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# FOIA MARKER

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**Record Group/Collection:** George H.W. Bush Presidential Records  
**Collection/Office of Origin:** Scowcroft, Brent, Collection  
**Series:** Administrative Files  
**Subseries:**

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**OA/ID Number:** 85033  
**Folder ID Number:** 85033-001

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**Folder Title:**  
Administrative, 1989-1991 [1]

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Stack:	Row:	Section:	Shelf:	Position:
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## Withdrawal/Redaction Sheet (George Bush Library)

Doc. No. / Type	Subject/Title	Date	Restriction	Classification
01. Memo	To Brent Scowcroft Re: Assignment of Personnel (1 pp.)	4/10/91	(b)(7)(e), (b)(7)(f)	
02. Memo	Re: Access to Southwest Entrance fro CIA Chauffeurs (1 pp.)	2/21/91	(b)(3) [50 U.S.C. 403g, Sec.6]	
03. Note	Florence [Gantt] to Brent Scowcroft Re: FBI (1 pp.)	1/28/91	(b)(1)	
04. Resume	Re: Resume [Personal Information Redacted] (1 pp.)	n.d.	(b)(6)	

**Collection:**

**Record Group:** Bush Presidential Records  
**Office:** Scowcroft, Brent, Collection  
**Series:** Administrative Files  
**Subseries:**  
**WHORM Cat.:**  
**File Location:** Administrative, 1989 - 1991 [1]

**Pinksheet Number:** cap2240  
**OA/ID Number:** 85033-001  
**Date Closed:** 9/8/2010  
**FOIA/Sys Case #:** 2009-0275-S[2]  
**Re-review Case #:**  
**P-2/P-5 Review Case #:**

DOCUMENT NUMBER CM-1018-91		DATE 10/01/91	CLASS TS/SIOP-ESI	GROUP	ENCLOSURES	CONTROL NUMBER NOB NO: 1018		
SUBJECT SIOP DECISION HANDBOOK								
RECORD OF CHANGES								
COPY NO.	TO	DATE	SIGNATURE	DATE RET'D	SIGNATURE	DISPOSITION		
9	ASST, NAT SEC	9-25-91	<i>Florence Gantz</i>					
	JBL	8 Jun 92	<i>John G. Hill</i>					
JCS FORM 74 AUG 84				PREVIOUS EDITIONS MAY BE USED UNTIL SUPPLY EXHAUSTED				DOCUMENT CONTROL AND DESTRUCTION RECORD

1 195  
2 FEB

THE WHITE HOUSE  
Office of the Press Secretary

For Immediate Release

May 9, 1991

TRAVEL POLICY

The New Policy on the Use of Military Aircraft  
by the Chief of Staff and National Security Adviser

The President has directed the adoption of a new White House Policy on the use of military aircraft by the Chief of Staff and National Security Adviser, based upon the recommendations of Counsel to the President C. Boyden Gray. The new policy is designed to avoid any questions about their use of military aircraft.

- o The President believes that the national security-related reasons behind the former policy remain sound and make commercial air travel an unacceptable alternative for the Chief of Staff and National Security Adviser in many instances.
- o Nonetheless, to ensure that military aircraft are used only when necessary, the new policy will require the White House Counsel's Office to review on a case-by-case basis all requests for travel on military aircraft.
- o In the case of official travel, use of military aircraft will be authorized where security, communications or scheduling needs require the use of military aircraft.
- o In the case of personal travel, the President has decided that not only must there be a determination that security, communications or scheduling needs require use of military aircraft, but also that there is an immediate and compelling need for personal travel. The policy would permit, for example, travel on military aircraft to attend to the serious illness of a close relative when security, communications or scheduling needs would prevent travel on commercial aircraft.

- o To avoid the appearance that taxpayer dollars are being used to subsidize political travel, the President has decided to prohibit political travel on military aircraft by the Chief of Staff and National Security Adviser unless the official purpose for travel is predominant or the President approves the travel.
- o For mixed official and political travel or mixed official and personal travel, the policy allows the use of military aircraft for predominantly official travel if security, communications or scheduling needs require the use of military aircraft. To ensure that there is no question about the official purpose behind any trip, the Counsel's Office will be required to make a determination that a trip is predominantly official before the trip will be treated as official.
- o The current reimbursement policy for all nonofficial travel is being retained. The Chief of Staff and National Security Adviser will be required to reimburse the government at commercial coach rates plus one dollar any time that they travel on military aircraft for personal or political reasons. Where the Chief of Staff or National Security Adviser take an official trip and also engage in an incidental political activity on the trip, some part of commercial coach fare will be charged to the sponsor of the political event.
- o The new policy does not apply to those members of the Cabinet (including specifically the Secretary of State, the Secretary of Defense and the Attorney General) who, pursuant to longstanding policies, regularly use government aircraft for official and unofficial travel. The responsibilities of these Cabinet members are such that they require instantaneous secure communications capability with the White House, their Departments, other agencies and the Congress. In an emergency, they must also be able to return to Washington, or to proceed to other destinations, on an expedited basis. These Cabinet members also have a heightened need for security because the nature of their official duties and their public visibility substantially increase the likelihood of threats to their personal safety.

# # #

THE WHITE HOUSE

Office of the Press Secretary

For Immediate Release

April 7, 1992

Today the White House released a report prepared by the Office of Government Ethics (OGE) regarding former Chief of Staff John H. Sununu's travel on military aircraft. At the same time, the White House released a response to the report prepared by the Office of the Counsel to the President, and a letter from the Director of the Office of Government Ethics stating that OGE's review is concluded.

In his letter to the Counsel to the President, the Director of the Office of Government Ethics stated, "I am very pleased with your response and the actions the Governor has chosen to take. I believe that this now ends any open question about the issues raised by his use of military aircraft."

The OGE report identified several matters that it believed warranted further inquiry. In each case, the Office of Counsel to the President resolved the matter to the satisfaction of OGE. The report also recommended in several instances that Governor Sununu should provide additional reimbursement to the Government. To avoid any further question regarding his travel, Governor Sununu has reimbursed \$4242.80 to the Government.

The OGE report noted that the White House has instituted numerous changes in policy and procedure since May 9, 1991. On May 9, 1991, the White House issued a revised travel policy that requires trip-by-trip review and approval by the Counsel's office to ensure that military aircraft are used only when necessary. That policy also tightened the standards for use of military aircraft in cases of personal or political travel.

In December 1991, the White House adopted a series of improvements in the review and approval process for travel of White House staff. These improvements include:

- a strict requirement that travel authorizations be completed in advance of travel for all travel of White House staff;
- a strict requirement that travel vouchers be completed for all travel of White House staff within two weeks following travel;

- a process to ensure that the status of all travellers on military aircraft is determined before travel begins and confirmed after travel is completed; and
- procedures to ensure prompt billing for political and personal travel and prompt payment of reimbursements.

The OGE report stated that these changes should prevent any recurrence of the events in question.

THE WHITE HOUSE  
WASHINGTON

November 19, 1991

MEMORANDUM FOR CORRESPONDENCE STAFF

FROM: Shirley M. Green *smg*

SUBJECT: Political Mail

The following guidance, which has been coordinated with White House Counsel and Political Affairs Offices, will apply to all mail concerning the convention, platform issues, or a prospective re-election campaign for the President, until further notice.

GENERAL GUIDANCE FOR WHITE HOUSE CORRESPONDENCE DEPARTMENT:

All primarily political CTRK and general public mail will be directed to the White House Political Affairs Office (PA) for further handling.

All primarily official mail that also expresses general support for the President and his policies may continue to be answered in the current manner. Letters of response may include whatever substantive official reply is appropriate, as well as thanking the writer for his or her encouragement and continued support.

When answering issue-related mail, respond to the substance, not the politics. Use the following to guide your judgement:

- ◆ No reference to the writer's, or any other individual's future support, role or interest in the political campaign.
- ◆ No reference to any past, present or future contributions.

CATEGORIES OF MAIL/REQUESTS AND APPROPRIATE GUIDANCE:

The Bush-Quayle '92 Committee: The White House Staff may tell a caller the phone number and address of the committee in response to specific requests for that information: Bush-Quayle Primary Committee, Inc., P.O. Box 19992, Washington, D. C. 20036-0992, 703/739-4602.

Response to Official Mail: We may also supply the address if there is a request for information that requires providing the address to be responsive.

Cash/Checks: All cash and checks will be sent to Bob Houser in Mail Analysis who will return the money to the sender with an appropriate letter (ATTACHMENT 1). No reference to the political comments or the contribution can be made in the outgoing correspondence from the White House, but the address of the Bush-Quayle Committee CAN be stated.

Bobby will send a copy of the incoming and "returned money" outgoing letter to Political Affairs for appropriate disposition. The President's close personal friends and selected CTRK writers may receive, in addition to letter above, a personal note signed by him. (ATTACHMENT 2). When Bobby is uncertain about the close friends and CTRK letters, he should send a copy of the incoming and outgoing to me to determine appropriate handling. SMG 67, 67a, 67b that are currently being used for money mail responses may continue to be used as appropriate -- but not for Bush-Quayle letters.

SPECIFIC GUIDANCE FOR WHITE HOUSE CORRESPONDENCE DEPARTMENT:

1. Primarily Political Mail: All CTRK and general public mail that primarily relates to the 1992 convention or campaign should be referred to the White House Political Affairs Office for appropriate disposition. This includes offers of assistance, resumes, offers of products/concepts, or other convention, platform or campaign suggestions. Send to Patrick Davis, Room 170.

2. Primarily Official Mail: A combination of issues and support for the President during this period when he is a "legal" but not declared candidate should be answered by White House Correspondence in Mail Analysis or Special Letter Response (SLR) with appropriate approved language on the subject. Mail analysis may send a copy of letters with political support to Political Affairs for appropriate disposition.

One of the optional paragraphs listed in ATTACHMENT 3 may be added if required to be responsive to the writer. These paragraphs are not to be coded by Mail Analysis; they are to be used only by Special Letter Response or SMG front office.

3. Presidential Mail Referred to Other White House staff Offices: A cover sheet with the following caution will be added to the correspondence that is scheduled to be answered by other White House departments. "For White House Handling: Please disregard any political comments included in this mail and respond only to the subject matter within your immediate jurisdiction."

This mail that also expresses political support may be copied by Mail Analysis to the White House Political Affairs Office for appropriate disposition.

4. Presidential Mail Referred to Executive Departments or Other Federal Agencies: The standard correspondence tracking system will be used for MI letters which require an expanded explanation from the appropriate agency or department. The predominantly official Presidential letters will have a cover note with the following cautionary language. "For Agency Handling: Please disregard any political comments included in this mail and respond only to the subject matter within your immediate jurisdiction." Then the White House Interagency Affairs Office sends the mail to the appropriate agency for handling. Bulk mail referrals will also use a cover note. A copy of these letters that express political support may be sent by Mail Analysis to White House Political Affairs for appropriate disposition.

5. Requests for Messages/Greetings, etc.: All non-political requests for messages/greetings for organizations or general public will be handled as is customary. Requests from a political organization or official, or to a political organization or official, should be routed to the White House Political Affairs Office for appropriate disposition. Messages may continue to be handled between Political Affairs and Correspondence as has been customary.

6. Photos: Photo request by the public are handled as customary. However, any requests by political organizations or officials should be sent to the WH Political Affairs Office for appropriate disposition. Photographs taken by an outside photographer at a Bush-Quayle event may not be inscribed, autopenned, or mailed by White House personnel.

7. Scheduling: All requests for the President's participation in any kind of an event will be forwarded to the Scheduling Office for appropriate consideration and handling.

8. Gifts: The receipt of any gifts of over nominal value (\$35) will be handled ONLY by the White House Gift Unit. Small political items of nominal value -- stickers, buttons, bumper stickers, etc. -- will be acknowledged by Political Affairs.

9. Trip Thank Yous: Correspondence Department will prepare thank-you notes for those persons who help on trips for any non-political portion of the President's trips and refer remainder of list containing the political portion to Political Affairs for appropriate referral. (ATTACHMENT 4).

As always, thanks for your cooperation and good work.

ATTACHMENT 1

**CASH/CHECKS:**

Thank you for your message to President Bush. He appreciates your words of encouragement and support.

On October 11, the President officially authorized the formation of the Bush-Quayle '92 Committee. While this makes the President a "candidate" legally, he still has not made a formal declaration of his candidacy. When the time comes for the President to make a final decision, he will keep your comments in mind as part of his consideration of what he believes is best for America.

I must explain that the White House is prohibited by law from accepting or processing political contributions. This law applies to receipt of political contributions in any Federal building. If you would like to make a contribution of this kind, you may write directly to Bush-Quayle '92 at: Primary Committee, Inc., P.O. Box 19992, Washington, D.C. 20036-0992. Your enclosure is being returned in accordance with this policy.

Again, than you for writing. The President sends you his best wishes.

SMG signature block

THE WHITE HOUSE  
WASHINGTON

DP  
76  
WM

**DATE:** November 26, 1991

**TO:** GENERAL SCOWCROFT

Attached for your information is the guidance I have given today to my staff concerning the handling of Political Mail. This guidance has been coordinated with Andy Card, White House Counsel, Political Affairs and OVP Counsel.

When the President becomes a declared candidate, the memo will be revised to provide appropriate guidance for that stage.

**SHIRLEY M. GREEN**  
**Special Assistant to the President**  
**for Presidential Messages**  
**and Correspondence**  
**Room 94-OEOB, 456-7610**

ATTACHMENT 2

UNNUMBERED ROBO FOR CLOSE FRIENDS/CTRK MAIL FOR PERSONAL  
SIGNATURE

Dear \_\_\_\_\_,

Just a note to let you know that I appreciate your recent letter.

Barbara and I are deeply grateful for your steadfast support and friendship.

Best wishes.

GB

**ATTACHMENT 3**

**PARAGRAPHS THAT MAY BE ADDED TO PREDOMINANTLY OFFICIAL MAIL**

Thank you for your continued interest regarding \_\_\_\_\_ and your comments about the (convention/campaign). The President appreciates and values your continued support and insights, and your comments have been noted.

**or**

On October 11, the President officially authorized the formation of a campaign committee. While this makes the President a "candidate" legally, he still has not made a formal declaration of his candidacy. When the time comes for the President to make a final decision, he will keep your comments in mind as part of his consideration of what he believes is best for America.

**or**

(For writers who mention a financial contribution)

I must explain that the White House is prohibited by law from accepting or processing political contributions. This law applies to receipt of political contributions in any Federal building. If you would like to make a contribution of this kind, you may write directly to Bush-Quayle '92 at: Primary Comm, Inc., P.O. Box 19992, Washington, D.C. 20036-0992.

**ATTACHMENT 4**

**TRIP THANK YOU LANGUAGE FOR NON-POLITICAL TRIPS**

Thank you for the assistance that you provided during my recent visit. When we are away from the White House, my team and I rely heavily of the goodwill and support of individuals like you. We are grateful for all of your efforts to make our visit so productive and enjoyable.


Best wishes.


GB

THE WHITE HOUSE  
WASHINGTON

December 11, 1991

MEMORANDUM FOR SENIOR STAFF

FROM: PHILLIP D. BRADY   
Assistant to the President  
and Staff Secretary

CONSTANCE HORNER   
Assistant to the President  
and Director of Presidential Personnel

SUBJECT: Resignation Letters

In light of recent confusion surrounding the handling of letters of resignation, we would like to clarify the correct routing process for all concerned offices.

All letters of resignation, regardless of their "point of entry" into to White House complex, should be forwarded to the Executive Clerk, Room 5. The Executive Clerk records receipt of the letters, staffs them out for appropriate response, and maintains all originals. Failure to follow this procedure only causes unnecessary delay in letters from the President accepting these resignations.

Thank you for your cooperation.

cc: Ron Geisler  
Executive Clerk

NATIONAL SECURITY COUNCIL

WASHINGTON, D.C. 20506

December 3, 1991

MEMORANDUM FOR LT. GARY A THERKILDSEN  
Control Center

TSD  
Room 23, OEOB

FROM: CORNELIUS O'LEARY <sup>CPO</sup>  
Director, White House Situation Room

SUBJECT: Access to General Scowcroft's Office

The following individuals are authorized to open/close General Scowcroft's office suite. Access will be controlled by his immediate staff during working hours. Please contact Situation Room duty officers for access/problems after duty hours (395-6313).

IMMEDIATE OFFICE STAFF

General Brent Scowcroft  
Jonathan Howe  
Florence Gantt

Wilma Hall  
Kristen Cicio  
Dona Proctor

SITUATION ROOM PERSONNEL

BAKER, Anthony  
BAKER, Steven  
BARKER, John  
CLARKE, Paul  
CHENEY, Dennis  
DOYLE, Yvonne  
FURBUSH, Helen  
GORRELL, Russell  
HAMILTON, Roy  
JENSEN, Noelle  
JOHNSON, Eric  
MARKS, Adrienne  
MCENROE, Michael

MIOSI, Ludwig  
O'CONNELL, Kevin  
O'LEARY, Cornelius  
PEREZ, Timothy  
RAMOTOWSKI, Edward  
REYES, David  
RITTER, Keith  
SHELT, Jennifer  
SIGLER, Ralph  
STACHEWICZ, Larry  
SUMMERS, Hollis  
VAN DRESSEN, Don  
WHITMAN, Roy

THE WHITE HOUSE

WASHINGTON

November 27, 1991

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: C. BOYDEN GRAY *CBG*  
COUNSEL TO THE PRESIDENT

SUBJECT: Political Activity

On October 11, the President authorized the formation of a campaign committee to work on behalf of his re-election. The purpose of this memorandum is to advise you of the legal and policy limitations on your individual political activity on behalf of Bush-Quayle '92.

First, only those employees in the White House who are paid from the appropriations for the White House Office or the Office of the Vice President may engage in political activity. You should check with your supervising officer to ascertain whether you are paid from appropriations of the White House Office or the Office of the Vice President; do not assume that because you have a White House pass you are paid from White House Office appropriations. If you are not paid from appropriations for the White House Office, or the Office of the Vice President, you are subject to the provisions of the Hatch Act and may not engage in any partisan political activities. A general list of permissible and impermissible activities for "hatched" employees is attached to this memorandum. You will be expected to adhere strictly to these guidelines.

Second, you should be aware that Federal law (18 U.S.C. § 603) prohibits any employee of the White House from contributing to the authorized campaign committee of the President, i.e., Bush/Quayle '92.

Finally, the following pages set forth, of necessity, general guidance. The simplest rule to follow, however, is the common-sense instruction that anything that is obviously campaign-related should not be done here, whether or not one could "legally" justify doing it here.

I. HATCH ACT

All Hatch Act prohibitions, discussed below and found at 5 U.S.C. §§ 7321-7327, cover all EOP employees, with exceptions principally for employees:

- (a) paid from the appropriations for the WHO, or from the EOP appropriation item for Special Assistance to the President in Connection with specially Assigned Functions<sup>1</sup> or the Senate appropriation for the Office of the Vice President; or
- (b) appointed to their current positions by the President by and with the advice and consent of the Senate (provided that such officials have nationwide or foreign relations responsibilities, as do all such officials within the EOP); or
- (c) serving as the head or assistant head of an executive or military department.

These exceptions do not extend to other EOP employees. Other employees including Office of Management and Budget (OMB) staff, Office of Policy Development (OPD) staff, and all Schedule Cs and detailees should abide by all by Hatch Act prohibitions.

The restrictions of the Hatch Act are applicable to employees 24 hours a day, seven days a week, regardless of whether they are on annual or sick leave or leave without pay. As long as a covered individual is on the employment rolls of the Government, he or she is subject to the restrictions of the Hatch Act.

Because the limitations of the Hatch Act apply 24 hours a day, a "hatched" employee may not participate in political activity, either on the job or off. That means, for example, that a "hatched" employee may not draft a political speech. Although it is possible for a "hatched" employee to draft a speech concerning Administration issues that may be presented in a political setting, the "hatched" employee may not prepare any material containing statements of political advocacy, nor any materials that will be used exclusively for a political purpose.

Similarly, "hatched" employees may not type or transcribe political speeches; rather, the resources of a political organization should support political undertakings. Very limited ministerial activities, such as the typing of a brief political endorsement in a speech that otherwise deals with official matters or collating the brief political portion with the remainder of the speech are not objectionable under the Hatch Act. Additionally, "hatched" employees may write briefing materials on official Administration activities for use by Administration officials, even when such materials will be included in partisan political statements; however, such

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<sup>1</sup> This is the line item for the Vice President's Executive Branch payroll.

employees may not write or prepare any materials that will be used only for political purposes (e.g., materials for the platform of the Republican Party), nor may they prepare any materials that contain statements of political advocacy.

Administration officials should be particularly sensitive to the limitations on "hatched" employees in instances of mixed political and official travel. Where a "hatched" employee accompanies an exempted official on a trip, it remains essential that no political activities be performed by the employee.<sup>2</sup> The "hatched" support staff of an exempted Administration official may perform their normal clerical and ministerial functions in connection with the political travel and appearances or activities of their principal, provided that the functions they perform are related to their official responsibilities. "Hatched" employees, however, may not perform tasks that are purely political in nature or which relate solely to their principal's political activities. Logistical arrangements for an exempted official's purely political travel or appearances should be made where possible by the appropriate political organization, but a "hatched" employee customarily involved in such ministerial activities may make limited scheduling arrangements for his or her principal's political travel or appearances. Under no circumstances may a "hatched" employee engage in any of the "management" activities of a political event or work on the activities of a committee (such as the Platform or Rules Committees of a political convention).

For reference purposes, we have attached a practical guide to permissible and impermissible activities under the Hatch Act. However, if you have any questions with respect to these matters, please call the White House Counsel's Office before you act. In addition, you should be aware that the White House Office of Political Affairs (OPA) serves as the official liaison to the political community, including party officials, candidates, and campaign officials and staff. White House staff members exempt from the Hatch Act who desire (as an entirely voluntary matter) to participate in political activities should coordinate their activities with OPA.

## II. LIMITS ON POLITICAL ACTIVITIES OF EXEMPT PERSONNEL

Even staff members who are exempted from the Hatch Act's prohibitions on partisan political activities are subject to certain restrictions. For example, the Hatch Act prohibits all Federal employees from using their official authority or

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<sup>2</sup> Because the discharge of official duties is the only basis for a "hatched" employee to be accompanying his or her principal on a political trip, the travel expenses of such an employee must be paid from appropriated funds.

influence for the purpose of interfering with, or affecting, the results of an election. Similarly, appropriations law principles prohibit the use of appropriated funds and government resources for "political purposes."<sup>3</sup>

We have set forth below guidelines to help ensure that political activities undertaken by exempt personnel are within the limits prescribed by law and White House policy. As the campaign nears, we will provide additional guidance to exempt personnel who have responsibility for developing Administration policies and programs, to help further clarify the bounds of appropriate official and political activity.

