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FOIA MARKER

This is not a textual record. This is used as an administrative marker by the George Bush Presidential Library Staff.

Record Group/Collection: George H.W. Bush Presidential Records
Collection/Office of Origin: Chief of Staff, White House Office of
Series: Card, Andrew, Files
Subseries: Subject Files

OA/ID Number: CF00554
Folder ID Number: CF00554-007

Folder Title:
Briefing Book: Report on Transition, President Ronald Reagan - 1988

Stack:	Row:	Section:	Shelf:	Position:
V	7	7	4	1

Withdrawal/Redaction Sheet (George Bush Library)

Doc. No. / Type	Subject/Title	Date	Restriction	Classification
01. Map	Floor Plan (6 pp.)	n.d.	(b)(7)(e)	
02. Map	Floor Plan (10 pp.)	n.d.	(b)(7)(e)	
03. Map	Floor Plan (3 pp.)	n.d.	(b)(7)(e)	

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Pinksheet Number: ES640
OA/ID Number: CF00554-007
Date Closed: 3/22/2017
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Re-review Case #:
P-2/P-5 Review Case #:

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1. President's Memorandum for Heads of Departments and Agencies with attachments
2. Chief of Staff Ken Duberstein's Memorandum entitled "An Orderly Transition of the Presidency" with attachments
3. Counsel to the President's Memorandum for White House Staff relating to Disclosure of Information and Records to Members of the President-elect's Transition Staff
4. West Wing Floor Plans and Old Executive Office Floor Plans
5. White House Office Budget

THE WHITE HOUSE

WASHINGTON

November 18, 1988

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

The President-elect's transition team has recently issued a statement regarding the ethical standards that will apply to all individuals serving in the President-elect's transition. A copy of those transition standards of conduct is attached.

The President-elect has indicated that specific individuals (including both private citizens and detailees from the Government) will be designated to serve as members of the transition teams assigned to specific Departments and agencies, as contemplated by the Presidential Transitions Effectiveness Act (P.L. 100-398).

Accordingly, in order to ensure an effective and orderly transition, while maintaining public confidence, I am directing that the personnel of each Federal Department or agency cooperate with authorized transition team members, to the extent permitted by law and consistent with the performance of official duties. The White House Chief of Staff will verify those individuals of the President-elect's transition team designated to work in your Department or agency. The Office of the White House Chief of Staff will confirm that the designated transition team members have provided statements concerning their most recent employment and sources of funding, as required by P.L. 100-398, and copies of their written agreements to comply with the President-elect's standards of conduct.

Any information regarding noncompliance with the standards of conduct of the President-elect should be referred by you, or your designee, to the General Counsel of your Department or agency, who should consult with the Counsel to the President as to the appropriate action to be taken. The Counsel to the President may consult as appropriate with the Counsel to the President-elect.

Ronald Reagan

COPY

TRANSITION STANDARDS OF CONDUCT

As a condition of my being permitted to serve as a member of the transition of the President-elect, I agree to the following requirements:

1. I will hold in confidence any non-public information provided to me in the course of my duties with the transition and ensure that such information is used exclusively for purposes of the transition.
2. I will not use or permit to be used any non-public information, in any manner, for any private gain for myself or any other party, at any time during or after the transition.
3. I will disqualify myself from involvement in any particular transition matter which to my knowledge may directly conflict or appear to conflict with a financial interest of mine, my spouse, minor child, partner, client or other individual or organization with which I have a business or close personal relationship.
4. I will conserve and protect any federal property entrusted to me, and shall not use federal property, including equipment and supplies, other than for purposes directly related to transition activities.
5. I understand that my commitment to abide by these requirements may be made public and that this document will be made available to any department or agency to which I may be assigned. I will seek guidance from the Counsel to the President-elect, or designated agency ethics officials, as appropriate, if necessary to ensure compliance with these standards of conduct. I furthermore acknowledge that failure to comply with the above provisions may result in my dismissal from the transition and that other sanctions may be imposed as appropriate.

COPY

Signature _____

Date _____

Name and Address:

File

THE WHITE HOUSE

WASHINGTON

November 21, 1988

MEMORANDUM FOR CABINET AND AGENCY HEADS

FROM: KEN DUBERSTEIN *Ken Duberstein*

SUBJECT: An Orderly Transition of the Presidency

The purpose of this memorandum is to provide additional guidance for planning the orderly transition to the presidency of George Bush. This memorandum supplements the President's directive of November 18, 1988.

The Presidential Transition Act of 1963 is intended to facilitate ". . .the orderly transfer of the executive power in connection with expiration of the term of office of a President and the inauguration of a new President. . ." The Act states:

"The national interest requires that such transitions in the office of the President be accomplished so as to assure continuity in the faithful execution of the laws and the conduct of the affairs of the Federal Government, both domestic and foreign."

The President has designated me to serve as overall coordinator of the outgoing Administration's transition effort. I am being assisted in these efforts by M. B. Oglesby, Colin Powell, A.B. Culvahouse, John Tuck, and Dan Crippen. As the President's directive indicated, I will be informing you, in writing, of the President-elect's transition members assigned to your agency. Shortly, my office will be contacting your agency to discuss the designation of personnel who will coordinate transition efforts in your agency. You are requested to alert all members of your agency that contacts with the President-elect's transition team are to be confined to those members verified by this office. Moreover, the President-elect's transition team members will coordinate their activities through the individual designated in your agency to manage the transition effort.

Attached to this memorandum is a statement of policy concerning access to Administration records. The statement reiterates the need to insure that contacts occur only between authorized personnel. It further spells out the steps necessary to insure that careful consideration is given to materials given to the transition team. Without appropriate procedures, any materials given the President-elect's transition members could become public information. Accordingly, extreme care is required in granting access to personnel records, proprietary information, market-sensitive information, and classified material. I urge you to see that this policy is followed scrupulously.

Finally, the President-elect's transition chairmen have informed me that they would like you to prepare certain materials for them. I have attached their request and would note that they hope to have this material, if possible, by Friday, November 25, to facilitate initial contacts with your agency beginning the week of November 28. These initial meetings will be for the purpose of collecting additional data only.

Attachment A: Policy Statement Concerning Information
Disclosure to Transition Personnel

Attachment B: Transition Organization and Briefing Materials

POLICY STATEMENT CONCERNING
INFORMATION DISCLOSURE TO TRANSITION PERSONNEL

The Presidential Transition Act directs all government officials to take appropriate lawful steps to promote an orderly transition. To effect an orderly transition, the President-elect and his associates must become knowledgeable about current government policies and operations so that they can begin making informed decisions immediately upon taking office. As a general matter, most of the information needs of the President-elect's transition team can be met by providing them with access to public information.

In limited circumstances, however, it will be necessary to provide specified transition personnel with access to non-public information or records, thereby raising concerns about safeguarding sensitive government information and preserving the important constitutional and statutory protections accorded such information. While transition personnel are not federal government employees, the Department of Justice advises that the significant governmental interest in providing non-public information to legitimate members of the President-elect's transition team under appropriate circumstances is sufficient to ensure that the primary constitutional and statutory protections afforded that information are not waived. To ensure that those important protections are preserved, however, extreme care must be taken by current government employees in providing sensitive information to members of the transition. To aid in that effort, the following statement provides uniform guidance to departments and agencies for deciding when records and information may be made available to persons who assist the President-elect during the transition period. Any disputes between department and agency personnel and members of the President-elect's transition staff over the meaning or application of these policies should be referred to the department or agency General Counsel who shall consult with the Counsel to the President.

