Amandine

SALAD SELECTIONS

Green Salad Bowl

Made with crisp Romaine and Iceberg
lettuce and an array of toppings

Tropical Fruit Salad

A blend of Fresh Tropical Fruits
in a Poppy Seed Dressing
sprinkled with Coconut

SAMPLE WEEK'S MENU FOR THE EXECUTIVE DINING ROOM OF THE OLD EXECUTIVE OFFICE BUILDING

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
Soup	Swiss Potato Soup	Iced Gazpacho	Consomme	Cream of Broccoli	Manhattan Clam Chowder
Entrees	Chicken Curry	Quiche Lorraine	Beef Ragout	Hawaiian Chicken Salad	Seafood Crepes with Cheddar Sauce
	Baked Whole Trout	Shrimp Salad	Fiesta Pork Chop	Assorted Sliced Meat & Cheese Platter	Breast of Chicken Cordon Bleu
Entree Accompaniment	Steamed Rice Green Beans Amandine	Three Bean Salad	Poppyseed Noodles Green Peas with Mushrooms	Macaroni Supreme Salad	Broccoli Spears Polonaise Lemon Rice
Salads	Green Salad Bowl with: Tomatoes Mushrooms Mozzarella Cheese Croutons Artichoke Hearts Alfalfa Sprouts with Selection of Dressing	Spinach Salad Bowl with: Anchovies Tomato Wedges Parmesan Cheese Croutons Blue Cheese Bean Sprouts with Selection of Dressing	Green Salad Bowl with: Cherry Tomatoes Sliced Cucumbers Shredded Carrots Cheddar Cheese Garbanzo Beans Fresh Yellow Squash with Selection of Dressing	Spinach Salad Bowl with: Alfalfa Sprouts Cherry Tomatoes Fresh Broccoli Pepperoncini Cheddar Cheese Diced Avocado with Selection of Dressing	Green Salad Bowl with: Fresh Cauliflower Bean Sprouts Diced Egg Diced Bacon Fresh Mushrooms Water Chestnuts with Selection of Dressing
	Tropical Fruit Salad	Fresh Fruit & Cheese Board	Avocado & Cottage Cheese Salad	Cucumber Salad Mold	Yogurt Fruit Salad
Desserts	Cheesecake with Fresh Strawberry Topping	Cheesecake with Fresh Orange Sections	Cheesecake with Crushed Pineapple Topping	Cheesecake with Bananas In Orange Juice	Cheesecake with Fresh Blueberries
	Apple Caramel Cake	Chocolate Marquis Cake	Iced Carrot Cake	Lemon Pound Cake with Lemon Sauce	Deep Dish Apple Pie
	Parfait	Parfait	Parfait	Parfait	Parfait
	Chilled Melon	Chilled Melon	Chilled Melon	Chilled Melon	Chilled Melon
	Fresh Berries	Fresh Pineapple Spears	Fresh Berries	Fresh Pineapple Spears	Fresh Berries
Breads	Pita Toast Hot Muffins Bread Sticks	Cinnamon Rolls Croissants Crackers	Cheese Twists Bread Sticks Crackers	Sandwich Rolls Croissants Crackers	Hot Muffin Bread Sticks Crackers
Beverages	Coffee - Tea, Iced or Hot Perrier-Milk Fruit Punch	Coffee - Tea, Iced or Hot Perrier-Milk Fruit Punch	Coffee - Tea, Iced or Hot Perrier-Milk Fruit Punch	Coffee - Tea, Iced or Hot Perrier-Milk Fruit Punch	Coffee - Tea, Iced or Hot Perrier-Milk Fruit Punch

