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OFFICE OF THE VICE PRESIDENT
WASHINGTON

October 30, 1975

MEMORANDUM FOR: THE VICE PRESIDENT'S STAFF
FROM: SUSAN C. HERTER *SOX*
SUBJECT: General Information and Procedures Regarding the Office of the Vice President*

1. This memorandum prescribes procedures and furnishes information regarding the operation of the Office of the Vice President.

2. This memorandum is organized in accordance with the organization of the White House Office Handbook (February 1975), less Tabs B (Employment), E (Standards of Conduct), and F (Index), attached, and the White House Correspondence Manual (May 1975), as adapted for the Office of the Vice President; it should be kept and used in conjunction with those books.

3. Changes will be published from time to time and should be kept together to insure easy reference and compliance.

4. Questions regarding information and procedures, and suggested changes, will be referred first to the Assistant to the Vice President for Administration (x6400).

*The following office-wide memoranda also remain in effect:

Transportation (July 2, 1975)

Fire Alarm System (July 3, 1975)

Standards of Conduct/Confidential Statement of

Employment and Financial Interests (July 8, 1975)

Restrictions of Political Participation by Employees of the Vice President's Office (July 14, 1975)

The Vice President's Reception Room and Kitchen (July 31, 1975)

Authorization for Travel (August 6, 1975)

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I. THE VICE PRESIDENT'S SECRETARIAT

1. The Vice President has asked that, in order to ease and speed communications to, from, and within his office, the following staff members constitute the Vice President's Secretariat:

Susan Herter	x2143
Dick Allison	x7056
Kathy Huldum	x7045
Nancy Towell	x7046

2. The Secretariat is located in Rooms 270 and 272 OEOB (entrance through Room 270).

3. The Secretariat is responsible for coordinating the following personal arrangements for the Vice President:

- Schedule - (including "advance");
- Appointments;
- Telephones;
- Mail and Correspondence.

4. The Vice President's Secretariat also coordinates the following:

- representation at White House staff meetings;
- meetings of the Vice President's senior staff;
- scheduling meetings;
- all correspondence;
- all files and records;
- office procedures.



II. ADMINISTRATIVE FUNCTIONS

The Assistant to the Vice President for Administration (x6400) is responsible for the following (except as noted); staff requests and questions should be referred as indicated below:

Budget	x6400
Central Files*	x4198
Classified Materials**	x4223
Correspondence Control Unit*	x4140
Gift Unit	x6400
Library	x6400
Library of Congress	224-0636
Mail Room*	x4173
Messenger and Miscellaneous Services	x4173
Payroll	x6400
Personnel (except Military Office**)	x6400
Press Releases***	x6303
Security	x6400
Supplies	x4165
Telegrams	x6400
Telephone Service	x6400
Transportation	x4165
Travel	x6400



* Also see Vice Presidential Staff Memorandum on Correspondence Procedures (October 30, 1975).

** A responsibility of the Military Assistant to the Vice President.

*** A responsibility of the Assistant to the Vice President and Press Secretary.

III. OTHER SERVICES AND PROCEDURES

1. Appointments with the Vice President

Schedule Information

The Vice President's daily schedule will be distributed by the Vice President's Secretariat late in the afternoon of the previous day. This schedule is for office use only. Whenever possible, the Secretariat will inform appropriate staff members of subsequent last-minute daily schedule changes.

Schedule Proposals

Requests for meetings with the Vice President will be made through the Vice President's Secretariat. For requests by staff members for Vice Presidential appointments with non-staff individuals or groups, a schedule proposal may be submitted to the Vice President's Secretariat. (A sample is attached.) No scheduling commitment is final without the Vice President's approval.

Meeting Briefing Papers

When schedule proposals are approved, the Vice President's Secretariat will advise the appropriate staff member to prepare a meeting briefing paper for delivery to the Secretariat before 4:00 p.m. on the day preceding the meeting, unless other instructions have been given.

The same or another staff member may also be asked to accompany the Vice President or to serve as greeter or substitute, as the occasion warrants.

A sample Meeting Briefing Paper is attached; the following should be noted concerning the format:

Purpose should be a brief sentence describing the reason for the meeting.

Background should be a brief three or four sentence summation of what led up to the meeting, an insight into the organization or personalities represented in the meeting, and the date the Vice President last met with the organization or persons.



Participants should include the names and titles of meeting attendees. (Titles of Vice Presidential staff members attending need not be listed.) If the meeting will include five or fewer attendees, they may be listed in this section. If more than five attendees are planned, they should be listed by name and title on a separate sheet of paper, and this section should read "See TAB A".