Threshold Determination As to Status As Legitimate Transition
Team Member

In order to protect the President and the President-elect from possible embarrassment and to avoid unnecessary interference with ongoing government operations, it is important that departments and agencies verify that the individuals who seek access to government information or employees are, in fact, legitimate members of the President-elect's transition team. Consequently, the departments and agencies should, before they have any dealings with individuals representing themselves as members of the President-elect's transition team, establish the following:

- o That member has met the applicable public disclosure requirements of the Presidential Transitions Effectiveness Act.
- o That member's name appears on the President-elect's official list of transition contacts for the relevant department or agency, which will be provided to that department or agency by the White House.

Public Information

Once the department or agency has established that an individual is a legitimate member of the President-elect's transition team (i.e., has met the two requirements specified above), the department or agency should provide that person with all public information or records requested. As a general matter, departments and agencies should use the Freedom of Information Act and the Privacy Act as guidelines for determining whether information may or may not appropriately be made available as public information. Information or records that ordinarily would be made available to the public under FOIA and the Privacy Act should be considered to be public information.

Guidelines for Access to Non-Public Information

As a general matter, the departments and agencies should consider providing non-public information to authorized members of the transition only where that information is necessary to effect an orderly transition.

- o Before providing any non-public information to a member of the transition, the department or agency must establish that such individual is a legitimate member of the President-elect's transition team as specified above and meets the following requirements:
 - (1) That member has provided to the relevant department or agency the written agreement to comply with certain standards of conduct that is specified in the Presidential Directive For Transition Standards of Conduct;
 - (2) That member has a demonstrable need for access to the information; and
 - (3) That member has no financial or business interest in that information that would create an appearance of a conflict of interest (e.g., non-public market information about particular agricultural products or labor statistics or trade figures should not be provided to a transition member affiliated with one of the major brokerage houses). Any preliminary determination that such member has a conflicting business or financial interest

should be raised as appropriate by the department or agency General Counsel with the Counsel to the President.

- o Before providing any classified information to a member of the transition, the department or agency must, in addition to the requirements for disclosure of non-public general information detailed above, establish pursuant to Executive Order 12356 the following:
 - (1) That member has the security clearances necessary to have access to that information, and
 - (2) That member has signed the requisite non-disclosure agreement.
- o In general, information protected by the Attorney-Client Privilege should not be disclosed to any member of the transition. The Department of Justice advises that, as a consequence of such disclosure, the privilege in such information may be waived.
- o To avoid violation of the Privacy Act, official personnel folders, performance evaluation information, and information from a Form SF-171 Personal Qualification Statement should not be disclosed without the express written consent of each respective employee. Resumes or summaries of personal information may be made available if the department or agency has determined that such information is public information.

Procedures for Protection of Non-Public Information from Subsequent Disclosure

- o Before providing non-public information to a member of the President-elect's transition who would otherwise be authorized under the guidelines established above, the department or agency should take all necessary steps to protect against subsequent disclosure of such information, including:
 - (1) Briefing the transition member before access is granted on the importance of maintaining the constitutional and/or statutory safeguards afforded the non-public information;
 - (2) Clearly labelling non-public records provided to transition personnel with a warning against subsequent disclosures to unauthorized individuals, including unauthorized members of the transition team.
 - (3) Specifically advising transition members that non-public information provided to them cannot be

shared with other transition personnel unless they have verified with the relevant department or agency that such other transition personnel meet the requirements for access to that information.

- (4) Where advisable, prohibiting the transition member from removing records containing non-public information from the offices of the department or agency.

November 21, 1988

MEMORANDUM TO CABINET AND AGENCY HEADS

SUBJECT: Transition Organization and Briefing Materials

We would appreciate your help in gathering some basic information on structure, programs, budgets, and issues prior to Transition Team assignments. Your help on this will make the transition go much more smoothly. We intend to use the information both as a basic reference and as a source document for preliminary issue briefings.

For each unit listed, please provide information to the level of operations described in Attachment A, in a fashion as concise and cogent as possible. If there are special circumstances which make the information requested exceptionally difficult to obtain, please note. Where possible, avoid new work; for example, use OMB budget summaries, existing organization charts, MBO descriptions, etc.

Please divide briefing documents into tabbed sections, and include a summary table of contents at each section.

Finally, if there are any particular documents we have not requested, but which you believe would be useful, please submit those as well.

We would like to have your response to the following questions no later than Friday, November 25th. Thank you, in advance, for your cooperation in helping make this a smooth and efficient transition period.

If you have any questions about this document, please call Jim Pinkerton, Director, Office of Policy Development for the transition who can be reached at 673-2822.

ATTACHMENT A

I. ORGANIZATION AND MANAGEMENT

A. Organization

1. Organizational Structure: Basic organizational charts for department/agency, subordinate units and ancillary organizations, with a brief accompanying explanation. Include description of field structures.
2. Goals and Functions: Brief statement of goals and functions of each organizational unit.
3. Resource Description: For each major organizational unit provide:
 - a) number of FTE;s and current head count
 - b) summary of FY 1989 operating budget.

Limit: Chart plus
1 page per organizational unit

B. Management

1. Chain of Command

Description of basic chain of command (referencing organizational chart); including existing delegations of legal authorities (by reference) to each operating unit or staff office.

Limit: Summary, plus
1 page per primary operating unit

2. Regulatory Authority

Brief description of regulatory programs administered by each unit/agency. Cite statutory authority.

Limit: 1 paragraph per program

3. Management Studies and Issues

o Studies

Brief review of recent major management studies, and their recommendations.

Limit: 2 paragraphs per study

o Issues:

Other recent or current management issues and problems. Cite organizational changes that have occurred in the last year, or are currently pending. For pending changes, show how the change will affect current organization, missions, and budgets.

Limit: 1 page

C. External Process

1. Executive

o Key Interagency Relationships

Cite department/agency participation in policy development/decision-making interagency groups. Describe function and membership and indicate which organization has lead

Limit: 1 summary paragraph for each group

2. Congressional

o Key Committees

List committees with oversight responsibilities for each department and indicate those programs within each committee's jurisdiction

Limit: 1 page per committee

o Reports to Congress

List reports required to be submitted to Congress. Cite previous submission dates, reporting requirements and a brief description of each

Limit: 1 paragraph per report

o Legislative Issues

100th Congress

Synopsis of the key issues considered by the 100th Congress affecting your agency. Include current status of each

Limit: 4 pages

o 101st Congress

List the anticipated top 10 issues for the next session. Use your existing legislative program or goals for your department. In the case of reauthorization of enabling statutes, cite dates and priorities.

Limit: 1 page summary discussion and
1 page per issue

II. BUDGET

A. Budget Detail

Submit FY 1989 budget justifications.

B. Budget Trends

Provide charts or graphs and brief description of budget trends and FTE levels in key unit/program areas. Include data from FY 80 through FY 89 to show changes in resource allocation for units and programs. Show both Presidential budget request and Congressional appropriation.

