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

OA/ID Number: 85033
Folder ID Number: 85033-004

Folder Title:
Administrative, 1992-1993

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

Doc. No. / Type	Subject/Title	Date	Restriction	Classification
01. Instructions	Re: White House Situation Room Standard Operating Procedures (2 pp.)	4/6/92	(b)(1)	S
02. Report	Re: Haitians (1 pp.)	n.d.	(b)(1)	C
03. Memo	C. Boyden Gray to Distribution List Re: Cooperation in administrative inquiry (1 pp.)	6/19/92	(b)(2)	
04. Memo	Jane E. Holl to Distribution List Re: Milan Panic (1 pp.)	6/19/92	(b)(1)	C
05. Letter	President George Bush to Brent Scowcroft Re: [Camp David] [OPEN UPON DEED OF GIFT - MARCH 16, 2015] (1 pp.)	3/10/92	PRM	

Collection:

Record Group: Bush Presidential Records
Office: Scowcroft, Brent, Collection
Series: Administrative Files
Subseries:
WHORM Cat.:
File Location: Administrative, 1992 - 1993

Pinksheet Number: cap2243
OA/ID Number: 85033-004
Date Closed: 9/8/2010
FOIA/Sys Case #: 2009-0275-S[2]
Re-review Case #:
P-2/P-5 Review Case #:

THE WHITE HOUSE
WASHINGTON

December 2, 1992

MEMORANDUM FOR WHITE HOUSE STAFF

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

SUBJECT: White House Transition Procedures

The President-elect's Transition Team has recently announced the appointment of officials to serve as members of their White House transition effort. The Director of President Bush's Transition Office, Secretary Card, yesterday issued a memorandum to Department and Agency Heads regarding appropriate procedures to be followed in contacts with members of the President-elect's Transition. I am attaching a copy of that memorandum.

The purpose of these procedures is threefold: to make sure that officials have the proper authorizations from the President-elect's Transition Team to act on the matters they are seeking to involve themselves in, to make sure that the Administration is acting in a manner consistent with our own ethical rules, and to protect the government's privileges in information.

The last two sets of considerations are particularly important in the case of White House officials. Therefore, before setting up any meetings with the President-elect's Transition, please make sure that you have verified with Robert Zoellick that he has received the information regarding the names of the individuals, their signature of the Transition's Standards of Conduct, and a letter from the Transition that the individuals have no conflict of interest with respect to the matters they have been authorized to work on.

In addition, after you have verified that the individuals are authorized and have filed the appropriate information with Robert Zoellick, you still must be careful about what information you share with them. Because we have not agreed on procedures yet regarding access to non-public information, in order to make sure the White House is in compliance with the Standards of Conduct for federal employees, please limit any information you make available to properly authorized individuals to information available to the general public. When procedures have been agreed to regarding access to non-public information, you will of course receive a copy of those procedures.

Secretary Card will maintain a register of all authorized President-elect transition team contacts as well as authorized White House transition contacts.

Attachment

The Office of Presidential Transition

December 1, 1992

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM: ANDREW H. CARD, JR. *AHC*
SUBJECT: An Orderly Transition of the Presidency

The purpose of this memorandum is to provide additional guidance for planning the orderly transition to the Presidency of Bill Clinton.

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

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

As you know, the President has designated me to serve as overall coordinator of the outgoing Administration's transition effort.

By now you may well have already received from me the name of the person the President-elect's Transition has designated as the lead contact for your agency. That person has been authorized by the President-elect's Transition to provide in writing to the person you have designated as your agency's transition contact the names of additional members of the President-elect's transition authorized to have contact with your agency on behalf of the President-elect's transition.

I have also requested that the President-elect's Transition confirm to me in writing the names of all the persons so designated, that they have all signed the Transition's standards of conduct (a copy of which I have attached), and that none of them has a conflict of interest that precludes him from working on the matters he has been authorized to work on by the President-elect's Transition. Please have your transition contact verify with my office that the President-elect's Transition has provided this information to me concerning the individuals designated to work with your agency before any contacts or information exchanges are scheduled. You are also requested to alert all members of your agency that contacts with

the President-elect's transition team are to be confined to those members identified in this fashion.

With regard to the type of information to be furnished to the President-elect's Transition Team, we are currently working with the Office of the President-elect on the appropriate procedures for providing Transition Team members non-public information. I will provide you with further guidance on this issue as soon as these procedures have been finalized. In the meantime, however, the Transition Team's current information needs can be met by providing members with publicly available information. They have requested that you make available briefing books consisting of information of this type that you have prepared by c.o.b. December 1. I would appreciate it if you would comply with this request as soon as you have checked with my office that the persons designated to receive the information have the appropriate authorizations described above.

The President-elect's team has also made requests for office space and support staff in executive branch agencies. The Department of Justice advises that these may be accommodated to the extent consistent with your appropriation and authorization, provided that a responsible agency official determines that accommodating the request furthers the agency's mission. I will be forwarding to you within the next week a memorandum from the Department providing detailed guidance on this point.

I look forward to working with all of you in facilitating an orderly transition.

cc: Department and agency transition contacts

TRANSITION CODE OF ETHICAL CONDUCT

As a condition of my being permitted to serve as a member of the Transition of the President-elect, I pledge absolute devotion to the public interest and to abide by the following requirements:

1. During my service with the Transition and for six months thereafter, I will not communicate with or appear before, with the intent to influence, any federal agency with respect to which I had substantial responsibility during the Transition, on behalf of any other person or entity (except federal, state, or local governmental entities). I will promptly cause my firm or organization to establish reasonable procedures to assure that I will not participate in any undertaking with respect to which I am affected by this provision.
2. I will disqualify myself from involvement in any particular Transition matter which to my knowledge may directly conflict or appear to conflict with a financial interest of mine, my spouse, family member, partner, client or other individual or organization with which I have a business, professional, or close personal relationship.
3. During and after the Transition, I will not use or permit to be used any non-public information, in any manner, for any private gain for myself or any other party. I will hold in confidence any non-public information provided to me in the course of my duties with the Transition and ensure that such information is used exclusively for purposes of the Transition.
4. I will not solicit or accept any money or thing of value in exchange for a promise to support or use influence or referring or obtaining for any person any appointive office or place in the United States Government.
5. I understand that in my Transition-related activities, unless given specific authorization, I am not permitted to make any representations on behalf of President-elect Clinton or Vice-President-elect Gore, their designees, or any official of their Transition.
6. I understand that authorization is required from the Transition Director or his designee before seeking, on behalf of the Transition, access to any information or personnel not normally publicly available.
7. I will conserve and protect any federal property entrusted to me, and shall not use federal property, including stationery, equipment and supplies, other than for purposes directly related to Transition activities.

8. I understand that my commitment to abide by these requirements may be made public and that this document will be made available to any department or agency to which I may be assigned. I will seek guidance from the Counsel to the Transition, or designated agency ethics officials, as appropriate, if necessary to ensure compliance with these standards of conduct. I furthermore acknowledge that failure to comply with the above provisions may result in my dismissal from the Transition and that other sanctions may be imposed as appropriate.

Signature

Date

Name:

Address:

Home Phone:

Office Phone:

THE WHITE HOUSE

WASHINGTON

November 5, 1992

MEMORANDUM FOR ALL STAFF IN THE EXECUTIVE OFFICE OF THE PRESIDENT

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

SUBJECT: Disposition of Presidential Records

As we begin the transition to a new administration, it is important for each of us to keep in mind the requirements of the Presidential Records Act. Those requirements are summarized in the attached pages from the White House Office Staff Manual. Two points, however, deserve particular emphasis now.

First, the Act prohibits destruction of any "Presidential records." This term does not include "non-record" materials such as scratch pads, unimportant notes to one's secretary, phone and visitor logs, or informal notes (of meetings, etc.) used only by the staff member. It does, however, encompass virtually any other form of memorializing information created or received by the President or his staff, including but not limited to written documents, models, pictures, films and audio or electronic recordings. Doubts should be resolved in favor of preservation.

Second, except for records that have previously been made public, staff members may not take copies of Presidential records -- or any non-record materials containing official information -- with them when they leave.

My office and the Office of Records Management will provide more specific guidance on the disposition of Presidential records during the next few days.

PRESIDENTIAL RECORDS ACT

The requirements governing the ownership, maintenance and disposition of Presidential documents under the Presidential Records Act, 44 U.S.C. sections 2201-07 (the "Act") are listed in summary and are explained in more detail in the material that follows.

Summary of Presidential Records Act Requirements

- Staff members must adequately document the performance of the President's constitutional, statutory, and ceremonial duties.
- Staff members must preserve the original of any Presidential record. Duplicate copies may be destroyed.
- Staff members should preserve Presidential records in complete and orderly files and should keep non-Presidential records that is, personal records, Federal records or non-record materials segregated, preferably through the use of separate filing systems.
- Staff members departing from the White House must turn over to the Office of Records Management the originals of all Presidential records in their possession.
- Staff members are prohibited from taking copies of any Presidential records with them when they depart from the White House, unless those records have clearly been made public previously (e.g., copies of press releases).
- Staff members in some instances may dispose of "non-record" materials such as notes of meetings, rough drafts not circulated to others, visitor logs, duplicate copies, etc.; however, because such records contain official information, staff members are prohibited from removing them (or copies of them) from the White House.

Types of Records Covered by the Act

The Act defines "Presidential records" to include not only the official documents written and received by the President but also the official records created or received by his staff. "Presidential records" encompass any form of memorializing information, including but not limited to written documents, models, pictures, films and audio and electronic recordings.

While the Act requires that staff members adequately document the performance of the President's constitutional, statutory, and ceremonial duties, the decision whether information should be memorialized in the first instance remains with each staff member. For example, it is within the discretion of a staff member to dispose of materials that do not rise to the level of a record, such as scratch pads, unimportant notes to one's secretary, phone logs, visitor logs, notes of meetings, etc., provided this is based upon a determination that creation of a record is not required in the circumstance. However, if non-record material is not disposed of contemporaneously, staff members must be careful to ensure that it is kept by them exclusively for their own use. It should not be made accessible to others on the staff; making non-record material accessible to others on the staff will convert it into "record" material.

Records relating to political activities that are undertaken in the course of carrying out the President's official or ceremonial duties are Presidential records (e.g., political briefing papers for

official trips and official meetings are Presidential records). Records relating to political activities not associated with the President's official duties are not Presidential records (e.g., materials for political and campaign-related meetings and trips).

Private papers, which staff members might keep in their offices are personal, not Presidential records. Personal records include diaries or journals that are kept by a staff member exclusively for his or her own use and reference, are not accessible to others on the staff, and are not used for transacting government business. Personal documents and files should be segregated and stored separately from official records.

Units of the Executive Office of the President Covered by the Act

All records of the White House Office, the Office of Policy Development, the Council of Economic Advisers, the President's Intelligence Oversight Board, and the President's Foreign Intelligence Advisory Board are Presidential records.

Records of the Office of Management and Budget, the Office of the United States Trade Representative, the Council on Environmental Quality, and the Office of Administration are Federal, not Presidential, records.

The records of the National Security Council staff are Federal records if they were received or created in connection with the work of the statutorily created National Security Council. Additionally the NSC's internal administrative records are Federal records. The records of the National Security Council staff are Presidential records if they were received or created for the President, the Assistant to the President for National Security, his Deputy, or a member of the White House staff independently of any meeting or policy and staff actions of the NSC.

The records of the Office of Science and Technology Policy are Federal records; however, those records produced or received by the Director of OSTP in his role as Science Advisor to the President are Presidential records and should be segregated as such.

Maintenance of Presidential Records

The law imposes an affirmative obligation on staff members to document adequately the performance of the President's constitutional, statutory, and ceremonial duties. Staff members are urged to document the performance of their duties and preserve these records in complete and orderly files. Personal records should be kept apart from official records and clearly labeled as such. Moreover, those officials or units that maintain both Presidential records and Federal records should file them separately with a clear indication of whether they are Presidential or Federal.

Assistance in distinguishing among Presidential, Federal and personal records may be obtained from the Office of the Counsel to the President. Assistance in establishing file systems may be obtained from the White House Office of Records Management.