#### USE OF LEAVE

(1) Certain White House staff members are entitled to specific amounts of annual leave. As discussed below, such leave may be used for political purposes; however, one cannot take an "advance" on annual leave to engage in political activities. Those White House staff members not entitled to annual leave (e.g., commissioned officers) may use a ceiling of 15 days per year of compensatory leave (i.e., the equivalent of vacation time) for political purposes.

(2) Non-"hatched" White House staff members must perform their official duties for a minimum of 40 hours per week or 80 hours per two week pay period in order to receive their full Federal salary. If a staff member does not complete 40 hours of official duty in any week, the difference between the number of hours completed and 40 hours must be covered by annual leave, leave without pay, official holidays or made up in the second week of that pay period. The difference cannot be made up in a subsequent pay period.

(3) Those non-"hatched" White House staff members who complete a minimum of 40 hours of official duty during any full week (Monday-Sunday) may be absent from their official duty station for no more than one weekday (Monday-Friday) for the purpose of engaging in political activity without taking annual leave or leave without pay. If a staff member desires to be absent for political purposes for more than one weekday in any week, each additional weekday must be covered by annual leave or leave without pay, regardless of the number of official hours

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<sup>3</sup> It is important to understand that for purposes of this section, the official responsibilities that customarily have been performed by the Office of Political Affairs constitute "official" and not "political" activities, and the restraints cited here therefore do not in general affect activities and office maintenance or other costs undertaken or incurred in the discharge of such responsibilities.

worked during that week. In other words, it is not permissible for a staff member to put in 40 hours of official duty in the first three days of the week and then take the remaining two weekdays off for campaigning without using annual leave or leave without pay.

(4) Sick leave may not be used to cover an absence from official duty for the purpose of engaging in political activity.

(5) Any White House staff member not subject to the Hatch Act is permitted to take leave without pay to cover absence from official duties for the purpose of engaging in political activity.

(6) When annual leave, compensatory leave or leave without pay is used for political purposes:

(a) Staff members must submit a request for leave, in advance of the leave period, to their White House unit supervisor. Following approval by the supervisor, the request should be forwarded to the White House Personnel Office.

(b) Supervisors must forward to the White House Personnel Office, in advance of a leave period, a report of their intended use of leave for political purposes.

(7) Staff members may only use eight hours of compensatory leave for political activity during any 7-day period without approval of the White House Personnel Office.

#### USE OF VEHICLES AND MESSENGERS

White House vehicles may not be used for political purposes. This means that White House cars may not be used to transport staff members or materials to or from any political committee office or event. Nor may White House vehicles be used to transport staff members or political materials to airports or any other location if the purpose of the trip is primarily political.

Because of the special requirements surrounding departures and arrivals from Andrews Air Force Base, White House vehicles may be used to transport White House staff members there when they are accompanying the President, Vice President or First Lady on a political trip. Additionally, where the President is participating in a political event in the Washington, D.C. area or other location where White House cars are available for official purposes, White House cars may be used for the Presidential motorcade to the extent essential to the security and support of the President.

White House messengers should not be used to deliver or pick up materials from the RNC, Bush-Quayle '92 or any other political committee.

#### USE OF COMMUNICATIONS SYSTEMS AND COPYING MACHINES

(1) In those limited circumstances in which Government communication systems (telephone, telegraph, teletype, telecopy or radio) are used for campaign-related purposes, appropriate reimbursement or payment at the "usual and normal charge," 15 C.F.R. § 100.7(a)(1)(B), must be made by a proper political campaign committee.

(2) Because of the need for liaison between a limited number of White House staff members and a political committee, telephones may be used for local calls. However, White House telephones must not be used, even locally, for regular campaign activities such as recruiting volunteers or fundraising.

(3) Government credit cards must not be used for campaign-related or other political calls, whether made from within or without the White House.

(4) Government operators should not be used to place campaign-related or other political long distance calls.

(5) Campaign-related or political long distance telephone calls made from the White House may be made only if charged to a credit card issued by the proper campaign or political committee or on telephones installed and maintained by a political committee for exclusive use in dealing with campaign or political matters.

(6) The incoming WATS System (800 #) should not be used to call into the White House on campaign or political matters.

(7) White House Communications Agency (WHCA) facilities provided outside the White House in connection with travel may continue to be used during mixed and wholly political trips. These facilities must be used exclusively for communications relating to trip planning and arrangements and not for direct political purposes such as campaign fundraising and crowd-building.

(8) Government copying machines may not be used to reproduce materials for transmittal to a campaign or political committee except in those limited instances where there is an official purpose for doing so.

## TRAVEL

Government funds must not be used for the political travel of staff members. Principles governing the allocation of travel expenses are set forth elsewhere.

Any political or "mixed" official and political travel by White House staff must be approved in advance by the Deputy Assistant to the President and Director of White House Operations, by the Office of Political Affairs and by the appropriate political committee. No reimbursements will be made for non-approved travel expenses.

## MEETINGS IN GOVERNMENT BUILDINGS

(1) Government buildings, including White House offices and meeting rooms, should not be used for meetings or events organized by a campaign or political committee. Informal meetings involving small numbers of campaign or political officials and White House staff members may occasionally be held in a White House staff member's office or, if it is a luncheon or breakfast meeting, in the White House Mess, provided that such meetings do not interfere with the conduct of Government business.

(2) Campaign fundraising activities of any kind are prohibited in or from Government buildings.

(3) Campaign-sponsored or other political activities (receptions, dinners, meetings, but not fundraisers) may be held in the Executive Residence at the White House, provided that either the President, Mrs. Bush, or some other family member attends the event. Campaign or other political events (other than fundraisers) may also be held at the Vice President's Residence so long as the Vice President, Mrs. Quayle, or some other family member attends the event. The cost of campaign or political events at either residence must be paid for by the proper campaign or political committee in accordance with the guidelines that have been established for the use of these residences for nonofficial purposes.

## USE OF PHOTOGRAPHS

(1) White House photographers may continue to photograph all Presidential, First Lady, and Vice Presidential activities for the purpose of creating an archival record of this Administration. However, as a general rule, photographs taken by White House photographers at political events may not be used for distribution to individuals attending those events or for any other political or campaign purpose.

(2) Photographs taken at events in the Executive Residence (other than political-sponsored events), at West Wing and East Wing meetings, and at non-political events outside the White House may be distributed as in the past.

(3) A campaign or political committee will be expected to provide a photographer at all campaign and political events for which it desires to distribute photographs to the participants. White House photographers will not photograph receiving lines or greetings at campaign or political events, except to the extent necessary for archival purposes.

(4) A campaign or political committee may purchase for its use photographs taken by White House photographers in those limited circumstances where those photographs provide the only source for a particular picture. All photograph purchase requests from the campaign or political committee must be directed to the Director of the White House Photo Office. A record of all campaign photo requests will be maintained by the Director of the White House Photo Office, who will be responsible for billing the campaign or political committee for all photo orders on a monthly basis at the normal rate and according to the procedures established by the Government for the purchase of pictures.

#### CORRESPONDENCE

(1) Campaign and political correspondence must not be produced at the White House, nor can White House stationery, stamps or related supplies be used in the preparation of such correspondence at another location.

(2) Federal law prohibits the receipt of campaign contributions in Federal buildings. Occasionally, contributions intended for a campaign committee may be addressed to the White House and delivered with other mail. Such contributions should be handled as they have been handled in the past, by returning the contributions to the sender with an explanation of the applicable Federal law and a statement of the appropriate recipient's address. (Appropriate language may be obtained from the White House Counsel's Office.) There should be no acknowledgement of receipt of a contribution from the White House to the contributor. If the contribution is accompanied by a letter that deals primarily with governmental issues, a response dealing with those issues may be prepared and sent from the White House; however, there must be no reference to the contribution.

#### CRIMINAL STATUTES

A number of criminal statutes prohibit the use of Federal programs, property, or employment for political purposes. Violation of these criminal statutes is punishable by

imprisonment and/or the payment of a substantial fine. Certain staff members may also be subject to investigation and possible prosecution by an Independent Counsel in connection with alleged violations of these statutes.

Solicitation of Campaign Contributions: Solicitation of campaign contributions from Federal employees is prohibited, as is the solicitation or receipt of contributions in Federal buildings or on Federal property. Unless specifically approved by the White House Counsel's Office and the Office of Political Affairs, no White House staff member shall sign a fundraising letter on behalf of any Federal candidate.

Use of Official Authority: Criminal statutes prohibit any Federal employee, whether or not "hatched," from using his or her "official authority for the purpose of interfering with, or affecting, the nomination or the election of any candidate." While there is no definitive statement by a court or other body of what activities constitute such improper interference with election results, the following types of activities are clearly prohibited:

-- One Federal employee directly or indirectly soliciting money from another Federal employee for a campaign contribution, or making a contribution to the official responsible for his or her employment.

-- Soliciting or receiving campaign contributions on Federal property or in Federal buildings. This means that fundraising events may not be held in the White House; that no fundraising phone calls or mail may emanate from the White House or any other Federal buildings; and that no campaign contributions may be received at the White House or any other Federal building.

-- Soliciting or accepting a campaign contribution or campaign support in exchange for a promise to appoint someone to a Federal job.

-- Promising or withholding Federal benefits (jobs, grants, contracts, etc.) based on political support or nonsupport.

-- Favoring or penalizing employees or withholding employment in order to induce someone to make a political contribution or otherwise participate in political activity.

Violations of these statutes can of course have serious consequences. If you have any questions about the legality or propriety of a proposed action, I urge you to consult the White House Counsel's Office.

DO'S AND DON'TS ON POLITICAL ACTIVITY FOR STAFF  
COVERED BY THE HATCH ACT

DO'S

You may register and vote as you choose in any election. (You may also run for local office in certain exempted communities.)

You may assist in voter registration drives.

You may express your opinion about candidates and issues, privately and publicly, as long as you do not take an active part in partisan political management or campaigns.

You may participate in campaigns where none of the candidates represent a political party.

You may contribute money to a political organization or attend a political fundraising function.

NOTE: WHETHER OR NOT YOU ARE COVERED BY THE HATCH ACT, YOU MAY NOT CONTRIBUTE TO BUSH-QUAYLE '92 IF THE PRESIDENT OR VICE PRESIDENT IS YOUR "EMPLOYER." CONSULT WITH YOUR GENERAL COUNSEL TO DETERMINE IF THIS RULE APPLIES TO YOU.

You may wear or display political badges, buttons or stickers.

You may attend political rallies and meetings and participate by, for example, waving banners, cheering and demonstrating as a member of the crowd.

DON'TS

You may not campaign for your partisan candidates or political parties or be a candidate for nomination or election to a national or state office.

You may not work to register voters for only one party.

You may not make campaign speeches or engage in other activity to elect a partisan candidate.

You may not be a candidate or work in a campaign if any candidate represents a national or state political party.

You may not collect contributions or sell tickets to political fundraising functions or otherwise actively promote such activities as political dinners.

You may not distribute campaign material in a partisan election.

You may not organize or manage or lead political rallies or meetings.

You may attend a political convention (but not as a delegate).

You may join a political club or party.

You may sign petitions, including nominating petitions, but may not initiate them or canvass for signatures, if they are nominating petitions for candidates in partisan elections.

You may campaign for or against referendum questions, constitutional amendments, municipal ordinances, etc., including writing your Representatives and Senators to say how you think they should vote on a particular issue.

You may not organize or participate in the program of a political convention.

You may not hold office in a political club or party.

You may not circulate nominating petitions.

You may not campaign for or against a candidate or slate of candidates in a partisan election.

THE WHITE HOUSE  
WASHINGTON

November 15, 1991

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: C. BOYDEN GRAY *cm*  
COUNSEL TO THE PRESIDENT

SUBJECT: Contributions to Bush-Quayle '92

On October 11, the President authorized the formation of a campaign committee to work on behalf of his re-election. While he has not announced a decision to seek re-election and has not set up a full-fledged campaign organization, many of you may have already received fundraising requests. You should be aware that Federal law (18 U.S.C. § 603) prohibits any employee of the White House<sup>1</sup> from contributing to the authorized campaign committee of the President, Bush-Quayle '92. Accordingly, to avoid any possible embarrassment to the President, all White House employees should refrain from making any contributions to Bush-Quayle '92.

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<sup>1</sup>This memorandum does not address the application of 18 U.S.C. § 603 to employees of the Office of Management and Budget, the Office of Administration, and the Office of the United States Trade Representative. Any questions on the application of 18 U.S.C. § 603 from these employees should be addressed to their respective general counsels.

THE WHITE HOUSE

WASHINGTON

October 23, 1991

MEMORANDUM FOR ALL EXECUTIVE OFFICE OF THE PRESIDENT EMPLOYEES

FROM: JOHN H. SUNUNU  
CHIEF OF STAFF



SUBJECT: Policy on Equal Employment Opportunity  
and Sexual Harassment

The equal employment opportunity policy of the Executive Office of the President (EOP) requires that all persons in the work place be treated equitably and without discrimination based on race, color, national origin, religion, age, disability, or sex, including sexual harassment.

Proscribed discrimination, in general terms, involves making employment decisions based on an improper factor such as those listed above rather than individual merit. Employment decisions include, but are not limited to recruitment, selection, training, promotion, demotions, reassignments, appraisals, awards, disciplinary actions, working conditions, and terminations.

The definition of sexual harassment by the Equal Employment Opportunity Commission is as follows: "Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment." (29 CFR 1604.11)

Next month, the Office of Administration will initiate training on equal employment opportunity issues, including sexual harassment, for all EOP employees.

Our work environment must be free of discrimination and harassment. All employees have a public trust to carry out this policy.

If you have any questions or would like more information, please contact Sharon Solomon, Equal Employment Opportunity Director, Office of Administration, on 395-5890.

THE WHITE HOUSE

WASHINGTON

October 23, 1991

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DRAFT 10/23/91 3:15 p.m.

THE WHITE HOUSE

31 OCT 23 1991  
Office of the Press Secretary

Embargoed for Release  
Until 11:45 a.m. EST  
Thursday, October 24, 1991

October 24, 1991

FACT SHEET

The President today proposed seven specific initiatives to reform the appointment and confirmation processes:

1. Time Limits On Confirmation Proceedings.

- o Senator Biden recently suggested that confirmation proceedings be limited in duration. The President agrees with this suggestion.
- o Accordingly, the President announced today that he will attempt to negotiate an agreement with the Senate leadership requiring a confirmation vote within six weeks of each nomination.
- o By reducing the time from nomination to confirmation, this initiative will make it more difficult for special interest groups and others to turn nominations into massive political battles.

2. Sensible Rules For Access to FBI Reports.

- o Under current procedures, some Senate committees are permitted to have certain staff personnel review FBI reports. The President announced that, effective immediately, only Senators will be permitted to review FBI files. The President also announced that committees will not be permitted to keep copies of FBI files.
- o The Administration will work closely with the Senate leadership and with each committee to develop additional procedures to ensure the confidentiality of FBI materials.

- more -

- o By reducing the risk of leaks, these changes will make it more difficult for special interest groups and others to exploit FBI reports for political advantage.
3. Implementing Appointment Process Commission Recommendations.
- o In July 1990, the President established the Commission on the Federal Appointment Process. Members came from all three branches of Government.
  - o The Commission's Report, issued in December 1990, contained a number of recommendations to expedite the confirmation process; to reduce duplication and confusion in filing requirements; and to reduce the disincentives to public service.
  - o Many of the recommendations in the Report applicable to the Executive Branch have already been implemented. Others are in their final stages, and will be implemented as soon as possible.
4. Investigation of Breaches of Confidentiality.
- o The President today indicated that there is unfinished business from the Thomas hearing. Someone must conclusively determine who breached confidentiality in disclosing the allegations against Thomas, thereby turning what should have been a confidential investigation into what has been described as "a circus" and "a travesty."
  - o The President suggested that the Senate leadership appoint an independent special counsel to investigate this matter as quickly as possible. The special counsel should be given unfettered access to all relevant records and to all relevant witnesses, including Senators, their staffs, and anyone with whom they spoke about the allegations against Justice Thomas.
  - o The President called on the Senate to complete this investigation by January 3. The American people will and must hold Congress accountable for conducting this investigation in a professional manner and bringing it to a successful conclusion.
  - o A full investigation of the breach of confidentiality and related events will send a strong message to interest groups -- as well as Senators and their staffs -- that the country will not tolerate violations of the law, even when committed to promote strongly-held political views.

5. Uniform Standards For Public Officials.

- o In Federalist No. 57, Madison argued that in our system political forces would ordinarily prevent the creation of a separate governing class. The legislative branch would "make no law which will not have its full operation on themselves and their friends, as well as on the great mass of the society." Conversely, he warned that if those political forces "shall ever be so far debased as to tolerate a law not obligatory on the legislature, as well as on the people, the people will be prepared to tolerate anything but liberty." According to Madison, if such a practice became widespread, the government would "degenerate[] into tyranny."
- o Today, however, Congress frequently does not impose on itself laws that it imposes on the Executive branch and the rest of the nation. For example, laws against discrimination based on race, sex, religion, national origin, disability, and age do not apply to Congress.
- o This practice undercuts a vital aspect of representative democracy. If legislators do not have to live under the legal regimes they enact, they are no longer fully representative of the people, and cannot fully evaluate the ramifications of the laws they pass.
- o The President announced three specific initiatives:
  - The Administration will shortly submit new legislation extending coverage of all existing employee-protection statutes to congressional employees in the same way that they apply to the Executive branch.
  - Any new civil rights bill must apply to Congress to the same extent it applies to the rest of the federal government. The President's bill does; the other proposed bills do not.
  - The Privacy Act, which prohibits disclosure of confidential information compiled by Government agencies, does not apply to Congress to the same extent it applies to agencies of the Executive branch. This loophole should be closed, to the extent permissible under the Speech and Debate Clause of the Constitution.

6. Internal Congressional Reform.

- o There are a number of steps Congress could take internally to make its own deliberations less vulnerable to special interests. These include reducing of the proliferation, duplication and overlap of committees, subcommittees and their overgrown staffs to reduce exposure to Washington-based special interest groups; strengthening internal confidentiality protections; and facilitating executive sessions.
- o The President strongly encourages pursuit of these reforms, but believes the details are a matter of congressional prerogative. The President supports the comprehensive reform efforts of Senators Boren and Domenici and Representatives Hamilton and Gradison.

7. Campaign Finance Reform.

- o The problem of interest group politics extends well beyond the confirmation process. The most effective way to reduce the influence of interest groups in the long term is to reform the campaign finance laws. The President announced that the Administration will redouble its efforts to achieve passage of the campaign finance package the President proposed some months ago.
- o By reducing Congress's dependence on special interest groups and their political action committees, enactment of these proposals would reduce the likelihood that special interest groups could turn a confirmation proceeding into a purely political battle.

THE WHITE HOUSE  
WASHINGTON

September 13, 1991

MEMORANDUM FOR ALL WHITE HOUSE OFFICE AND  
OFFICE OF POLICY DEVELOPMENT STAFF

FROM: C. BOYDEN GRAY *CBG*  
COUNSEL TO THE PRESIDENT

SUBJECT: Guidance on Executive Order 12731 --  
Ban on Outside Earned Income

A number of individuals have contacted my office for guidance on the application of section 102 of Executive Order 12731, which bars certain full-time noncareer Presidential appointees in the Executive Branch from receiving any earned income for any outside employment or activity performed during their appointment. In view of those questions, I thought it would be helpful to provide this further guidance.

Definition of Outside Earned Income

The Office of Government Ethics had defined outside earned income to include:

wages, salaries, honoraria, commissions, professional fees and any other compensation for services other than salary, benefits and allowances paid by the United States Government.

5 C.F.R. 2636.303(b). The Office of Government Ethics does not, however, consider outside earned income to include, among other things:

(4) income from investment activities where the individual's services are not a material factor [in the] production of income; or

(8) compensation for . . . [s]ervices rendered prior to becoming a . . . noncareer employee.

Id. The Executive Order bars only income earned for any outside employment or activity performed during your service in a position covered by the bar. In addition, the Executive Order includes an exception to the bar for earned income resulting from contractual obligations that were entered into before April 12, 1989.

### Persons Covered by the Ban

The outside-earned-income ban applies only to those individuals appointed by the President to a full-time noncareer position. The ban does not, however, cover individuals in the White House Office and OPD who are paid less than GS-9 (currently \$25,717 per year).

Three points of clarification may be useful. First, all individuals on the White House Office and Office of Policy Development payroll are considered to be appointed by the President, whether or not they hold a formal commission of appointment. Second, because only full-time employees are covered by the ban, individuals who work part-time or on a when-actually-employed (WAE) basis are not covered.

Finally, the ban covers only individuals in "noncareer" positions. The President has made clear that the ban does not extend to those whose positions are not normally subject to change as a result of Presidential transitions. Although some case-by-case determinations may need to be made, the kinds of positions that may be considered outside the scope of the ban are the non-policy-related positions within the White House operating (as opposed to policy) units: the Travel & Telegraph Office, Telephone Operators, Records Management, Executive Clerk, and Correspondence. Not all positions in these units will fit this description. In addition, individuals appointed pursuant to the general authority to employ contained in 3 U.S.C. 3101 (which covers certain positions in the Office of Administration) are not covered. If you have any questions regarding whether a particular position in one of these units is covered by the ban, please contact Anita C. Bevacqua in the White House Personnel Office.

### Approval of Outside Employment for Staff Not Covered by the Ban

It is extremely important to recognize that even persons not covered by the Executive Order's ban on outside earned income remain subject to the Standards of Conduct for the Executive Office of the President. The Standards of Conduct prohibit outside employment or other outside activity not compatible with the full and proper discharge of the duties and responsibilities of one's Government employment. See generally 3 C.F.R. 100.735-15.

Under the Standards of Conduct, an individual wishing to engage in outside employment must obtain the approval, through his official supervisor, of the agency head. The authority to review

and approve or disapprove outside employment requests has been delegated to Rose M. Zamaria, Deputy Assistant to the President and Director of White House Operations. Accordingly, if you are not covered by the ban on outside earned income and wish to engage in outside employment, and if your supervisor approves, you should submit a written request, reflecting your supervisor's approval, to Rose M. Zamaria, Deputy Assistant to the President and Director of White House Operations. Such requests should describe the nature of the proposed outside employment, the hours during which that employment will be undertaken, and the nature of the employee's White House position and hours of duty. Any approval of outside employment will become a part of your official personnel folder.

In approving or disapproving outside employment, supervisors and the Deputy Assistant to the President and Director of White House Operations will observe the requirements of the Standards of Conduct, which specify the following activities as among those that are incompatible with the full and proper discharge of the duties and responsibilities of an employee's Government position:

(a) Acceptance of a fee, compensation, gift, payment of expense, or any other thing of monetary value in circumstances in which acceptance may result in, or create the appearance of, a conflict of interest; or


(b) Outside employment which tends to impair the employee's mental or physical capacity to perform his Government duties and responsibilities in an acceptable manner.