Limit: 1 page text or chart per unit or program

C. Budget Issues

List the top 5-10 budget issues confronting your Agency with a brief description of each. Include actions underway to clarify or address each issue

Limit: 1 page per issue

III. PERSONNEL

A. Summary Statistics

Provide a breakout by unit of all personnel classifications (e.g. career, PAS, non-career, SES, schedule C, schedule A, etc.

B. Appointive Positions

Provide list of names, titles and grades of all PAS's non-career SES's and schedule C employees

C. Equal Opportunity Program

Submit copies of most recent EEO reports and description of any special EEO initiatives undertaken by the department

D. Personnel Management Issues

Describe key personnel management issues which will require the attention of the Bush Administration

Limit: 1 page per issue

V. POLICY DEVELOPMENT GOALS

A. Overview of the Policy Development Process

Summarize policy development and decision-making process within the Department/Agency. Outline evaluation, decision-making and implementation mechanisms. Cite role of key agency officials in the process, e.g. Agency head, General Counsel, Assistant Secretary for Management, etc.

Limit: 1 page plus chart if appropriate

B. Major Policy Issues

Summarize and prioritize top 5-15 major policy issues which will confront the new Administration. If you have discussed in previous section, please note.

Limit: 1 page per issue

C. Calendar of Major Challenges and Opportunities

Provide a calendar of major events, decisions, and milestones that present challenges and opportunities for the Bush Administration in calendar year 1989.

Limit: Use basic calendar format - 1 page per month

CABINET AGENCIES AND SUB-CABINET AGENCIES

Department of Agriculture

Department of Commerce

Department of Defense

Department of Energy

Department of Health and Human Services

Department of Housing and Urban Development

Department of Interior

Department of Labor

Department of Transportation

United States Trade Representative

US Representative to the United Nations

EPA

NASA

OPM

SBA

USIA

VA

Agency for International Development

Arms Control and Disarmament Agency

Federal Energy Management Agency

ACTION

Council on Environmental Quality

Appalachian Regional Commission

Central Intelligence Agency

DC National Guard

General Services Administration

Overseas Private Investment Corporation

Peace Corps

Federal Mediation and Conciliation Service

Government Printing Office

Institute of Museum Services

Selective Service System

Council of Economic Advisers

Office of Management and Budget

Office of Policy Development

Office of Science and Technology Policy

THE WHITE HOUSE

WASHINGTON

November 29, 1988

DRAFT

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: ARTHUR B. CULVAHOUSE, JR.
COUNSEL TO THE PRESIDENT

SUBJECT: Disclosure of Information and Records to
Members of the President-elect's Transition
Staff

Attached for your information is a copy of the Policy Statement Concerning Information Disclosure to Transition Personnel that has been circulated to the Cabinet and agency heads of the Executive Branch. As government officials charged with protecting sensitive government information, you should follow the guidance provided in that memorandum for deciding which records and information may be made available for persons who assist the President-elect during the transition period.

Because the records of members of the White House Office staff and certain others */ are Presidential records which are subject to the terms of the Presidential Records Act (and not federal records subject to the Freedom of Information Act), certain additional protections as specified below must be accorded those records in order to preserve for the President his right to protect sensitive information from public disclosure.

- o With respect to Presidential records, only information and copies of documents that are already in the public domain should be disclosed to an authorized member of the President-elect's

*/ The requirements of the Presidential Records Act apply to all records of the White House Office, the Office of Policy Development, the Council of Economic Advisers, the President's Foreign Intelligence Advisory Board and the President's Intelligence Oversight Board. Those requirements also apply to certain records of the National Security Council and to records produced or received by the Director of the Office of Science and Technology Policy in his role as science advisor to the President.

DRAFT

transition team without the express authorization of the President. For purposes of this memorandum only, "public domain" information and records include not only those that have been widely disseminated to the public but those that have been provided to the Congress and to select members of the public.

- o Original copies of Presidential records should not be provided to an authorized member of the transition under any circumstances (such original copies are to be deposited with the National Archives pursuant to the Presidential Records Act).

o Copies of Presidential records not currently in the public domain should be provided to an authorized member of the transition only with the express authorization of the President. Likewise, non-publicly-available information contained in Presidential records should not be orally shared with an authorized member of the transition in the absence of the President's authorization. To ensure that the information needs of the President-elect's transition team are met in an expeditious fashion, White House offices should, as soon as possible, submit to the Counsel to the President written requests to disclose to the transition the general classes of Presidential records and non-publicly-available information they believe will be of use to the transition. Counsel's Office will compile from those requests a single generic request, submit it to the President for authorization, and notify the affected offices as to whether such authorization has been granted.

Attachment

LEGEND

CEA – *Council of Economic Advisers*

CIA – *Central Intelligence Agency*

FBI – *Federal Bureau of Investigation*

GSA – *General Services Administration*

HHS – *Health and Human Services*

MIL – *Military Office*

NSC – *National Security Council*

OA – *Office of Administration*

OMB – *Office of Management and Budget*

OPD – *Office of Policy Development*

OSTP – *Office of Science and Technology Policy*

OVP – *Office of the Vice President*

PFIAB – *President's Foreign Intelligence Advisory Board*

PIOB – *President's Intelligence Oversight Board*

RISC – *Regulatory Information Service Center*

USSS – *United States Secret Service*

WHCA – *White House Communications Agency*

WHO – *White House Office*

WHSSS – *White House Situation Support Staff*

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RESTRICTION CODES

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

- (b)(1) National security classified information
- (b)(2) Release would disclose internal personnel rules and practices of an agency
- (b)(3) Release would violate a Federal statute
- (b)(4) Release would disclose trade secrets or confidential or financial information
- (b)(6) Release would constitute a clearly unwarranted invasion of personal privacy
- (b)(7) Release would disclose information compiled for law enforcement purposes
- (b)(8) Release would disclose information concerning the regulation of financial institutions
- (b)(9) Release would disclose geological or geophysical information concerning wells

Deed of Gift Restrictions

- C(1) Closed by Executive Order 13526, governing access to national security information
- C(2) Closed by statute or by the agency which originated the information
- C(3) Closed in accordance with restrictions contained in donor's deed of gift [formerly listed as only C]
- PRM. Removed as a personal record misfile

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]

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Executive Office of the President
White House Office

Mission Statement

The purpose of the White House Office is to provide assistance and administrative services for the direct support of the President of the United States. To perform the specific support activities which each President requires, a wide-range of officers and staff are necessary. As required, the structure of the White House Office changes to meet these specialized needs of the President. Currently, the White House Office is organized along several functional levels.

Chief of Staff - Provides advice to the President and directs the activities of the White House staff.

Deputy Chief of Staff - Provides advice to the President and Chief of Staff and assists in directing the White House staff activities.

Assistant to the President for National Security - Provides advice to the President on national security issues.

Counsel to the President - Provides legal advice to the President and White House staff.

Assistant to the President for Domestic Affairs - Provides advice to the President on domestic affairs.

Office of Public Liaison - Provides coordination and liaison between the President and various public groups and constituencies.

Assistant to the President for Policy Development - Provides advice to the President on policy issues.

Assistant to the President and Cabinet Secretary - Coordinates the activities of the Cabinet, and oversees the Domestic Policy Council and Economic Policy Council.

Assistant to the President for Operations - Manages the Office of the Staff Secretary, and oversees all White House operating units as well as the Military Office and the Office of Administration.