Press Plan should always be coordinated with the Press Secretary's Office (x6303).

Talking Points should be brief.

2. Appointments with Staff Members - Staff Members will clear outside visitors in accordance with the procedures established in the White House Office Handbook; in addition, visitors' birth dates and Social Security numbers must be provided.

3. Attendance

a. Formal office hours are 8:30 to 5:30, Monday through Friday; each office will be manned at all times during office hours;

b. Attendance monitoring is the responsibility of supervisory personnel, who will report all absences each workday morning to the Assistant to the Vice President for Administration (x6400), who, in turn, will maintain a daily attendance record for the Vice President's Secretariat and for leave and payroll purposes;

c. Each senior staff member will insure that personnel under his or her supervision are available at all times to discharge duties that the Vice President may require;

d. Supervisors will insure that telephones in their areas are always covered;

e. Leave and other planned absences will be coordinated with the Assistant to the Vice President for Administration and the Vice President's Secretariat; all requests for leave will be submitted on Standard Form 71 and forwarded for concurrence, as follows: supervisor; Assistant to the Vice President for Administration (for determination of payroll status); the Vice President's Secretariat.



f. All personnel will insure that, if they are away from office or home for any significant time, they leave phone numbers where they may be reached with the Administrative Office (x6400).

4. Autograph Requests - Requests for the Vice President's autograph will be referred to the Assistant to the Vice President for Administration (x6400); except for requests by Senators and Representatives, which are referred to the Administrative Assistant to the President of the Senate (224-0636) and forwarded to the Vice President's Secretariat.

5. Ceremonies - See the White House Office Handbook.

6. Communications Equipment (including television sets, dictating equipment, radios, and pageboys) - Requests will be referred to the Assistant to the Vice President for Administration (x6400).

7. Conference Facilities (West Wing, OEOP, Office of the Vice President) - Requests will be referred to the Assistant to the Vice President for Administration (x6400). Staff members using conference facilities will be responsible for clearing visitors (with a copy of the visitors' list to be sent to the Assistant to the Vice President for Administration) and for coordinating stationery supplies and other equipment with the Supply Office (x4165) at least three business days in advance of the scheduled meeting.

8. Credit Union - See the White House Office Handbook.

9. Duplicating Facilities (Mimeographing and Xeroxing) - If nearby equipment is inadequate, requests for additional services will be referred to the Assistant to the Vice President for Administration (x6400). Major duplication requests should be made as far as possible in advance.

10. Eating Facilities - See the White House Office Handbook.

11. Emergency Secretarial Assistance - Requests will be made to the Assistant to the Vice President for Administration (x6400).

12. Employment - See Personnel, below.

13. Equipment/Supplies - x4165. Note that members of the Vice President's staff do not have personalized official stationery.



14. Escort Service of the Executive Protective Service - The Executive Protective Service provides an Escort Service for women who work late and who park at the Ellipse, State Place or the New Executive Office Building - on fifteen minutes notice to the Executive Protective Service Duty Officer (x4336).

15. Executive Briefing Room - See the White House Office Handbook. Requests will be referred to the Assistant to the Vice President for Administration (x6400).

16. Fire Alarm System - The General Services Administration recently completed the installation of a new Fire Alarm System for the OEOB. See the Vice Presidential Staff Memorandum on the Fire Alarm System (July 3, 1975).

17. Gifts to the Vice President and his Family - Staff gifts are prohibited by statute. For other gifts, see the White House Office Handbook and other policy guides.

18. Gifts between Staff Members and Acceptance of Other Gifts - See the White House Office Handbook.

19. Insurance - For information or questions, contact the Assistant to the Vice President for Administration (x6400).

20. Invitations to Official White House Functions - Staff members who may wish to suggest that someone be invited to an official activity at the White House will send their suggestions to the Vice President's Secretariat on the form specified in the White House Office Handbook.

21. Leave - See Number 3, above.

22. Legal Matters - See the White House Office Handbook. For information or questions, contact the Counsel to the Vice President (x4242).

23. Letters and Other Mail - See the Vice Presidential Staff Memorandum on Correspondence Procedures (October 30, 1975).

24. Library - The Vice President's Library is located in Room 285-OEOB and has a limited number of reference books and numerous magazines, newsletters and periodicals available for research work. Other requests for reference sources should be directed to the Administrative Office (x6400) with the exception of inquiries of the Library of Congress, which are handled by application - when possible, in writing - to the

GERALD R. FORD

Administrative Assistant to the President of the Senate
(224-0636).