In addition, staff members should, to the extent possible, ensure that any files that they have which contain certain types of particularly sensitive information are clearly labeled to reflect that fact. Under the terms of the Presidential Records Act, as well as available constitutional and common law privileges, most of such sensitive Presidential records will be protected, at least for a specified time period, from public access. Archives personnel, in consultation with the President or his designees, will review all Presidential records and segregate out those records that are to be protected under the Presidential Records Act. However, to avoid inadvertent release of sensitive information, it would be

useful for those who created them, to the extent possible, to mark those files. Possible file labels may include:

- “Classified information” (in general, this label should be unnecessary as classified files should already be clearly marked).
- “Information the release of which may be prejudicial to the maintenance of good relations with foreign nations” (the vast bulk of such information should be classified and, therefore, would fall within category Number 1 above).
- “Sensitive personal information” (information the release of which may be embarrassing to the individuals mentioned or to their families).
- “Sensitive information involving the confidential advice requested by or provided to the President or his advisers.”
 - “Sensitive law enforcement materials.”
 - “Trade secrets or sensitive commercial or financial information.”
 - “Information subject to attorney-client or attorney work product privileges.”

Disposition and Destruction of Presidential Records

Once a decision is made to memorialize and maintain information as a Presidential record, it becomes the property of the United States and may be disposed of only in accordance with procedures established by the Archivist of the United States. The Act prohibits the disposal of Presidential records unless those records no longer have administrative, historical, informational, or evidential value. Moreover, before disposing of any records the President must notify the Archivist and under some circumstances appropriate congressional committees.

The White House Office of Records Management (“ORM”) maintains records disposal schedules, which are approved by the Archivist, for certain recurring types of disposable papers, such as form letter public mail, anonymous public mail, unsuccessful and unsolicited applications for employment, and enclosures received in public mail. If you have a recurring type of disposable material in your office, you may wish to request that ORM enter it on the records disposal schedule. Before you dispose of any documents, contact ORM to determine whether the category of items involved has been approved for disposal. Such prior notice is not necessary for destruction of exact duplicates of documents that are being maintained, or for copies of officially published documents, such as printed reports, etc.

ORM can also arrange for storage of records that are to be preserved, but for which there is no longer a current need. Offices are encouraged to develop systematic records retirement schedules, reserving filing space for those records for which there is a current need.

Legal Control of Presidential Records

Presidential records remain in the custody and control of the President during his term of office and are not accessible to the public under the Freedom of Information Act. In contrast, Federal records are accessible to the public under the provisions of the Freedom of Information Act.

Upon completion of the Administration, the Archivist acquires custody of Presidential records. However, the President may assert control for 12 years over public access to certain categories of records. Basically, these categories are: (a) security classified items; (b) documents related to appointments to Federal office; (c) items specifically exempted from disclosure by other statutes; (d) trade secrets and commercial or financial information; (e) confidential communications requesting or submitting advice between the President and his advisers, or between such advisers; and (f) personnel or medical files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. Thereafter, public access is determined by the Freedom of Information Act, subject in all cases to the President's right to invoke any constitutional privilege against disclosure.

Records that May be Retained by Staff Members Upon Departure

To insure that the President maintains the maximum controls permitted by law, staff members may not remove copies of Presidential records from their offices either now or at the end of the Administration. When a staff member leaves the White House, he or she shall deliver all files and records to ORM at the White House or, in the case of the National Security Council staff, to the Executive Secretariat of the National Security Council. Federal records shall be left with the appropriate agency. Staff members may remove only those records that are purely personal.

The foregoing is designed to provide general guidance with respect to the Presidential Records Act. Specific questions of coverage or interpretation should be addressed to the Counsel's Office. Assistance in records maintenance and storage may be obtained from the White House Office of Records Management.

SCOWCROFT, BRENT

WHO

WH

1FL/WW

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

October 26, 1992

Gen Scowcroft

*Admin
file*

INFORMATION

MEMORANDUM FOR ALL NSC COMMISSIONED OFFICERS

FROM: WILLIAM F. SITTMANN *WFS*

SUBJECT: Letters of Resignation

Please find attached a sample resignation letter for your use in preparing the customary letter of resignation to the President. The key word is "keep it simple" -- a lengthy summary of your accomplishments over the past few years is not required.

Attachment
As stated

SAMPLE

Dear Mr. President:

It has been an extraordinary privilege and honor for me to have served during your Administration, first as the Deputy Executive Secretary and then as the Executive Secretary of the National Security Council. However, the time has arrived that I must respectfully submit my resignation effective at your pleasure.

Thank you very much for awarding me this privilege.

Sincerely,

William F. Sittmann
Executive Secretary

The Honorable George Bush
The President of the United States
Washington, D. C. 20500

THE WHITE HOUSE

WASHINGTON

October 14, 1992

MEMORANDUM FOR WILLIAM H. LEARY
DIRECTOR, RECORDS MANAGEMENT
NATIONAL SECURITY COUNCIL

FROM; FLORENCE E. GANTT *Florence Gantt*


SUBJECT: Congressional Request for Records Regarding Iraq

We have checked the front office files for documents that may be responsive to the Congressional request and specifically for the reputed memorandum between General Scowcroft and then Secretary of Agriculture Clayton Yeutter on May 18, 1990. We have found nothing in our files that would be responsive to this request.

October 10, 1992

ACTION

MEMORANDUM FOR RICHARD HAASS
VIRGINIA LAMPLEY
ERIC MELBY
JIM PAVITT
NICHOLAS ROSTOW
FLORENCE GANTT
ELLEN TANNER

FROM: WILLIAM F. SITTMANN 
SUBJECT: Congressional Request for Records regarding Iraq

On October 2, 1992, Senator Leahy wrote to General Scowcroft requesting records which relate to Iraq's participation in the Department of Agriculture's export credit guarantee programs; the Banca Nazionale del Lavoro (BNL) investigation; and financial institutions participating in the Department of Agriculture's export credit guarantee programs with Iraq, including the Arab Banking Corporation, Union de Banques Arabes et Francaises, and Gulf International Bank. In addition, Senator Leahy seeks any records related to a April 12, 1990, PCC meeting on Iraq, Deputies Committee meetings regarding Iraq held on April 16 and May 29, 1990, and reputed correspondence between General Scowcroft and then Secretary of Agriculture Clayton Yeutter on May 18, 1990. Please find Senator Leahy's request attached at Tab A.

Please search your files for documents that may be responsive to the request and send copies of those documents to Bill Leary as soon as possible, but no later than COB, Wednesday, October 14. In your transmittal to him, please indicate the files searched and the time spent searching and copying. Note that Senator Leahy's request is **very specific** regarding the kinds of documents which he is seeking, e.g., personal and official calendars, diaries, telephone logs, and personal notes.

If in response to previous document requests you have already thoroughly searched your files and forwarded all documents in your custody that fall within the scope of Senator Leahy's request, please send a note to Bill Leary so indicating. See previous request for documents at Tab B. If you do not have any responsive documents in your directorate, please send a note to Bill Leary so indicating. Any questions may be directed to Martha Hill at extension 1580.

Attachment

Tab A Letter from Senator Leahy
Tab B Menan Letter of June 16, 1992

DAVID H. PRYOR, ARKANSAS
 DAVID L. BOREN, OKLAHOMA
 HOWELL HEFLIN, ALABAMA
 TOM HARKIN, IOWA
 KENT CONRAD, NORTH DAKOTA
 WYCHE FOWLER, JR., GEORGIA
 THOMAS A. DASCHLE,
 SOUTH DAKOTA
 MAX BAUCUS, MONTANA
 J. ROBERT KERREY, NEBRASKA

RICHARD G. LUGAR, INDIANA
 ROBERT DOLE, KANSAS
 JESSE HELMS, NORTH CAROLINA
 THAD COCHRAN, MISSISSIPPI
 MITCH MCCONNELL, KENTUCKY
 LARRY E. CRAIG, IDAHO
 JOHN SEYMOUR, CALIFORNIA
 CHARLES E. GRASSLEY, IOWA

United States Senate

COMMITTEE ON
 AGRICULTURE, NUTRITION, AND FORESTRY
 WASHINGTON, DC 20510-8000

October 2, 1992

The Honorable Brent Scowcroft
 Assistant to the President for National
 Security Affairs
 The White House
 Washington, D.C. 20500

Dear General Scowcroft:

The Committee on Agriculture, Nutrition, and Forestry is investigating the Department of Agriculture's extension of export credit guarantees to Iraq under the General Sales Manager (GSM) 102/103 programs. I request the National Security Council's (NSC) cooperation with this investigation.

For the purpose of this request, unless specifically stated otherwise, the word "record," whether used in the plural or singular, encompasses all communication within the NSC and contacts with outside departments and organizations between 1982 and the present, and includes official correspondence, rulings, formal opinions, policy papers, memoranda, transcripts, facsimiles, telexes, cables, computer generated and stored records, computer files, electronic messages, working papers, personal and official calendars, diaries, telephone logs, and personal notes (or any other means by which information is retained) in the possession of the NSC, which pertain to:

- Iraq's participation in the Department of Agriculture's export credit guarantee programs;
- the Banca Nazionale del Lavoro investigation; and
- financial institutions participating in the Department of Agriculture's export credit guarantee programs with Iraq, including the Arab Banking Corporation, Union de Banques Arabes et Francaises, and Gulf International Bank.

After reviewing records supplied by the Department of Agriculture, it has come to my attention that the NSC convened three inter-agency meetings in 1990 where Administration officials discussed the foreign policy considerations surrounding the Iraqi GSM program. As you may know, I was assured by then-Secretary of Agriculture Clayton Yeutter in 1990 that foreign policy considerations did not encourage the Department of Agriculture to give Iraq special treatment in the provision of GSM guarantees. I request that you supply the Committee with all NSC records related to the following meetings:

1. April 12, 1990 Policy Coordination Committee meeting on Iraq. My staff has reviewed records related to this meeting at the Department of Agriculture.
2. April 16, 1990 NSC Deputies Meeting on Iraq, reportedly chaired by then-Deputy Assistant to the President for National Security Affairs Robert Gates. According to an April 1990 memorandum to Undersecretary of State Robert Kimmitt from Assistant Secretary of State John Kelly, the GSM program with Iraq was the "major immediate issue" at this meeting.
3. May 29, 1990 NSC Deputies Meeting on Iraq, also reportedly chaired by Robert Gates. Deputy Secretary of Agriculture Ann Veneman testified to a congressional committee that she attended this meeting and that at the meeting "it was discussed that no additional line of [GSM] credit guarantees would be made available [to Iraq]."

It also has come to my attention that the NSC may have exerted influence over the Department of Agriculture's release of public information about the Iraqi GSM program. The notes of a Department of the Treasury official state that on May 18, 1990, "Scowcroft called [Secretary of Agriculture Clayton] Yeutter and asked him not to put out press release today saying terminating program." That same day, the NSC faxed to the Department of Agriculture a copy of what would become the final version of the press release. This copy of the press release also contained a note from Sandra Charles of the NSC to Richard Crowder, Undersecretary of Agriculture. The note reads "Dick- with this press release the NSC has no objection to your releasing the report." A Department of Commerce official's notes indicate that you also wrote a letter to Secretary of Agriculture Clayton Yeutter on May 18, 1990. I request that you provide the Committee with this letter.

Please supply the Committee with the records related to paragraphs numbered 1-3 and the letter requested in the above paragraph by October 12.

Finally, I request all records not specifically mentioned above.

If any records are classified, please deliver them to the Office of Senate Security so that their review may be restricted to staff members with appropriate security clearances and a need to know. If any of the records the Committee requests by October 12 are classified, I request that the NSC conduct a review of these classified records to determine if they can be safely declassified.

Please contact Jim Cubie, the Committee's Chief Counsel, at 202-224-5207 to develop a schedule for the review and copying of these records.

Your assistance and cooperation is greatly appreciated. The Committee looks forward to your timely reply.

Sincerely,

A handwritten signature in cursive script that reads "Patrick Leahy". The signature is written in black ink and is positioned to the right of the typed name.

PATRICK LEAHY
Chairman

PJL/jr

NATIONAL SECURITY COUNCIL


WASHINGTON, D.C. 20508

20354

June 16, 1992

ACTION

MEMORANDUM FOR RICHARD HAASS
VIRGINIA LAMPLEY
ERIC MELBY
JIM PAVITT
NICK ROSTOW

FROM: NANCY V. MENAN 

SUBJECT: Document Search - Gonzales, House Committee on
Banking, Finance and Urban Affairs

Pursuant to two requests (Tab A), one addressed to the President and the other addressed to General Scowcroft, from Rep. Gonzales, Chairman of the above House Committee, you are directed to search your Directorate's convenience files (hard copy and electronic) and turn over to me or Bill Leary any documents responsive to either of these requests. The search should encompass all staff in your Directorate if there is reason to believe they might have any responsive material. It includes copies of documents logged in the NSC's formal record keeping systems **as well as** documents you may have received for information purposes, informal communications, and any so-called "non-log" material that has come into your possession or that of any member of your Directorate.