White House Operations:

Administrative Offices Provides general administrative, personnel, telephone, and travel support liaison between the White House staff, the Office of Administration, and the general public.

Visitor's Office Coordinates events in the White House involving the general public, including tours.

Photographic Office Provides official photographs of Presidential events and activities.

White House Secretariat:

Correspondence Office Prepares general and special responses to correspondence addressed to the President.
Executive Clerk Reviews, processes, and records all documents signed by the President, insuring their conformity to legal requirements, correct form, and proper disposition.
Records Management Maintains centralized files of all White House and Presidential documents, records and materials, and prepares them for deposit with the National Archives and presidential libraries.

Assistant to the President for Communications - Provides advice to the President on communication with the public, the news media, federal agencies, and other groups and constituencies.

Office of Speechwriting - Drafts speeches for the President.

Office of Public Affairs - Coordinates public affairs statements from the White House throughout the Administration.

Office of Media and Broadcast Relations - Coordinates relationships between the White House and other-than-national-news media in addition to coordinating the televised activities of the President.

Assistant to the President for Legislative Affairs - Provides legislative advice to the President and coordinates legislative issues.

Assistant to the President for Political and Governmental Affairs - Provides advice to the President on political and intergovernmental relations.

Assistant to the President, Director of Scheduling - Coordinates the President's schedule of activities and events.

Office of the Press Secretary - Provides coordination between the White House and the national news media.

Deputy Assistant to the President and Director, Office of Administration - Directs the Office of Administration in providing administrative services to all agencies within the Executive Office of the President.

Deputy Assistant to the President and Director of the White House Military Office - Directs the White House Military Office which provides support to the President in his role as Commander-in-Chief.

Deputy Assistant to the President and Director of Presidential Personnel - Coordinates Presidential appointments to positions throughout the Executive Branch.

Deputy Assistant to the President and Chief of Staff to the First Lady - Provides staff support to the First Lady.

Deputy Assistant to the President and Director of Presidential Advance - Coordinates all movements of the President to scheduled activities and events.

Executive Office of the President
White House Office

Summary of FY 1990 Budget Request

The proposed fiscal year (FY) 1990 budget request for the White House Office is \$28,886,000 -- \$936,000 or 3.4 percent greater than the FY 1989 appropriation of \$27,950,000. This request is \$1,586,000 or 5.8 percent greater than the FY 1989 appropriation of \$27,300,000 (adjusted for one-time transition funding of \$650,000). No additional positions are requested.

- o The total current services level (CSL) increase for FY 1990 is \$901,000. Included are the following major cost items:
 - An estimated general inflationary increase of \$266,000 for recurring operational requirements;
 - For 25 percent of the 4.1 percent January 1988 pay raise, \$153,000;
 - \$232,000 for 25 percent of the annualized FERS cost due to FY 1989 transition employee turnover;
 - As a result of updating GSA space data and an uncontrollable annual rate increase, \$250,000.
- o Lease costs of \$225,000 for the replacement of an aging minicomputer and installation of a new optical disk system.
- o The remaining 75 percent of the 4.1 percent January 1988 pay raise cost, or \$460,000.

Budget Overview
(dollars in 000s)

	Actual FY 1988	Estimated FY 1989	Current Services Level FY 1990	Request Level FY 1990	Net Change '89-'90
<hr/>					
Budget Authority:					
Appropriation	\$26,397	\$27,950	\$28,201	\$28,886	\$ 936
Adjusted Appropriation		\$27,300	\$28,201	\$28,886	\$1,586
FTE Employment:					
FTP	323	323	323	323	0
Other	39	43	43	43	0
Total FTE	362	366	366	366	0

White House Office
 FY 1990 Budget Estimates

Summary of Budget Authority by Object Class
 Based on Full FY 1989 Appropriation
 (dollars in 000s)

	Actual FY 1988	Estimated FY 1989	Current Services Level FY 1990	Current & Request Levels FY 1990	Net Change	
					Dollar	Percent
Full-time permanent	13,275	13,667	13,395	13,733	66	0.48%
Other than full-time permanent	855	921	930	959	38	4.13%
Other personnel compensation	60	125	126	130	5	4.00%
Special personal service pay.	773	560	515	531	(29)	-5.18%
Personnel compensation	14,963	15,273	14,966	15,353	80	2.59%
Personnel benefits: civilian	2,417	2,414	2,671	2,744	330	13.67%
Total compensation and benefits	17,380	17,687	17,637	18,097	410	2.61%
Presidential travel	86	100	100	100	0	0.00%
Staff Travel	497	500	500	500	0	0.00%
Transportation of things	21	19	20	20	1	5.26%
Rental payments to GSA	3,708	3,755	4,005	4,005	250	6.66%
Comm., util., and misc. chgs.	1,849	2,205	2,262	2,487	282	12.79%
Printing	692	735	786	786	51	6.94%
Other services	1,322	1,715	1,632	1,632	(83)	-4.84%
Entertainment	15	20	20	20	0	0.00%
Supplies	312	414	439	439	25	6.04%
Furniture	515	800	800	800	0	0.00%
Total	26,397	27,950	28,201	28,886	936	2.43%
Lapse	29					
	26,426					

Executive Office of the President
White House Office

FY 1990 Budget Estimates
Adjusted for FY 1989 Transition Funding
(dollars in 000s)

	Original FY 1989	FY 1989 Base	FY 1990	Net Change	
				Dollar	Percent
Full-time permanent	13,667	13,267	13,733	466	3.51%
Other than full-time permanent	921	921	959	38	4.13%
Other personnel compensation	125	125	130	5	4.00%
Special personal service pay.	560	510	531	21	4.12%
Personnel compensation	15,273	14,823	15,353	530	3.58%
Personnel benefits: civilian	2,414	2,414	2,744	330	13.67%
Total compensation and benefits	17,687	17,237	18,097	860	4.99%
Presidential travel	100	100	100	0	0.00%
Staff Travel	500	500	500	0	0.00%
Transportation of things	19	19	20	1	5.26%
Rental payments to GSA	3,755	3,755	4,005	250	6.66%
Comm., util., and misc. chgs.	2,205	2,205	2,487	282	12.79%
Printing	735	735	786	51	6.94%
Other services	1,715	1,515	1,632	117	7.72%
Entertainment	20	20	20	0	0.00%
Supplies	414	414	439	25	6.04%
Furniture	800	800	800	0	0.00%
Total	27,950	27,300	28,886	1,586	5.81%

White House Office

Program and Performance

These funds provide the President with staff assistance and provide administrative services for the direct support of the President.

Executive Office of the President
White House Office

Explanation and Justification
of Changes by Object Class for FY 1990
(dollars in 000s)

<u>FY'89</u>	<u>FY'90</u>		<u>Net Change</u>
\$17,687	\$18,097	<u>Personnel compensation and benefits</u>	\$410

To fund 323 full-time permanent (FTP) and 43 other positions, \$18,097 is necessary. After adjusting for FY 1989 transition funds, the increase of \$860 in FY 1990 is based on two needs.

The full annualized cost of the January 1989 4.1 percent pay rise of \$613 is requested. Absorbing \$460 or 75 percent of the pay raise cost is not possible because past absorptions (\$1.8 million absorbed into the FY 1988 budget and \$422 required in FY 1989 by the pay raise) have depleted any flexibility within current services funding. Any nonessential items were eliminated and advantage was taken of one-time saving measures. To not fully fund the pay raise will force the new administration to further cut operational support or not fully fund ceiling employment.