25. Maintenance - All requests will be referred to the Assistant to the Vice President for Administration (x6400).

26. Medical Facilities - The Office of the White House Physician and the White House Medical Unit are located on the 1st Floor of the OEOB, Room 105, x2182.

27. Messenger Service - x4173.

28. Moving - Requests will be made to the Assistant to the Vice President for Administration (x6400).

29. Newspapers and Periodicals - Requests will be made to the Assistant to the Vice President for Administration (x6400), who will coordinate distribution with the Vice President's Secretariat.

30. Parking - Requests will be referred to the Assistant to the Vice President for Administration (x6400).

31. Pay - Questions will be referred to the Assistant to the Vice President for Administration (x6400).

32. Personnel - Records are maintained by the Assistant to the Vice President for Administration (x6400), who also receives and processes requests for personnel actions and processes incoming personnel, in coordination with the Vice President's Secretariat. No employment commitments of any kind will be made without coordination with the Assistant to the Vice President for Administration (x6400) and the Vice President's Secretariat.

33. Postage Rate and ZIP Code Information - x4173.

34. Press Inquiries - All inquiries from the press will be referred immediately to the Press Secretary (x6303), Press Secretary who will be kept informed of and coordinate all contacts with the press.

35. Questions - All questions regarding information and procedures will be referred first to the Assistant to the Vice President for Administration (x6400).

36. Security

a. Access - See the procedures established in the "Appointments" section of the White House Office Handbook;



b. Classified Materials - For general procedures pertaining to security and to the handling of classified materials, see the Vice Presidential Staff Memorandum on Security Procedures (forthcoming);

c. Clearances - A list of security-cleared personnel is maintained by the Assistant to the Vice President for Administration (x6400); a list of personnel with special access is maintained by the Staff Security Officer; all Security Service and the Secret Service Coverage - The Secret Service and the Executive Protective Service provide security coverage for the Vice President and his family and for the White House and EOB the White premises;

e. Roster - A roster of all personnel employed in all offices of the White House and the EOB is maintained by the White House Executive Protective Service;

f. Waste Material - All waste paper collected from the Office of the Vice President by custodial personnel is burned. Special burn bags are also available from Vice Presidential Supplies (x4165) for the destruction of classified materials under Executive Protective Service supervision. (See Vice Presidential Staff Memorandum on Security Procedures.)

37. Telegrams - See the White House Correspondence Manual for format and other detailed information. The dispatch of all unclassified telegrams and messages will be done through the Assistant to the Vice President for Administration (x6400). Messages to be dispatched by the Situation Room will be handled through and by the Military Assistant to the Vice President.

38. Telephone Call Recommendations to the Vice President - Recommendations for telephone calls to be made by the Vice President may be routed through the Vice President's Secretariat.

39. Telephone Procedures - Each senior staff member will insure that incoming phone calls and outgoing returned phone calls are appropriately logged. The attached Telephone Memorandum format may be used.



40. Telephone Service - See the White House Office Handbook. Questions regarding telephone service will be referred to the Assistant to the Vice President for Administration (x6400).

41. Theater (White House) - See the White House Office Handbook.

42. Transportation, Travel Information and Vouchers -

a. Transportation - All requests for transportation for individuals on official business on behalf of the Vice President should be directed to the Staff Assistant for the Staff Office Services (x4165). Also see the Vice Presidential Staff Office Memorandum on Transportation (July 2, 1975).

b. Travel Information and Vouchers - All requests for travel must be submitted on the Request for Travel Form in duplicate five days prior to departure for concurrence by the Assistant to the Vice President for Administration and approval by the Personal Assistant to the Vice President. See the Vice Presidential Staff Memoranda on Authorization for Travel (August 6, 1975 and September 10, 1975);

c. Passports - The Military Assistant's Office (x4223);

43. Typewriter Repairs - For repairs call the Supply Room (x4165).

44. Vice President's Office - Liaison with Departments and Agencies in National Security Matters - All communications with Departments or Agencies in matters relating to national security to include all military matters, will be channeled through the Assistant to the Vice President for National Security Affairs (x4213).

45. Vice Presidential Spokesmen - Questions and requests will be referred to the Press Secretary (x6303).

46. Vice Presidential Trips - Correspondence and Other Materials - See the Vice Presidential Staff Memorandum on Correspondence Procedures (October 30, 1975).