This is potentially a laborious and time consuming search for some of you. **The Records Management staff can relieve you of a large part of it IF you are willing to retire a substantial portion of your files NOW.** We are coming upon the end of this first administration and badly need to start getting staff convenience files retired anyway. If you are interested in this offer, contact Bill Leary on x7356 right away. Bill's staff will box and remove your files from your office and make a search for material responsive to Gonzales' letters. **Sorry, but we are unable to extend this offer to your electronic files.**

As to your electronic mail files including electronic cables, Wordperfect files on your C drive, remote databases, and floppy disks, **you and other affected staff of your Directorate** must search these yourself and print a hard copy of any material which is responsive to the Gonzales' requests. Hard copy of this material should be turned over to Bill Leary to be included with responsive documents from your other files.

When you and your Directorate have completed your search, please sign and return the certification (Tab B) to Steve Rademaker **no later than June 26.**

We will not turnover any classified material to Chairman Gonzales, however, Steve expects that someone acceptable to the President and General Scowcroft will be designated to review any documents we produce. Bill Sittmann and Steve R. are aware of the Gonzales' requests and, in the interest of time, have tasked me with getting the search effort underway. Your assistance and cooperation is appreciated. Please contact me if you have any questions.

Attachments

Tab A - Incoming Letters dated April 29, 1992 from Gonzales
Tab B - Certification

HENRY J. SCHUMER, TEXAS, CHAIRMAN
FRANK ANNUNZIO, ILLINOIS
STEPHEN L. DEAL, NORTH CAROLINA
CARROLL HUBBARD, JR., CONNECTICUT
JOHN J. LAFALCE, NEW YORK
MARY ROSE OAKAR, OHIO
BRUCE F. VENTH, MINNESOTA
DOUG BARNARD, JR., GEORGIA
CHARLES E. SCHUMER, NEW YORK
BARRY FRANK, MASSACHUSETTS
SEN PROPERTH ALABAMA
THOMAS R. CARPER, OKLAHOMA
ESTERAN EDWARD TORRES, CALIFORNIA
GERALD D. LUCIE, WISCONSIN
PAUL E. SARBORSE, PENNSYLVANIA
ELIZABETH J. PATTERSON, SOUTH CAROLINA
JOSEPH P. KENNEDY, MASSACHUSETTS
FLOYD H. FLAKE, NEW YORK
OWEN B. MURPHY, MARYLAND
PETER HOAGLAND, NEBRASKA
RICHARD E. NEAL, MASSACHUSETTS
CHARLES L. KEEL, OHIO
MARINE WATERS, CALIFORNIA
LARRY L. ROCCO, OHIO
BILL COTTON, UTAH
JIM BACCHUS, FLORIDA
JAMES MORAN, JR., ARIZONA
JOHN COE, JR., ILLINOIS
TED WEISS, NEW YORK
JIM SLATTERY, KANSAS
BART L. ACKERMAN, NEW YORK

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BILL MCKELLAR, FLORIDA
BARRY GOLDWATER, NEW JERSEY
DOUG BISHOP, NEBRASKA
THOMAS RYAN, PENNSYLVANIA
TOMY ROTH, WISCONSIN
ALFRED A. MCKAMBLE, CALIFORNIA
BERNARD H. SANDS, LOUISIANA
CLIFF STEARNS, FLORIDA
PAUL E. GALLAGHER, OHIO
BILL PATRICK, NEW YORK
JOHN JERRY BLANKEN, N. TEXAS
TOM CAMPBELL, CALIFORNIA
MEL HANCOCK, MISSOURI
FRANK ROSS, CALIFORNIA
JIM HUSSELL, IOWA
RICHARD E. LARNEY, TEXAS
CRANE THOMAS, WYOMING
SAM JOHNSON, TEXAS
BERNARD SANDERS, VERMONT

April 29, 1992

202 215-247

Honorable George Bush
President of the United States
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500

Dear Mr. President:

The Committee on Banking, Finance and Urban Affairs is conducting an investigation of over \$4 billion in unauthorized loans to Iraq granted by the Atlanta office of the Banca Nazionale del Lavoro (BNL). The Committee respectfully asks for your assistance with this investigation.

During its BNL investigation, the Committee has obtained documents indicating that various White House and National Security Counsel staff including National Security Advisor, General Brent Scowcroft; Mr. C. Boyden Gray, Counsel to the President; Mr. John P. Schmitz, Deputy Counsel to the President; Mr. Richard N. Haass, Senior Director, North East and South Asian Affairs, NSC; Mr. Clayton Yeutter, Special Assistant to the President; Mr. Stephen I. Danzansky, Director, Office of Cabinet Affairs; Mr. C. Nicholas Rostow, Legal Advisor, NSC; Ms. Sandra Charles, Director, North East and South Asian Affairs, NSC; Ms. Edith E. Holiday, Secretary of the Cabinet; and Mr. Timothy E. Deal, Senior Director, International Economic Affairs were involved in the decision to grant \$1 billion in Commodity Credit Corporation (CCC) credits to Iraq for FY 1990 and/or the handling of the U.S. Department of Agriculture's (USDA's) administrative review of the CCC program and BNL loans to Iraq.

The Committee would like to better understand the role the White House and NSC played in the USDA administrative review of the BNL scandal and the decision to approve CCC credits for Iraq. Accordingly, the Committee respectfully requests the following:

1. all documents in the possession of the White House and NSC, including memorandums, letters, cable traffic, telexes, facsimiles, computer print-outs, executive agency documents, classified documents, etc., related to the USDA's administrative review of BNL loans to Iraq;

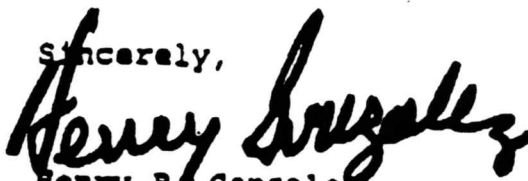
2. all documents in the possession of the White House and NSC, including memorandums, letters, cable traffic, telexes, facsimiles, executive agency documents, computer print-outs, classified documents, etc., related to the \$1 billion FY 1990 CCC program for Iraq;
3. all documents in the possession of the White House and NSC, including memorandums, letters, cable traffic, telexes, facsimiles, computer print-outs, executive agency documents, classified documents, etc., related to BNL.

In addition, the Banking Committee would appreciate your assistance in making certain of the above named individuals, currently with the White House and NSC staffs, available for interview by Committee investigators.

Thank you for your time and consideration of this request. The Committee looks forward to your cooperation.

With best wishes.

Sincerely,



Henry B. Gonzalez
Chairman

HBG:dk

cc: Honorable Brent Scowcroft, Assistant to the President for
National Security Affairs

HENRY B. GONZALEZ, TEXAS, CHAIRMAN
 FRANK ANNUNZO, ILLINOIS
 STEPHEN L. NEAL, NORTH CAROLINA
 CARROLL HUBBARD, JR., KENTUCKY
 JOHN J. LAFalce, NEW YORK
 MARY ROSE OAKAR, OHIO
 BRUCE F. VENTO, MINNESOTA
 DOUG BARNARD, JR., GEORGIA
 CHARLES E. SCHUMER, NEW YORK
 BARNEY FRANK, MASSACHUSETTS
 BEN EROREICH, ALABAMA
 THOMAS R. CARPER, DELAWARE
 ESTEBAN EDWARD TORRES, CALIFORNIA
 JERALD D. KLECZKA, WISCONSIN
 PAUL E. KANJORSKI, PENNSYLVANIA
 ELIZABETH H. PATTERSON, SOUTH CAROLINA
 JOSEPH P. KENNEDY, MASSACHUSETTS
 RUDY W. WOLFE, NEW YORK
 KAYE S. WELME, MARYLAND
 PETER H. RAULAND, NEBRASKA
 RICHARD E. NEAL, MASSACHUSETTS
 CHARLES LUKEN, OHIO
 MAXINE WATERS, CALIFORNIA
 LARRY LAROCCO, IDAHO
 BILL BRITTON, UTAH
 JIM BACCHUS, FLORIDA
 JAMES MORAN, JR., VIRGINIA
 JOHN COX, JR., ILLINOIS
 TED WEISS, NEW YORK
 JIM SLATTERY, KANSAS
 GARY L. ACKERMAN, NEW YORK

U.S. HOUSE OF REPRESENTATIVES
 COMMITTEE ON BANKING, FINANCE AND URBAN AFFAIRS

ONE HUNDRED SECOND CONGRESS
 2129 RAYBURN HOUSE OFFICE BUILDING
 WASHINGTON, DC 20515

April 29, 1992

CHALMERS P. WYLIE, OHIO
 JIM LEACH, IOWA
 BILL MCCOLLUM, FLORIDA
 MARGE ROUKEMA, NEW JERSEY
 DOUG BERGLER, NEBRASKA
 THOMAS RIDGE, PENNSYLVANIA
 TOBY ROTH, WISCONSIN
 ALFRED A. MCCANOLESS, CALIFORNIA
 RICHARD H. BAKER, LOUISIANA
 CLIFF STEARNS, FLORIDA
 PAUL E. GILLMOR, OHIO
 BILL RAXON, NEW YORK
 JOHN J. DUNCAN, JR., TENNESSEE
 TOM CAMPBELL, CALIFORNIA
 MEL HANCOCK, MISSOURI
 FRANK RIGGS, CALIFORNIA
 JIM NUSSLE, IOWA
 RICHARD K. ARMSTRONG, TEXAS
 CRAIG THOMAS, WYOMING
 SAM JOHNSON, TEXAS
 BERNARD SANDERS, VERMONT

401 225 4247

General Brent Scowcroft, USAF (Ret.)
 Assistant to the President for
 National Security Affairs
 National Security Council
 Old Executive Office Building
 Washington, D.C. 20506

Dear General Scowcroft:

The Committee on Banking, Finance and Urban Affairs is conducting an investigation of the Atlanta branch of Banca Nazionale del Lavoro (BNL) and its role in funding Iraq's acquisition of weapons of mass destruction. The Committee respectfully asks for your assistance with this investigation.

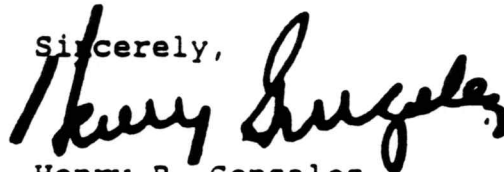
Specifically, the Committee is investigating BNL's role in funding the Iraq-related activities of Mr. Carlos Cardoen and Mr. Gerald Bull and their associated companies. Accordingly, please provide the Committee with all information in the possession of the National Security Council concerning Mr. Cardoen, Mr. Bull and their associated companies.

Please have your staff contact Mr. Dennis Kane or Mr. Abiud Amaro, of my staff, to discuss this request. They can be reached during business hours at (202) 225-4247.

Thank you for your time and consideration. The Committee looks forward to your cooperation.

With best wishes.

Sincerely,



Henry B. Gonzalez
 Chairman

HBG:dk, aa

CERTIFICATION

_____ certifies that he/she has searched his/her files for documents in compliance with the instructions circulated by Nancy Menan on behalf of the Executive Secretary and: (check one)

_____ No such documents were found.

_____ Any responsive documents have been provided to the Legal Adviser's Office via the Records Management staff.

I hereby declare under the penalty of perjury that the foregoing is true and correct.

Date: _____

NATIONAL SECURITY COUNCIL

10-Oct-1992 16:35 EDT

UNCLASSIFIED

MEMORANDUM FOR: SEE BELOW

FROM: Stephen G. Rademaker
(RADEMAKER)

SUBJECT: 20870--Leahy Request for Iraq/CCC Documents

On Tuesday, October 13, General Scowcroft will have to sign a response to Senator Leahy's request for documents. Among other things, the request states "A department of Commerce official's notes indicate that you also wrote a letter to Secretary of Agriculture Clayton Yeutter on May 18, 1990. I request that you provide the Committee with this letter."

So far we have been unable to locate any such letter, and the draft response for General Scowcroft's signature so indicates. Because of the seriousness of this matter, however, we ask that Records Management, General Scowcroft's office, and the Near East and International Economics directorates search again and confirm by E-mail note to me and Martha Hill that you have no record of any such letter. We ask that you do this by 12:00 noon on Tuesday the 13th so that General Scowcroft's letter can reach him in a timely fashion.