If you have any question about this memorandum please contact Anita C. Bevacqua in the White House Personnel Office or Gregory Walden or Robert Swanson of my office, as appropriate.

cc: Rose M. Zamaria  
Paul W. Bateman

THE WHITE HOUSE  
WASHINGTON  
September 13, 1991

MEMORANDUM FOR ROSE ZAMARA

FROM: BRENT SCOWCROFT   
SUBJECT: Refurbishment of My Offices

In keeping with the current West Wing upgrade, I would hope my office could to be brought up to date. I recommend this include painting, new draperies, recovering of furniture and new carpeting. To this end I will use my own NSC funds to cover the cost of restoring the floor in my office which was previously damaged during a security upgrade, and carpeting of the entire suite. Dona Proctor will work closely with you and your staff on this project.

Thank you.

THE WHITE HOUSE

WASHINGTON

July 24, 1991

MEMORANDUM FOR WHITE HOUSE STAFF

FROM: C. BOYDEN GRAY *CBG*  
COUNSEL TO THE PRESIDENT

SUBJECT: Proposed new standards of conduct

On Tuesday, July 23, 1991, the Office of Government Ethics (OGE) proposed a new, comprehensive and uniform set of standards of ethical conduct for the entire Executive Branch, including the White House, in a notice of proposed rulemaking announced in the Federal Register. Among the changes proposed by OGE and featured prominently in news reports is that employees could accept a gift (such as a lunch) from an outside source if the value of the gift does not exceed \$25 and there is no appearance of impropriety resulting from the timing or the nature of the gift.

**Please bear in mind that this change in the standards of conduct is not yet effective, and will not be effective unless and until a final rule is issued containing this new provision.**

All of you will receive prompt notice of the new standards of conduct at the time a final rule is issued, and a full explanation of any changes to the standards applicable to the White House. We expect a final rule to be issued in late fall.

THE WHITE HOUSE

WASHINGTON

July 23, 1991

*Boyd Gray*  
*Thurmond*  
*B*

MEMORANDUM FOR BRENT SCOWCROFT

FROM: C. BOYDEN GRAY *CBG*

SUBJECT: Independent Counsel Contacts

I got the impression from you yesterday that you believed it inappropriate for the White House to contact Independent Counsel Lawrence Walsh in connection with Presidential nominations. I want to assure you, for future reference, that it is entirely appropriate to do so. Indeed, it is standard operating procedure and quite routine for my office to formally contact Walsh, other independent counsels or the Attorney General, as the case warrants, where we have some reason to believe that a candidate for nomination may be of interest to a criminal investigation. I've attached a recent example of just such a contact.

Although I don't keep statistics, my deputy, John Schmitz, estimates that we have contacted Walsh at least two dozen times since January, 1989.

Attachment

THE WHITE HOUSE

WASHINGTON

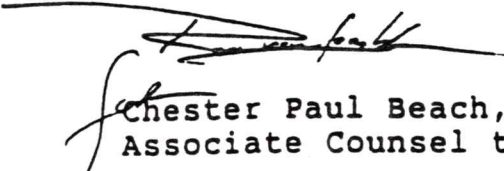
July 18, 1991

Dear Mr. Gillen:

is under consideration for an appointment within the executive branch of government. In accordance with past practice, we respectfully request that your office indicate current status (i.e., witness, subject, target, no interest) in reference to your investigation.

Please feel free to contact me at (202) 456-2898, or Ron vonLembke at (202) 395-1580, should you require additional information. Your assistance in this matter is appreciated.

Sincerely,



Chester Paul Beach, Jr.  
Associate Counsel to the President


Craig Gillen  
Associate Counsel  
Office of the Independent Counsel  
Suite 701W  
555 13th Street, N.W.  
Washington, D.C. 20004

THE WHITE HOUSE

WASHINGTON

June 19, 1991

MEMORANDUM FOR GENERAL SCOWCROFT  
ASSISTANT TO THE PRESIDENT  
FOR NATIONAL SECURITY AFFAIRS

FROM:  GREGORY S. WALDEN  
ASSOCIATE COUNSEL TO THE PRESIDENT

SUBJECT: Travel on military aircraft for June 22, 1991

I have considered your request for approval to use a military aircraft for your return to Washington from Eagle County, Colorado on June 22, 1991. You will accompany Secretary Cheney on the trip to Colorado, and do not need approval from this office for that leg.

You will be attending the American Enterprise Institute (AEI) World Forum and participating in two sessions on June 22, 1991. Your official responsibilities require your return on Saturday. Because Secretary Cheney is not returning until Sunday, you have asked for approval to use a separate military aircraft.

Your participation in the AEI Forum is clearly official, in that you will be speaking on matters of Administration policy (Plenary Session on International Political and Security Issues and Small Group Discussion on Military and Political Lessons of the Gulf War), and will be appearing alongside other Administration officials.

Given your stated justification for the use of military aircraft, namely the secure communications requirements (Secure Voice and Secure Data), your request for return travel on military aircraft is hereby approved. Because your travel is official, no reimbursement is required.

# TRAVEL APPROVAL FOR MILITARY AIRCRAFT

DATE OF TRAVEL: June 22, 1991	DESTINATION AND INTERMEDIATE LEG(S): Eagle County, Colorado to Andrews
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PURPOSE OF TRAVEL:  Official       Political (Attach authorization if there is a substantial political purpose)       Personal

FULL DESCRIPTION OF SCHEDULED EVENTS/ACTIVITIES:  
General Scowcroft will travel in Secretary Cheney's Plane to Colorado to attend the AEI World Forum on 6-21-91. He will participate in two sessions on the closing day of the conference, 6-22-91. General Scowcroft must return to D. C. on Saturday. Secretary Cheney will not return until Sunday

ALL TRAVEL (please explain why communications, security, and/or scheduling considerations warrant the use of military aircraft. Counsel's office will consult with security agencies, as appropriate):  
Travel must be by military air w/communications capability in order to ensure immediate contact with President and others at all times. This communications should be Secure Voice and Secure Data. WHCA will provide secure ground communications at all times.

PERSONAL TRAVEL (please indicate the immediate and compelling need to travel if there is a substantial personal purpose for travel):

## LIST ALL PASSENGERS

NAME: LTG Brent Scowcroft	IS REIMBURSEMENT REQUIRED? <i>no (OSW)</i>	WHO WILL REIMBURSE:
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PURPOSE:

NAME: Bob Casteel	IS REIMBURSEMENT REQUIRED? <i>no (OSW)</i>	WHO WILL REIMBURSE:
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PURPOSE: WHCA Maintenance person (for ground communications equipment)

NAME: Doug Barker	IS REIMBURSEMENT REQUIRED? <i>no (OSW)</i>	WHO WILL REIMBURSE:
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PURPOSE: WHCA Communicator (operates ground communications equipment)

NAME:	IS REIMBURSEMENT REQUIRED?	WHO WILL REIMBURSE:
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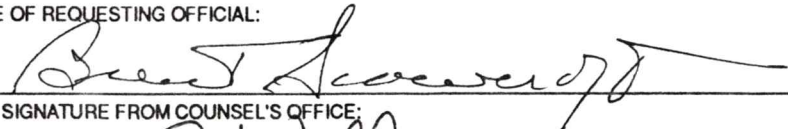
PURPOSE:

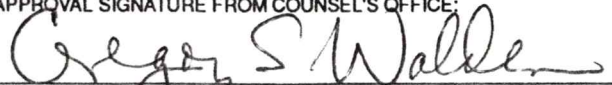
NAME:	IS REIMBURSEMENT REQUIRED?	WHO WILL REIMBURSE:
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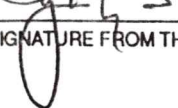
PURPOSE:

CONTACT PERSON IF MORE INFORMATION IS NEEDED: Florence Gantt	PHONE NO.: 456-2255	ROOM NO.: 1st Fl WW
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**PLEASE COMPLETE THIS FORM AND SUBMIT IT TO ROOM 115, OEOB,  
NO LATER THAN 7 DAYS BEFORE PLANNED TRAVEL.**

SIGNATURE OF REQUESTING OFFICIAL: 	DATE: 6-18-91
--	------------------

APPROVAL SIGNATURE FROM COUNSEL'S OFFICE: 	DATE: June 19, 1991
--	------------------------

APPROVAL SIGNATURE FROM THE MILITARY OFFICE: 	DATE:
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THE WHITE HOUSE  
WASHINGTON

June 14, 1988

MEMORANDUM FOR KENNETH M. DUBERSTEIN

FROM: JAMES C. MCKINNEY **SIGNED**  
SUBJECT: Military Air Transportation

Attached is a copy of my memorandum dated October 1, 1987, which constitutes the current operating procedure for providing military air transportation for both the Chief of Staff and the National Security Advisor. These procedures were implemented upon ~~direct instructions~~ of the President received by this office on August 4, 1987. As you will note, the procedures were approved by the Counsel to the President and by Rhett Dawson.

We are prepared to begin providing you with military air transportation for all travel effective immediately inasmuch as the President has now announced your selection as the new Chief of Staff. There is no prior approval required for your movements. Please feel free to work directly with me or John Nettles in my office to arrange for aircraft.

Attachment

THE WHITE HOUSE

WASHINGTON

October 1, 1987

APNSA Has Seen

MEMORANDUM FOR SENATOR HOWARD H. BAKER, JR.  
THE CHIEF OF STAFF TO THE PRESIDENT

FRANK C. CARLUCCI  
ASSISTANT TO THE PRESIDENT  
FOR NATIONAL SECURITY AFFAIRS

THRU RHETT B. DAWSON  
ASSISTANT TO THE PRESIDENT FOR OPERATIONS

ARTHUR B. CULVAHOUSE, JR.  
COUNSEL TO THE PRESIDENT

SUBJECT Provision of Military Air Transportation

At the direction of the President, the Military Office is now providing military air transportation to both the Chief of Staff and the National Security Advisor. This decision was based on a number of security and communications reasons. First, as members of the President's Emergency Action Team, it is important that Mr. Baker and Mr. Carlucci have immediate voice contact access to the President at all times. Continuous voice contact is impossible from commercial carriers. Travel on long flights can mean substantial periods of no communication, which could be critical in times of national security emergencies. In addition, Mr. Baker's and Mr. Carlucci's availability to the President is substantially enhanced by the increased flexibility derived from non-commercial transport. Frequently, they must change their travel schedules on short notice which commercial schedules can not accommodate; other times the unavailability of conveniently scheduled commercial transport means unnecessarily long periods of time away from the office. Finally, terrorism and security concerns underscore the need to provide adequate security which is much more difficult in a commercial transport setting. We are prepared to meet all travel requirements, official and unofficial. The following will apply:

Aircraft to be used: For less than two hours travel time, either a C-12 (Beechcraft King Air) or C-21 (Lear jet) will be provided. The operating cost, per hour, of these aircraft is virtually the same. However, the dramatic increase in speed of the C-21 tends to make that plane the most economical air transportation

available from the fleet. For longer trips a C-20 (Gulfstream jet) or C-9 (DC-9) will be used, depending upon the number of passengers. In some cases, trainer aircraft of equivalent or larger size will be used as convenient to the Air Force.

The Military Office will review each trip to assure an appropriate aircraft is provided, given the destinations involved. For example, small fields which do not have precision instrument approaches or control towers are best served by the C-12 in adverse weather conditions. When other White House personnel are travelling to the same location efforts to combine travel into a single aircraft will also be examined.

Local helicopter support: Helicopter service at the destination will not be provided unless unique security requirements or exceptional circumstances dictate otherwise.

Charges for unofficial travel: No charge will be made for official travel. When the travel is unofficial in nature, it will be charged at the rate of full coach fare, plus \$1.00. Unofficial guests (family members, etc.) will be charged at the same rate for all travel with the principal.

Vacation and similar travel: In the case where the Chief of Staff or the National Security Advisor are departing Washington for a period of time which makes their immediate return unlikely, the travelers should evaluate the use of military air transportation on the basis of appearance or impropriety. The Military Office will not perform that task on its own; rather, we will assume the matter has been resolved before a request for aircraft is made.

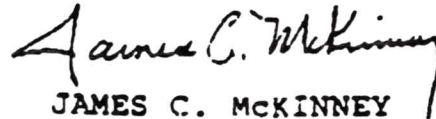
Communication facilities on board: Most types of aircraft will not be equipped with the highly sophisticated secure voice communications found on Air Force One. Each aircraft is equipped with non-secure HF which can provide basic voice communications with Washington and the public switch network. Flight crews will be told to monitor the HF network while en route but the traveller may wish to remind the pilot of this requirement upon boarding. The procedure is not normally used unless requested in advance. Calls from the office to the plane can be arranged by using the "Signal Board".

Procedure to request military air transportation: The primary contact point is John Nettles, ext. 2150. We need as much advance notice as possible, but in all cases, 3 hours is required in order to assemble the crew at Andrews AFB. All aircraft normally will be obtained from the Air Force at Andrews, regardless of the departure point. Aircraft will be boarded and terminated at Andrews when serving the Washington area.

Ground transportation in Washington: Travellers are requested to make their own arrangements for ground transportation in

Washington directly with the garage ("carpet"). Please advise them as to the expected departure or arrival times at Andrews.

We want to do everything we can to make these arrangements as efficient as possible in order to meet your own specialized travel needs. Please call me if we can improve your service in any respect.

A handwritten signature in cursive script that reads "James C. McKinney". The signature is written in dark ink and is positioned above the typed name.

JAMES C. MCKINNEY  
Director  
White House Military Office

**DRAFT**

May 1, 1991

MEMORANDUM FOR THE PRESIDENT

FROM: C. BOYDEN GRAY  
COUNSEL TO THE PRESIDENT

SUBJECT: Travel by the Chief of Staff and  
the National Security Advisor

You have asked me and others to review Administration policy concerning the use by the Chief of Staff and the National Security Advisor of military aircraft for official, political and personal travel. Our recommendation is that you retain the fundamental policy that official travel generally be by military jet, for the same reasons that support the longstanding policy for the travel of the Secretary of State and Secretary of Defense, and that were cited in the White House policy initiated in the Reagan Administration in 1987. At the same time, however, we also recommend that certain new procedures for travel in whole or in part for non-official purposes be instituted to avoid any appearance that use of military aircraft is being abused. A set of options is set out below.

Three reasons for the current policy are to ensure that these members of your staff have immediate and secure voice contact with you, the White House and the Departments at all times, that they not be subject to the scheduling difficulties and risks of delay inherent in commercial air travel, and that they have security protection. In my view, these reasons remain sound.

Put another way, given the extraordinary time demands on the Chief of Staff and the National Security Advisor, and the complexity and unreliability of commercial air travel, the practical consequence of denying them access to military transport would be to prohibit travel altogether in virtually all cases.

It is instructive to recall the events that precipitated the Chief of Staff's use of military aircraft. At the outset of the Administration, the first three trips Governor Sununu took were on commercial aircraft. The first two were personal travel and caused no difficulty. However, the third trip included a much-delayed leg with a long wait in Newark that prevented close coordination on some of the finishing details of the 1989 budget agreement. These difficulties prompted Assistant to the President for Management and Operations Bonnie Newman and Colonel Krulak of the military office to apprise Governor Sununu of the existing policy that required him to travel by military jet.

**DRAFT**

# DRAFT

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Nevertheless, there are certain procedures that can be adopted in order to avoid any unfavorable appearance. These options are geared to whether the purpose of the trip is official, political, personal, or mixed, and are set out below.

**For personal travel**, I recommend that travel by military jet should be examined on a trip-by-trip basis, and should not be authorized without an independent determination -- after considering the three factors of communication, delay and security, and any other relevant factor -- that the need to travel is so immediate and compelling, and the need for secure voice contact so clear, as to require the advantages of military transport.

Currently, in every office within the White House Office, the head of the office is authorized to approve travel requests, including their own travel requests. Under this procedure, both the Chief of Staff and the National Security Advisor sign their own travel authorizations. To protect the Chief of Staff and the National Security Advisor against unwarranted criticism, and to ensure that military aircraft are used for personal travel only when absolutely essential, I recommend that use of military jet for personal travel should be reviewed and authorized by the Counsel's office pursuant to the standard above.

Your options are to:

- \_\_\_\_\_ Designate the Counsel's office to approve all travel authorizations for the Chief of Staff and National Security Advisor that would entail use of government aircraft for personal travel, pursuant to a standard of immediate necessity; or
- \_\_\_\_\_ Allow the Chief of Staff and National Security Advisor to continue to approve their own travel authorizations, but direct them to apply a standard of immediate necessity.

**For purely political travel**, there is a similar risk of criticism in using government aircraft for partisan political purposes. When a trip is wholly political, under longstanding practice of the military, each political traveller is billed the cost of commercial coach fare plus one dollar. For example, when Air Force One is taken on wholly political trips, the RNC or other political organization pays the cost of commercial coach fare plus one dollar for each political traveller. (When the traveller is a candidate for Federal office, however, as in 1984 and 1988, FEC rules require reimbursement for all political travellers at the first class rate.)

# DRAFT

# DRAFT

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Reimbursement adequately answers any charge that either the traveller or the political party is being unjustly enriched. But reimbursement to the government of the cost of a coach fare for all passengers who are travelling for political purposes may not entirely respond to criticism that the remainder of the cost is being borne by the taxpayer. By the very nature of their position and responsibilities, whenever the President or Vice President travels, there is an official purpose which justifies the use of Air Force One or Two. A similar justification for the Chief of Staff may be articulated, but is not likely to be as readily accepted. The simplest way to eliminate this risk is to eliminate purely political travel of the Chief of Staff on military aircraft altogether, or, alternately, to require that it be requested by you personally. (Of course, the Chief of Staff, like previous Chiefs of Staff, will be able to travel on aircraft arranged for by the RNC or political campaign, consistent with FEC rules, and so long as suitable communications are available. In each instance, however, I would recommend that travel on corporate aircraft be reviewed by the Counsel's office under the traditional conflict of interest analysis.)

Your options are to:

- \_\_\_\_\_ Prohibit purely political travel on military aircraft altogether.
- \_\_\_\_\_ Provide that military aircraft may be used for purely political travel only when requested by the President.

Official travel ordinarily should not be expected to pose any concerns. Administration officials obviously need not reimburse the government for wholly official travel, and whether the travel should be taken should continue to be left to the discretion of the travelling official.

Furthermore, under a recent change in the law, the government may accept payments from outside sources (no longer limited to 501(c)(3) charitable organizations) for the travel of spouses who accompany Federal officials to a conference or speaking engagement. Under the GSA travel rule, which was effective in March, payment may be accepted for an accompanying spouse when the agency determines that the spouse's presence at the event will support the mission of the agency or substantially assist the official in carrying out his duties through attendance at or participation in the function. Both the official and spouse must travel pursuant to an official travel authorization. In the White House, the Counsel's office reviews and approves requests for agency acceptance of payment by outside sources under this

# DRAFT

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rule. All reimbursements under this rule must be reported twice a year to the Office of Government Ethics, and are publicly available.

Occasionally, however, a trip will be made for both official and political reasons or both official and personal reasons. Under current policy, when a trip consists of both official and political purposes, a percentage of the cost of the commercial coach fare for all political passengers is billed. The percentage is based upon a formula that reflects the percentage of the trip that was political.

Currently, for mixed official and political travel of the President and Vice President, the trip itinerary is sent to the Travel Manager in the White House Office of Administration at the completion of the trip, where an initial allocation of the percentage of the trip is political is made. That allocation is then reviewed in the Counsel's office, and after Counsel's concurrence, a bill is submitted to the RNC or appropriate party of campaign organization covering that percentage of the cost billed by the military.

For the same reasons I have recommended a change in procedures concerning purely political travel, I believe that a straightforward application of the current allocation policy would not be appropriate. Instead, I recommend that an independent review determine whether a trip is predominantly official or political. If a trip is predominantly official, military aircraft may be used and there should be no requirement to reimburse the government for the portion of the trip that includes a political event, unless the political event requires a separate leg of a trip, or otherwise increases the costs to the government. This is consistent with longstanding practice throughout the government concerning travel for official purposes where the official also attends to a personal activity. On the other hand, where the predominant purpose of a trip is political, I recommend that the entire trip be deemed political and military aircraft not be used unless as determined above, even where there is also an official activity planned, so as to avoid any appearance of abuse.

A similar "predominant purpose" test should be used for mixed official and personal travel. If the predominant purpose for the travel is official, there should be no need to reimburse the government for a portion of the trip, unless attending to the personal purpose increases the cost to the government. On the other hand, if the predominant purpose is personal, then travel on military aircraft would be permitted only under the immediate necessity standard, and there would be reimbursement at the

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commercial coach fare rate currently used for political and purely personal travel.

Concerning mixed trips by the Chief of Staff and the National Security Advisor, your options are to:

- \_\_\_\_\_ Allow for the use of military aircraft where the only purpose of the travel is official, or for personal travel, pursuant to a standard of immediate necessity, or
- \_\_\_\_\_ Allow for the use of military aircraft where the predominant purpose of the travel is official, but do not require allocation, or
- \_\_\_\_\_ Allow for the use of military aircraft where the predominant purpose of the travel is official, but require an allocation for that portion of the trip that is political.

If you accept the "predominant purpose" option, your options concerning the review and approval procedure for mixed trips are to:

- \_\_\_\_\_ Designate the Counsel's office to make the determinations of "predominant purpose."
- \_\_\_\_\_ Allow the Chief of Staff and National Security Advisor to approve their own travel authorizations.

THE WHITE HOUSE

WASHINGTON

May 22, 1991

MEMORANDUM FOR LT ANTHONY MAURO, USN  
WHITE HOUSE STAFF MESS

FROM: BRENT SCOWCROFT 

SUBJECT: MSCS Cid Pascual  
MSC Rudy Hermoso  
MS1 Daryl L. Connell

Cid, Rudy and Daryl are to be commended for their late night support on the eve of Desert Storm (February 21, 1991). They performed in an outstanding manner, always ensuring that those who were working late were provided sufficient coffee and food, to include the Office of the Vice President, Chief of Staff, National Security Adviser, Press Office, the Situation Room and Departments and Agencies outside the White House who were invited to participate. The service they provided was excellent and timely and executed in a very professional manner. Please pass my thanks for a job well done!


Request a copy of this memo be placed in their official military personnel file.

THE WHITE HOUSE

WASHINGTON

December 28, 1989

MEMORANDUM FOR RONALD L. JACKSON  
WHITE HOUSE STAFF MESS

FROM: BRENT SCOWCROFT 

SUBJECT: MSC (SS) Stephen C. Smith  
MS1 Daryl L. Connell  
MS2 (SS) Albert W. Aumack

I want to especially commend Steve, Daryl and Al for their superb support during the recent Panama invasion. Many in the West Wing worked around the clock on Tuesday, December 19, to include the President and Vice President, the Secretary of State, the NSC staff and members from the various Departments and Agencies. Having Steve, Daryl and Al, on very short notice, staff the White House Mess throughout the night was extremely helpful. They even made a personal effort throughout the evening of checking with the various offices that were manned to ensure they had sufficient coffee and food. Please pass on to them my thanks for a job well done!

Request a copy of this memo be placed in their official military personnel file.