White House Mess

<i>Immediate Office of the President (2)</i>	Fischer	von Damm	St. Cyr		
<i>Counsellor to the President (5)</i>	Messe*	Garrick*	Thomas*	Stanley	Randolph
<i>Chief of Staff (5)</i>	Baker*	Hodsoll*	Darman*	Rogers	Tutwiler
<i>Deputy Chief of Staff (5)</i>	Deaver* Rosebush	Canzeri*	Moore, S	Studdert	Newell
<i>Staff Director (2)</i>	Gergen*	Bistany			
<i>Assistant for Legislative Affairs (10)</i>	Friedersdorf* Oglesby Wright	Moore, P* Risque	Duberstein* Cooksey	Gribben Swanson	Dressendorfer Turner
<i>Assistant for National Security Affairs (2)</i>	Allen*	Nance*			
<i>Assistant for Policy Development (4)</i>	Anderson*	Gray*	Bandow	Hopkins	
<i>Assistant for Political Affairs (5)</i>	Nofziger* Mason	Rollins*	Russo	Atwater	Monk
<i>Assistant for Intergovernmental Affairs (5)</i>	Williamson*	Holmer*	Peachee	Medas	Rhodes
<i>Assistant for Public Liaison (9)</i>	Dole* Bonitati	Cavaney* Bakshian	Burgess Blackwell	Lozano Knauer	Valis Stein
<i>Assistant to the President (1)</i>	Harper*				
<i>Assistant for Personnel (2)</i>	James*	Herrington	Farrell		
<i>Press Secretary (5)</i>	Brady* Gerig	Small*	Speakes*	Roussel	Allin
<i>Counsel to the President (5)</i>	Fielding	Hauser	Ellingwood	Goldfield	
<i>Staff Secretariat and Dir. of Management Support (5)</i>	Locke	Higgins	McCain	Lawton	Livingston

*Executive Mess

<i>Director, Special Support Services (5)</i>	Hickey* Schmidt	LeBlanc Schumacher	Millner Holmes	Kline Drennen	Murati
<i>Director, First Lady's Office (3)</i>	McCoy*	Brandon	Patton-Tate	Wrobelski	
<i>Director, Cabinet Administration (1)</i>	Fuller*	Cribb			
<i>Director, Communications (1)</i>	Baroody				
<i>Chief, Speechwriting and Research (5)</i>	Chief Writer*	Dolan	Maseng	Rohrabacher	
<i>Director, Planning and Evaluation (1)</i>	Beal				
<i>Personal Photographer to the President (1)</i>	Evans				

Executive Office of the President

<i>Office of Policy Development (5)</i>	Frankum Kass	Carleson Boggs	Uhlman McCloughry	Bradley Fairbanks	Porter
<i>Office of the Vice President (5)</i>	Murphy* Untermeyer	Bond Garrett	Gray Thompson	Teeley Dyke	Fitzgerald
<i>Office of Management and Budget (9)</i>	Stockman* Miller Kudlow	Anderson Moran Steinberg	Gerson Schleede*	Khedouri Schneider	Sowle Cullen
<i>National Security Council (2)</i>	Colson	Tyson	Poindexter		
<i>C.E.Q. (1)</i>	Hill				
<i>C.E.A (3)</i>	Weidenbaum	Burnham	Jordan	Niskanen	
<i>O.S.T.P. (1)</i>	Keyworth				

Additional

<i>Curator (1)</i>	Conger				
<i>Director, PPD-USSS (1)</i>	Parr				
<i>Physician (1)</i>	Ruge	Yob	Louie		

Honorary

1. BALDRIDGE, Malcolm Secretary of Commerce
2. BELL, Terrell Secretary of Education
3. BLOCK, John R. Secretary of Agriculture
4. BROCK, William Special Representative for Trade Negotiations
5. BUSH, George Vice President of the United States
6. CASEY, William J. Director of Central Intelligence
7. DONOVAN, Raymond J. Secretary of Labor
8. EDWARDS, James B. Secretary of Energy
9. ELKINS, CDR John C. Special Programs Officer, Military Office
10. HAIG, Alexander J., Jr. Secretary of State
11. JOHNSTON, LtCol Paul S. Commanding Officer, HMX-1
12. KIRKPATRICK, Jeane United States Representative to the United Nations
13. KNIGHT, H. Stuart Director, United States Secret Service
14. LEWIS, Andrew L., Jr. Secretary of Transportation
15. PIERCE, Samuel R., Jr. Secretary of Housing and Urban Development
16. REGAN, Donald T. Secretary of the Treasury
17. RICHARDS, Richard Chairman, Republican National Committee
18. RUDDICK, LtCol Robert E. Presidential Pilot
19. SCHWEIKER, Richard S. Secretary of Health and Human Services
20. SMITH, William French Attorney General
21. WATERS, CDR William A. Commanding Officer, Camp David
22. WATT, James G. Secretary of the Interior
23. WEINBERGER, Casper W. Secretary of Defense