You will soon receive a tasking memo from Bill Sittmann asking you to search for the Scowcroft-Yeutter letter and other documents responsive to the Leahy request. You will still have to comply with that memo. Please understand that the response to Leahy to be signed on the 13th will address only those items that Leahy has asked us to provide by that date (including the Scowcroft-Yeutter letter). Most of the other items requested by Leahy will be provided later, ergo the need for this E-mail note asking you to expedite your search for the letter.

Distribution:

FOR: Richard N. Haass	(HAASS)
FOR: Eric D. K. Melby	(MELBY)
FOR: William H. Leary	(LEARY)
FOR: Florence E. Gantt	(GANTT)
CC: Records	(RECORDS)
CC: Records	(RECORDS)
CC: Bruce O. Riedel	(RIEDEL)
CC: Richard C. Barth	(BARTH)
CC: Bettie A. Kuehn	(KUEHN)
CC: Kathy Leahy	(LEAHY)
CC: Pat A. Battenfield	(BATTENFIELD)
CC: Patty A. Daniel	(DANIEL)
CC: Nicholas Rostow	(ROSTOW)
CC: Nancy V. Menan	(MENAN)
CC: Martha F. M. Hill	(HILLM)

THE WHITE HOUSE
WASHINGTON

DATE: April 30, 1992

TO: Brent Scowcroft

FROM: ROSE ZAMARIA *RZ*
Deputy Assistant to the President

I was sorry to learn from your memo of April 15 that the NSC government vehicle experienced some damage during the weekend of April 4-5.

Although I am unable to grant your request that it be parked on West Executive Avenue on weekends, I have come up with what I hope will be a solution to your problem. After talking with GSA, they have agreed to allow the car to be parked in the NEOB garage after 6 p.m. Friday, as long as the car is moved before 7:30 a.m. Monday. The same arrangement can be made for your staff that pulls weekend duty.


If this would be helpful, have someone let me know.

THE WHITE HOUSE

WASHINGTON

April 15, 1992

MEMORANDUM FOR ROSE ZAMARIA

FROM: BRENT SCOWCROFT 

SUBJECT: Weekend Parking on West Executive Avenue

I would like to bring to your attention two problems the National Security Council (NSC) is having with parking. The first is parking space for the NSC's government vehicle. When we first received custody of the car, we parked in the South Court, then we were moved to West Executive Avenue, and finally, to our current location on 17th Street.

During the weekend of April 4-5, 1992, our vehicle was vandalized by a group of demonstrators. Actual cost to repair the car is not yet known, but will be in the \$300-\$500 range. This is the second such incident in the past two years. The previous incident, also on the weekend, involved an act of "hit and run" and cost us approximately \$400 for repairs.

In addition to the expense, there is the factor of time. Having someone continually drive around the block, competing with tourists, vendors, other government workers and demonstrators, in order to find parking on the Ellipse or on 17th Street takes valuable time.

The second problem also concerns parking. With a few exceptions, no other EOP agency or White House office has the NSC's requirement to routinely work on the weekends. These are not shift workers or personnel whose normal duty hours include Saturdays and Sundays. These are personnel who work full time during the week and then come in on the weekend to complete their assignments and ultimately our mission.

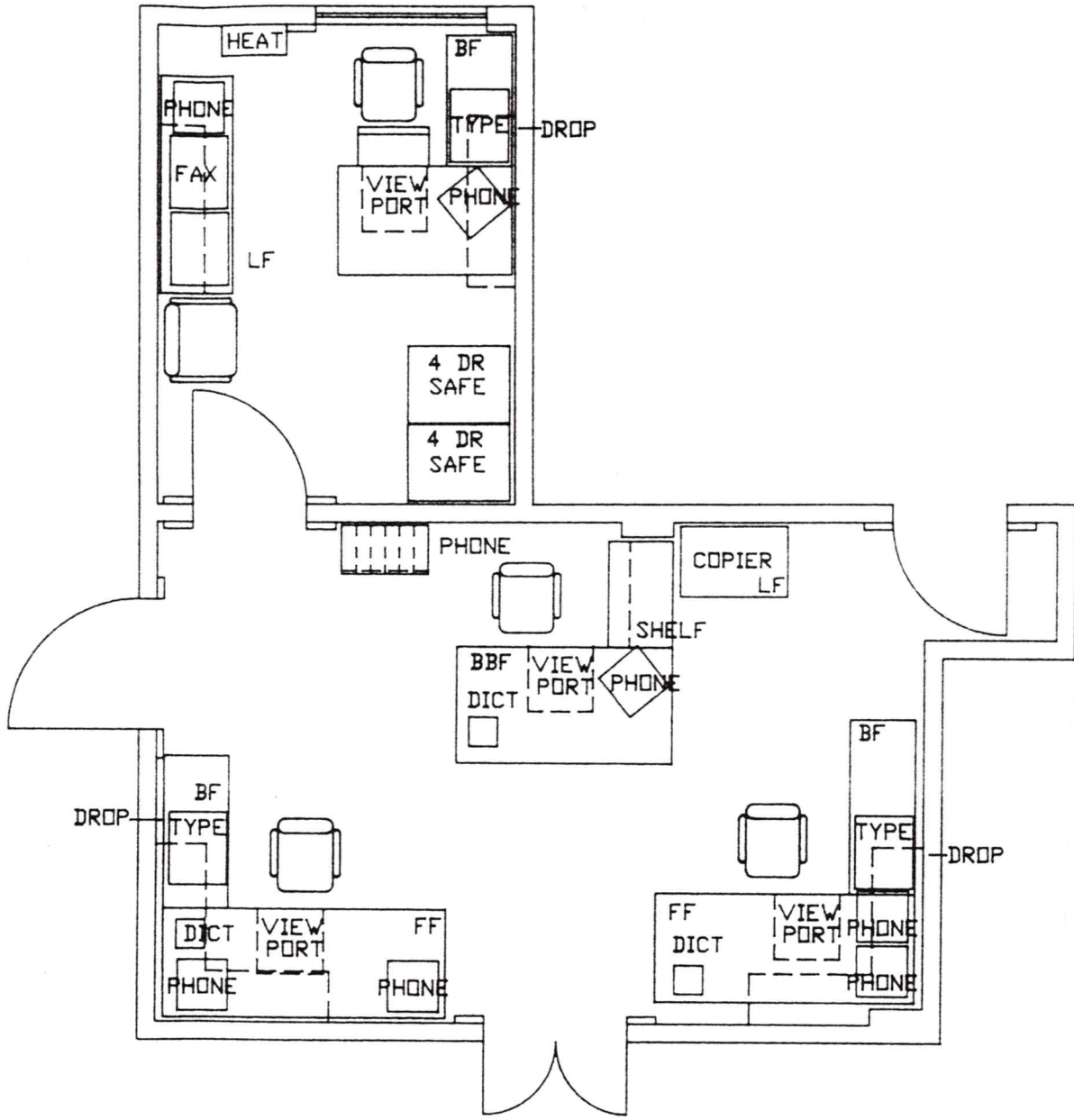
While we do have five West Executive Avenue Parking permits, it is not sufficient for the 35%-40% of the NSC's staff who are here working on any given weekend. Parking around the White House on the weekend, especially during non-winter months, is virtually non-existent. Meanwhile, 75%-80% of the West Executive Avenue parking slots consistently sit vacant the entire weekend.

To deal with these problems, I propose the following:

-- Provide parking for our government vehicle on the 18-acres. If full-time parking is not available, then at least provide parking on nights and weekends. The car could be parked on West Executive Avenue after 6:00pm on Friday and removed before 8:00am on the following working day.

-- Let the NSC staff use West Executive Avenue parking while working overtime on the weekends. If there is a fear that approval will promote misuse, I am prepared to have my Executive Secretary "screen" all NSC personnel to insure no one is using West Executive Avenue parking on the weekends for any other reason but overtime work.

Your cooperation in this matter is appreciated.



OPTION B

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
01. Instructions	Re: White House Situation Room Standard Operating Procedures (2 pp.)	4/6/92	(b)(1)	S

Collection:

Record Group: Bush Presidential Records
Office: Scowcroft, Brent, Collection
Series: Administrative Files
Subseries:
WHORM Cat.:
File Location: Administrative, 1992 - 1993

Date Closed: 9/8/2010	OA/ID Number: 85033-004
FOIA/SYS Case #: 2009-0275-S[2]	Appeal Case #:
Re-review Case #:	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

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 WHITE HOUSE

WASHINGTON

April 22, 1992

MEMORANDUM FOR ASSISTANTS AND DEPUTY ASSISTANTS TO THE PRESIDENT

FROM: TIMOTHY J. MCBRIDE *T. McBride*
ASSISTANT TO THE PRESIDENT
FOR MANAGEMENT AND ADMINISTRATION

SUBJECT: WHITE HOUSE MOTORPOOL

The following should serve as a reminder concerning the use of White House cars for priority users:

- o Transportation will not be provided to partisan political events (including visits to the Republican National Committee) except when traveling in a Presidential motorcade.
- o Transportation may be provided between the White House and local airports only when traveling on official business. However, travel between airports and residences is prohibited except for individuals authorized portal-to-portal service.
- o While en route from the White House (or if you have portal-to-portal service, between your residence and the White House) you may not ask your driver to stop for any personal reason.
- o Drivers are instructed to wait no more than 15 minutes for passengers unless there are extenuating circumstances.
- o Do not request a car in your name when another staff member will be the actual passenger.
- o White House cars support staff members and should not be requested to provide courier service.
- o Cars requested to travel short distances, for example the Hay Adams Hotel, may draw more attention and criticism than we need.

The White House Garage provides an essential service to the President's staff. However, neither the Garage nor the White House Military Office should be placed in a position of questioning your judgment or serving as your conscience.

Your cooperation is greatly appreciated.

NATIONAL SECURITY COUNCIL

15-Jun-1992 09:08 ED

UNCLASSIFIED

MEMORANDUM FOR:

Dona F. Proctor

(PROCTOR)

FROM:

Nancy B. Dyke
(DYKE)

SUBJECT:

Principals Meeting

1 hr
Budget Policy
issue

Secretary Baker, Secretary Cheney, General Scowcroft, Dick Darman

~~Baker~~
~~18th hours 1:30 - 3:30~~

~~Cheney (agenda)~~
~~26th 2:30~~
~~17th - 11-12 (Conf' Leadership)~~

26th 1 hr

NATIONAL SECURITY COUNCIL

13-Jun-1992 14:09 ED

UNCLASSIFIED

MEMORANDUM FOR:

Nancy B. Dyke
Wilma G. Hall

(DYKE)
(HALL)

FROM:

Dona F. Proctor
(PROCTOR)

SUBJECT:

Principals Meeting

Nancy, would you suggest some names to be invited to the Principals Meeting on UN Peacekeeping Funding. You have already mentioned Dick Darman. Thanks

NATIONAL SECURITY COUNCIL

WASHINGTON, D.C. 20506

June 10, 1992

ACTION

MEMORANDUM FOR BRENT SCOWCROFT

THROUGH: TED MCNAMARA *TM*

FROM: NANCY BEARG DYKE *NBD*

SUBJECT: Request for Principals Meeting on UN Peacekeeping Funding

The UN peacekeeping funding issue is still unresolved. We need to sort out FY92, FY93, and long-term funding. Bob Howard of OMB has developed an options paper addressing both the short and long-term issues. Senator Simon has introduced a bill that would shift all peacekeeping funding to DOD beginning in FY93, but leave all policy responsibility at State. In congressional testimony, State and DOD witnesses left our options open. We recommend you call a Principals meeting, including Dick Darman, for next week.

The OMB paper will be ready today or tomorrow, so it will be available for discussion at the meeting.

Concurrences by: Ginny *NS* Hampley, John Gordon *JG*

RECOMMENDATION

That you approve having a Principals meeting next week on UN peacekeeping funding.

Approve Disapprove

BS approved

DECLASSIFIED
PER NSC WAIVER, August 6, 2010
By CAF NARA, Date 7/8/10

NATIONAL SECURITY COUNCIL

13-Jun-1992 06:19 EDT

CONFIDENTIAL

MEMORANDUM FOR: SEE BELOW

FROM: Wendy E. Gray
(GRAY)

SUBJECT: Actions completed

*Cathy:
your action on papers
DP*

Hi All!

4509 - Request for Principals Meeting on UN Peacekeeping Funding - BS approved having a meeting next week

Haitian Situation Report - BS has read

~~Korean War Memorial Ceremony E-mail note~~ - BS said NO

That's all for this call.