It is estimated that 75 percent of White House personnel with changeover as a result of the transition. New employees under the more expensive FERS benefit system will cost an average of 5 percent more per employee in FY 1990. The \$232,000 requested in the benefit line item will provide 25 percent or fully fund FERS benefits in FY 1990.

\$100	\$100	<u>Travel of the President</u>	\$ 0
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This category provides for the official travelling expenses of the President as authorized by 3 U.S.C. 103. The request of \$100 is sufficient; no additional funds are requested.

\$500	\$500	<u>Staff travel</u>	\$ 0
		<p>No increase in funds for official staff travel is requested. The request of \$500 is sufficient to meet the needs of staff per diem, hotel accommodations, transportation such as airfare, auto rental when necessary, and local transportation around the metropolitan Washington area.</p>	
\$19	\$20	<u>Transportation of things</u>	\$ 1
		<p>Funding in this line item provides for any overnight express packages or freight shipments that may be necessary. An additional \$1 is requested to meet price increases and anticipated increases in demand.</p>	
\$3,755	\$4,005	<u>Rental payments to GSA (SLUC)</u>	\$ 250
		<p>Funding in this category provides for space rental from the General Services Administration including office and storage space. Recently, a joint survey of agency space use in the White House complex was undertaken. From this survey, it was discovered that GSA's space records were inaccurate. For the White House, it was determined that total occupied space decreased, but use of different classifications of space changed. As a result, an additional \$250 will be required in FY 1990 to fund the recalculation and the uncontrollable annual rate increase.</p>	
\$2,205	\$2,487	<u>Communications, utilities, and miscellaneous charges</u>	\$282
		<p>Operational requirements covered by this line item include telephone (commercial and FTS), telegraph, after-hour utilities, postage, and the leasing of miscellaneous office equipment including copiers and word processors. In addition to the \$57 for inflationary increases, \$225 is requested to fund the rental of two computer systems. The first system is the replacement of a minicomputer that has become too costly to support. Because of its design and age, down time has</p>	

increased dramatically as has processing speed (13 hours to backup the system, or the time between sign-off and system sign-on the next day). The new minicomputer will not only meet basic needs more effectively, but it will also provide the new administration expansion capabilities.

The second system is an optical disk framework which will aid in the retrieval and archival of presidential documents. The current system is manual and very time intensive; the new system will allow rapid identification and read abilities. Not only will this allow more efficient record retrieval, but the preservation of official White House documents will be enhanced.

\$735 \$786 Printing and reproduction \$ 51

Funding in this category covers White House Office printing performed by the Government Printing Office and the Defense Printing Service, commercial printing, printing in the Federal Register, and the printing of Federal regulations. The increase of \$51 is due solely to expected cost increases by both government and private printing vendors.

\$1,715 \$1,632 Other services -\$ 83

A wide-range of commercial and government services are funding in this category including maintenance contracts on all general and ADP equipment, payment to the Office of Administration for systems development and support, any repairs and alterations to existing space configurations, and training or conference fees.

The \$1,632 requested for this line item includes \$117 for inflationary increases (after adjusting for FY 1989 transition funding). This increase is primarily due to higher maintenance and support costs paid to government and private vendors of White House computer systems.

EXECUTIVE OFFICE OF THE PRESIDENT



WHITE HOUSE OFFICE

FISCAL YEAR 1989 BUDGET

Executive Office of the President
White House Office
Congressional Submission
FY 1989

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I. GENERAL STATEMENT

Executive Office of the President
White House Office

The purpose of the White House Office is to provide assistance and administrative support directly to the President of the United States. To perform the specific support activities which the President requires, a range of professional and support staff are necessary. Currently, the White House Office is organized along the following functional levels:

Chief of Staff - Provides advice to the President and directs the activities of the White House staff.

Deputy Chief of Staff - Provides advice to the President and Chief of Staff and assists in directing the White House staff activities.

Assistant to the President for National Security - Provides advice to the President on national security issues.

Counsel to the President - Provides legal advice to the President and White House staff.

Assistant to the President for Domestic Affairs - Provides advice to the President on domestic affairs.

Office of Public Liaison - Provides coordination and liaison between the President and various public groups and constituencies.

Assistant to the President for Policy Development - Provides advice to the President on policy issues.

Assistant to the President and Cabinet Secretary - Coordinates the activities of the Cabinet, and oversees the Domestic Policy Council and Economic Policy Council.

Assistant to the President for Operations - Manages the Office of the Staff Secretary, and oversees all White House operating units as well as the Military Office and the Office of Administration.

White House Operations:

Administrative Offices Provides general administrative, personnel, telephone, and travel support for the White House staff and works as a liaison with the Office of Administration.

Visitor's Office Coordinates tours of the White House for the public and works with the Congress for Congressional tours.

Photographic Office Provides official photographs of Presidential events and activities.

White House Secretariat:

Correspondence Office Prepares general and special responses to correspondence sent to the President.

Executive Clerk Reviews, processes, and records all documents signed by the President, insuring their conformity to legal requirements, correct form, and proper disposition.

Records Management Maintains centralized files of all White House and Presidential documents, records and materials, and prepares them for deposit with the National Archives and presidential libraries.

Assistant to the President for Communications - Provides advice to the President on communication with the press, Federal agencies, and other groups and constituencies.

Office of Speechwriting - Drafts speeches for the President.

Office of Public Affairs - Coordinates public affairs statements from the White House throughout the Administration.

Office of Media and Broadcast Relations - Coordinates relationships between the White House and other-than-national-news media in addition to coordinating the televised activities of the President.

Assistant to the President for Legislative Affairs - Provides legislative advice to the President and coordinates legislative issues.

Assistant to the President for Political and Governmental Affairs - Provides advice to the President on political and intergovernmental relations.

Office of Political Affairs - Provides coordination between the President and national, State, and local political organizations.

Office of Intergovernmental Affairs - Provides coordination between the President and State and local governments.

Assistant to the President, Director of Scheduling, and Director of Private Sector Initiatives - Coordinates the President's schedule of activities and events.

Office of the Press Secretary - Provides coordination between the White House and the national news media.

Deputy Assistant to the President and Director, Office of Administration - Directs the support provided by the Office of Administration and coordinates that support with all Executive Office of the President agencies.

Deputy Assistant to the President and Director of the White House Military Office - Directs the White House Military Office which provides support to the President in his role as Commander-in-Chief.

Deputy Assistant to the President and Director of Presidential Personnel - Coordinates Presidential appointments to policy and supporting positions throughout the Executive Branch.

Deputy Assistant to the President and Chief of Staff to the First Lady - Provides staff support to the First Lady.

Deputy Assistant to the President and Director of Presidential Advance - Coordinates the movement of the President to scheduled activities and events.