President has seen 8/5



THE SECRETARY OF STATE  
WASHINGTON

7-IT

WS  
C.F.  
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N0001-01

August 4, 1987

MEMORANDUM FOR THE PRESIDENT

In one of our conversations last week, the subject of air travel by Howard Baker and Frank Carlucci came up. I expressed a view with which you agreed, so I thought it might be useful to set it out for you so that you can be sure that action was taken.

These two people, because of the jobs they hold, should always travel on Air Force planes, not just because it saves time, but mainly for two other reasons:

1. They must be reachable at all times, something that is simply not possible when they are on commercial aircraft, and
2. No chances at all can be taken that they might be on a hijacked plane somewhere because of the immense amount of sensitive, current information they possess.

When their travel is private, the Air Force charges them the regular commercial fare plus \$1.00.

I agreed with your reaction that they should be told to do it this way and not be given an option.

George P. Shultz

NATIONAL SECURITY COUNCIL  
WASHINGTON, D.C. 20506

May 3, 1991

MEMORANDUM FOR PAUL W. BATEMAN

FROM: WILLIAM F. SITTMANN *W*

SUBJECT: Request for Aircraft Support for General Scowcroft

We would like to request Aircraft support for General Scowcroft on May 11, 1991 to travel to Charleston, South Carolina. General Scowcroft will be addressing the Corps of Cadets at The Citadel. Departure time will be 0725 from Dulles Airport and return to Dulles on the same day. Reason for departure and arrival at Dulles Airport is due to closure of Andrews Air Force Base for Air Show. Aircraft Support is requested on a non-reimbursable basis.

*etc* *AKC and*  
*5/7/91*

THE WHITE HOUSE

WASHINGTON

April 26, 1991

MEMORANDUM FOR JOHN H. SUNUNU  
CHIEF OF STAFF

FROM: C. BOYDEN GRAY  
COUNSEL TO THE PRESIDENT

Original signed by CBG

SUBJECT: Travel On Government Aircraft

As you know, we are currently reviewing the policy that requires you and the National Security Policy to use government aircraft for all official, political and personal travel. This policy will remain in effect to ensure that the security and communications interests that were the basis of the policy will not be jeopardized during our review. (I am attaching a copy of the memorandum from the Reagan Administration that sets forth the policy.) You will continue to be required to travel on government aircraft for all your travel, including travel that is primarily for political or personal purposes. For trips where you will be departing Washington for a period of time which your immediate return unlikely, you should continue to evaluate the use of military air transportation on the basis of appearance or impropriety.

Attachment

cc: General Scowcroft

THE WHITE HOUSE

WASHINGTON

October 1, 1987

MEMORANDUM FOR SENATOR HOWARD H. BAKER, JR.  
THE CHIEF OF STAFF TO THE PRESIDENT

FRANK C. CARLUCCI  
ASSISTANT TO THE PRESIDENT  
FOR NATIONAL SECURITY AFFAIRS

THRU

RHETT B. DAWSON  
ASSISTANT TO THE PRESIDENT FOR OPERATIONS

ARTHUR B. CULVAHOUSE, JR.  
COUNSEL TO THE PRESIDENT

SUBJECT

Provision of Military Air Transportation

At the direction of the President, the Military Office is now providing military air transportation to both the Chief of Staff and the National Security Advisor. This decision was based on a number of security and communications reasons. First, as members of the President's Emergency Action Team, it is important that Mr. Baker and Mr. Carlucci have immediate voice contact access to the President at all times. Continuous voice contact is impossible from commercial carriers. Travel on long flights can mean substantial periods of no communication, which could be critical in times of national security emergencies. In addition, Mr. Baker's and Mr. Carlucci's availability to the President is substantially enhanced by the increased flexibility derived from non-commercial transport. Frequently, they must change their travel schedules on short notice which commercial schedules can not accommodate; other times the unavailability of conveniently scheduled commercial transport means unnecessarily long periods of time away from the office. Finally, terrorism and security concerns underscore the need to provide adequate security which is much more difficult in a commercial transport setting. We are prepared to meet all travel requirements, official and unofficial. The following will apply:

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available from the fleet. For longer trips a C-20 (Gulfstream jet) or C-9 (DC-9) will be used, depending upon the number of passengers. In some cases, trainer aircraft of equivalent or larger size will be used as convenient to the Air Force.

The Military Office will review each trip to assure an appropriate aircraft is provided, given the destinations involved. For example, small fields which do not have precision instrument approaches or control towers are best served by the C-12 in adverse weather conditions. When other White House personnel are travelling to the same location efforts to combine travel into a single aircraft will also be examined.

Local helicopter support: Helicopter service at the destination will not be provided unless unique security requirements or exceptional circumstances dictate otherwise.

Charges for unofficial travel: No charge will be made for official travel. When the travel is unofficial in nature, it will be charged at the rate of full coach fare, plus \$1.00. Unofficial guests (family members, etc.) will be charged at the same rate for all travel with the principal.

Vacation and similar travel: In the case where the Chief of Staff or the National Security Advisor are departing Washington for a period of time which makes their immediate return unlikely, the travelers should evaluate the use of military air transportation on the basis of appearance or impropriety. The Military Office will not perform that task on its own; rather, we will assume the matter has been resolved before a request for aircraft is made.

Communication facilities on board: Most types of aircraft will not be equipped with the highly sophisticated secure voice communications found on Air Force One. Each aircraft is equipped with non-secure HF which can provide basic voice communications with Washington and the public switch network. Flight crews will be told to monitor the HF network while en route but the traveller may wish to remind the pilot of this requirement upon boarding. The procedure is not normally used unless requested in advance. Calls from the office to the plane can be arranged by using the "Signal Board".

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Ground transportation in Washington: Travellers are requested to make their own arrangements for ground transportation in

Washington directly with the garage ("carpet"). Please advise them as to the expected departure or arrival times at Andrews.

We want to do everything we can to make these arrangements as efficient as possible in order to meet your own specialized travel needs. Please call me if we can improve your service in any respect.

*James C. McKinney*

JAMES C. MCKINNEY

Director

White House Military Office

# Withdrawal/Redaction Sheet

## (George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
01. Memo	To Brent Scowcroft Re: Assignment of Personnel (1 pp.)	4/10/91	(b)(7)e, (b)(7)f	

**Collection:**

**Record Group:** Bush Presidential Records  
**Office:** Scowcroft, Brent, Collection  
**Series:** Administrative Files  
**Subseries:**  
**WHORM Cat.:**  
**File Location:** Administrative, 1989 - 1991 [1]

<b>Date Closed:</b> 9/8/2010	<b>OA/ID Number:</b> 85033-001
<b>FOIA/SYS Case #:</b> 2009-0275-S	<b>Appeal Case #:</b>
<b>Re-review Case #:</b>	<b>Appeal Disposition:</b>
<b>P-2/P-5 Review Case #:</b>	<b>Disposition Date:</b>
<b>AR Case #:</b>	<b>MR Case #:</b>
<b>AR Disposition:</b>	<b>MR Disposition:</b>
<b>AR Disposition Date:</b>	<b>MR Disposition Date:</b>

### RESTRICTION CODES

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

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

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

PRM. Removed as a personal record misfile.

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

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



The Chairman,  
Joint Chiefs of Staff

Date: 22/3

Brent SCOWCROFT,  
The things I  
do for you. . . .

A handwritten signature in cursive script, appearing to be "Brent Scowcroft".

*These policies apply to civilians.*

### **Playing of National Anthem**

Outdoors - Stand at attention, face flag (if present), place right hand over heart. If wearing a hat, men will remove hat, hold at left shoulder with right hand over heart.

Indoors - Stand at attention, face flag (if present).

### **Playing of "Hail to the Chief"**

Outdoors - Upon playing of "Ruffles and Flourishes" stand at attention and remain at attention through "Hail to the Chief."

Indoors - Same as outdoors.

### **Colors Passing**

As colors approach, stand at attention, face flag, place right hand over heart. If wearing a hat, men will remove hat, hold at left shoulder with right hand over heart. Remain in this position until colors pass.

NRG  
285  
file

THE WHITE HOUSE  
WASHINGTON

April 5, 1991

MEMORANDUM FOR ASSISTANTS TO THE PRESIDENT

FROM

KATHY SUPER *K. Super*  
DEPUTY ASSISTANT FOR APPOINTMENTS  
AND SCHEDULING

SUBJECT

GUIDELINES FOR DEPARTING STAFF PHOTOS

I would like to clarify the guidelines which the Office of Appointments and Scheduling use in scheduling photos with the President for departing staff.

Departure photos will be scheduled for staff who have worked at the White House for at least 2 years, and who have not had a recent photo with the President (such as a Christmas photo). Spouses and children will be included in the photo only when the staff member is a commissioned officer.

The President and Mrs. Bush have always been extraordinarily generous with their time and grateful to those who have served them over the years. If you believe you have a staff member whose circumstances merit an exception, I am most willing to review that with you. However, please present these exceptions when the schedule proposal is submitted. All individuals you want included in the photo must be included under "participants" in the schedule proposal.

THE WHITE HOUSE

WASHINGTON

March 15, 1991

MEMORANDUM FOR ALL WHITE HOUSE/EOB WITH AN "ACCESS" PASS/  
MIL PASSHOLDERS

FROM: ROSE M. ZAMARIA *RZ*  
DEPUTY ASSISTANT TO THE PRESIDENT AND  
DIRECTOR OF WHITE HOUSE OPERATIONS

SUBJECT: West Wing Tours

West Wing tours will resume this weekend. However, until further notice, there will be one change. Tours are confined to the first floor and you should enter and exit through the West Wing Lobby. Otherwise, all other rules apply as outlined in my letter of June 13, 1989, copy attached.

Because there are working offices in the West Wing, tours are limited to those areas where people are not working at that time, i.e., Oval Office, Roosevelt Room, Cabinet Room, West Wing Lobby and the Press Briefing Room. Also, the hallway between the Oval Office and the Vice President's office is not open for tours.

If we are to continue West Wing tours, we need your cooperation.

Attachment

THE WHITE HOUSE  
WASHINGTON

June 13, 1989

MEMORANDUM FOR ALL WHITE HOUSE/EOB with a JJ PASS/USSS/MIL  
PASSHOLDERS

FROM: ROSE M. ZAMARIA *RZ*  
SPECIAL ASSISTANT TO THE PRESIDENT AND  
DIRECTOR OF WHITE HOUSE OPERATIONS

SUBJECT: West Wing Tours

Because of the tremendous popularity of West Wing tours, it has become necessary to change our policy. Effective June 26, tours will be allowed on the following days and by appointment only:

**Mondays** 7 - 10 p.m.

**Wednesdays** 7 - 10 p.m.

**Fridays** 7 - 10 p.m.

**Saturdays** after 1 p.m. (no appointment necessary)

**Sundays** all day (no appointment necessary)

**THERE WILL BE NO TOURS ON TUESDAYS AND THURSDAYS**

Reservations for staff with appropriate passes should be made through this office (extension 2663). They will be scheduled in ten (10) minute intervals until 10 p.m. Commissioned Officers are exempt from scheduling appointments provided they personally conduct the tour.

All tours will begin at the West Wing ground floor. Persons with appointments should check in with the USSS Duty Officer. No more than six (6) persons to a group. Otherwise, it will be necessary to make additional appointments. Please wait with your guests in your offices until the time of your appointment. **Taking of pictures is prohibited.**

Appropriate attire is expected. Also, you are asked to conduct your tour in a quiet and orderly fashion bearing in mind that the West Wing not only houses the Office of the President of the United States but that many are still working during tour hours. If tours are to continue, we will need everyone's cooperation.

THE WHITE HOUSE

WASHINGTON

March 15, 1991

MEMORANDUM FOR WHITE HOUSE/OEOB PASSHOLDERS

FROM: ROSE M. ZAMARIA *RZ*  
DEPUTY ASSISTANT TO THE PRESIDENT  
AND DIRECTOR OF WHITE HOUSE OPERATIONS

SUBJECT: **Marine One Arrivals/Departures from South Lawn**

Marine One arrivals/departures on the South Lawn are open once again. The same access policy that was in place prior to the Gulf crisis will be reinstated. This courtesy is extended to:

- 1) White House passholders and guests;
- 2) EOB passholders who have an "access" pass. Otherwise, they must be accompanied by a blue passholder.
- 3) Interns and volunteers accompanied by a blue passholder or an EOB passholder with an "access" pass.

All passholders and their guests must go to the East side of the South Portico to observe the arrival/departure. The west side of the driveway is for Press since they must have an unobstructed view for them to do their job. It is also for the safety of the staff and guests.

Passholders are not allowed on the steps of the South Portico without prior approval from the Visitors Office. The steps are reserved for special groups.

**A reminder** -- Unless the West Wing is open for tours at the time of an arrival or departure, staff and guests will not be permitted to walk through the West Wing to reach the South Grounds. You should enter/exit through the West Garden Room-- not the West Wing.

Your cooperation will be deeply appreciated.

## THE WHITE HOUSE

WASHINGTON

March 13, 1991

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: International Travel by Executive Branch Personnel

With the cessation of hostilities, we believe the threat from Iraqi sponsored terrorism has lessened, but still remains a serious concern in the post-war period. Since the current threat level is likely to remain unchanged for the foreseeable future, there is no benefit to be derived from continued deferral of essential travel. Your department or agency should continue to review current travel advisories before approving visits abroad.

Travellers to all destinations are reminded to obtain specific country clearances in advance, and international travel of senior level officials will continue to be coordinated through the NSC.

Only urgent international TDY travel to Near East and South Asian Posts should be performed, due to heavy workloads and reduced staffing at posts in this region. All USG agencies should be aware of the post policy in regard to country clearances for American Embassy Kuwait: "All requests must be approved personally by the Ambassador and must demonstrate a clear and compelling need. Post can provide virtually no administrative support."

  
Brent Scowcroft

## CAMP DAVID SOUVENIRS

QUANTITY	ITEM DESCRIPTION	EACH	4-PACK	6-PACK	TOTAL
	<b>**GLASS PRODUCTS**</b>				
	BRANDY SNIFTER - 8.5 OZ - DECAL	5.30	20.80		
	BRANDY SNIFTER - 6 OZ - DECAL	3.60	14.00		
	ON THE ROCKS - DECAL	3.70	14.40		
	DOUBLE ON THE ROCKS - DECAL	4.00	15.60		
	SHOT GLASS - DECAL	3.00	11.60		
	BEVERAGE GLASS - DECAL	3.15		18.30	
	COFFEE MUG - DECAL	5.00			
	COFFEE MUG - MC-08G	11.50			
	LENOX CHINA PLATE	21.00			
	<b>**PEWTER**</b>				
	PLATE	23.00			
	<b>**ZIPPO LIGHTERS**</b>				
	LARGE - DECAL	7.15			
	SLIM - DECAL	7.15			
	<b>**JEWELRY**</b>				
	TIE BAR - DECAL	7.45			
	CUFF LINKS - DECAL	10.50			
	TIE TAC/LAPEL PIN - DECAL	6.00			
	TIE BAR - ANTIQUE BRONZE	9.00			
	CUFF LINKS - ANTIQUE BRONZE	15.00			
	TIE TAC/LAPEL PIN - ANTIQUE BRONZE	7.85			
	STICK PIN - ANTIQUE BRONZE	6.50			
	TIE TAC/LAPEL PIN - ANTIQUE GOLD	6.00			
	KEY CHAIN	5.00			
	WALNUT JEWELRY BOX	50.00			
	<b>**MISCELLANEOUS**</b>				
	MARBLE PAPERWEIGHT	9.00			
	CANDY JAR	7.65			
	PLAYING CARDS	11.50			
	CRYSTAL BELL	17.50			

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 Make checks payable to: MWRP 10261

PLEASE SEND TO WHITE HOUSE STAFF  
 MESS FOR DELIVERY

Thurs.  
2/28

~~LW w/ Carol  
2/8/91  
12:20~~

February 1, 1991

Florence:

Cong Solarz requests an appointment with General Scowcroft to talk about "Where we go from here in the Gulf crisis." His secretary, Carol, is anxious to schedule something soon.

I checked with Ginny -- Ginny said this is something that can be done over the next couple of weeks; we should not rush to schedule; she will discuss with General and work with you on timing to schedule.

Wilma

*Join  
next week  
30 min*

Respond to: Carol 225-2361

# Withdrawal/Redaction Sheet

## (George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
02. Memo	Re: Access to Southwest Entrance fro CIA Chauffeurs (1 pp.)	2/21/91	(b)(3) [50 U.S.C. 403g, Sec.6]	

**Collection:**

**Record Group:** Bush Presidential Records  
**Office:** Scowcroft, Brent, Collection  
**Series:** Administrative Files  
**Subseries:**  
**WHORM Cat.:**  
**File Location:** Administrative, 1989 - 1991 [1]

<b>Date Closed:</b> 9/8/2010	<b>OA/ID Number:</b> 85033-001
<b>FOIA/SYS Case #:</b> 2009-0275-S	<b>Appeal Case #:</b>
<b>Re-review Case #:</b>	<b>Appeal Disposition:</b>
<b>P-2/P-5 Review Case #:</b>	<b>Disposition Date:</b>
<b>AR Case #:</b>	<b>MR Case #:</b>
<b>AR Disposition:</b>	<b>MR Disposition:</b>
<b>AR Disposition Date:</b>	<b>MR Disposition Date:</b>

### RESTRICTION CODES

<p><b>Presidential Records Act - [44 U.S.C. 2204(a)]</b></p> <p>P-1 National Security Classified Information [(a)(1) of the PRA]  P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]  P-3 Release would violate a Federal statute [(a)(3) of the PRA]  P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]  P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]</p> <p>C. Closed in accordance with restrictions contained in donor's deed of gift.</p> <p>PRM. Removed as a personal record misfile.</p>	<p><b>Freedom of Information Act - [5 U.S.C. 552(b)]</b></p> <p>(b)(1) National security classified information [(b)(1) of the FOIA]  (b)(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]  (b)(3) Release would violate a Federal statute [(b)(3) of the FOIA]  (b)(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]  (b)(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]  (b)(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]  (b)(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]  (b)(9) Release would disclose geological or geophysical information</p>
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F12

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**G.M.L.**  
d e s i g n

5620 N. Washington Blvd., Suite 7, Arlington, VA 22205 703-536-3635

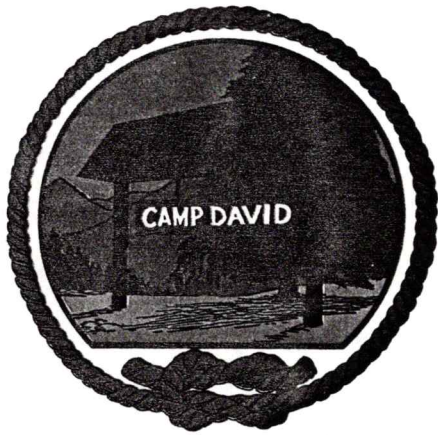
68295

GML DESIGN, INC.  
SPRING/SUMMER FLYER

- F1 Cotton Polo - heavy pique mesh knit, 100% combed cotton. 2" side vents with 2 $\frac{1}{2}$ " long back tail.  
Colors: Melon, Cherry, Turquoise, Concord Grape, or Royal Blue  
Sizes: S,M,L,XL  
Price: \$26.00
- F2 V-Neck Sweatshirt - 50% Cotton/50%Polyester fleece. Rib knit cuffs and waistband. Also has set in sleeves.  
Colors: White body with either Red or Navy waistband and neckband.  
Sizes: S,M,L,XL  
Price: \$30.00
- F3 Cadet Collar Sweatshirt - 50% Cotton/50%Polyester fleece. Rib knit cuffs and waistband. Shown here with a drawstring and zipper.  
Colors: White body with Navy yoke  
Sizes: S,M,L,XL  
Price: \$31.00
- F4 Pin Stripe Sweatshirt - 50% Cotton/50%Polyester fleece. Rib knit cuffs and waistband. Set in sleeves with cotton sheeting pinstripe inserts on arms and V-notch collar.  
Colors: White body with Black, Navy, or Red pinstripe inserts.  
Sizes: S,M,L,XL  
Price: \$30.00
- F5 Oversized Vertical Stripe Chambray Shirt - 4.5 oz. 100% Cotton Chambray fabric. Full cut across the shoulders, tapering at the waist. Also features Dolman style oversized sleeves. Left chest pocket.  
Colors: Royal or Mint  
Sizes: S,M,L,XL  
Price: \$35.00
- F6 Classic Tennis Sweater - 100% combed cotton, V-neck cable knit with Navy and Red trim on collar, cuffs and waistband.  
Color: as shown  
Sizes: S,M,L,XL  
Price: \$60.00
- F7 Toddler 3-Button Cardigan - 50/50 Fleece.  
Colors: Pink, Blue or Peach  
Sizes: 1T, 2T, 3T, 4T  
Price: \$20.00
- F8 1990 Seven Nations Summit T-Shirt - 100% cotton, short sleeve. Limited availability. Orders now being taken for July shipment. Also available, hat and polo shirt.  
Sizes: S,M,L,XL  
Price: \$12.00
- F9 Ladies' Sweatshirt - our lightweight, tri-colored crewneck, 50/50 blend sweatshirt is now on sale for the spring/summer months.  
Color: Yellow/White/Gray only  
Sizes: S,M,L,XL  
Price: \$20.00

- F10 Jewelry Oval - 6" x 7", 100% cotton fabric shell and heavy cotton flannel inside. Zipper opens to ring and locket pockets and large compartment for beads and heavier jewelry.  
Color: Navy  
Price: \$16.00
- F11 Beach Towel - 35" x 60" oversized heavyweight towel - 100% cotton terry cloth.  
Price: \$28.00
- F12 Golf Umbrella - 48" Pagoda style. Navy and white stripe body with wooden handle. Logo seen on front and back.  
Price: \$35.00
- F13 Bud and Bouquet Vase - Choose between a 9½" Bud Vase or a 5" Bouquet Vase. Both full lead crystal with deep etching.  
Price: \$25.00
- F14 Beverage Set - Deep etched 44oz. pitcher and 6 matching 14oz. Double Old Fashioned glasses.  
Price: 55.00
- F15 On The Rocks - 24% Full lead crystal beverage - 10½ oz. each with deep etched logo.  
Price: \$60.00 set of 4
- F16 Ambassador Bowl - 8½ diameter lead crystal bowl with deep etched " The White House " logo.  
Price: \$55.00

ITEMS SUBJECT TO PRICE CHANGE  
FOR ORDERS CALL (703) 536-3635 MON-FRI 9AM to 5PM



THE PRESIDENT & MRS. BUSH WELCOME  
THE PRESIDENT'S CABINET TO CAMP DAVID

The following information may be helpful for your full enjoyment of Camp David:

Location: Camp David is located in Northern Maryland, West of Thurmont, in the Catoctin Mountain Park. See the attached map for directions. Allow 1 1/2 hours travel time from Washington, D.C.

Weather: Generally 10 degrees cooler than Washington, D.C. due to the 2000 foot elevation.

Guest Activities: A full range of recreational activities is available to you during your stay at Camp David, including: Archery, Bicycle Riding, Bowling, Weight Room, Sauna, Horseshoes, Racquetball, Wallyball, Jogging/Hiking Trails, Billiards, Skeet, Swimming and Tennis.