Need to get papers prepared

Distribution:

FOR: Florence E. Gantt	(GANTT)
FOR: Wilma G. Hall	(HALL)
FOR: Dona F. Proctor	(PROCTOR)
FOR: Kristen K. Cicio	(CICIO)
FOR: Brenda I. Hilliard	(HILLIARD)
FOR: Cathy Millison	(MILLISON)
FOR: Mary C. Emery	(EMERY)
FOR: Cynthia M. Hindle	(HINDLE)

DECLASSIFIED
PER NSC WAIVER, August 6, 2010
By cap NARA, Date 9/8/10

NATIONAL SECURITY COUNCIL

13-Jun-1992 06:19 EDT

~~CONFIDENTIAL~~

MEMORANDUM FOR: SEE BELOW

FROM: Wendy E. Gray
(GRAY)

SUBJECT: Actions completed

Hi All!

4509 - Request for Principals Meeting on UN Peacekeeping
Funding - BS approved having a meeting next week

Haitian Situation Report - BS has read

Korean War Memorial Ceremony E-mail note - BS said NO

That's all for this call.

Distribution:

FOR: Florence E. Gantt	(GANTT)
FOR: Wilma G. Hall	(HALL)
FOR: Dona F. Proctor	(PROCTOR)
FOR: Kristen K. Cicio	(CICIO)
FOR: Brenda I. Hilliard	(HILLIARD)
FOR: Cathy Millison	(MILLISON)
FOR: Mary C. Emery	(EMERY)
FOR: Cynthia M. Hindle	(HINDLE)

DECLASSIFIED
PER NSC WAIVER, August 6, 2010
By cap NARA, Date 9/8/10

Request for Principals
Mr. on UN Peacekeeping
National Security Council
The White House *Funding*

PROOFED BY: *[Signature]* **LOG #** 4509
URGENT NOT PROOFED: _____ **SYSTEM** PRB NSC INT
BYPASSED WW DESK: _____ **DOCLOG** _____ A/D _____

	SEQUENCE TO	HAS SEEN	DISPOSITION
<i>me</i> Ken Hill	_____	_____	_____
Bill Stimmann	<u>1</u>	<u>[Signature]</u>	<u>A</u>
Jon Howe	<u>2</u>	<u>[Signature]</u>	<u>PAX to [Signature]</u>
Brent Scowcroft	_____	_____	_____
Bill Stimmann	_____	_____	_____
Situation Room	_____	_____	_____
West Wing Desk	<u>3</u>	<u>MM 6/12</u>	<u>LDX</u>
NSC Secretariat	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

A = Action **I** = Information **D** = Dispatch **R** = Retain **NI** = No Further Action

cc: VP Sinner Other _____

Should be seen by: _____
 (Date/Time)

COMMENTS

DISPATCH INSTRUCTIONS:

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

4509

June 10, 1992

ACTION

MEMORANDUM FOR BRENT SCOWCROFT

THROUGH: TED MCNAMARA

FROM: NANCY BEARG DYKE

SUBJECT: Request for Principals Meeting on UN Peacekeeping Funding

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The OMB paper will be ready today or tomorrow, so it will be available for discussion at the meeting.

Concurrences by: Ginny [signature], John Gordon [signature]

RECOMMENDATION

That you approve having a Principals meeting next week on UN peacekeeping funding.

Approve [signature] Disapprove _____

DECLASSIFIED
PER NSC WAIVER, August 6, 2010
By CAF NARA, Date 9/8/10

~~CONFIDENTIAL~~

Declassify on: OADR

~~CONFIDENTIAL~~

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
02. Report	Re: Haitians (1 pp.)	n.d.	(b)(1)	C

Collection:

Record Group: Bush Presidential Records
Office: Scowcroft, Brent, Collection
Series: Administrative Files
Subseries:
WHORM Cat.:
File Location: Administrative, 1992 - 1993

Date Closed: 9/8/2010	OA/ID Number: 85033-004
FOIA/SYS Case #: 2009-0275-S[2]	Appeal Case #:
Re-review Case #:	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

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]
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(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

TIME OF TRANSMISSION

TIME OF RECEIPT

WHITE HOUSE SITUATION ROOM

PRECEDENCE: IMMEDIATE
PRIORITY
ROUTINE

RELEASER: _____

DTG: _____

MESSAGE NO. _____ CLASSIFICATION **CONFIDENTIAL** PAGES 2

FROM WILLIAM F. SITTMANN ^{WFS} 456-6534 _____

(Name) (Phone Number) (Room No.)

MESSAGE DESCRIPTION REQUEST FOR PRINCIPALS MTG ON UN PEACEKEEPING FUNDING

NSC Log # 4506

TO (Agency)	DELIVER TO:	DEPT/ROOM NO.	PHONE NUMBER
RIO	GEN SCOWCROFT		

REMARKS:

UNCLASSIFIED UPON
REMOVAL OF CLASSIFIED
ATTACHMENTS

CAP 9/8/10

*Return to
L/R - West Wing
DESK*

June 10, 1992



ACTION

MEMORANDUM FOR BRENT SCOWCROFT

THROUGH: TED MCNAMARA *TM*

FROM: NANCY BEARG DYKE *NBD*

SUBJECT: Request for Principals Meeting on UN Peacekeeping Funding

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Concurrences by: Ginny Lampley *GL*, John Gordon *JG*

RECOMMENDATION

That you approve having a Principals meeting next week on UN peacekeeping funding.

Approve _____ Disapprove _____

DECLASSIFIED
PER NSC WAIVER, August 6, 2010
By CAF NARA, Date 9/8/10

TIME OF TRANSMISSION

TIME OF RECEIPT

WHITE HOUSE SITUATION ROOM

PRECEDENCE: IMMEDIATE
PRIORITY
ROUTINE

RELEASER: _____

DTG: _____

MESSAGE NO. _____ CLASSIFICATION ~~CONFIDENTIAL~~ PAGES 6

FROM WILLIAM F. SITTMANN

(Name) _____ (Phone Number) _____ (Room No.)

MESSAGE DESCRIPTION PRESIDENTIAL DECISION ON OUR POSITION IN THE
RUSSIAN BIT NEGOTIATIONS
NSC Log # 4509

TO (Agency)	DELIVER TO:	DEPT/ROOM NO.	PHONE NUMBER
RIO	WENDY GRAY FOR GEN SCOWCROFT		

REMARKS:

UNCLASSIFIED UPON
REMOVAL OF CLASSIFIED
ATTACHMENTS

CAP 9/8/10

**** PLEASE DELIVER AS SOON AS POSSIBLE ****

Scheduled for
Wed., June 24
11:20 - 11:35
11:30 P/drop

NATIONAL SECURITY COUNCIL

15-Jun-1992 10:30 EDT

UNCLASSIFIED

MEMORANDUM FOR: SEE BELOW

FROM: Richard N. Haass
(HAASS)

SUBJECT: el-reedy requests

pls pass to brent:

Egyptian amb. el-Reedy is about to retire (at the end of June) after 8 years in Washington. He wants to come in for a last meeting with Brent; I think 15 minutes between now and the end of June would be appropriate. He also asked if he could have a good-bye photo-op with the Pres...Again, it would be nice...what might be perfect would be a presidential drop-by. pls advise.

Distribution:

FOR: Mary C. Emery	(EMERY)
FOR: Wilma G. Hall	(HALL)
FOR: Kristen K. Cicio	(CICIO)
CC: Federal Records	(FEDERAL)
CC: Edmund J. Hull	(HULL)
CC: Kathy Leahy	(LEAHY)
CC: Bettie A. Kuehn	(KUEHN)
CC: Bruce O. Riedel	(RIEDEL)

Schedule w/ you only
 Schedule w/ POTUS dropby
 other

NATIONAL SECURITY COUNCIL

24-Jun-1992 09:21 EDT

UNCLASSIFIED

MEMORANDUM FOR: SEE BELOW

FROM: Edmund J. Hull
(HULL)

SUBJECT: Ben Yahia Request

Florence:

In connection with the General's mtg with Tunisian foreign minister Ben Yahia this afternoon, the General should know that Ben Yahia was pushing very hard last night for a Presidential stop by to allow him to deliver personally a "very substantive" message from President Ben Ali. I told Ben Yahia we would explore the possibility, but gave him no encouragement.

We are not pressing for a Presidential stop by, but want to make sure the General is not caught unaware of Ben Yahia's interest in this regard.

Edmund

Distribution:

FOR: Florence E. Gantt	(GANTT)
CC: Presidential Records	(PRESIDENTIAL)
CC: Florence E. Gantt	(GANTT)
CC: Wilma G. Hall	(HALL)
CC: Dona F. Proctor	(PROCTOR)
CC: Kristen K. Cicio	(CICIO)

*General -
if schedule
permits, shall
I schedule*

NATIONAL SECURITY COUNCIL

03-Jun-1992 14:15 EDT

UNCLASSIFIED

MEMORANDUM FOR: SEE BELOW

FROM: Edmund J. Hull
(HULL)

AKO

SUBJECT: Tunisian ForMin Appt Request

Florence:

Tunisian Foreign Minister Habib Ben Yahia will be in Washington June 21-25 (at which time he will be seeing Baker and other USG officials.) He knows the General from his days as ambassador and would like to call upon him. The General did see him during a similar visit last year. We are not pushing such a meeting, but wanted to make sure the General knows of Ben Yahia's interest. Please let us know if the General wants to see him.

Edmund

Distribution:

- | | |
|------------------------|-------------|
| FOR: Florence E. Gantt | (GANTT) |
| FOR: Wilma G. Hall | (HALL) |
| FOR: Dona F. Proctor | (PROCTOR) |
| FOR: Kristen K. Cicio | (CICIO) |
| CC: Federal Records | (FEDERAL) |
| CC: Bruce O. Riedel | (RIEDEL) |

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
03. Memo	C. Boyden Gray to Distribution List Re: Cooperation in administrative inquiry (1 pp.)	6/19/92	(b)(2)	

Collection:

Record Group: Bush Presidential Records
Office: Scowcroft, Brent, Collection
Series: Administrative Files
Subseries:
WHORM Cat.:
File Location: Administrative, 1992 - 1993

Date Closed: 9/8/2010	OA/ID Number: 85033-004
FOIA/SYS Case #: 2009-0275-S[2]	Appeal Case #:
Re-review Case #:	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

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

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

- 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]

- (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

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

PRM. Removed as a personal record misfile.

NATIONAL SECURITY COUNCIL

19-Jun-1992 19:05 EDT

CONFIDENTIAL

MEMORANDUM FOR: SEE BELOW

FROM: Jane E. Holl
(HOLL)

SUBJECT: Milan Panic

Please pass the following on to the General:

Rick Newcomb of Treasury (Mr. Sanctions) called to say that Birch Bayh had called to relay a statement he was releasing on behalf of his client ICN Galenicka and Mr Milan Panic.

The statement apparently says that Panic acknowledges that he has to comply with U.S. law but that he was, of course, very concern about his fellow Serbians in Yugoslavia. He is still actively considering taking the Prime Ministership.

Distribution:

FOR: Florence E. Gantt	(GANTT)
FOR: Dona F. Proctor	(PROCTOR)
FOR: Wilma G. Hall	(HALL)
FOR: Kristen K. Cicio	(CICIO)
FOR: Mary C. Emery	(EMERY)
CC: Federal Records	(FEDERAL)
CC: David C. Gompert	(GOMPERT)
CC: Nicholas Rostow	(ROSTOW)

DECLASSIFIED
PER NSC WAIVER, 1500 2021-02
By SS NARA, Date 3/5/24

NATIONAL SECURITY COUNCIL

19-Jun-1992 19:29 EDT

~~CONFIDENTIAL~~

MEMORANDUM FOR: SEE BELOW

FROM: Nicholas Rostow
(ROSTOW)

SUBJECT: RE: Milan Panic

Newcomb will fax the statement Monday.

Distribution:

FOR: Jane E. Holl	(HOLL)
CC: David C. Gompert	(GOMPERT)
CC: Federal Records	(FEDERAL)
CC: Mary C. Emery	(EMERY)
CC: Kristen K. Cicio	(CICIO)
CC: Wilma G. Hall	(HALL)
CC: Dona F. Proctor	(PROCTOR)
CC: Florence E. Gantt	(GANTT)
CC: Federal Records	(FEDERAL)

DECLASSIFIED
White House Guidelines
E.O. 13526, SEC 3.4 (b), September 11, 2006
By cap NARA, Date 9/8/10

THE WHITE HOUSE

WASHINGTON

June 19, 1992

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

FROM: TIMOTHY J. McBRIDE *TJM*
ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: **Use of Leave for Political Purposes**

Recently, a number of you have raised questions regarding using leave for political purposes, in particular for use during the Republican National Convention.