II. SUMMARY OVERVIEW
PART ONE

Executive Office of the President
White House Office

FY 1988 Budget Authority	26,426,000
Current Services Level Increases	
o Annualized Cost of FY 1988 2% Pay Raise	342,000
o Rental Payments to GSA	47,000
o Workman's Compensation	24,000
o Other Mandatory Increases	105,000
-Increasing Commerical Maintenance Contract Rates	
-Increasing Utility Rates	
o One-time FY 1988 Reductions Unavailable	356,000

FY 1989 Current Services Level	27,300,000
Major Program Changes	
o Transitions Costs	650,000
\$450,000 in Personnel Compensation; \$200,000 in Other Services	

Total Program Changes	650,000
FY 1989 Request	27,950,000
Gross Percent Increase Over FY 1988	5.8%
Adjusted Percent Increase Over FY 1988 (Exclusive of One-time Transition Costs)	3.3%

II. SUMMARY OVERVIEW
PART TWO

Executive Office of the President
White House Office

For FY 1989, the White House Office requests a budget of \$27,950,000, which represents a \$1,524,000 or 5.77 percent increase over our FY 1988 budget authority. Exclusive of one-time and non-controllable cost increases, this request is \$874,000 or 3.3 percent greater than the FY 1988 budget authority.

- o The White House Office will undergo a change of administrations that will bring a 75 percent changeover in personnel staff. A change of this magnitude will cost the new administration both time and money. In the past, unbudgeted transition costs had to be taken from other areas essential to continuity of leadership.

To prevent such a disruption from occurring, \$650,000 is requested to assist the new administration "hit the ground running." These funds will cover a wide range of needs from lump sum leave payments for exiting or retiring employees to mandatory changes in the specialized White House Office computers.

- o The White House Office absorbed unprecedented and unbudgeted costs in FY 1988, including the executive pay scale increases, the January 1988 two percent pay raise, and the increased cost of detailee reimbursement. In order to maintain operations, several cost reducing steps had to be taken. Due to their one-time nature however, these same steps cannot be repeated in FY 1989. As a result, \$356,000 is requested not for programmatic increases but merely to return to normal operations.
- o Finally, this request includes \$176,000 for non-controllable cost increases such as rental payments to GSA, workman's compensation, and increasing utility and maintenance costs. In addition, \$342,000 is included for the annualized January 1988 two percent pay raise cost.

This request will also provide for 323 full-time permanent (FTP) and 43 other positions. No additional positions are requested.

APPROPRIATION LANGUAGE

Executive Office of the President
White House Office

Salaries and Expenses

For necessary expenses for the White House Office as authorized by law, including not to exceed \$3,850,000 for services as authorized by 5 U.S.C. 3109 and 3 U.S.C. 105; including subsistence expenses as authorized by 3 U.S.C. 105, which shall be expended and accounted for as provided in that section; hire of passenger motor vehicles, newspapers, periodicals, teletype news service, and travel (not to exceed \$100,000 to be expended and accounted for as provided by 3 U.S.C. 103); not to exceed \$20,000 for official entertainment expenses, to be available for allocation within the Executive Office of the President; [\$26,426,000] \$27,950,000.
(Executive Office Appropriations Act, 1988)

White House Office
Salaries and Expenses

Program and Financing (in thousands of dollars)

11-0110-0-1-802		FY 1987 Actual	FY 1988 Estimate	FY 1989 Estimate
Program by activities:				
10.00	Total obligations	24,779	26,426	27,950
Financing:				
25.00	Unobligated balance lapsing	45	---	---
40.00	Budget authority	24,824	26,426	27,950
Relation of obligations to outlays:				
71.00	Obligations incurred, net	24,779	26,426	27,950
72.40	Obligated balance, start of year	3,831	2,901	3,099
74.40	Obligated balance, end of year	-2,901	-3,099	-3,252
77.00	Adjustments in expired accounts	-650	---	---
90.00	Outlays	25,059	26,228	27,797

White House Office

Program and Performance

These funds provide the President with staff assistance and provide administrative services for the direct support of the President.

White House Office
Salaries and Expenses

Object Classification (in thousands of dollars)

11-0110-0-1-802	FY 1987 Actual	FY 1988 Estimate	FY 1989 Estimate
Personnel compensation:			
11.1 Full-time permanent	12,754	12,707	13,667
11.3 Other than full-time permanent	930	910	921
11.5 Other personnel compensation	121	125	125
11.8 Special personal services payments	297	1,032	560
11.9 Total personnel compensation	14,102	14,774	15,273
12.1 Personnel benefits: Civilian	2,062	2,301	2,414
21.0 Travel of the President	88	100	100
21.0 Travel and transportation of persons	490	500	500
22.0 Transportation of things	21	19	19
23.1 Rental Payments to GSA	2,616	3,708	3,755
23.3 Communications, utilities, and miscellaneous charges	2,039	2,080	2,205
24.0 Printing and reproduction	670	705	735
25.0 Other services	1,450	1,335	1,715
25.0 Official entertainment	14	20	20
26.0 Supplies and materials	435	384	414
31.0 Equipment	792	500	800
99.9 Total obligations	24,779	26,426	27,950

White House Office
Salaries and Expenses

Personnel Summary

11-0110-0-1-802	FY 1987 Actual	FY 1988 Estimate	FY 1989 Estimate
Total number of full-time permanent positions	314	323	323
Total compensable workyears:			
Full-time equivalent employment	356	366	366
Full-time equivalent of overtime and holiday hours	4	4	4
Average GS grade	9.81	9.81	9.81
Average GS salary	\$30,885	\$31,502	\$31,502

White House Office
Salaries and Expenses

Detail of Permanent Positions

11-0110-0-1-802	FY 1987 Actual	FY 1988 Estimate	FY 1989 Estimate
GS-16	1	1	1
GS-15	4	4	4
GS-14	3	3	3
GS-13	5	5	5
GS-12	11	11	11
GS-11	13	13	13
GS-10	15	15	15
GS-9	13	13	13
GS-8	11	11	11
GS-7	4	4	4
GS-6	5	5	5
GS-5	5	5	5
GS-4	1	1	1
GS-3	1	1	1
Subtotal	92	92	92
Ungraded	231	231	231
Total permanent positions	323	323	323
Unfilled positions, end of year	-9
Total permanent employment, end of year	314	323	323

IV. SUMMARY TABLE

Executive Office of the President
White House OfficeSummary of Budget Authority by Object Class
FY 1987-1989
Direct FundsBUDGET OVERVIEW
(in thousands of dollars)

	Actual FY 1987	Estimated FY 1988	Estimated FY 1989	Net Change FY '88-'89
Personnel compensation:				
Full-time permanent	12,754	12,707	13,667	960
Other than full-time permanent	930	910	921	11
Other personnel compensation	121	125	125	
Special personal services payments	297	1,032	560	(472)
Total personnel compensation	14,102	14,774	15,273	499
Personnel benefits: Civilian	2,062	2,301	2,414	113
Total compensation and benefits	16,164	17,075	17,687	612
Presidential travel	88	100	100	0
Travel and trans. of persons	490	500	500	0
Transportation of things	21	19	19	0
Rental payments to GSA	2,616	3,708	3,755	47
Comm., util., & misc. chgs.	2,039	2,080	2,205	125
Printing & reproduction	670	705	735	30
Other services	1,450	1,335	1,715	380
Official entertainment	14	20	20	0
Supplies & materials	435	384	414	30
Equipment	792	500	800	300
Total direct program	24,779	26,426	27,950	1,524
Lapse	45	---	---	0
Budget Authority	24,824	26,426	27,950	1,524

V. EXPLANATION AND JUSTIFICATION OF CHANGES BY
OBJECT CLASS FOR FY 1989

Executive Office of the President
White House Office
(in thousands of dollars)

Increases to Maintain Current Services & Request Levels \$1,524

<u>FY'88</u>	<u>FY'89</u>		Net Change
\$17,075	\$17,687	<u>Personnel compensation and benefits</u>	\$612

To fund 323 full-time permanent (FTP) and 43 other positions, \$17,687 is necessary. While no additional positions are requested, this increase of \$612 will provide \$450 in transition costs primarily to fund lump sum leave payments of those employees leaving or retiring from government service. Also provided is an increment of \$86 to annualize the cost of the January 1988 two percent pay raise, a \$24 increase in the payments made to the Department of Labor for workmen's compensation, and restoration of funds to provide full ceiling employment following spending reductions in FY 1988. Sufficient funding is provided for any detailees required by the new administration and be reimbursed in accordance with White House personnel authorization.