We want you to enjoy your afternoon at Camp David -- plan on bringing swim suits, tennis gear, walking shoes, etc.

Dress: Dress at Camp David is very casual. Men: jeans, khakis, shorts, sweaters, golf shirts, windbreakers, comfortable shoes, etc. Women: jeans, slacks, shorts, sweaters, lightweight jackets, comfortable shoes, etc.

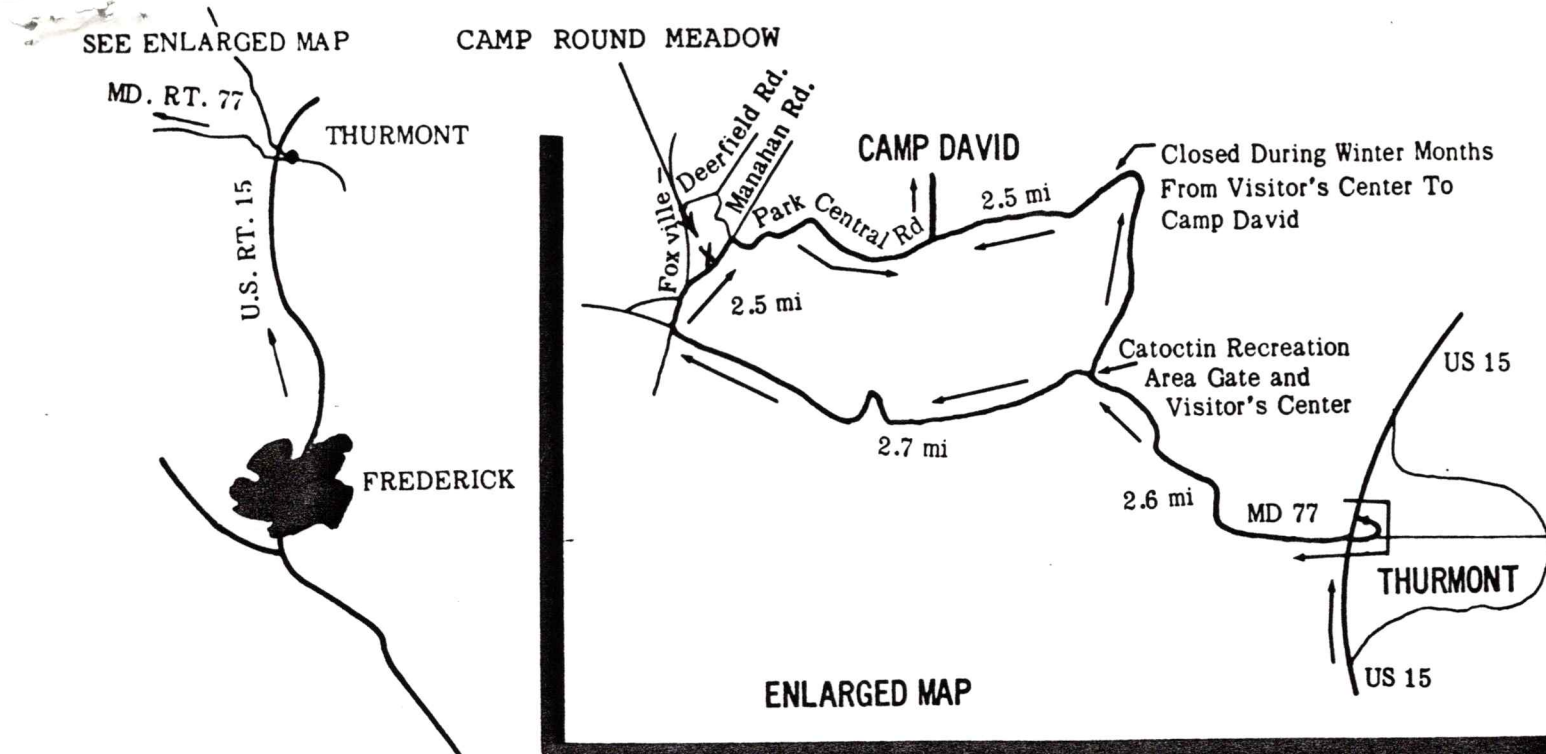
Souvenirs: Camp David Souvenirs are available for purchase at Hickory, the Camp recreation building.

Restrictions: Photography is restricted at Camp David. PLEASE DO NOT BRING CAMERAS.

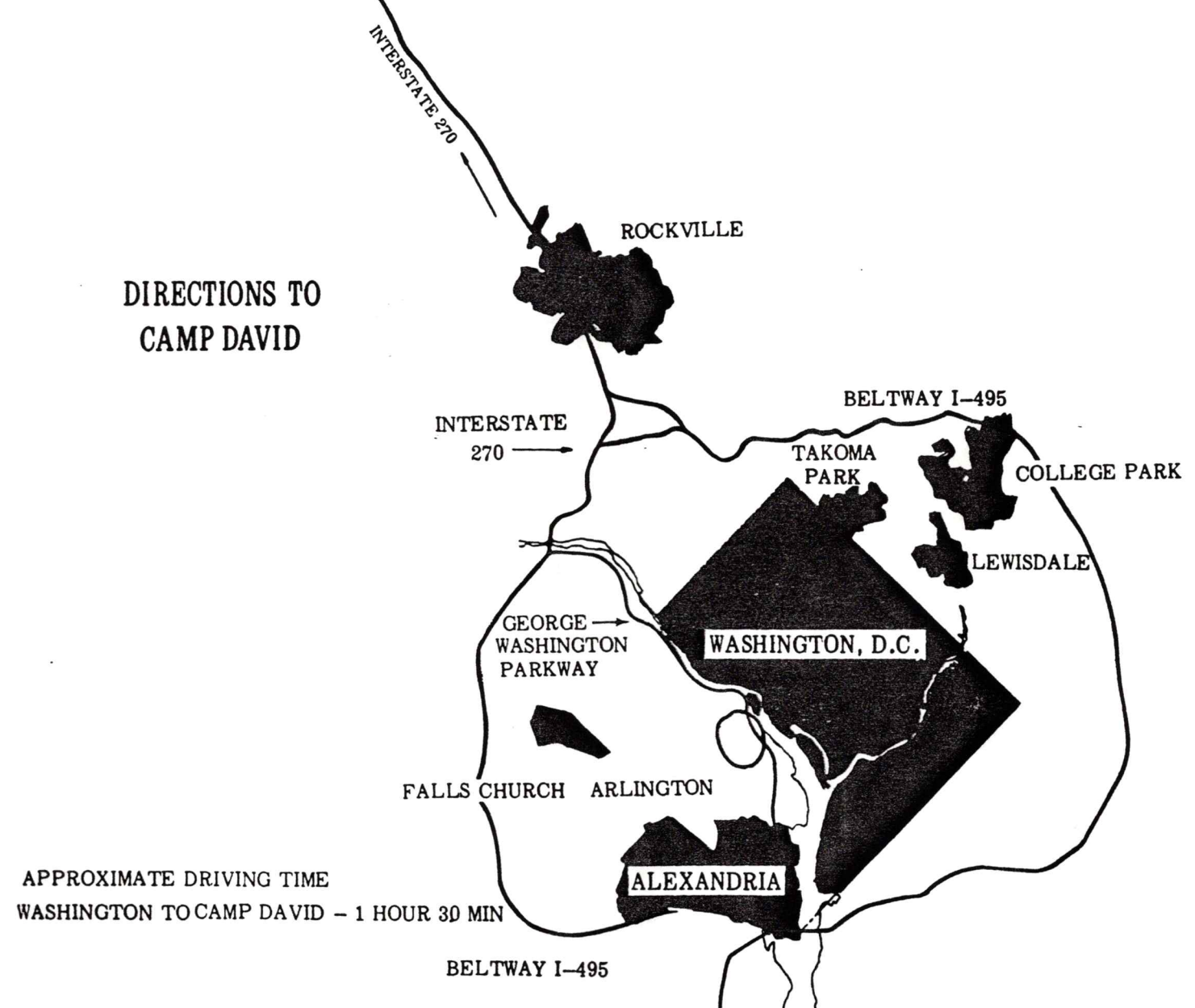
Security and Access: Cabinet Affairs will be requesting information on the make, model and tag number of the vehicle in which you will be arriving. At the Main Gate a Marine Sentry will request identification and also conduct a routine security inspection of the vehicle. A crewmember will escort you to the guest area.

For Further Information: Please contact Justine D'Andrea in Cabinet Affairs at White House Ext 2800.

LOOK FORWARD TO SEEING YOU ON JULY 22ND AT CAMP DAVID!



**DIRECTIONS TO CAMP DAVID**



THE WHITE HOUSE

WASHINGTON

January 31, 1991

IPNSA Has Seen

MEMORANDUM FOR GENERAL BRENT SCOWCROFT  
ASSISTANT TO THE PRESIDENT FOR  
NATIONAL SECURITY AFFAIRS

FROM: J. BONNIE NEWMAN *Bonnie*  
ASSISTANT TO THE PRESIDENT  
FOR MANAGEMENT AND ADMINISTRATION

SUBJECT: Fiscal Year 1992 Congressional  
Appropriations Process

The fiscal year 1992 congressional appropriations process is now underway. In the interest of expediency, the Senate customarily has requested that the Deputy Assistant to the President for Management and Director of the Office of Administration testify for the majority of the Executive Office of the President (EOP) accounts under the Treasury, Postal Service, and General Government appropriations bill. The Senate hearing is scheduled for April 17, 1991, with Paul Bateman testifying for nine EOP agencies, including the National Security Council. Testimony for the Council's account before the House will be performed by the Council.

In order for Mr. Bateman to testify accurately and persuasively for your agency's budget request, it will be necessary for our respective staffs to coordinate extensively. This will include providing material such as copies of your agency's congressional submission, responses to hypothetical hearing questions, and the opening statement used for your account before the House.

Ron Rasmussen, Director, Financial Management Division, and his budget staff, will be contacting your administrative staff shortly with a more detailed request for information. We would appreciate your staff's timely response to our inquiries to allow for sufficient preparation, and to ensure responsiveness to the Hill's requests. For your information, attached is a draft timeline of the congressional testimony process.

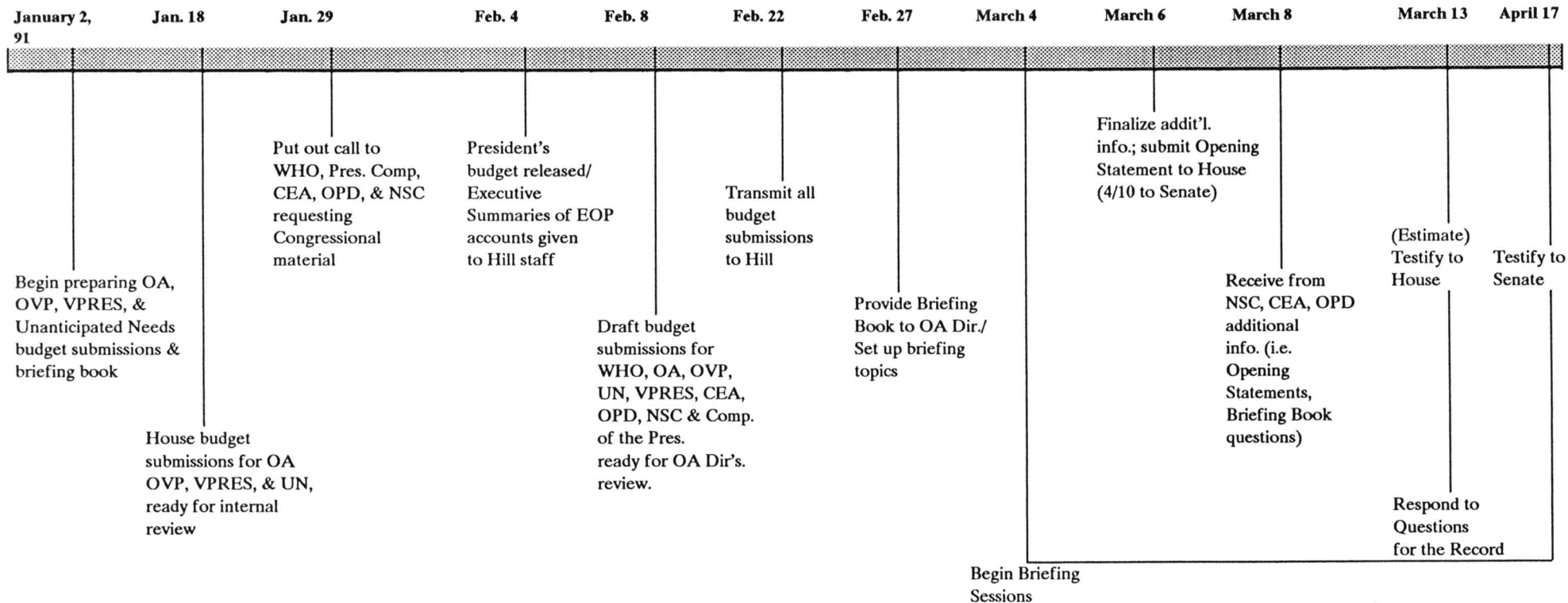
Thank you in advance for your cooperation.

Attachment

**EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF ADMINISTRATION**

**TIMELINE FOR CONGRESSIONAL SUBMISSION**

23 Jan



January 28, 1991

General --

Gary of the FBI called concerning Helmut Sonnenfeldt. He is is being considered for something that requires Senate confirmation and he has put your name down for a reference. Gary said he didn't need to speak with you if you were willing just to give some adjectives.

Florence

x2887

*wholly reliable  
loyal-Trustworthy  
& support for a position of trust*


*Passed  
to  
Dennis  
Sculimbrene  
2/4/91*

THE WHITE HOUSE

WASHINGTON

January 9, 1991

MEMORANDUM FOR EXECUTIVE OFFICE OF THE PRESIDENT STAFF

FROM: C. BOYDEN GRAY 

SUBJECT: Record Retention Policy for the Office of Administration System for Information Services (OASIS)

The White House Staff will soon have its information processing capabilities significantly improved as a result of the installation of the new OASIS system. This new system includes an electronic mail function that permits users to send, receive, and file messages within the OASIS network. While this new capability greatly expands our ability to communicate, it nevertheless carries with it a number of additional responsibilities -- particularly in reference to document retention requirements under the Presidential Records Act (44 U.S.C. sections 2201-2206).

A "Presidential Record" is any material that has an effect on the ability of the President to carry out his constitutional, statutory, official, or ceremonial duties. Presidential records do not include diaries, journals (or their equivalent), or political/election materials that do not relate or have a direct effect upon the ability of the President to carry out his constitutional, statutory, official, or ceremonial duties. A convenient rule of thumb is to assume that, except for personal journals or diaries, a presidential record is created anytime substantive non-election policy information is generated in written form. The statutory definition is provided for reference.

Because of its temporary nature, electronic mail should not be used to convey "presidential record" information. Should one create or receive an electronic message that contains such information, the message should either be incorporated into a memorandum, or reduced to paper. The OASIS electronic mail function is not designed to replace the existing system of document production and retention. OASIS users are therefore encouraged to restrict their use of electronic mail to informal messages, scheduling meetings, and relaying phone messages.

On a related note, OASIS electronic mail users should remain aware of the fact that the messages they send over the system may be printed, saved, or forwarded to a third party by the person to whom the message was originally sent. To that effect, OASIS users should avoid electronic messages that may, for whatever reason, cause them future personal or professional embarrassment.

## Statutory Definition

### § 2201. Definitions

As used in this chapter—

(1) The term "documentary material" means all books, correspondence, memorandums, documents, papers, pamphlets, works of art, models, pictures, photographs, plats, maps, films, and motion pictures, including, but not limited to, audio, audiovisual, or other electronic or mechanical recordings.

(2) The term "Presidential records" means documentary materials, or any reasonably segregable portion thereof, created or received by the President, his immediate staff, or a unit or individual of the Executive Office of the President whose function is to advise and assist the President, in the course of conducting activities which relate to or have an effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President. Such term—

(A) includes any documentary materials relating to the political activities of the President or members of his staff, but only if such activities relate to or have a direct effect upon the carrying out of constitutional, statutory, or other official or ceremonial duties of the President; but

(B) does not include any documentary materials that are (i) official records of an agency (as defined in section 552(e) of title 5, United States Code); (ii) personal records; (iii) stocks of publications and stationery; or (iv) extra copies of documents produced only for convenience of reference, when such copies are clearly so identified.

(3) The term "personal records" means all documentary materials, or any reasonably segregable portion thereof, of a purely private or nonpublic character which do not relate to or have an effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President. Such term includes—

(A) diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal which are not prepared or utilized for, or circulated or communicated in the course of, transacting Government business;

(B) materials relating to private political associations, and having no relation to or direct effect upon the carrying out of constitutional, statutory, or other official or ceremonial duties of the President; and

(C) materials relating exclusively to the President's own election to the office of the Presidency, and materials directly relating to the election of a particular individual or individuals to Federal, State, or local office, which have no relation to or direct effect upon the carrying out of constitutional, statutory, or other official or ceremonial duties of the President.

(4) The term "Archivist" means the Archivist of the United States.

(5) The term "former President", when used with respect to Presidential records, means the former President during whose term or terms of office such Presidential records were created.

THE WHITE HOUSE

WASHINGTON

November 14, 1990

MEMORANDUM FOR ALL STAFF MEMBERS IN THE WHITE HOUSE OFFICE,  
OFFICE OF POLICY DEVELOPMENT, AND OFFICE OF  
CABINET AFFAIRS

FROM: C. BOYDEN GRAY *onh*  
COUNSEL TO THE PRESIDENT

SUBJECT: Auctioning of White House-related Items

Several individuals have recently inquired whether it is permissible for staff members to provide White House-related items -- such as tours, lunch at the Mess, or use of the President's box at the Kennedy Center -- to charitable organizations for use as auction items in fundraising efforts.

The White House is following a long-standing policy of this and previous Administrations in declining requests to contribute autographs, memorabilia and the like for auction at charitable fundraising events, notwithstanding the merits of any particular organization or cause. This policy is necessitated by the practical difficulty of discriminating among many worthy causes, a desire for evenhandedness in responding to the large number of requests of this nature, and a desire to avoid the appearance of selling access to the White House. You should be aware that such a donation may also constitute a use of your public position for private gain, in violation of federal ethics standards.


For similar reasons, staff donations of White House-related auction items are likewise impermissible. This policy does not, however, prohibit individuals from donating to an auction one or more items of personal property (such as a souvenir of the Inauguration), so long as the donated items are not the kind of items that continue to be supplied by the White House (e.g., candy bearing the Presidential seal, Mess menus, etc.).

Please feel free to contact my office if you have any questions regarding this policy, or if you would like assistance in declining a request for a donation.

THE WHITE HOUSE  
WASHINGTON

24 November 1990

MEMORANDUM FOR BONNIE NEWMAN

FROM: Brent Scowcroft   
SUBJECT: Special Aircraft Request

Despite the best efforts of the Justice Department to quash a subpoena, Bob Gates may be required to appear as a witness in a criminal trial in Las Vegas on one day next week. This relates to his former position as Deputy Director of Central Intelligence. The Justice Department is continuing its efforts to get this frivolous subpoena withdrawn, but we will not know the results until the last minute.

On a contingency basis, I am requesting that a special aircraft mission be made available to take Bob to Las Vegas in the morning he would be called as a witness and return the same day. Because Justice will work until the last minute to get the subpoena withdrawn, it would be difficult to make commercial arrangements. Moreover, reliance on commercial air would require Bob to be absent for three days to ensure his availability -- a day going out, a day there and a day coming back. This would be at a time when I will be in Mexico with the President, then we will both be involved in preparations for the President's South America trip, and I simply cannot accept so lengthy an absence at such a critical time.

I have spoken to John Sununu about this and he concurs. Please make the appropriate contingency arrangements.

THE WHITE HOUSE

WASHINGTON

November 1, 1990

MEMORANDUM FOR BRENT SCOWCROFT

FROM:

PAUL W. BATEMAN



DEPUTY ASSISTANT TO THE PRESIDENT FOR MANAGEMENT  
AND DIRECTOR OF THE OFFICE OF ADMINISTRATION

SUBJECT:

Implementation of Random Drug Testing

In accordance with the Executive Office of the President Drug-Free Workplace Plan, we will now begin random drug testing. Testing practices will be identical to the applicant program, where over 1,050 have been tested.

Those eligible for random testing include employees and detailees in testing designated positions who have been issued a White House pass or who have a TOP SECRET security clearance. Unannounced tests will take place six times a year, and the names of those selected for testing will be generated randomly by a computer.

Attached is an informational brochure on the random drug testing program. Additionally, we will be conducting two employee awareness programs. The first program will take place on Thursday, November 15 from 1:00 to 2:00 p.m. The second program will be held on Wednesday, November 21 from 11:00 a.m. to noon. Both will be in room 450, Old Executive Office Building. You will have the opportunity to ask any questions you may have concerning the random testing program. Please plan to attend one of these sessions.

Attachment

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## **INTRODUCTION**

The Executive Office of the President (EOP) Drug-Free Workplace Plan requires random testing for employees and detailees in sensitive positions that have been designated as Testing Designated Positions (TDP). At 6 points during each calendar year, eligible EOP employees will be randomly identified and required to report for a mandatory drug test.

## **AUTHORITY**

The constitutionality of random testing has been challenged by employees in a number of Federal agencies. The courts have upheld testing for certain categories of positions. Random testing of persons holding those positions is sanctioned by the court. Additional positions may be added at a later date, when their legal status is clarified.

## **PROGRAM**

You may have had a drug test recently, as a part of the applicant testing program. Nevertheless, you may still be randomly selected. Applicant testing and random testing are functionally separate.

If you have taken a drug test as part of the applicant testing program, you know that the test was administered competently, efficiently, and with minimum disruption to you or your work schedule. If you have not had a drug test, please be assured that the testing will be handled skillfully and sensitively.

This brochure addresses basic questions you might have about the program. If you have additional questions, please contact the Director of the Personnel Management Division (PMD), at (202) 395-3765, in Room 4013 of the New Executive Office Building.

## **WHO WILL BE TESTED**

Employees and detailees in TDPs who hold either a White House pass or a TOP SECRET clearance are subject to testing. All such persons are entered into one data base. Selections for testing are made using a computer-based random selection method. The computer operation to make the random selection is a blind procedure and every person in the data base has an equal chance of being selected each time the random selection program is run.

Twelve percent of employees and detailees in TDPs will be tested each year. Since tests will be conducted 6 times during each year, approximately 2 percent of those in the random testing data base will be tested each time.

## **HOW TESTING WILL OCCUR**

The confidentiality of test results is protected by Federal law. Disclosure may be made only to the Medical Review Officer, Drug-Free Workplace Coordinator, Employee Assistance Coordinator, and the management officials(s) having the authority to take an adverse personnel action. Results may not be released for law enforcement purposes.