This is to remind you that the guidelines set forth by Boyden Gray in his memo of November 27, 1991, will apply in this and all cases involving use of leave for political purposes. I have attached a copy of that memo for your reference and ask that you review pages 4 and 5 which specifically address the use of leave.

In particular, I ask that you review item #6 which establishes a procedure for appropriately documenting leave. Please note that any members of your staff (including commissioned officers) wishing to take leave for this and any political purpose must first submit a request to you. **Once you have approved or disapproved the request, it must be submitted to White House Personnel, Room 6 OEOB, for record-keeping purposes.**

I have attached a sample memo that will assist you and your staff in this matter.

Thank you for your cooperation.

Attachments

THE WHITE HOUSE

WASHINGTON

November 27, 1991

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: C. BOYDEN GRAY *cmg*
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 Functions¹ 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

¹ 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.² 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

² 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."³

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

³ 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.

(Date)

MEMORANDUM FOR (OFFICE HEAD)

FROM: (STAFF MEMBER)

SUBJECT: Use of Leave for the Republican National
Convention

This is to request permission to take (#) days of (annual leave,
leave without pay) from August () to August (), 1992.

OR FOR COMMISSIONED OFFICERS

This is to request permission to take (#) days of compensatory
leave from August () to August (), 1992.

The intended purpose of this leave is to (attend OR perform
volunteer services at) the Republican National Convention in
Houston, Texas.


Approve _____ Disapprove _____



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

June 19, 1992

MEMORANDUM FOR DESIGNATED AGENCY HEADS
(SEE ATTACHED DISTRIBUTION LIST)

FROM: Robert G. Damus 
Acting General Counsel

SUBJECT: Proposed Executive Order Entitled "Delegating to the Secretary of Transportation Certain Functions of the President Relating to the Management and Administration of the Officer Corps of the United States Coast Guard"

Attached is a proposed Executive order entitled "Delegating to the Secretary of Transportation Certain Functions of the President Relating to the Management and Administration of the Officer Corps of the United States Coast Guard."

It was prepared by the Department of Transportation, in accordance with the provisions of Executive Order No. 11030, as amended.

On behalf of the Director of the Office of Management and Budget, I would appreciate receiving any comments you may have concerning this proposal. If you have any comments or objections, they should be received no later than close of business Friday, June 26, 1992. Please be advised that agencies that do not respond by the June 26, 1992 deadline will be recorded as not objecting to the proposal.

Comments or inquiries may be submitted by telephone to Mr. Mac Reed or Ms. Bess Weaver of this office (Phone: 395-5600; Fax: 395-7294).

Thank you.

Attachments - Distribution List
Proposed Executive Order

cc: Bob Grady
Kim Gibson
Janet Hale
Jim Murr
Frank Hodsoll
Bob Howard
Jim MacRae
Tom Scully

DISTRIBUTION LIST

Honorable Richard B. Cheney
Secretary
Department of Defense

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Secretary
Department of Veterans Affairs

Honorable LTG. Brent Scowcroft (Ret.)
Assistant to the President
for National Security Affairs

Honorable Charles Kolb
Deputy Assistant to the President
for Domestic Policy

Honorable C. Boyden Gray
Counsel to the President

**DELEGATING TO THE SECRETARY OF TRANSPORTATION
CERTAIN FUNCTIONS OF THE PRESIDENT
RELATING TO THE MANAGEMENT AND ADMINISTRATION OF THE
OFFICER CORPS OF THE UNITED STATES COAST GUARD**

- - - - -

**BY THE PRESIDENT OF THE UNITED STATES OF AMERICA
AN EXECUTIVE ORDER**

By virtue of the authority vested in me by section 301 of title 3 of the United States Code, section 499 of title 14 of the United States Code, and Article 140 of the Uniform Code of Military Justice, 10 U.S.C. Sec. 940, and as President of the United States, it is hereby ordered as follows:

SECTION 1. The Secretary of Transportation is hereby designated and empowered to perform the following-described functions without the approval, ratification, or other action of the President:

(a) The authority vested in the President by section 149 of title 14 of the United States Code, in his or her discretion, to detail members of the Coast Guard to assist foreign governments in matters concerning which the Coast Guard may be of assistance.

(b) The authority vested in the President by section 185 of title 14 of the United States Code, by and with the advice and consent of the Senate, to appoint as ensigns in the Coast Guard all cadets who shall graduate from the Coast Guard Academy.

(c) The authority vested in the President by section 188 of title 14 of the United States Code, by and with the advice and consent of the Senate, to appoint professors, associate professors, assistant professors, and instructors to serve in the Coast Guard on the permanent commissioned teaching staff of the Coast Guard Academy.

(d) The authority vested in the President by section 211 of title 14 of the United States Code, by and with the advice and consent of the Senate, to appoint permanent commissioned officers in the Regular Coast Guard in grades of ensign or above from among graduates of the Coast Guard Academy; commissioned warrant officers, warrant officers, and enlisted members of the Regular Coast Guard; members of the Coast Guard Reserve who have served at least two years as such; and licensed officers of the United States merchant marine who have served two or more years aboard a vessel of the United States in the capacity of a licensed officer.

(e) The authority vested in the President by section 212 of title 14 of the United States Code, by and with the advice and consent of the Senate, to appoint permanent commissioned warrant officers in the Regular Coast Guard from among warrant officers (W-1) of the Regular Coast Guard; enlisted members of the Regular Coast Guard; members of the Coast Guard Reserve; and licensed officers of the United States merchant marine.

(f) The authority vested in the President by section 214(a) of title 14 of the United States Code to appoint temporary commissioned officers in the Regular Coast Guard in a grade, not above lieutenant, from among the commissioned warrant officers, warrant officers, and enlisted members of the Coast Guard, and from licensed officers of the United States merchant marine.

(g) The authority vested in the President by section 214(b) of title 14 of the United States Code to appoint temporary commissioned warrant officers in the Regular Coast Guard from among the warrant officers and enlisted members of the Coast Guard, and from licensed officers of the United States merchant marine.

(h) The authority vested in the President by section 214(e) of title 14 of the United States Code to vacate an appointment made under the authority of section 214(a) and (b) of title 14 of the United States Code.

(i) The authority vested in the President by section 261(a) of title 14 of the United States Code to approve, modify, or disapprove the report of a board convened under section 251 of title 14 of the United States Code.

(j) The authority vested in the President by section 261(b) of title 14 of the United States Code to remove from the report of a board convened under section 251 of title 14 of the United States Code the name of any officer recommended for promotion who is not acceptable for promotion.

(k) The authority vested in the President by section 271(d) of title 14 of the United States Code, by and with the advice and consent of the Senate, to appoint the senior rear admiral (lower half) serving on the active duty promotion list to fill a vacancy which occurs in the grade of rear admiral.

(l) The authority vested in the President by section 271(e) of title 14 of the United States Code, by and with the advice and consent of the Senate for officers in the grade of lieutenant commander, commander, and captain and without the advice and consent of the Senate for officers in the grade of lieutenant (junior grade) and lieutenant, to make appointments of Regular officers under section 271 of title 14 of the United States Code.

(m) The authority vested in the President by section 272(a) of title 14 of the United States Code to remove the name of any officer from a list of selectees established under section 271 of title 14 of the United States Code.

(n) The authority vested in the President by section 289(f) of title 14 of the United States Code to approve the report of a board convened under section 289 of title 14 of the United States Code.

(o) The authority vested in the President by section 290(d) of title 14 of the United States Code to approve the report of a board convened under section 290 of title 14 of the United States Code.

(p) The authority vested in the President by section 291 of title 14 of the United States Code, in his or her discretion, to retire from active service any regular commissioned officer of the Coast Guard, upon the application of that officer, who has completed twenty years' active service in the Coast Guard, Navy, Army, Air Force, or Marine Corps, or the Reserve components thereof.

(q) The authority vested in the President by section 336(b) of title 14 of the United States Code, by and with the advice and consent of the Senate, to appoint the director of the United States Coast Guard Band to a commissioned grade in the Regular Coast Guard.

(r) The authority vested in the President by section 492 of title 14 of the United States Code to present a distinguished service medal (including incidental items) to any person who, while serving in any capacity with the Coast Guard, distinguishes himself or herself by exceptionally meritorious service to the Government in a duty of great responsibility.

(s) The authority vested in the President by section 492a of title 14 of the United States Code to present a distinguished flying cross (including incidental items) to any person who, while serving in any capacity with the Coast Guard, distinguishes himself or herself by heroism or extraordinary achievement while participating in an aerial flight.

(t) The authority vested in the President by section 493 of title 14 of the United States Code to present the Coast Guard medal (including incidental items) to any person who, while serving in any capacity with the Coast Guard, distinguishes himself or herself by heroism not involving actual conflict with an enemy.

(u) The authority vested in the President by section 494 of title 14 of the United States Code to award emblems, insignia, rosettes, and other devices, to the extent that such authority relates to the awarding of such items to be worn with the distinguished service medal, the distinguished flying cross, or the Coast Guard medal.

(v) The authority vested in the President by section 498 of title 14 of the United States Code to make posthumous awards of decorations and to designate representatives to receive such awards, to the extent that such authority relates to the awarding of the distinguished service medal, the distinguished flying cross, or the Coast Guard medal, or ribbons, emblems, insignia, rosettes, or other devices corresponding thereto.

(w) The authority vested in the President by section 499 of title 14 of the United States Code to make rules, regulations, and orders to the extent that they shall relate to the authority described in sections 1(q), 1(r), 1(s), 1(t), and 1(u) above.

(x) The authority vested in the President by section 702(a) of title 14 of the United States Code to prescribe the authorized strength of the Coast Guard Reserve, if not otherwise prescribed by law.

(y) The authority vested in the President by section 722 of title 14 of the United States Code to suspend the operation of subchapter B of chapter 21 of title 14 of the United States Code in time of war or national emergency declared by Congress, and, prior to placing the suspended provision in operation, by regulation, in so far as practicable, to adjust the grades of Reserve officers in the same manner as adjustments in grade are made for Regular officers.

(z) The authority vested in the President by section 729(g) of title 14 of the United States Code to approve the report of a selection board convened under section 729 of title 14 of the United States Code.

(aa) The authority vested in the President by section 738(a) of title 14 of the United States Code to remove, for cause, the name of any officer from a list of selectees established under section 729 of title 14 of the United States Code.

SEC. 2. The Secretary of Transportation is hereby designated and empowered to perform, without the approval, ratification, or other action of the President, the following described functions to the extent that they relate to the United States Coast Guard:

(a) The authority vested in the President by section 555(b) of title 10 of the United States Code, by and with the advice and consent of the Senate, to make permanent appointments by commission of regular chief warrant officers in the United States Coast Guard.

(b) The authority vested in the President by section 593(a) of title 10 of the United States Code to make appointments of Reserves in commissioned grades below commander, except commissioned warrant officer, without the advice and consent of the Senate, and appointments of Reserves in commissioned grades above lieutenant commander, by and with the advice and consent of the Senate, except as provided in section 624 of title 10 of the United States Code.

(c) The authority vested in the President by section 593(b) of title 10 of the United States Code to determine the term in office of commissioned officers of the Reserve.

(d) The authority vested in the President by section 1161 of title 10 of the United States Code to drop from the rolls any officer who has been absent without authority from his or her place of duty for a period of three months or more, or who, having been found guilty by the civil authorities of any offense, is finally sentenced to confinement in a Federal or State penitentiary or correctional institution.

(e) The authority vested in the President by section 1162(a) of title 10 of the United States Code to effect the discharge of commissioned officers of the Reserve.

(f) The authority vested in the President by section 1211(b) of title 10 of the United States Code to recall to active duty, with his or her consent, and to reappoint, by and with the advice and consent of the Senate, any member of the Coast Guard whose name is on the temporary disability retired list who is found to be physically fit to perform the duties of his or her office, grade, rank, or rating under section 1210(f) of title 10 of the United States Code, to the member's regular component in the grade permanently held when his or her name was placed on the temporary disability retired list, or in the next higher grade, if the member held an appointment in a commissioned grade in a regular component when his or her name was placed on the temporary disability retired list.

(g) The authority vested in the President by section 1211(b) of title 10 of the United States Code to recall to active duty, with consent, and to reappoint, by and with the advice and consent of the Senate, any member of the Coast Guard whose name is on the temporary disability retired list who is found to be physically fit to perform the duties of his or her office, grade, rank, or rating under section 1210(f) of title 10 of the United States Code, to the grade of chief warrant officer, W-2, if the member held an appointment in the grade of warrant officer, W-1, in a regular component when his or her name was placed on the temporary disability retired list.