\$100	\$100	<u>Travel of the President</u>	\$ 0
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No increase in this category is needed. The request of \$100 as authorized by 3 U.S.C. 103, is sufficient to provide for the official travelling expenses of the President.

\$500	\$500	<u>Staff travel</u>	\$ 0
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For travel costs related to official staff travel in support of the President, \$500 is requested. These costs include staff per diem, hotel accommodations, transportation such as airfare, and auto rental when necessary. Also included is local transportation around the metropolitan Washington area.

<u>FY'88</u>	<u>FY'89</u>		Net Change
\$19	\$19	<u>Transportation of things</u>	\$ 0
		<p>The \$19 requested for this category provides for any overnight express packages or freight shipments that may be necessary. This amount remains unchanged from FY 1988.</p>	
\$3,708	\$3,755	<u>Rental payments to GSA (SLUC)</u>	\$ 47
		<p>Funding in this category provides for space rental from the General Services Administration including office and storage space. The \$47 increase is associated solely with rate increases; additional office space is not anticipated.</p>	
\$2,080	\$2,205	<u>Communications, utilities, and miscellaneous charges</u>	\$125
		<p>Operational requirements covered by this line item include telephone (commercial and FTS), telegraph, after-hour utilities, postage, and the leasing of miscellaneous office equipment including copiers and word processors. The \$125 increase is necessary to cover higher utility rate costs, increased lease costs of reproduction equipment, and normal operating needs following the FY 1988 funding reductions.</p>	
\$705	\$735	<u>Printing and reproduction</u>	\$ 30
		<p>Funding in this category covers White House Office printing performed by the Government Printing Office and the Defense Printing Service, commercial printing, printing in the <u>Federal Register</u>, and the printing of Federal regulations.</p> <p>As part of the one-time savings effected in FY 1988, the White House Office refrained from printing where practicable. These savings will not be available in FY 1989 especially given the printing requirements of a new administration. The request of \$735 will allow the White House Office to return to its true operating printing needs.</p>	

<u>FY'88</u>	<u>FY'89</u>		Net Change
\$1,335	\$1,715	<u>Other services</u>	\$ 380

A wide-range of commercial and government services are funded in this category including maintenance contracts on all general and ADP equipment, payment to the Office of Administration for systems development and support, any repairs and alterations to existing space configurations, and training or conference fees.

For FY 1989, an additional \$380 is needed. Of this increase, \$200 is requested for transition related costs including \$100 for changes to all specialized White House automated systems used by the President and his staff and, \$100 to accommodate space and other office configuration changes made by the new administration. Second, \$130 is needed to return to standard systems development funding levels. Scheduled systems development work was delayed in FY 1988 to accommodate scarce funding resources. Work begun on several systems should not be delayed further nor can funding be kept at such levels due to uncontrollable yearly salary increases of contractor support. Finally, \$50 is necessary to cover increased maintenance costs for general and automated equipment.

\$20	\$20	<u>Entertainment</u>	\$ 0
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The \$20,000 allowance for entertainment is used strictly for official entertainment expenses of senior Executive Office of the President and White House Office staff when the President is not directly involved. No increase is necessary.

\$384	\$414	<u>Supplies and materials</u>	\$ 30
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As part of the one-time saving efforts in FY 1988, the White House Office was able to reduce expenditures in this category primarily by relying upon existing supply stock and by delaying or extending payment on periodical subscriptions. However, since the subscriptions cannot be further delayed and existing stock will be

depleted, an increase of \$30 is necessary to allow normal supply use.

\$500	\$800	<u>Equipment</u>	\$ 300
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The need for state-of-the-art automated office equipment was identified as a priority early in the Reagan Administration. A plan was designed and equipment procured which allowed the White House Office to operate more efficiently and effectively. This support became so integral, it was expanded to support office communications when the President travels world-wide.

Due to the dynamic nature of automated office equipment however, planned replacement of discontinued or obsolete equipment was necessary. So that the new administration would not face such equipment with high maintenance costs, an accelerated replacement plan was developed. Unfortunately, this planned replacement and upgrade was delayed in FY 1988 due to nondiscretionary funding needs. The request for \$800 will allow the replacement to continue as planned.