The test procedure is identical to that performed for applicant testing. A urine specimen is received at the collection facility and it will remain within a carefully controlled written chain of custody in accordance with stringent forensic procedures. The specimen collection procedure is performed in a controlled environment, but direct observation is not required. Any specimens which test positive during the initial screening will be tested a second time using a more sensitive test with state-of-the-art technology.

## **WHERE TESTING WILL OCCUR**

The collection of the specimen sample is performed at a location near the EOP complex.

If you are randomly selected, you and your supervisor will be notified by telephone and in writing by the PMD Director on the day of the scheduled test. You will be expected to report to the collection facility within 2 hours following receipt of the written notification. Deferral from testing following random selection may be granted only if you are in leave status or on official travel. If your test is deferred, you will be included in the next group of persons selected for random testing.

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EXECUTIVE OFFICE OF THE PRESIDENT

**DRUG-FREE  
WORKPLACE  
PLAN**

**DRUGS IDENTIFIED BY TESTS**

Marijuana

Cocaine

Opiates

Amphetamines

Phencyclidine (PCP)

**DRUG-FREE  
WORKPLACE  
PLAN**

Random Drug Testing  
What it is – How it works

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF ADMINISTRATION  
PERSONNEL MANAGEMENT DIVISION

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THE WHITE HOUSE  
Office of the Press Secretary

For Immediate Release

October 17, 1990

EXECUTIVE ORDER

- - - - -

PRINCIPLES OF ETHICAL CONDUCT  
FOR GOVERNMENT OFFICERS AND EMPLOYEES

By virtue of the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to establish fair and exacting standards of ethical conduct for all executive branch employees, it is hereby ordered that Executive Order 12674 of April 12, 1989, is henceforth modified to read as follows:

"EXECUTIVE ORDER

"- - - - -

"PRINCIPLES OF ETHICAL CONDUCT  
FOR GOVERNMENT OFFICERS AND EMPLOYEES

"By virtue of the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to establish fair and exacting standards of ethical conduct for all executive branch employees, it is hereby ordered as follows:

"PART I - PRINCIPLES OF ETHICAL CONDUCT

"Section 101. Principles of Ethical Conduct. To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each Federal employee shall respect and adhere to the fundamental principles of ethical service as implemented in regulations promulgated under sections 201 and 301 of this order:

"(a) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.

"(b) Employees shall not hold financial interests that conflict with the conscientious performance of duty.

"(c) Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.

"(d) An employee shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.

more

(OVER)

"(e) Employees shall put forth honest effort in the performance of their duties.

"(f) Employees shall make no unauthorized commitments or promises of any kind purporting to bind the Government.

"(g) Employees shall not use public office for private gain.

"(h) Employees shall act impartially and not give preferential treatment to any private organization or individual.

"(i) Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.

"(j) Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.

"(k) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

"(l) Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those -- such as Federal, State, or local taxes -- that are imposed by law.

"(m) Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.

"(n) Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards promulgated pursuant to this order.

"Sec. 102. Limitations on Outside Earned Income.

"(a) No employee who is appointed by the President to a full-time noncareer position in the executive branch (including full-time noncareer employees in the White House Office, the Office of Policy Development, and the Office of Cabinet Affairs), shall receive any earned income for any outside employment or activity performed during that Presidential appointment.

"(b) The prohibition set forth in subsection (a) shall not apply to any full-time noncareer employees employed pursuant to 3 U.S.C. 105 and 3 U.S.C. 107(a) at salaries below the minimum rate of basic pay then paid for GS-9 of the General Schedule. Any outside employment must comply with relevant agency standards of conduct, including any requirements for approval of outside employment.

**"PART II - OFFICE OF GOVERNMENT ETHICS AUTHORITY**

"Sec. 201. The Office of Government Ethics. The Office of Government Ethics shall be responsible for administering this order by:

more

"(a) Promulgating, in consultation with the Attorney General and the Office of Personnel Management, regulations that establish a single, comprehensive, and clear set of executive-branch standards of conduct that shall be objective, reasonable, and enforceable.

"(b) Developing, disseminating, and periodically updating an ethics manual for employees of the executive branch describing the applicable statutes, rules, decisions, and policies.

"(c) Promulgating, with the concurrence of the Attorney General, regulations interpreting the provisions of the post-employment statute, section 207 of title 18, United States Code; the general conflict-of-interest statute, section 208 of title 18, United States Code; and the statute prohibiting supplementation of salaries, section 209 of title 18, United States Code.

"(d) Promulgating, in consultation with the Attorney General and the Office of Personnel Management, regulations establishing a system of nonpublic (confidential) financial disclosure by executive branch employees to complement the system of public disclosure under the Ethics in Government Act of 1978. Such regulations shall include criteria to guide agencies in determining which employees shall submit these reports.

"(e) Ensuring that any implementing regulations issued by agencies under this order are consistent with and promulgated in accordance with this order.

"Sec. 202. Executive Office of the President. In that the agencies within the Executive Office of the President (EOP) currently exercise functions that are not distinct and separate from each other within the meaning and for the purposes of section 207(e) of title 18, United States Code, those agencies shall be treated as one agency under section 207(c) of title 18, United States Code.

### "PART III - AGENCY RESPONSIBILITIES

"Sec. 301. Agency Responsibilities. Each agency head is directed to:

"(a) Supplement, as necessary and appropriate, the comprehensive executive branch-wide regulations of the Office of Government Ethics, with regulations of special applicability to the particular functions and activities of that agency. Any supplementary agency regulations shall be prepared as addenda to the branch-wide regulations and promulgated jointly with the Office of Government Ethics, at the agency's expense, for inclusion in Title 5 of the Code of Federal Regulations.

"(b) Ensure the review by all employees of this order and regulations promulgated pursuant to the order.

"(c) Coordinate with the Office of Government Ethics in developing annual agency ethics training plans. Such training shall include mandatory annual briefings on ethics and standards of conduct for all employees appointed by the President, all employees in the Executive Office of the President, all

more

(OVER)

officials required to file public or nonpublic financial disclosure reports, all employees who are contracting officers and procurement officials, and any other employees designated by the agency head.

"(d) Where practicable, consult formally or informally with the Office of Government Ethics prior to granting any exemption under section 208 of title 18, United States Code, and provide the Director of the Office of Government Ethics a copy of any exemption granted.

"(e) Ensure that the rank, responsibilities, authority, staffing, and resources of the Designated Agency Ethics Official are sufficient to ensure the effectiveness of the agency ethics program. Support should include the provision of a separate budget line item for ethics activities, where practicable.

#### "PART IV - DELEGATIONS OF AUTHORITY

"Sec. 401. Delegations to Agency Heads. Except in the case of the head of an agency, the authority of the President under sections 203(d), 205(e), and 208(b) of title 18, United States Code, to grant exemptions or approvals to individuals, is delegated to the head of the agency in which an individual requiring an exemption or approval is employed or to which the individual (or the committee, commission, board, or similar group employing the individual) is attached for purposes of administration.

#### "Sec. 402. Delegations to the Counsel to the President.

"(a) Except as provided in section 401, the authority of the President under sections 203(d), 205(e), and 208(b) of title 18, United States Code, to grant exemptions or approvals for Presidential appointees to committees, commissions, boards, or similar groups established by the President is delegated to the Counsel to the President.

"(b) The authority of the President under sections 203(d), 205(e), and 208(b) of title 18, United States Code, to grant exemptions or approvals for individuals appointed pursuant to 3 U.S.C. 105 and 3 U.S.C. 107(a), is delegated to the Counsel to the President.

"Sec. 403. Delegation Regarding Civil Service. The Office of Personnel Management and the Office of Government Ethics, as appropriate, are delegated the authority vested in the President by 5 U.S.C. 7301 to establish general regulations for the implementation of this Executive order.

#### "PART V - GENERAL PROVISIONS

"Sec. 501. Revocations. The following Executive orders are hereby revoked:

"(a) Executive Order No. 11222 of May 8, 1965.

"(b) Executive Order No. 12565 of September 25, 1986.

#### "Sec. 502. Savings Provision.

"(a) All actions already taken by the President or by his delegates concerning matters affected by this order and in force when this order is issued, including any regulations issued under Executive Order 11222, Executive Order 12565, or statutory authority, shall, except as they are irreconcilable with the

provisions of this order or terminate by operation of law or by Presidential action, remain in effect until properly amended, modified, or revoked pursuant to the authority conferred by this order or any regulations promulgated under this order. Notwithstanding anything in section 102 of this order, employees may carry out preexisting contractual obligations entered into before April 12, 1989.

"(b) Financial reports filed in confidence (pursuant to the authority of Executive Order No. 11222, 5 C.F.R. Part 735, and individual agency regulations) shall continue to be held in confidence.

"Sec. 503. Definitions. For purposes of this order, the term:

"(a) 'Contracting officers and procurement officials' means all such officers and officials as defined in the Office of Federal Procurement Policy Act Amendments of 1988.

"(b) 'Employee' means any officer or employee of an agency, including a special Government employee.

"(c) 'Agency' means any executive agency as defined in 5 U.S.C. 105, including any executive department as defined in 5 U.S.C. 101, Government corporation as defined in 5 U.S.C. 103, or an independent establishment in the executive branch as defined in 5 U.S.C. 104 (other than the General Accounting Office), and the United States Postal Service and Postal Rate Commission.

"(d) 'Head of an agency' means, in the case of an agency headed by more than one person, the chair or comparable member of such agency.

"(e) 'Special Government employee' means a special Government employee as defined in 18 U.S.C. 202(a).

"Sec. 504. Judicial Review. This order is intended only to improve the internal management of the executive branch and is not intended to create any right or benefit, substantive or procedural, enforceable at law by a party against the United States, its agencies, its officers, or any person."

GEORGE BUSH

THE WHITE HOUSE,  
October 17, 1990.

# # #

<b>DOCUMENT NUMBER</b>	<b>DATE</b>	<b>CLASS</b>	<b>GROUP</b>	<b>ENCLOSURES</b>	<b>CONTROL NUMBER</b>
CM-2139-89	10/01/89	TS/SIOP	ESI CAT 09		OFF NO:01938

**SUBJECT** SIOP DECISION HANDBOOK, CM-2139-89 (U)

**RECORD OF CHANGES**

DOC LOCATION: \_\_\_\_\_

COPY NO.	TO	DATE	SIGNATURE	DATE RET'D	SIGNATURE	DISPOSITION
9	ASST NAT SEC			120290	<i>[Signature]</i>	

# Withdrawal/Redaction Sheet

## (George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
04. Resume	Re: Resume [Personal Information Redacted] (1 pp.)	n.d.	(b)(6)	

**Collection:**

**Record Group:** Bush Presidential Records  
**Office:** Scowcroft, Brent, Collection  
**Series:** Administrative Files  
**Subseries:**  
**WHORM Cat.:**  
**File Location:** Administrative, 1989 - 1991 [1]

<b>Date Closed:</b> 9/8/2010	<b>OA/ID Number:</b> 85033-001
<b>FOIA/SYS Case #:</b> 2009-0275-S	<b>Appeal Case #:</b>
<b>Re-review Case #:</b>	<b>Appeal Disposition:</b>
<b>P-2/P-5 Review Case #:</b>	<b>Disposition Date:</b>
<b>AR Case #:</b>	<b>MR Case #:</b>
<b>AR Disposition:</b>	<b>MR Disposition:</b>
<b>AR Disposition Date:</b>	<b>MR Disposition Date:</b>

### RESTRICTION CODES

<p><b>Presidential Records Act - [44 U.S.C. 2204(a)]</b></p> <p>P-1 National Security Classified Information [(a)(1) of the PRA]  P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]  P-3 Release would violate a Federal statute [(a)(3) of the PRA]  P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]  P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]</p> <p>C. Closed in accordance with restrictions contained in donor's deed of gift.</p> <p>PRM. Removed as a personal record misfile.</p>	<p><b>Freedom of Information Act - [5 U.S.C. 552(b)]</b></p> <p>(b)(1) National security classified information [(b)(1) of the FOIA]  (b)(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]  (b)(3) Release would violate a Federal statute [(b)(3) of the FOIA]  (b)(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]  (b)(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]  (b)(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]  (b)(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]  (b)(9) Release would disclose geological or geophysical information</p>
--	--

CHIEF OF NAVAL PERSONNEL: VICE ADMIRAL J.M. BORDA USN

DIRECTOR DISTRIBUTION DEPARTMENT: REAR ADM. R.J. ZLATOPER USN  
TEL: 202 694 3454

CHIEF MANAGEMENT SPECIALIST (MSC) ROMULO O. MORALES  
SSN: [REDACTED] (b)(6)  
TRANSFER DATE (PRD) MAY 1991  
EXPIRATION DATE OF ENLISTMENT (EAOS) SEPTEMBER 1991

DUTY STATION IN PENSACOLA, FLORIDA

1. NAVAL EDUCATION & TRAINING PROGRAM MANAGEMENT SUPPORT  
ACTIVITY (NETPMSA) NAVAL EXAMINING CENTER PENSACOLA,  
FLORIDA

*Priority*  
BILLET AVAILABLE: EXAMINATION WRITER OR BOOK WRITER FOR  
MESS MANAGEMENT SPECIALIST

BILLET AVAILABLE: BACHELOR ENLISTED QUARTERS (BEQ)

2. NAVAL AIR STATION PENSACOLA, FLORIDA
3. CORRY STATION PENSACOLA, FLORIDA
4. NAVAL HOSPITAL PENSACOLA, FLORIDA
5. COMMANDER NAVAL EDUCATION & TRAINING (CNET)  
QUARTERS DUTY

Bush Presidential Library Photocopy

Romulo  
O.  
Morales  
"Romy"  
Mess  
Stewards

Talked  
w/ Sec  
Garrett  
he will  
call  
back -  
8/1/90

July 13, 1990

General --

Romy Morales (one of your mess stewards) said he spoke with you and you said you would call the Navy on his behalf. He brought in the attached information for you. Since he said he already spoke with you I didn't press him on the subject. Do you remember the conversation or should I go back and ask him exactly what he wants you to do?

I remember \_\_\_\_\_ Please ask him what he wants me to do \_\_\_\_\_

Other \_\_\_\_\_ ✓

Florence

*General -*

*Romy asked me about  
this today -*

*you are meeting w/ Cheney  
for breakfast in the morning  
& Romy will probably serve.*

*What do you plan to do?*

*F.*

THE WHITE HOUSE  
WASHINGTON

October 5, 1990

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:

J. BONNIE NEWMAN *Bonnie Newman*  
ASSISTANT TO THE PRESIDENT FOR  
MANAGEMENT AND ADMINISTRATION

SUBJECT:

Operations in the Absence of Appropriations

The Continuing Resolution (CR) expires at midnight tonight, October 5, 1990. We have no indication yet whether Congress will act today and pass a CR.

We are hopeful that a budget agreement will be approved, however, it is possible that we will be faced with implementing a shutdown of the agency's operations or, in the event of a sequester, we will implement our plan to furlough employees. In either event, you should proceed as follows:

Excepted employees (those employees who have been designated as being required to perform certain essential functions) should report for duty on their next regularly scheduled work day.

Non-excepted employees would also report as scheduled for their next regular work day. At that time they will receive further instructions from their supervisor.

All non-excepted and excepted employees should report for duty on Tuesday, October 9, since Monday is a Federal holiday.

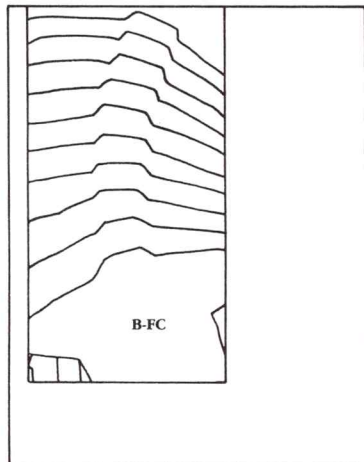
We regret the inconvenience this uncertainty may cause you and ask that you be alert to media information relating to the budget agreement.



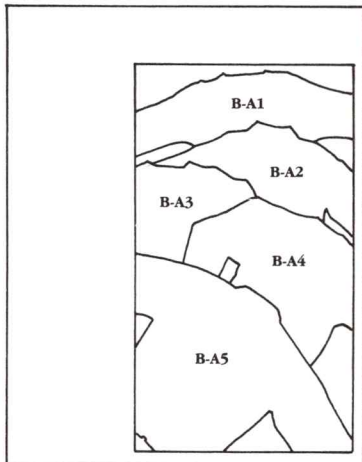
*File*

### ORDER FORM

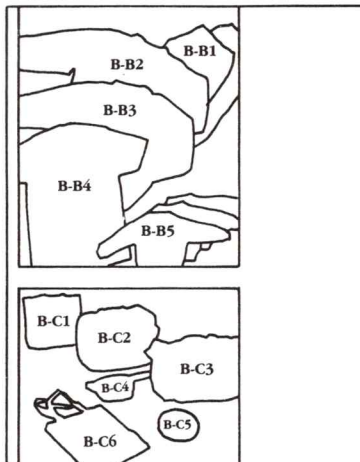
PAGE 1



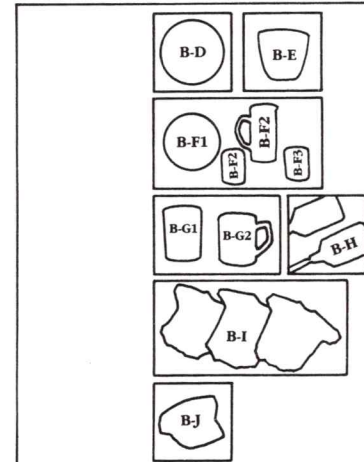
PAGE 2



PAGE 3



PAGE 4



<b>PAGE 1</b>	<b>B-FC</b> Polo Shirt	\$28.00 XXL \$30.00	<b>B-A5</b> Classic Poplin Jacket	\$50.00 XXL \$52.00	<b>B-B5</b> Toddler Cardigan	\$20.00	<b>B-E</b> Pewter Jefferson Cup	\$15.00	
<b>PAGE 2</b>	<b>B-A1</b> V-Neck Sweater	\$40.00 XXL \$42.00	<b>PAGE 3</b>	<b>B-B1</b> Cotton Fleece Sweatpants	\$28.00	<b>B-C1</b> Executive Bag	\$17.00	<b>B-F1</b> Ambassador Bowl	\$55.00
	<b>B-A2</b> Rugby Shirt	\$45.00		<b>B-B2</b> Canton Fleece Johnny Collar Pullover	\$38.00	<b>B-C2</b> Weekend Bag	\$30.00	<b>B-F2</b> Beverage Set	\$60.00
	<b>B-A3</b> Cotton Sweater	\$40.00		<b>B-B3</b> Long Sleeve Canton Fleece Polo	\$38.00	<b>B-C3</b> Tapistry Bag	\$84.00	<b>B-F3</b> On the Rocks - 4	\$60.00
	<b>B-A4</b> Sweatshirt	\$42.00 XXL \$28.00		<b>B-B4</b> T-Shirt	\$12.00 XXL \$14.00	<b>B-C4</b> Hip Pack	\$14.00	<b>B-G1</b> Glass	\$ 7.00
						<b>B-C5</b> Jewelry Oval	\$17.00	<b>B-G2</b> Ceramic Mug	\$ 7.00
						<b>B-C6</b> Tote Bag	\$16.00	<b>B-H</b> Leather Luggage Tag	\$ 6.00
						<b>PAGE 4</b>		<b>B-I</b> Infant Playsuit	\$14.00
						<b>B-D</b> Pewter Candy Dish	\$25.00	<b>B-J</b> Baseball Cap	\$12.00

DATE	PURCHASED BY	SHIP TO
Name		
Street		
City/State/Zip		
Telephone (Day)		

ITEM #	QUAN.	DESCRIPTION	SIZE	COLOR	PRICE	TOTAL
Subtotal						
Handling						
5% TAX (VA Residents only)						
<b>TOTAL</b>						

**Telephone Orders:**  
 (703) 536-3635  
 Mon. thru Fri.  
 9:00 a.m. to 5:00 p.m.  
 Eastern Standard Time

**Ordering Information:**  
**Sizes:** All sizes listed are unisex sizes.  
**T-shirts and sweatshirts:**  
 Chest Size (S 32-34), (M 36-38), (L 40-42), (XL 44-46) (XXL 48-50)  
**Shorts and Sweatpants:**  
 Waist Size (S 28-30), (M 32-34), (L 36-38), (XL 40-42)  
**Credit Cards:** Add 4% handling fee  
**Checks:** Please make checks payable to **GML Design, Inc.** American Express/VISA/MasterCard. Fill in charge #, expiration date, and address. All charge order forms must be signed.

**No minimum charge for credit card orders.**  
 Prices subject to change.  
**Order Form** Please Print. Fill in the item number, quantity, color, and size of each item. Add shipping charges:  
 Order of \$25 or less — \$3.95  
 \$25.01 to \$50.00 — \$5.95  
 \$50.01 to \$75.00 — \$7.95  
 \$75.01 to \$100.00 — \$9.50  
 \$100.01 or more — \$10.95  
 All items sent UPS. Allow 3 to 4 weeks for delivery.

Sign the form and mail to:  
**G.M.L. Design, Inc.**  
 5852 Washington Blvd., Suite A  
 Arlington, VA 22205  
 AMERICAN EXPRESS     VISA     MASTERCARD  
 \_\_\_\_\_  
 CARD #  
 \_\_\_\_\_  
 SIGNATURE  
 \_\_\_\_\_  
 EXP. DATE

# CATALOG 1991



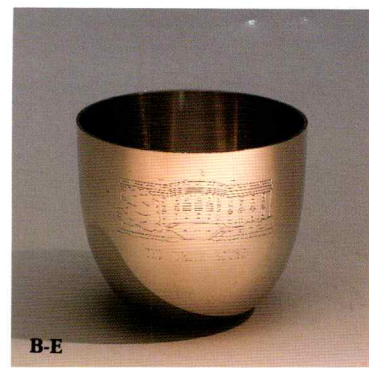
 **G.M.L.**  
d e s i g n

### B-D PEWTER CANDY DISH

5" diameter, engraved with our "White House" logo, with gift box.



B-D



B-E

### B-E PEWTER JEFFERSON CUP

8 oz. cup engraved with "White House" logo, with gift box.

### B-F1 AMBASSADOR BOWL

8½" diameter lead crystal bowl with deep etched "White House" logo.

### B-F2 BEVERAGE SET

Deep etched 44 oz. pitcher and 6 matching 14 oz. double Old Fashion glasses.

### B-F3 ON THE ROCKS

Heavy 24% Full Lead crystal. 10 oz. Each with deep etched logo.

### B-G1 GLASS

This tumbler is imprinted with a gold plated "White House" logo. Available as a set of 4 or individually.

### B-G2 CERAMIC MUG

11 oz. Cobalt blue with gold plated "White House" logo.



B-F

### B-H LEATHER LUGGAGE TAG

Soft leather, designed to hold your business card. "White House" design stamped on each tag. Leather strap.