(h) The authority vested in the President by section 1521 of title 10 of the United States Code to issue an appropriate commission in the name of a member of the Coast Guard who was appointed to a commissioned grade but was unable to accept the appointment because of death in line of duty, or who successfully completed the course at an officers' training school and was recommended for appointment to a commissioned grade by the commanding officer of the school but was unable to accept the appointment because of death in line of duty, or who was officially recommended for appointment or promotion to a commissioned grade and the recommendation was approved by the Secretary but was unable to be accepted because of death in line of duty.

(i) The authority vested in the President by Article 4(a) of the Uniform Code of Military Justice, 10 U.S.C. 804(a), to convene a general court-martial to try any dismissed officer, upon application by the officer concerned for trial by court-martial.

(j) The authority vested in the President by Article 4(c) of the Uniform Code of Military Justice, 10 U.S.C. 804(c), to reappoint a discharged officer to such commissioned rank and precedence as the former officer would have attained had the officer not been dismissed, and to direct the extent to which any such reappointment shall affect the promotion status of other officers.

SEC. 3. All actions heretofore taken by the Secretary with respect to the matters affected by this order and in force at the time of issuance of this order, including any regulations prescribed or approved by the Secretary with respect to such matters, and including actions taken pursuant to the "alter ego" doctrine, are hereby ratified and, except as they may be inconsistent with the provisions of this order, shall remain in effect until amended, modified, or revoked pursuant to the authority conferred by this order.

SEC. 4. As used in this order, the term "functions" embraces duties, powers, responsibilities, authority, or discretion, and the term "perform" may be construed to mean "exercise."

SEC. 5. Whenever the entire Coast Guard operates as a service in the Navy, the references to the Secretary of Transportation in the introductory portions of sections 1 and 2 of this order shall be deemed to be references to the Secretary of the Navy.

SEC. 6. Executive Order No. 10637 of September 16, 1955, is revoked.

UNCLASSIFIED
NSC/S PROFILE

RECORD ID: 9203933
RECEIVED: 20 MAY 92 19

TO: SCOWCROFT

FROM: HOLL
GOMPERT

DOC DATE: 04 JUN 92
SOURCE REF:

KEYWORDS: YUGOSLAVIA
SERBIA

ANSA
BOSNIA-HERCEGOVINA

PERSONS: ZIMMERMANN, WARREN

SUBJECT: REQUEST FOR SCOWCROFT MTG W/ AMER AMB TO YUGOSLAVIA ZIMMERMANN TO
DISCUSS DETERIORATING SITUATION IN YUGOSLAVIA / BOSNIA-HERCEGOVINA

ACTION: SCOWCROFT APPROVED RECOM

DUE DATE: 23 MAY 92 STATUS: C

STAFF OFFICER: HOLL

LOGREF:

FILES: WH

NSCP:

CODES:

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
GOMPERT
HOLL
NSC CHRON
PROCTOR

COMMENTS: _____

DISPATCHED BY _____ DATE _____ BY HAND W/ATTCH

OPENED BY: NSJSL

CLOSED BY: NSMEM

DOC 2 OF 2

UNCLASSIFIED

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

**Natl Sec Advisor
has seen**

June 4, 1992

ACTION

MEMORANDUM FOR BRENT SCOWCROFT

THROUGH: DAVID C. GOMPERT 

FROM: JANE HOLZ 

SUBJECT: Request for a Meeting with Ambassador Zimmermann

Ambassador Zimmermann has requested an appointment to see you to discuss the deteriorating situation in the former Yugoslavia. We recommend that you see him for 20 to 30 minutes in the next week or two. As well as having some excellent insights into the ongoing situation, the meeting would be a good gesture for the Ambassador who has served us well in Belgrade during difficult times. He is in Washington indefinitely as a result of the recall and is available at your convenience.

At Tab I is a recommendation for the meeting from the State Department. A short biography of Ambassador Zimmermann is a Tab II.

RECOMMENDATION

That you meet with Ambassador Zimmermann in the next week or two for 20 to 30 minutes.

Approve  Disapprove _____

Attachments

Tab I Incoming

Tab II Zimmermann Biography



9210754

3933

United States Department of State

Washington, D.C. 20520

May 20, 1992

UNCLASSIFIEDMEMORANDUM FOR BRENT SCOWCROFT
THE WHITE HOUSESubject: Appointment Request: Ambassador Warren
Zimmermann, "Yugoslavia"

Ambassador Zimmermann was recalled from Belgrade for consultations to demonstrate our concern with continuing Serbian aggression in Bosnia. He has requested an appointment with you to discuss the deteriorating situation in "Yugoslavia."

Ambassador Zimmermann is in the United States for an indefinite period of time and is available at your convenience. The Department recommends you meet with Ambassador Zimmermann for approximately 30 minutes.

W. Robert Pearson
Executive Secretary

Attachment:

Biographic Information

UNCLASSIFIED



United States Department of State

Washington, D.C. 20520

Ambassador Warren Zimmermann

Warren Zimmermann has been Ambassador to Yugoslavia since March 1989, after serving as Chairman of the U.S. Delegation to the Vienna CSCE Follow-up Meeting from November 1986 to January 1989.

From 1985 to 1986 he was Deputy to the head of the U.S. Delegation to the Negotiations on Nuclear and Space Arms with the Soviet Union at Geneva. In 1983-84 he was Chief of the U.S. Delegation that negotiated the Hotline Upgrade Agreement with the Soviet Union. He was previously Deputy Chairman of the U.S. Delegation to the Madrid CSCE Follow-up Meeting (1980-81) and Deputy Chief of Mission in Moscow (1981-84).

Since entering the Foreign Service in 1961, Zimmermann has been Political Counselor, Paris (1977-80); Special Assistant for Policy Planning in the Bureau of European Affairs (1975-77); Deputy Chief of the Political Section in Moscow (1973-75); and speechwriter for the Secretary of State (1970-73). He has also served in Belgrade and Caracas as well as in the Bureau of Intelligence and Research in the Department.

Ambassador Zimmermann is a 1956 graduate of Yale and was a Fulbright Scholar at Cambridge, earning his Master's degree there in 1958. He was a Visiting Fellow at the Council on Foreign Relations in New York (1984-85). He is the recipient of two Superior Honor Awards from the Department of State and of several Presidential Meritorious Awards.

November 1990

Mon 6/15
4:00 PM

NATIONAL SECURITY COUNCIL

22-May-1992 15:04 EDT

UNCLASSIFIED

MEMORANDUM FOR:

Wilma G. Hall (HALL)
Dona F. Proctor (PROCTOR)
Mary C. Emery (EMERY)
Florence E. Gantt (GANTT)

FROM: James R. Keith
(KEITH)

SUBJECT: Follow Up on Ambassador-Designate to Indonesia's Req

I sent an earlier note reporting that the General indicated willingness to meet with Ambassador designate to Indonesia Robert Barry (at Barry's request). I had proposed June 5 or June 8. Barry is now scheduled until June 15, so anytime after June 15 would be fine. Many thanks, JK.

NATIONAL SECURITY COUNCIL

14-May-1992 16:26 EDT

UNCLASSIFIED

MEMORANDUM FOR:

Florence E. Gantt
Dona F. Proctor
Wilma G. Hall

(GANTT)
(PROCTOR)
(HALL)

FROM: James R. Keith
(KEITH)

SUBJECT: Ambassador Designate to Indonesia

Doug talked to the General about Ambassador-designate to Indonesia Robert Barry's request for a meeting. The General agreed to meet Barry. Barry's suggested dates are the afternoon of June 5 or the morning of June 8. If neither of those is workable please advise, and I'll go back to Barry's office with alternate times. Thanks, JK.

THE WHITE HOUSE

WASHINGTON

June 3, 1992

Dear Mr. President:

I have been honored and privileged to serve in your Administration during these challenging times. The remarkable leadership you have provided in leading America at home and abroad has always been an inspiration to me. I have tried during my tenure here to introduce the ideals and programs of this Administration to as many people as possible. I have always sought to make a difference in helping to present your initiatives. I take great pride in the successes you have achieved during your first term and I wish you the greatest success during your second term.

It is with much regret, that I now find it necessary to submit my resignation. This is particularly difficult because of my deep affection for you and your family. But due to personal circumstances, I believe that the best interests of the Administration are served if I leave the White House at this time. Needless to say this is a most difficult decision for me. And I make it with the full knowledge that service in your Administration has been the highest honor of my life.

I firmly believe your reelection is crucial for the future of the Nation and I stand ready to help in any way I can.

Faithfully yours,



Sherrie S. Rollins
Assistant to the President
for Public Liaison and
Intergovernmental Affairs

The Honorable George Bush
The President of the United States
Washington, D.C. 20500

THE WHITE HOUSE

WASHINGTON

June 3, 1992

Dear Sherrie:

You have brought extraordinary achievement and personal warmth to your service on my staff. We have worked closely together on many important projects in the last several months, and I have always valued your guidance and advice.

It is therefore with deep regret that I accept your resignation as Assistant to the President. In the last several months we have worked to formulate an economic growth package, a response to our urban problems, passage of a balanced budget amendment, and other initiatives. You have been a key part of those initiatives, and you have performed with distinction in directing our message to the American people.

I understand the personal sacrifice you are making, and please know that Barbara and I have only the highest admiration for your professionalism, integrity, and personal loyalty to my Administration.

Best wishes.

Sincerely,

/s/ George Bush

The Honorable Sherrie Rollins
Assistant to the President
for Public Liaison and
Intergovernmental Affairs
The White House
Washington, D.C. 20500

THE WHITE HOUSE
WASHINGTON

2:15 pm
June 15, 1992

Mary:

David Gompert has requested 30 mins
with BS to discuss "Europe Trip"
on Thursday or Friday.

I told Kathy we would call her as
soon as we have Pres'l travel
sorted out.

Wilma


11-11:30 D Gompert
E Melby
B. Hutchings

THE WHITE HOUSE

WASHINGTON

April 15, 1992

MEMORANDUM FOR ROSE ZAMARIA

FROM: BRENT SCOWCROFT 

SUBJECT: Weekend Parking on West Executive Avenue

I would like to bring to your attention two problems the National Security Council (NSC) is having with parking. The first is parking space for the NSC's government vehicle. When we first received custody of the car, we parked in the South Court, then we were moved to West Executive Avenue, and finally, to our current location on 17th Street.

During the weekend of April 4-5, 1992, our vehicle was vandalized by a group of demonstrators. Actual cost to repair the car is not yet known, but will be in the \$300-\$500 range. This is the second such incident in the past two years. The previous incident, also on the weekend, involved an act of "hit and run" and cost us approximately \$400 for repairs.

In addition to the expense, there is the factor of time. Having someone continually drive around the block, competing with tourists, vendors, other government workers and demonstrators, in order to find parking on the Ellipse or on 17th Street takes valuable time.

The second problem also concerns parking. With a few exceptions, no other EOP agency or White House office has the NSC's requirement to routinely work on the weekends. These are not shift workers or personnel whose normal duty hours include Saturdays and Sundays. These are personnel who work full time during the week and then come in on the weekend to complete their assignments and ultimately our mission.

While we do have five West Executive Avenue Parking permits, it is not sufficient for the 35%-40% of the NSC's staff who are here working on any given weekend. Parking around the White House on the weekend, especially during non-winter months, is virtually non-existent. Meanwhile, 75%-80% of the West Executive Avenue parking slots consistently sit vacant the entire weekend.

To deal with these problems, I propose the following:

-- Provide parking for our government vehicle on the 18-acres. If full-time parking is not available, then at least provide parking on nights and weekends. The car could be parked on West Executive Avenue after 6:00pm on Friday and removed before 8:00am on the following working day.

-- Let the NSC staff use West Executive Avenue parking while working overtime on the weekends. If there is a fear that approval will promote misuse, I am prepared to have my Executive Secretary "screen" all NSC personnel to insure no one is using West Executive Avenue parking on the weekends for any other reason but overtime work.

Your cooperation in this matter is appreciated.

Personal

THE WHITE HOUSE

WASHINGTON

March 10, 1992

Dear Brent,

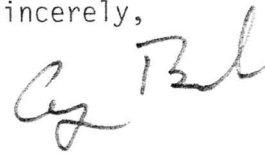
It has been a grueling period, and spring is about to spring. Barbara and I would like to offer you and your immediate family 48 hours away from the Washington grind -- a couple of days at Camp David. This could be scheduled during the week or on a weekend when we are not there. (Inasmuch as we go there most weekends, I would encourage you to go during the week.)