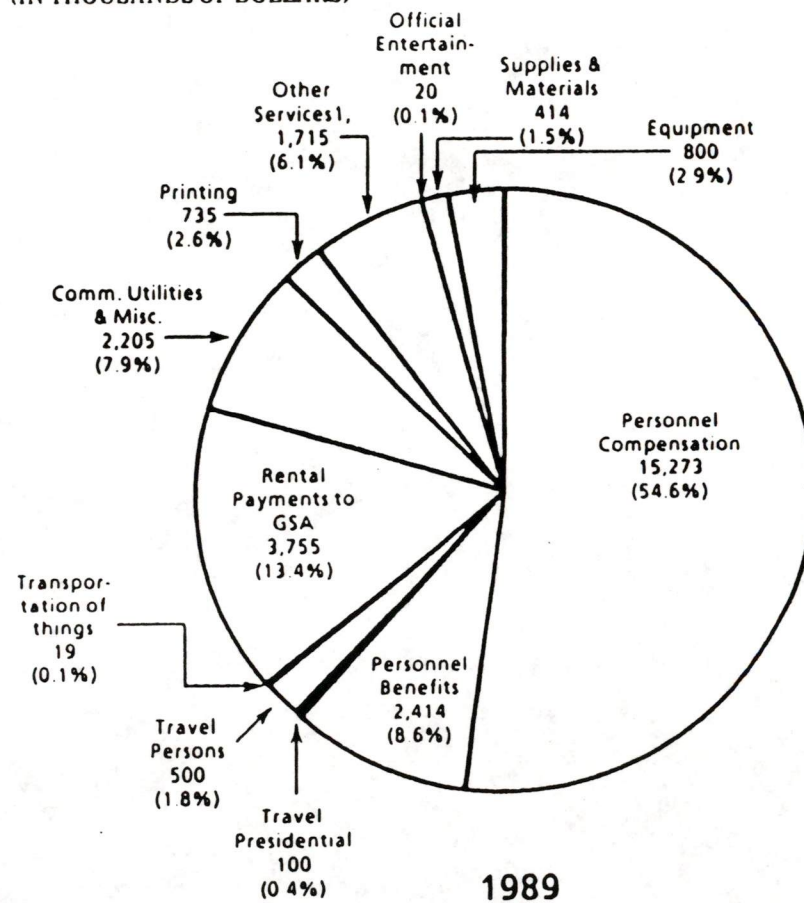
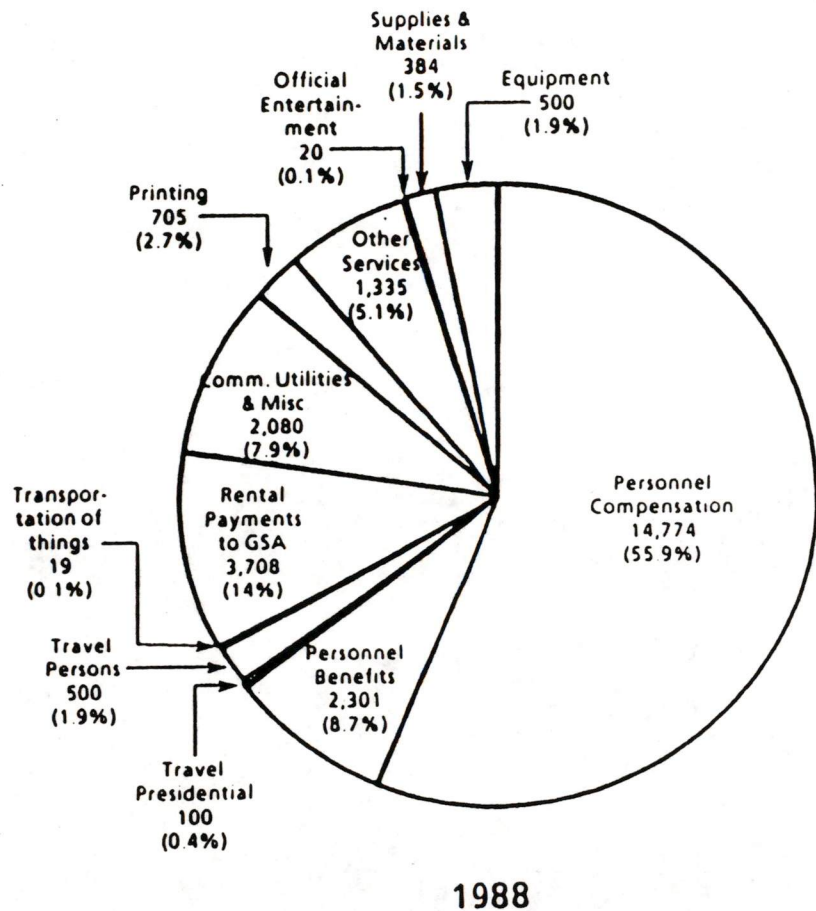
\$26,426	\$27,950	Total all object classes	\$ 1,524
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Executive Office of the President
The White House

Funding By Object Class

Fiscal Years 1988 and 1989

(IN THOUSANDS OF DOLLARS)



White House Office - Chart 2

Proposed Revised Operating Budget for Internal Use

(With Purchase of VAX, Optical Disk, and absorption of 4.1 percent pay raise)

Date: 11/21/88

OBJECT	1989 PROGRAM	First Quarter	Second Quarter			Third Quarter	Fourth Quarter	FY 1989 Total
			Reagan	Bush	Subtotal			
Full-time	13,405,000	3,266,750	784,020	2,594,270	3,378,290	3,378,290	3,378,290	13,401,620
Part-time	25,000	6,000	324	6,006	6,330	6,330	6,330	24,990
Intermittent	925,000	224,250	12,110	221,381	233,490	233,490	233,490	924,720
Temporary	0	0	0	0	0	0	0	0
Term. leave	600,000	475,000	2,250	39,417	41,667	41,667	41,666	600,000
Premium pay	129,000	31,250	7,740	25,070	32,810	32,570	32,570	129,200
Detailees	421,000	102,500	25,260	81,530	106,790	106,130	106,130	421,550
SBA's	155,000	50,000	1,800	31,533	33,333	33,333	33,334	150,000
Other								
Benefits	2,598,000	635,750	152,580	501,320	653,900	653,900	653,900	2,597,450
Travel	500,000	125,000	30,000	95,000	125,000	125,000	125,000	500,000
Pres. travel	100,000	25,000	6,000	19,000	25,000	25,000	25,000	100,000
Entertain	20,000	5,000	1,200	3,800	5,000	5,000	5,000	20,000
Transp.	19,000	4,750	1,140	3,610	4,750	4,750	4,750	19,000
SLUC	3,755,000	938,750	225,300	713,450	938,750	938,750	938,750	3,755,000
Rents	2,283,000	570,750	136,980	433,770	570,750	570,750	570,750	2,283,000
Printing	751,000	187,750	45,060	142,690	187,750	187,750	187,750	751,000
Other serv.	1,462,000	415,500	81,120	334,380	415,500	315,500	315,500	1,462,000
Supplies	352,000	88,000	21,120	66,880	88,000	88,000	88,000	352,000
Equipment	450,000	112,500	27,000	85,500	112,500	112,500	112,500	450,000
Subtotal	27,950,000	7,264,500	1,561,004	5,398,606	6,959,610	6,858,710	6,858,710	27,941,530
Approved	27,950,000	7,375,000			6,925,000	6,825,000	6,825,000	27,950,000
Under/Over*	0	(110,500)			34,610	33,710	33,710	(8,470)

* Positive and Negative balances are due to the distribution of transition funds in the first and second quarters as required by OMB's apportionment. Since percentages were also necessary, this chart should only be used as a guide.

White House Office - Chart 1
 FY 1989 Operating Budget As Approved By OMB
 (Based on President's Budget)
 Date: 10/03/88

OBJECT	1989 PROGRAM	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	FY 1989 Total
01 Full-time	13,067,000	3,266,750	3,266,750	3,266,750	3,266,750	13,067,000
02 Part-time	24,000	6,000	6,000	6,000	6,000	24,000
03 Intermittent	897,000	224,250	224,250	224,250	224,250	897,000
04 Temporary	0	0	0	0	0	0
05 Term. leave	600,000	475,000	41,667	41,667	41,666	600,000
06 Premium pay	125,000	31,250	31,250	31,250	31,250	125,000
07 Detailees	410,000	102,500	102,500	102,500	102,500	410,000
08 SBA's	150,000	50,000	33,333	33,333	33,334	150,000
09 Other						
10 Benefits	2,414,000	603,500	603,500	603,500	603,500	2,414,000
20 Travel	500,000	125,000	125,000	125,000	125,000	500,000
23 Pres. travel	100,000	25,000	25,000	25,000	25,000	100,000
30 Entertain	20,000	5,000	5,000	5,000	5,000	20,000
40 Transp.	19,000	4,750	4,750	4,750	4,750	19,000
51 SLUC	3,755,000	938,750	938,750	938,750	938,750	3,755,000
50 Rents	2,205,000	551,250	551,250	551,250	551,250	2,205,000
60 Printing	735,000	183,750	183,750	183,750	183,750	735,000
70 Other serv.	1,715,000	478,750	478,750	378,750	378,750	1,715,000
80 Supplies	414,000	103,500	103,500	103,500	103,500	414,000
90 Equipment	800,000	200,000	200,000	200,000	200,000	800,000
Subtotal	27,950,000	7,375,000	6,925,000	6,825,000	6,825,000	27,950,000
Antic. Reimb.	100,000	25,000	25,000	25,000	25,000	
Total	28,050,000	7,400,000	6,950,000	6,850,000	6,850,000	28,050,000