Colors: Burgundy or Tan

### B-I INFANT PLAYSUIT

Poly-cotton interlock. One-piece, raglan short sleeve, and gripper bottom. Machine washable. Individually polybagged.

Sizes: 6 mos., 12 mos., 18 mos., 24 mos.

Colors: White, Pink, or Light Blue



B-G



B-H

### B-J BASEBALL CAP

Poplin, 65/35 poly-cotton blend. Cotton sweatband. Reinforced visor.

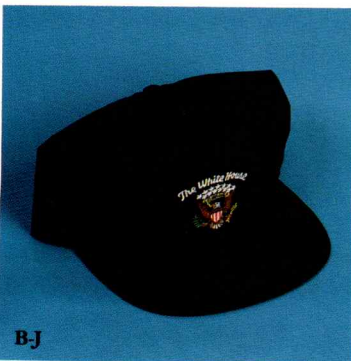
Size: One Size fits all.

Color: Navy Only

See order form for pricing and ordering information.



B-I



B-J



5852 N. Washington Blvd.  
Suite A  
Arlington, VA 22205  
(703) 536-3635

THE WHITE HOUSE

WASHINGTON

September 27, 1990

THE CHIEF of STAFF  
has seen

MEMORANDUM FOR THE CHIEF OF STAFF

FROM: BRENT SCOWCROFT *BS*

SUBJECT: NSC Special Assistant Commission

Request a Special Assistant Commission for David C. Gompert who will be the Senior Director of our European and Soviet Affairs Directorate. Mr. Gompert will replace Ambassador Robert D. Blackwill.

*OK per JHS  
10.3.90  
Andy Card*

*There should be no net ~~increase~~ increase in the no. of commissioned officers in NSC. Condi's commission should not be filled when she leaves.*

*Andy*

*Per conversation with Andy on 10-5, he agrees we can use ~~positions~~ available commissions for other jobs than those listed in 1-27-89 memo (e.g. Rice replacement vice Rademan replacement).*

*J.*

January 27, 1989

MEMORANDUM FOR JOHN SUNUNU

FROM: BRENT SCOWCROFT *BS*

SUBJECT: NSC Commissioned Officers and  
Building Pass Requirements

Per your request, below is the list of positions that we anticipate will be headed by Commissioned Officers (Special Assistants to the President). Where we have hired new officers, they are listed in parentheses.

1. Legal Advisor (C. Nicholas Rostow)
2. Legislative Affairs (Virginia A. Lampley)
3. European and Soviet Affairs (Robert D. Blackwill)
4. Near East and South Asian Affairs (Richard N. Haass)
5. Asian Affairs (*Karl Diez Jackson*)
6. African Affairs (David C. Miller)
7. Latin American Affairs
8. Intelligence Programs (William W. Working)
9. Defense Policy/Arms Control
10. International Economic Affairs
11. Counselor/Planning

Also per your request, a staff listing has been attached showing the Building Pass requirements for the NSC. These requirements are based on an individual's need for continuous access to the West and/or East Wings of the White House.

Our requirement is for 111 WHS, 26 OGA and the use of approximately 55 EOB passes. The current manning level of the NSC was used for these figures. This manning is now being reviewed with the emphasis toward reducing the overall size of the NSC staff.

Attachment

Tab A - NSC Building Pass Requirements

*Post*  
*All set day for*  
*Gov. Sununu*  
*Andy*

THE WHITE HOUSE  
WASHINGTON

12:40 pm  
October 5, 1990

Bob:

Janis Whitley called with  
message for you:

In October 1988 we were  
authorized 15 Commissioned  
Officers. We only had 13 but  
we were authorized 15.

Have limited information for  
prior to 88 -- nothing earlier  
than 88.

Wilma

---

THE WHITE HOUSE  
WASHINGTON

23 May 1990

MEMORANDUM FOR JAMES W. CICCONI

FROM: Brent Scowcroft 

SUBJECT: Presidential Commissions

The President has approved William F. Sittmann to replace Philip Hughes as Executive Secretary of the National Security Council. Would you please arrange his commission and appropriate privileges such as White House Staff Mess. Additionally, Condoleezza Rice has been promoted to Senior Director for Soviet Union Affairs on the National Security Council Staff. Would you please arrange for her commissioning as Special Assistant to the President, with associated privileges.

THE WHITE HOUSE  
WASHINGTON

3 May 1989

MEMORANDUM FOR ANDREW H. CARD, JR.

FROM: Robert M. Gates *RG*  
SUBJECT: NSC Commissioned Officers

In response to the attached memorandum of January 27th, the Governor approved a specific list of NSC positions to be headed by Commissioned Officers. He approved commissioning specific individuals where those had already been appointed. We have now selected individuals for the other positions.

Per the Governor's approval on 27 January, would you please approve and implement commissioning for the following officers:

- Special Assistant to the President and Senior Director for Asian Affairs Karl Jackson
- Special Assistant to the President and Senior Director for Latin American Affairs Everett Ellis Briggs
- Special Assistant to the President and Senior Director for Defense Policy and Arms Control Arnold Kanter
- Special Assistant to the President and Senior Director for International Economic Affairs Deane E. Hoffmann
- Special Assistant to the President and Senior Director for National Security Council Planning Peter W. Rodman

This completes our list of eleven senior staff members who will be commissioned officers.

Attachment:  
As Stated

# NATIONAL SECURITY COUNCIL

Old Executive Ofc. Bldg., 17th St. & Pennsylvania Ave., N.W., Washington, DC 20506

## MEMBERS

(Area Code 202)

(Area Code 202)

The President Ronald Reagan, White House . . . . . 456-1414  
 The Vice President George Bush, White House . . . . . 456-2326  
 Secretary of State George P Shultz 7226 STATE . . . . . 647-4910  
 Secretary of Defense Frank C Carlucci 3E880 PNT . . . . . 695-5261

## STATUTORY ADVISORS

Dir Central Intelligence Agency William H Webster . . . . . 482-6363  
 Chairman Joint Chiefs of Staff Adm William J Crowe Jr USN  
 2E873 PNT . . . . . 697-9121  
 Dir Arms Control & Disarmament Agency William F Burns  
 5930 ACDA . . . . . 647-9610

## STAFF

(Area Code 202)

Situation Rm Duty Ofcr . . . . . 395-6313

Asst to the Pres for National Security Affairs Colin L Powell WH . . . 456-2255  
 Special Asst Florence Gantt WH . . . . . 456-2255  
 Confidential Asst Kay Zerwick WH . . . . . 456-2255  
 Dep Asst to the Pres for Natl Security Affairs John D  
 Negroponte WH . . . . . 456-2257  
 Military Asst (Vacant) WH . . . . . 456-2562

### Executive Secretary

Spec Asst to the Pres for Natl Security Affairs and Exec  
 Secretary Paul Schott Stevens WH . . . . . 456-2224  
 Special Asst Cathy L Millison WH . . . . . 456-2545  
 Administrative Assistants:  
 Jackie Murphy WH . . . . . 456-6536  
 Mary Stults WH . . . . . 456-2562  
 Staff Assistants:  
 Catherine M Bergeron WH . . . . . 456-6234  
 Elaine M Mitsler WH . . . . . 456-6534  
 Deputy Executive Secretaries:  
 Marybell Batjer WH . . . . . 456-6536  
 Michael Donley WH . . . . . 395-7310  
 Robert Perito WH . . . . . 456-6534

### National Security Council Counselor

Spec Asst to the Pres and Counselor Peter W Rodman 372 . . . . . 395-3110  
 Dep Dir to the Natl Security Council Counselor John Herbst  
 395 . . . . . 395-3116

### Legal Adviser

Spec Asst to the Pres and Legal Adviser Nicholas Rostow 368 . . . . . 395-6538  
 Dep Legal Adviser Daniel Levin 374A . . . . . 395-3854  
 Asst Legal Adviser Jonathan Scharfen 374A . . . . . 395-5026

### African Affairs

Spec Asst to the Pres and Sr Dir Herman Cohen 373 . . . . . 395-3393  
 Director Alison Rosenberg 373 . . . . . 395-3391

### Arms Control

Spec Asst to the Pres and Sr Dir Robert E Linhard 386 . . . . . 395-5865  
 Directors:  
 Col Donald A Mahley USA 380 . . . . . 395-5010  
 Capt Linton F Brooks USN 386 . . . . . 395-3330  
 G William Heiser 376 . . . . . 395-6923  
 Steven E Steiner 389 . . . . . 395-5697  
 Dep Director William N Tobey 389 . . . . . 395-3440

### Asian Affairs

Spec Asst to the Pres and Sr Dir James A Kelly 493 . . . . . 395-6173  
 Directors:  
 Richard T Childress 392 . . . . . 395-3576  
 Paul H Paal 493 . . . . . 395-5746

### Defense Policy

Spec Asst to the Pres and Sr Dir William A Cockell 374 . . . . . 395-4970  
 Directors:  
 Col Donald A Mahley USA 376 . . . . . 395-6923  
 Capt Linton F Brooks USN 386 . . . . . 395-3330  
 Roger DeKok 477 . . . . . 395-7350  
 Eugene M Ebner 361A . . . . . 395-6820  
 John Grimes 479 . . . . . 395-7392  
 James F Miskel 477 . . . . . 395-3055  
 Don M Snider 380 . . . . . 395-3975  
 Steven E Steiner 389 . . . . . 395-5697

### European and Soviet Affairs

Spec Asst to the Pres and Sr Dir Nelson Ledsky 368 . . . . . 395-5112  
 Directors:  
 Rudolf Perina 368 . . . . . 395-5732  
 Lisa Jameson 368 . . . . . 395-3912  
 Barry Lowenkron 361 . . . . . 395-5076

### Information Policy and Security Review

Sr Director Brenda S Reger 302 . . . . . 395-3736  
 Director of Freedom of Info Nancy V Menan 375 . . . . . 395-3103

### Intelligence Programs

Spec Asst to the Pres and Sr Dir D Barry Kelly 300 . . . . . 395-3334  
 Director of:  
 Counterintelligence John F Lewis 300 . . . . . 395-4614  
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THE WHITE HOUSE  
WASHINGTON

<del>130</del>	187	Oct 88	15 Comm.
130	161	90	11 Comm.
	147		

Public Law 94-344, Jul 7, 1976

Chapter 10.

Section 178: Modification of Rules and Customs by the President

Any rule or custom pertaining to the display of the flag of the US of America set forth herein may be altered, modified or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alterations or additional rules shall be set forth in a proclamation.

One way to tell if it is an INDOOR ceremony is to look at the band. Indoors they will have their hats off and the band is usually in place first. For example, if ceremony is in Ceremonial Hall because of inclement weather, it will be considered an outdoor ceremony (band will wear hats).

Ms. Procter,

In response to your questions concerning courtesies during ceremonies, the following information is provided.

BACKGROUND:

A. In reviewing Public Law, no reference could be found regarding conduct of anyone during the playing of a foreign national anthem.

B. Applicable service regulations are specific concerning the conduct of military personnel, they are required to render a military salute. Civilians not being subject to the service regulations are advised they should render the same respect to the foreign anthem as they do to the U.S. Anthem.

C. Public Law does direct U.S. Citizens to stand at attention with the right hand over the heart, during the U.S. Anthem.

DISCUSSION:

A. The playing of the National Anthems of both countries at arrival ceremonies at the White House are a part of honors rendered.

B. The military present in uniform are required render a military salute.

*when a foreign anthem is played*

C. Although placing the hand over the heart by civilians is not required by Public Law or service regulations, it would be consistent with the actions of the uniformed military present.

*mil are req'd to salute foreign flags & anthems.*

D. Announcement is made over the public address system alerting those in attendance that the anthems of both countries are about to be played.

E. White House Customs as published on the first page of the programs passed out at arrival ceremonies states, "During the playing of the National Anthems those in civilian attire salute by placing the right hand over the heart, and if a gentleman's hat is worn, it is held over the left shoulder with the hand over the heart".

RECOMMENDATION: Persons attending in civilian clothing, place their right hand over their heart on the first note of music after the announcement alerting attendees that the anthems of both countries are about to be played.

*Gary Secret*  
Gary Secret  
Protocol  
Ceremonies and Special  
Events

Approved by *J.D.* 9 Mar 90

enc1; Copy White House program

Bush Presidential Library Photocopy

MILITARY DISTRICT OF WASHINGTON  
DIRECTORATE OF CEREMONIES AND SPECIAL EVENTS  
WASHINGTON, DC 20319-5050

DATE & TIME 9 Mar 89

TO (CMD, CODE, OFC) \_\_\_\_\_

\*\*\*TELECOPIER/FAX NO. 456 / 2913

\*\*\*ATTENTION\*\*\* Ms. Procter

ADDRESSEE'S TELEPHONE 456 / 2255

\*\*\*THIS PAGE PLUS 2 PAGE(S) FOLLOW

\*\*\*SUBJECT Customs at Ceremonies

FROM DIRECTORATE OF CEREMONIES AND SPECIAL EVENTS, RM 207, BLDG 32,  
FT MCNAIR, TELECOPIER/FAX AUTOVON 335-2695/COMMERICAL (202)  
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## *White House Customs*

*Welcome to The White House.*

*During the playing of Honors for The President and Visiting Dignitary, it is customary for White House guests to observe the following formalities:*

*Stand at attention during the playing of Ruffles and Flourishes (Musical Salute);*

*Stand at attention during the playing of Hail to the Chief; and*

*During the playing of the National Anthems, those in civilian attire salute by placing the right hand over the heart, or if a gentleman's hat is worn it is held over the left shoulder with the hand over the heart.*

possible out of public view) or it may be dried in an automatic dryer. The flag may be ironed in order to make it a more presentable emblem for display.

10. *What should be done with the flag of the United States when it becomes unserviceable?*

When the flag is in such condition that it is no longer a fitting emblem for display, it should not be cast aside nor used in any way that might be viewed as disrespectful. If not preserved, it should be destroyed as a whole, privately, preferably by burning or by some other method lacking in any suggestion of irreverence or disrespect.

11. *Must the flag of the United States be folded in the formal manner as it is taken down, or can this be done after entering the building?*

Folding the flag of the United States in the manner prescribed for the Uniformed Services cannot be done properly by one person. The flag may be rolled or folded in any shape that is neat and easy to carry and should be either rolled or folded before it is carried into the building. However, if the flag is large, it may be draped over the arm and folded or rolled after entering the building.

12. *Should the flag of the United States be displayed daily by a private individual?*

Display of our national flag is always encouraged, especially on those occasions specifically designated for such observance. However, private citizens are not required to display the flag at any time.

13. *Should the flag of the United States ever be displayed on an automobile?*

Although Section 175(b), Chapter 10, of Title 36 of the U. S. Code does not specify the occasions when it is proper to display the flag on an automobile, it is generally believed that the national flag should be displayed in this manner only during parades and processions. Since the Code does not cover the use of flag decals, their use is optional. However, a flag decal should be displayed in a dignified manner, preferably on the inside of the automobile window. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.

14. *How should one stand when "pledging allegiance" to the flag?*

Section 172 of Chapter 10 of the Code prescribes the correct manner of delivery of the pledge of allegiance to the flag. It states: "Such pledge should be rendered by standing with the right hand over the heart. However, civilians will always show full respect to the flag when the pledge is given by merely standing at attention, men removing the headdress. Persons in uniform shall render the military salute." While the right hand, palm upward, is sometimes extended toward the flag during the pledge, it is not so directed in the Flag Code

## FLAG ETIQUETTE

and it is not considered bad form to omit this gesture. Many schools prefer the gesture, and local procedures should, therefore, be observed in this regard.

Women in uniform give the military salute, women in civilian clothing place hand on their heart or simply stand at attention. It is neither necessary nor desirable for women to remove their right glove when saluting or pledging allegiance.

Although it is preferable to have a flag in the room when pledging allegiance, there is no objection to pledging without the flag present.

15. *What should one do when "the Star-Spangled Banner" is played and the flag is not displayed? When the flag is displayed?*

When the national anthem is played outdoors, all present should stand and face toward the music. Those in uniform should salute at the first note of the anthem, retaining this position until the last note. All others should stand at attention, men removing their headdress. When the national anthem is played indoors, all present should stand at attention and face toward the music.

When the flag is displayed during the playing of the national anthem outdoors, persons in uniform should stand attention, face the flag, and salute. Persons not in uniform may either stand at attention or salute by placing the right hand over the heart. The same general rule applies when the flag is displayed indoors except that persons in uniform do not execute the salute; they merely stand at attention.

16. *How long has the flag of the United States had fifty stars?*

The fifty-star flag became the official flag of the United States on July 4, 1960, in accordance with Executive Order No. 10834.

17. *When is a new star added to the flag?*

An Act of Congress, April 4, 1818, provided for one star for each state to be added to the flag on the fourth of July following admission of each new state.

18. *Does each star in the union of the flag represent a particular state?*

No. The stars in the union of the flag represent the states collectively, not individually, and no particular star may be designated as representing any particular state.

19. *What is the significance of the colors red, white, and blue used in the flag of the United States?*

The colors red, white, and blue have been used in the flag throughout the years since the original establishment of the design. By tradition, red stands for hardiness and valor; white for purity and innocence; and blue for vigilance, perseverance, and justice.

20. *Is the continued display of the flag of the United States with less than fifty stars authorized?*



SECRETARY OF THE ARMY  
WASHINGTON


9 August 1989

MEMORANDUM FOR THE ASSISTANT TO THE  
PRESIDENT FOR  
NATIONAL SECURITY  
AFFAIRS

Brent:

Here is information that may be helpful on courtesy and protocol for civilians in ceremonial situations.

We will try to run down additional information and provide it to you.

  
John O. Marsh, Jr.

Attachment

Public Law - attached - 647-1375  
+ Protocol

Military Protocol 475-1427  
Gary Secrest

Nat'l A  
stand attention  
hand over heart

For A  
stand at attention  
(or hand over heart)  
For Nat'l do not  
put hand over  
heart.

## FACT SHEET

### Origin of Courtesies Paid During Ceremonies

This responds to a White House request, through the Secretary of the Army, for information on the following questions. What is the origin of the hand salute over the heart when the American anthem is being played or the 21-gun salute is being fired? What are the rules for uniformed personnel, indoors, uncovered, when the Pledge of Allegiance is given or national anthem played? What actions do civilians take at outdoor ceremonies when the anthem of a foreign nation is played? Do they put their hands over their hearts?

The origin of the hand salute over the heart when the national anthem is played, or the Pledge of Allegiance to the flag is recited, is embodied in Public Law 344 (Section 171, Title 36, United States Code), passed in 1976 (enclosure 1). It stipulates that the right hand will be placed over the heart during the playing of the national anthem.

No reference has been found requiring the right hand be placed over the heart during the firing of the 21-gun salute. Army Regulations 600-25, Salutes, Honors, and Visits of Courtesy (enclosure 2), states that during 21-gun salutes individuals in civilian clothing face the ceremonial party, men remove their headdress, and stand at attention.

The Pledge of Allegiance is not recited in military formations or at military ceremonies. When not in formation, military personnel in uniform, uncovered will stand at attention and remain silent when the pledge is recited indoors. When the national anthem is played indoors, military personnel in uniform, uncovered, and not in formation, will stand at attention. When outdoors, they will render the hand salute. (Public Law 344 and Army Regulation 600-25)

At an outdoor ceremony when a foreign national anthem is played, civilians should show the same respect as they would during the playing of the American national anthem, but need not salute in any manner.

2 Enclosures  
Public Law 344  
Army Regulations 600-25

# UNITED STATES CODE

1976 EDITION

CONTAINING THE GENERAL AND PERMANENT LAWS  
OF THE UNITED STATES, IN FORCE  
ON JANUARY 3, 1977

Prepared and published under authority of Title 2, U.S. Code, Section 285b  
by the Office of the Law Revision Counsel of the House of Representatives



VOLUME NINE

TITLE 32—NATIONAL GUARD  
TO  
TITLE 41—PUBLIC CONTRACTS

UNITED STATES  
GOVERNMENT PRINTING OFFICE  
WASHINGTON : 1977

x.

ENCLOSURE 1

as "National Hispanic Heritage Week" and calling upon the people of the United States, especially the educational community, to observe such week with appropriate ceremonies and activities.

(Pub. L. 90-498, Sept. 17, 1968, 82 Stat. 848.)

**§ 169g. Memorial Day as day of prayer for permanent peace**

The President is authorized and requested to issue a proclamation calling upon the people of the United States to observe each May 30, Memorial Day, by praying, each in accordance with his religious faith, for permanent peace; designating a period during such day in which all the people of the United States may unite in prayer for a permanent peace; calling upon all the people of the United States to unite in prayer at such time; and calling upon the newspapers, radio stations, and all other mediums of information to join in observing such day and period of prayer.

(May 11, 1950, ch. 182, 64 Stat. 158.)

**§ 169h. National Day of Prayer**

The President shall set aside and proclaim a suitable day each year, other than a Sunday, as a National Day of Prayer, on which the people of the United States may turn to God in prayer and meditation at churches, in groups, and as individuals.

(Apr. 17, 1952, ch. 216, 66 Stat. 64.)

CODIFICATION

Section was formerly classified to section 185 of this title.

CHAPTER 10—PATRIOTIC CUSTOMS

Sec.

- 170. National anthem; Star-Spangled Banner.
- 171. Conduct during playing.
- 172. Pledge of allegiance to the flag; manner of delivery.
- 173. Display and use of flag by civilians; codification of rules and customs; definition.
- 174. Time and occasions for display.
  - (a) Display on buildings and stationary flagstaves in open; night display.
  - (b) Manner of hoisting.
  - (c) Inclement weather.
  - (d) Particular days of display.
  - (e) Display on or near administration building of public institutions.
  - (f) Display in or near polling places.
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- 175. Position and manner of display.
- 176. Respect for flag.
- 177. Conduct during hoisting, lowering or passing of flag.
- 178. Modification of rules and customs by President.
- 179. Design for service flag; persons entitled to display flag.
- 180. Design for service lapel button; persons entitled to wear button.
- 181. Approval of designs by Secretary of Defense; license to manufacture and sell; penalties.
- 182. Rules and regulations.
- 182a to 184. Repealed.
- 185. Transferred.
- 186. National motto.

**§ 170. National anthem; Star-Spangled Banner**

The composition consisting of the words and music known as The Star-Spangled Banner is

designated the national anthem of the United States of America.

(Mar. 3, 1931, ch. 436, 46 Stat. 1508.)

CODIFICATION

Section was formerly classified to section 144 of this title.

**§ 171. Conduct during playing**

During rendition of the national anthem when the flag is displayed, all present except those in uniform should stand at attention facing the flag with the right hand over the heart. Men not in uniform should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should render the military salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed, those present should face toward the music and act in the same manner they would if the flag were displayed there.

(June 22, 1942, ch. 435, § 6, 56 Stat. 380; Dec. 22, 1942, ch. 806, § 6, 56 Stat. 1077; July 7, 1976, Pub. L. 94-344, § 1(18), 90 Stat. 812.)