It is a great place to relax, to think, to write, or just plain be with the kids. To guarantee privacy and maximum R&R, only one family will be scheduled at a time. Should you desire to go up there with another Cabinet member however, that can be arranged.

My assistant, Patty Presock, will handle scheduling and coordinating all arrangements with Camp David. You can reach her at 456-7400.

Barbara and I hope you and your family will have an opportunity to enjoy Camp David sometime before this fall.

Sincerely,



The Honorable Brent Scowcroft
Assistant to the President for
National Security Affairs
The White House
West Wing, First Floor
Washington, DC 20500

**Bush Library Photocopy
George Bush Handwriting**



THE PRESIDENT AND MRS. BUSH WELCOME YOU TO CAMP DAVID

The following information may be helpful for your visit to Camp David:

LOCATION:

Camp David is located in Northern Maryland, West of Thurmont, in the Catoctin Mountain Park. You should allow one hour and thirty minutes travel time from Washington, D.C. (Attached is a map with directions and a map of the grounds.)

WEATHER:

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

SECURITY AND ACCESS:

Prior to your arrival you will be asked to provide the 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 crew member will escort you to the guest area where you will leave your car. All transportation from this point will be by golf cart, bicycle, or foot! (No automobile traffic permitted beyond the guest area.)

RESTRICTIONS:

Photography is not permitted at Camp David. (No cameras allowed.) Also, no pets.

GUEST ACTIVITIES:

A full range of recreational activities is available to you during your stay at Camp David:

Archery, Bicycle Riding (children's bikes are provided too), Bowling, Exercise Room, Sauna, Horseshoes, Racquetball, Wallyball, Volleyball, Jogging and Hiking Trails, Billiards, Swimming (heated outdoor pool), Tennis (outdoor courts), Driving Range, and a Playground for Children.

Meals take place at Laurel, and snacks and drinks are provided in your Cabin. You will be billed by the White House Staff Mess. Hair dryers and robes are provided in each Cabin. Also provided is a VCR (and a tape library consisting of approximately 400 titles.)

There are two church services every Sunday at the Camp David Chapel (Evergreen). The Catholic mass begins at 7:30 a.m. The ecumenical service begins at 9:00 a.m.

FOR FURTHER INFORMATION: Contact Patricia Presock (202-456-7400)

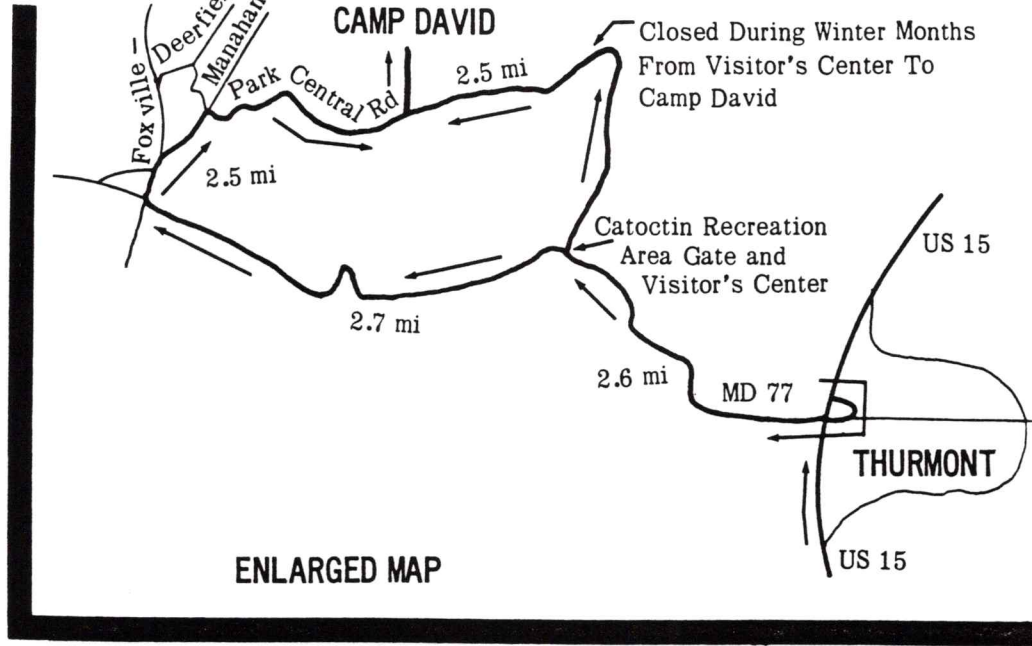
SEE ENLARGED MAP

MD. RT. 77

THURMONT

U.S. RT. 15

FREDERICK



INTERSTATE 270

ROCKVILLE

DIRECTIONS TO CAMP DAVID

INTERSTATE 270

BELTWAY I-495

TAKOMA PARK

COLLEGE PARK

LEWISDALE

WASHINGTON, D.C.

GEORGE WASHINGTON PARKWAY

FALLS CHURCH ARLINGTON

ALEXANDRIA

APPROXIMATE DRIVING TIME

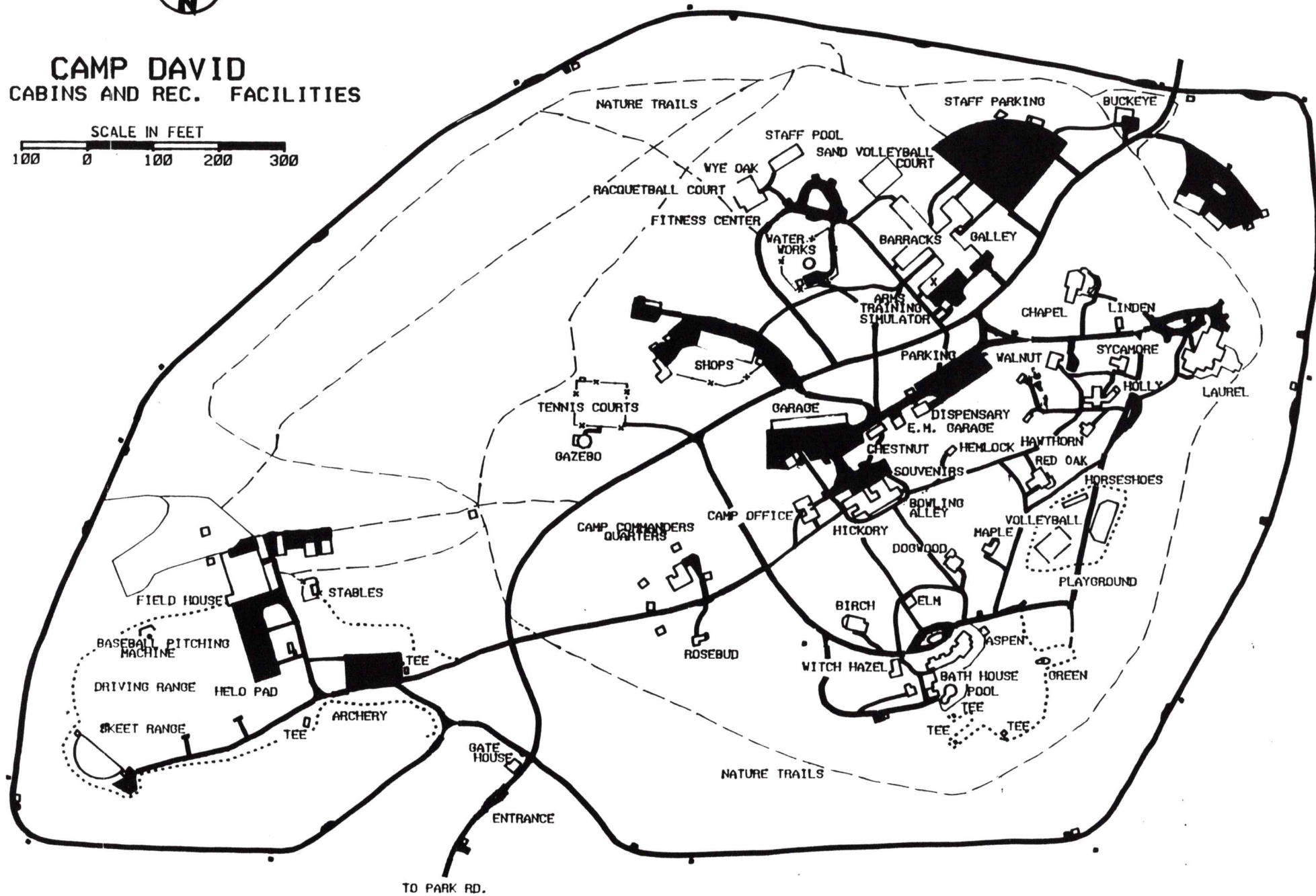
WASHINGTON TO CAMP DAVID - 1 HOUR 30 MIN

BELTWAY I-495



CAMP DAVID

GUEST CABINS AND REC. FACILITIES



THE WHITE HOUSE

WASHINGTON

February 11, 1992

MEMORANDUM FOR ALL COMMISSIONER OFFICERS

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

SUBJECT: Use of Government cars to campaign events

Several of you have asked whether you may travel to or from tomorrow's announcement of the President's candidacy in a Government car. I wish to remind you of the advice provided in my November 27, 1991 memorandum to all White House Staff (at page 5):

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.

Tomorrow's announcement is a political event.

The only exception is for the Presidential motorcade "to the extent essential to the security and support of the President."

THE WHITE HOUSE
WASHINGTON

January 16, 1992

MEMORANDUM FOR ROSE M. ZAMARIA
DEPUTY ASSISTANT TO THE PRESIDENT AND
DIRECTOR OF WHITE HOUSE OPERATIONS

FROM: BRENT SCOWCROFT 


SUBJECT: Staff Pin

Please issue a permanent staff pin to my deputy, Admiral
Jonathan T. Howe.

THE WHITE HOUSE
WASHINGTON

January 13, 1992

MEMORANDUM FOR ALL COMMISSIONED OFFICERS
PRESIDENTIAL APPOINTEES IN THE EXECUTIVE
OFFICE OF THE PRESIDENT
SENIOR OFFICIALS IN THE OFFICE OF THE
VICE-PRESIDENT

FROM: SAMUEL K. SKINNER 
SUBJECT: Political Activity Memorandum

Most of you already received a copy of the attached memorandum when it was issued in November, but I thought that it would be useful if you had a chance to review it before tomorrow's briefing on political activity during the 1992 campaign.

THE WHITE HOUSE
WASHINGTON

November 27, 1991

MEMORANDUM FOR ALL WHITE HOUSE STAFF

FROM: C. BOYDEN GRAHAM
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 Functions¹ 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

¹ 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.² 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

² 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."³

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

³ 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 campaigns.

You may participate in campaigns where none of the candidates represents 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 partisan political 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 similar 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, 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., and you may write 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.

NATIONAL SECURITY COUNCIL

14-Jan-1992 14:41 EDT

UNCLASSIFIED

MEMORANDUM FOR: SEE BELOW

FROM: Nicholas Rostow
(ROSTOW)

SUBJECT: Political Activities (Cont'd)

All NSC employees are covered by the Hatch Act.

Gen. Scowcroft alone is not covered by the Hatch Act (Adm. Howe is on active duty).

Accordingly, campaign activities are out for all but Gen. Scowcroft.

Commissioned officers may have received a mailing addressed to Members of the Bush-Quayle Presidential Appointees Association asking for information for a '92 Speaker's Source Book to assist in the campaign. Please do not respond to such a request.

If you have any question at all about whether this or that activity or use of government property (including telephones etc.) is permitted, please ask me or Steve Rademaker (or Greg Walden or Rob Swanson in Boyden's office). Thank you.

Distribution:

FOR: George M. Andricos	(ANDRICOS)
FOR: Christina L. Funches	(FUNCHES)
FOR: Virginia A. Lampley	(LAMPLEY)
FOR: Walter H. Kansteiner	(KANSTEINER)
FOR: Norma D. Schillaci	(SCHILLACI)
FOR: Timothy M. Carney	(CARNEY)
FOR: Patty A. Daniel	(DANIEL)
FOR: Cynthia M. Hindle	(HINDLE)
FOR: James R. Keith	(KEITH)
FOR: Douglas H. Paal	(PAAL)
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FOR: Craig B. Chellis	(CHELLIS)
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FOR: Sandra L. Kelly	(KELLYS)
FOR: Angelyn D. Moody	(MOODY)
FOR: Rita P. O'Flinn	(OFLINN)