AMENDMENTS

1976—Pub. L. 94-344 added requirement that during the rendition of the national anthem when the flag is displayed, all persons present except those in uniform should stand at attention, face the flag, and place the right hand over the heart and men with headdress should remove the headdress and hold it at the left shoulder, the hand being over the heart and when the flag is not displayed, those present should face the music and act in the same manner they would if the flag were displayed.

1942—Act Dec. 22, 1942, substituted "all present should face the flag and salute", in last sentence, for "the salute to the flag should be given".

SECTION REFERRED TO IN OTHER SECTIONS

This section is referred to in section 178 of this title.

**§ 172. Pledge of allegiance to the flag; manner of delivery**

The Pledge of Allegiance to the Flag, "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.", should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

(June 22, 1942, ch. 435, § 7, 56 Stat. 380; Dec. 22, 1942, ch. 806, § 7, 56 Stat. 1077; Dec. 28, 1945, ch. 607, 59 Stat. 668; June 14, 1954, ch. 297, 68 Stat. 249; July 7, 1976, Pub. L. 94-344, § 1(19), 90 Stat. 813.)

AMENDMENTS

1976—Pub. L. 94-344 added requirement that during rendition of the Pledge of Allegiance to the Flag, all persons should face the flag and men with headdress except those in uniform should remove their headdress and hold it at the left shoulder, the hand being over the heart.

1954—Act June 14, 1954, inserted "under God," in the pledge.

1945—Act Dec. 28, 1945, inserted "The following is designated as", inserted the period after "justice for all.", and deleted "is rendered by standing with the right hand over the heart." in the first sentence, and inserted sentence "Such pledge should be rendered by standing with the right hand over the heart."

1942—Act Dec. 22, 1942, deleted words: "extending the right hand, palm upward, toward the flag at the words 'to the flag' and holding this position until the end, when the hand drops to the side.", at end of first sentence.

#### SECTION REFERRED TO IN OTHER SECTIONS

This section is referred to in section 178 of this title.

#### § 173. Display and use of flag by civilians; codification of rules and customs; definition

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the United States for the purpose of this chapter shall be defined according to sections 1 and 2 of title 4 and Executive Order 10834 issued pursuant thereto.

(June 22, 1942, ch. 435, § 1, 56 Stat. 377; Dec. 22, 1942, ch. 806, § 1, 56 Stat. 1074; July 7, 1976, Pub. L. 94-344, § 1(1), 90 Stat. 810.)

#### REFERENCES IN TEXT

This chapter, referred to in text, probably means chapter 435 of act June 22, 1942, 56 Stat. 380, which comprises sections 171 to 178 of this title.

Executive Order 10834, referred to in text, is set out as a note under section 1 of Title 4, Flag and Seal, Seat of Government, and the States.

#### AMENDMENTS

1976—Pub. L. 94-344 added provisions defining "flag of the United States" for purposes of this chapter according to sections 1 and 2 of title 4 and Executive Order 10834.

1942—Act Dec. 22, 1942, reenacted section without change.

#### SECTION REFERRED TO IN OTHER SECTIONS

This section is referred to in section 178 of this title.

#### § 174. Time and occasions for display

##### (a) Displays on buildings and stationary flagstuffs in open; night display

It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstuffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.

##### (b) Manner of hoisting

The flag should be hoisted briskly and lowered ceremoniously.

##### (c) Inclement weather

The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.

##### (d) Particular days of display

The flag should be displayed on all days, especially on New Year's Day, January 1; Inaugu-

ration Day, January 20; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; and such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.

##### (e) Display on or near administration building of public institutions

The flag should be displayed daily on or near the main administration building of every public institution.

##### (f) Display in or near polling places

The flag should be displayed in or near every polling place on election days.

##### (g) Display in or near schoolhouses

The flag should be displayed during school days in or near every schoolhouse.

(June 22, 1942, ch. 435, § 2, 56 Stat. 378; Dec. 22, 1942, ch. 806, § 2, 56 Stat. 1074; July 7, 1976, Pub. L. 94-344, § 1(2)-(5), 90 Stat. 810.)

#### CODIFICATION

Veterans Day was substituted for Armistice Day, to conform to the provisions of act June 1, 1954, ch. 250, 68 Stat. 168. See section 6103 of Title 5, Government Organization and Employees.

#### AMENDMENTS

1976—Subsec. (a). Pub. L. 94-344, § 1(2), substituted provision permitting display of the flag for 24 hours a day to produce a patriotic effect if flag is properly illuminated during the hours of darkness, for provision permitting night display of the flag upon special occasions when it is desired to produce a patriotic effect.

Subsec. (c). Pub. L. 94-344, § 1(3), added provision excepting display of all weather flag.

Subsec. (d). Pub. L. 94-344, § 1(4), eliminated references to "when the weather permits" following "displayed on all days" and "Army Day, April 6" preceding "Easter Sunday", added reference to "Armed Forces Day, third Saturday in May", and substituted "third Monday in February" for "February 22", "the last Monday in May" for "May 30", and "second Monday in October" for "October 12".

Subsec. (e). Pub. L. 94-344, § 1(5), struck out "weather permitting," following "displayed daily".

1942—Subsec. (d). Act Dec. 22, 1942, substituted "fourth Thursday in November" for "last Thursday in November".

#### VALLEY FORGE STATE PARK, PENNSYLVANIA; DISPLAY OF FLAG

Pub. L. 94-53, July 4, 1975, 89 Stat. 259, provided: "That, notwithstanding the rule or custom pertaining to the display of the flag of the United States of America between sunrise and sunset, as set forth in section 2(a) of the joint resolution, entitled, 'Joint resolution to codify and emphasize existing rules and customs pertaining to the display and use of the flag of the United States of America', approved June 22, 1942 (36 U.S.C. 174(a)) [subsec. (a) of this section], the flag of the United States of America may be flown for twenty-four hours of each day on the grounds of the National Memorial Arch in Valley Forge State Park, Valley Forge, Pennsylvania. The flag may not be

CHANGE }  
No. 5 }HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 15 February 1978

## PERSONNEL—GENERAL

## SALUTES, HONORS, AND VISITS OF COURTESY

Effective 15 March 1978

*This change provides guidance on rendering respects during the Pledge of Allegiance to the flag and adds midshipmen, US Merchant Marine Academy to the order of precedence followed during parades and formations.*

AR 600-25, 15 May 1970, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert revised pages as indicated below.

<i>Remove pages</i>	<i>Insert pages</i>
i and ii.....	i and ii
1-3.....	1-3
3-1 and 3-2.....	3-1 and 3-2

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms direct to HQDA (DAAG-PSI) WASH DC 20314.

By Order of the Secretary of the Army:

BERNARD W. ROGERS  
*General, United States Army*  
*Chief of Staff*

Official:

J. C. PENNINGTON  
*Brigadier General, United States Army*  
*The Adjutant General*

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*Active Army, ARNG, USAR:* To be distributed in accordance with DA Form 12-9A, requirements for AR, Personnel General-A.

\*This change supersedes DA message DAAG-PSI 221559Z Nov 77 (U), subject; Interim Change 5-1 to AR 600-25, Salutes, Honors, and Visits of Courtesy.

TAGO 109A—January 260-468°—78

ENCLOSURE 2

Fort Hamilton, Brooklyn, NY 11252  
 Fort Lewis, Tacoma, WA 98432  
 Fort Monroe, Hampton Roads, VA 23351  
 Fort Ord, Monterey, CA 93341  
 Presidio of San Francisco, CA 94129

**1-9. Holidays.** *a. General.* Public holidays, established by law and listed below, will be observed by the Army except when military operations prevent. When holidays fall on a Saturday, the preceding Friday also will be considered a holiday. When holidays fall on Sunday, the succeeding Monday also will be considered a holiday.

- (1) New Year's Day, 1 January.
- (2) Washington's Birthday, the third Monday in February.
- (3) Memorial Day, the last Monday in May.
- (4) Independence Day, 4 July.
- (5) Labor Day, the first Monday in September.
- (6) Columbus Day, the second Monday in October.
- (7) Veterans Day, 11 November.
- (8) Thanksgiving Day, the fourth Thursday in November.
- (9) Christmas Day, 25 December.

*b. Memorial Day ceremonies.* On Memorial Day the national flag will be displayed at half staff from reveille until noon at all Army installations. Immediately before noon the band, if one is available, will play an appropriate air, and at 1200 hours the national salute (21 guns) will be fired at all installations provided with the necessary equipment for firing salutes. At the conclusion of the salute, the flag will be hoisted to the top of the staff and will so remain until retreat. When hoisted to the top of the staff, the flag will be saluted by playing appropriate patriotic music. In this manner tribute is rendered the honored dead.

*c. Independence Day ceremonies.* In commemoration of the Declaration of Independence, a salute to the Union (50 guns) will be fired at 1200 hours on Independence Day at all Army installations provided with the necessary equipment for firing

salutes. When Independence Day falls on Saturday, special ceremonies or salutes will take place on Saturday. When Independence Day occurs on a Sunday, the special ceremonies or salutes normally will take place the following day.

*d. Armed Forces Day.* Armed Forces Day will be observed with appropriate ceremonies on the third Saturday in May.

**1-10. Foreign national anthems.** During the conduct of a ceremony, the performance of the national anthem of any foreign country will be followed without pause by playing the National Anthem of the United States. (An exception may be made only when two or more foreign national anthems are played in succession. The United States National Anthem will be played following the sequence.) **The same honors rendered to the United States National Anthem will be rendered during the playing of the foreign national anthems.** The United States and foreign national anthems will not be incorporated into any musical arrangement, composition, or medley and will be played through without repetition of any part except as required to make both words and music complete.

**★1-11. Pledge of Allegiance to the Flag.**

*a.* The Pledge of Allegiance is not recited in military formations or in military ceremonies.

*b.* At protocol functions, social, and sporting events which include civilian participants, military personnel should—

(1) When in uniform outdoors, stand at attention, remain silent, face the flag, and render the hand salute.

(2) When in uniform indoors, stand at attention, remain silent, and face the flag. The hand salute is not rendered. Where the participants are primarily civilians or in civilian attire, reciting the pledge is optional for those in uniform.

(3) When in civilian attire, recite the pledge while standing at attention, facing the flag with the right hand over the heart. Men should remove headdress with the right hand and hold it over the left shoulder, the hand being over the heart.

HSR

AR 600-25  
C-6

CHANGE }  
No. 6 }

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 15 December 1978

PERSONNEL—GENERAL  
SALUTES, HONORS, AND VISITS OF COURTESY

Effective 15 February 1979

*This change provides guidance for uniformed personnel not in formation on rendering respects during Retreat ceremonies.*

AR 600-25, 15 May 1970, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert revised pages as indicated below.

<i>Remove pages</i>	<i>Insert pages</i>
A-1 and A-2.....	A-1 and A-2

3. File this change sheet in front of the publication for reference purposes.

**The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-PSI) WASH DC 20314.**

By Order of the Secretary of the Army:

BERNARD W. ROGERS  
*General, United States Army*  
*Chief of Staff*

Official:  
J. C. PENNINGTON  
*Brigadier General, United States Army*  
*The Adjutant General*

DISTRIBUTION:  
*Active Army, ARNG, USAR:* To be distributed in accordance with DA Form 12-9A, requirements for AR, Personnel General—A.

**APPENDIX A**  
**COURTESIES RENDERED BY INDIVIDUALS DURING VARIOUS CEREMONIES AND PUBLIC EVENTS**  
**(ON- AND OFF-POST)**

In general, to render honors: If indoors, stand at attention except when reporting to a superior. If outdoors, execute the hand salute when in uniform or by placing the right hand over the heart when in civilian clothes.

When ceremonies (excluding military funerals) are being conducted, moving vehicles will be brought to a halt. On buses and trucks, only the senior will dismount and render appropriate courtesies. Passengers and drivers of other vehicles will dismount and render the appropriate courtesies.

Women (military and civilian) never remove their headdress during ceremonies.

	Reveille	Retreat when played as prelude to "To The Color"	"To The Color" or National Anthem	When uncased Colors pass by or when passing uncased Colors	Cannon salutes rendered as honor to a person (note 1)	Military funerals
1. Military personnel in uniform (with or without head-dress) and in formation.	Execute Present Arms at the command of officer or NCO in charge. Execute Order Arms at the command of officer or NCO in charge.	Execute Parade Rest at the command of officer or NCO in charge. Remain at Parade Rest until given Attention by officer or NCO in charge.	Same as for reveille.	<b>COLORS ARE PASSING:</b> Execute Present Arms at the command of officer or NCO in charge. Command is given when Colors approach six paces of the flank of the unit and the salute is held until the Colors are six paces past the flank of the unit at which time the command Order Arms will be given. <b>PASSING THE COLORS:</b> Execute orders at the command of officer or NCO in charge.	Execute Present Arms at the command of officer or NCO in charge. Hold salute until command Order Arms is given by officer or NCO in charge.	Execute Present Arms at the command of officer or NCO in charge whenever casket is moved.

See footnotes at end of table.

APPENDIX A—Continued

2. Military personnel in uniform (with or without head-dress) not in formation.	Reveille	Retreat when played as prelude to "To The Color."	"To The Color" or "National Anthem"	When uncased Colors pass by or when passing uncased Colors	Canon salutes rendered as honor to a person (note 1)	Military funerals
<p>★ At the first note of music, face the flag (or music if flag is not in view) and render hand salute. End salute on last note of music.</p>	<p>★ At the first note of music, face the flag (or music if flag is not in view) and stand at attention. Remain at attention until last note of "To The Color" has been played.</p>	<p>(Note 2) At the first note of music: if <i>outdoors</i>, render hand salute; if <i>indoors</i>, stand at attention. Hold this position until last note of music has been played.</p>	<p><b>COLORES ARE PASSING:</b> When Colors are within six paces: if <i>outdoors</i>, render hand salute; if <i>indoors</i>, stand at attention. Hold this position until Colors have passed six paces. <b>PASSING THE COLOES:</b> <i>Outdoors:</i> When within six paces of the Colors, turn head in direction of Colors and render hand salute. Hold salute until six paces past the Colors.</p>	<p>At the first note of music or first round of salute, face the ceremonial party and render hand salute. End salute on last note of music or when last round of salute has been fired.</p>	<p>Each time casket is moved: <i>Outdoors</i>, render hand salute. <i>Indoors</i>, stand at attention.</p>	
<p>★ All men (civilian and military) wearing clothes (including sports uniform) with head-dress.</p>	<p>At the first note of music, face the flag (or music if flag is not in view), stand at attention, remove head-dress with right hand and hold over left shoulder with right hand over the heart.</p>	<p>At the first note of music, face the flag (or music if flag is not in view) remove head-dress with right hand and stand at attention. Remain at attention until last note of "To The Color"</p>	<p>(Note 2) At the first note of music: if <i>outdoors</i>, hold head-dress over the left shoulder with the right hand over the heart; if <i>indoors</i>, stand at attention. Hold this position until</p>	<p><b>COLOES ARE PASSING:</b> When Colors are within six paces: If <i>outdoors</i>, stand at attention, remove head-dress with right hand and hold over the left shoulder with right hand over the heart; if <i>indoors</i>, stand at attention. Hold this position until Colors have passed six paces. <b>PASSING THE COLOES.</b></p>	<p>At the first note of music or first round of salute, face the ceremonial party, remove head-dress and stand at attention. Hold this position until last note of music or last round of</p>	<p>Each time casket is moved: <i>Outdoors</i>, stand at attention, remove head-dress with right hand and hold over the left shoulder with right hand over heart.</p>

<p>Hold this position until last note of music has been played.</p>	<p>has been played.</p>	<p>last note of music has been played.</p>	<p>salute has been fired.</p>	<p><i>Indoors</i>, stand at attention.</p>
<p>★4. Military personnel and civilians in civilian dress without headress. Female personnel (military and civilian) with headress. Personnel engaged in sports and attired in a sport uniform without headress.</p>	<p>At the first note of music, face the flag (or music if flag is not in view) and stand at attention with right hand over heart.</p>	<p>(Note 2) At the first note of music: If <i>indoors</i>, stand at attention with right hand over heart; if <i>indoors</i>, stand at attention. Hold this position until last note of music has been played.</p>	<p>At the first note of music or first round of salute, face the ceremonial party and stand at attention. Hold this position until last note of music or last round of salute has been fired.</p>	<p>Each time casket is moved: <i>Outdoors</i>, stand at attention with right hand over heart. <i>Indoors</i>, stand at attention.</p>
<p>At the first note of music, face the flag (or music if flag is not in view) and stand at attention with right hand over heart.</p>	<p>At the first note of music, face the flag (or music if flag is not in view) and stand at attention with right hand over heart; if <i>indoors</i>, stand at attention. Hold this position until last note of music or last round of salute has been fired.</p>	<p>At the first note of music or first round of salute, face the ceremonial party and stand at attention. Hold this position until last note of music or last round of salute has been fired.</p>	<p>At the first note of music or first round of salute, face the ceremonial party and stand at attention. Hold this position until last note of music or last round of salute has been fired.</p>	<p>At the first note of music or first round of salute, face the ceremonial party and stand at attention. Hold this position until last note of music or last round of salute has been fired.</p>

TAGO 241A

Notes.

1. When a cannon salute is rendered to the Union or Nation, no individual action is required.
2. Military photographers covering ceremonies will render appropriate courtesy during the playing of the National Anthem.

TO: GARY SECREST #475-2695

FROM: DONA PROCTOR  
456-2255 FAX #456-2413

2 pages including this one

THE WHITE HOUSE

WASHINGTON

September 12, 1990

MEMORANDUM FOR GENERAL BRENT SCOWCROFT USAF (Ret.)  
ASSISTANT TO THE PRESIDENT FOR NATIONAL SECURITY  
AFFAIRS

FROM: C. BOYDEN GRAY *CBG*  
COUNSEL TO THE PRESIDENT

SUBJECT: Ethics Training

As you may recall, President Bush's ethics executive order requires mandatory annual ethics training for all employees in the Executive Office of the President, among others. My office is setting up large group briefings for next week and the week after for White House Office, Office of Policy Development and Office of Cabinet Affairs staff in order to carry out this requirement. A memorandum with times and places will be circulated later today or tomorrow.

As an alternative to attendance at one of those briefings, I am offering Assistants to the President the alternative of arranging for a private briefing. In order to assure White House compliance with the President's ethics training requirement, we are aiming to complete the annual training during the month of September.

If you are interested in arranging for a separate briefing session for yourself and others on your staff who are on the White House (as opposed to the National Security Council) payroll, arrangements can be made with Amy Schwartz of my staff at x2674. Briefings for NSC-payroll staff should be arranged through NSC Counsel.

THE WHITE HOUSE  
WASHINGTON

August 16, 1990

MEMORANDUM FOR J. BONNIE NEWMAN  
ASSISTANT TO THE PRESIDENT FOR  
MANAGEMENT AND ADMINISTRATION

FROM: FLORENCE E. GANTT

*Florence E. Gantt*

SUBJECT: Request for Aircraft

General Scowcroft is going to travel to Kennebunkport, Maine on Thursday, August 16, 1990 and return to Washington the same day. An aircraft is requested to depart Andrews on Thursday, August 16, at 9:45 a.m. and return to Andrews around 7:00 p.m.

Thank you.

UNCLASSIFIED  
NSC/S PROFILE

RECORD ID: 9003140  
RECEIVED: 23 APR 90 11

TO: SCOWCROFT

FROM: WELCH  
HAASS

DOC DATE: 23 APR 90  
SOURCE REF:

KEYWORDS: LEBANON

ANSA

PERSONS: ZAHOU, NASSIB

SUBJECT: COURTESY CALL W/ SCOWCROFT BY AMB ZAHOU OF LEBANON

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ACTION: SCOWCROFT APPROVED RECOM      DUE DATE: 26 APR 90      STATUS: C

STAFF OFFICER: WELCH

LOGREF:

FILES: WH

NSCP:

CODES:

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D O C U M E N T   D I S T R I B U T I O N

FOR ACTION

FOR CONCURRENCE

FOR INFO

GANTT  
HAASS  
WELCH

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISPATCHED BY \_\_\_\_\_ DATE \_\_\_\_\_ BY HAND    W/ATTCH

OPENED BY: NSMDC

CLOSED BY: NSBTM

DOC    1 OF    1

UNCLASSIFIED

NATIONAL SECURITY COUNCIL  
WASHINGTON, D.C. 20506

April 23, 1990

6/11  
3:00

ACTION

MEMORANDUM FOR BRENT SCOWCROFT

THROUGH: RICHARD N. HAASS

FROM: C. DAVID WELCH

SUBJECT: Courtesy Call by Ambassador Zahoud of Lebanon

Staff Sec. Advisor  
has seen

Nassib Zahoud, the new Lebanese Ambassador, has requested a courtesy call on you. He has also requested a call on Governor Sununu.

Zahoud is President Hrawi's man; he replaced Abdallah Bouhabib, a supporter of General Awn. A wealthy businessman, Zahoud has impressed his interlocutors here as reasonable and pragmatic.

RECOMMENDATION

That you agree to a courtesy call by Ambassador Nassib Zahoud.

Agree BD

Disagree \_\_\_\_\_

THE WHITE HOUSE

WASHINGTON

JUL 18 1990

July 17, 1990

MEMORANDUM FOR OEOB AND WHITE HOUSE PASSHOLDERS

FROM:

J. BONNIE NEWMAN *Bonnie Newman*  
ASSISTANT TO THE PRESIDENT FOR MANAGEMENT  
AND ADMINISTRATION

SUBJECT:

Courier Procedures

This is to remind all Old Executive Office Building (OEOB) and White House passholders of established procedures regarding courier deliveries.

All courier deliveries and pick-ups will be handled by the mailrooms located in the New Executive Office Building (NEOB) lobby, Room G-1, and Room 54 (OEOB).

All commercial couriers are required to make deliveries directly to Room G-1. However, couriers who carry government security badges will be allowed to make deliveries directly to the OEOB 17th Street entrance. Upon entering the OEOB, couriers must call the mailroom (x7005) to request messenger assistance. X-ray inspection will take place at the USSS guardpost.

Outgoing courier mail may be dropped off in Room 54 or messenger pick-up may be requested by calling x7005 in the OEOB or x2615 in the Residence, East and West Wings.

No deliveries should be accepted by passholders at White House entry posts. This is for your safety and that of your colleagues.

Thank you for your cooperation.

JUN 11 1990

THE WHITE HOUSE  
WASHINGTON

June 8, 1990

MEMORANDUM FOR J. BONNIE NEWMAN  
ASSISTANT TO THE PRESIDENT FOR  
MANAGEMENT AND ADMINISTRATION

FROM: FLORENCE E. GANTT *Florence Gantt*  
SUBJECT: Request for Aircraft

General Scowcroft is going to travel to Vail, Colorado on Friday, June 15, 1990 and return to Washington on Saturday, June 16, 1990. An aircraft is requested to depart Andrews on Friday, June 15 at 3:45 p.m. and return to Andrews late on Saturday evening.

WHCA personnel will also travel to ensure secure communications at all times.

Thank you.

*Approved  
6-11-90  
J. Bonnie Newman*