47. Video Tape Recording - See the White House Office Handbook.

48. Visitors - See the White House Office Handbook.



~~49.~~ - White House and Capitol Tours - See the White House Office Handbook. Requests for White House tours will be referred to the Vice President's Secretariat; requests for Capitol tours will be referred to Administrative Assistant to the President of the Senate (224-0636).



IV. STANDARDS OF CONDUCT AND RESTRICTIONS ON POLITICAL PARTICIPATION

See the following Vice Presidential Staff Memoranda:

- Standards of Conduct/Confidential Statement of Employment and Financial Interests (July 9, 1975), superseding the provisions of the White House Office Handbook (TAB E);
- Restrictions on Political Participation by Employees of the Vice President's Office (July 14, 1975);

All questions should be referred to the Counsel to the Vice President (x4242).





SCHEDULE PROPOSAL
DATE:
FROM:
VIA: Nancy J. Towell

OFFICE OF THE VICE PRESIDENT

WASHINGTON

MEETING: Or Greeting - Drop by - Address - Reception, etc.

DATE: Day and date proposed. Indicate OPEN if no specific time is required.

PURPOSE: Explicitly state why the Vice President should do the event.

FORMAT: --location (room, office or city and specific place in the city)

--participants (those participating in the meeting. If more than five lines, attach list of participants)

--expected length of participation

SPEECH MATERIAL: Specify type of speech material necessary: speech, remarks, toasts, talking points, etc.

PRESS COVERAGE: State what type of press and photo coverage, if any, you recommend to accomplish the objective.

STAFF: Name of the individual responsible for setting up the meeting and submitting the briefing paper.

RECOMMEND: Names of those who support the proposal. Be sure to include any pertinent comments and pertinent reasons.

OPPOSED: Names of those who fail to recommend the proposal and their reasons.

PREVIOUS: State if the Vice President has seen officials

PARTICIPATION: or participated in meetings and when

BACKGROUND: Briefly state pertinent information about the meeting, event, etc.

APPROVE

DISAPPROVE

Attachment A





OFFICE OF THE VICE PRESIDENT

WASHINGTON

September 29, 1975

MEETING WITH JOHN DOE

1975 Wednesday, October 1, 1975
 3:00-3:15 p.m. (15 minutes)
 The Vice President's Office
 (Designate if not EOB Office)

From: James Smith (initial)

I. PURPOSE

To recognize his election as President of the Doe Manufacturing Company.

II. BACKGROUND, PARTICIPANTS AND PRESS PLAN

A. Background. John Doe succeeds your old friend Sam White as president of the Doe Manufacturing Company. Doe was elected to fill this position last September at the company's annual convention.

Doe has been with the company for 40 years and was executive vice-president prior to assuming his present position.

You last saw Doe at a State Dinner in honor of the Prime Minister of Canada on August 1, 1974. Biography attached at Tab A.

B. Participants. John Doe and James Smith.

C. Press Plan. Press photo opportunity: (or) Vice President's photographer only.

III. TALKING POINTS

1. We xxx xx xxxx xx xxxxxx xx xxxxx and xxxxx xxx xx xxxxxx xxx xxx xxxxxx xxxxxx xxxxxx xxxxxx xxxxxx. The xxx xx xxxxxx xxx xxxxxx xxx. (Note: xxxxxx xx xxx xxxxxx xx xxxxx xxxxxx xx.)



2. I xxxxxx xx xxxx xxxxxxxx x xxx xxxxx xxxxxxxx
xxxxxxx xx xxxx xxxxx xxxxxxxx xxxxx xxxx xx.

3. The xxx xxxxx xx xxxx xxxxx xxxxxxxx xxxxxx xxxx
xxxx xxxxxxxx xxxxxx. I xxxxx xxxxx xxx xxxx.

Attachment B



OFFICE OF THE VICE PRESIDENT
WASHINGTON

TELEPHONE MEMORANDUM

. 19

	TIME		NAME	ACTION
	PLACED	DISC		
OUT	AM			
INC	PM			
OUT	AM			
INC	PM			
OUT	AM			
INC	PM			
OUT	AM			
INC	PM			
OUT	AM			
INC	PM			
OUT	AM			
INC	PM			
OUT	AM			
INC	PM			
OUT	AM			
INC	PM			
OUT	AM			
INC	PM			



WHITE HOUSE OFFICE HANDBOOK



February 1975



MEMORANDUM FOR WHITE HOUSE STAFF MEMBERS

The various documents and other papers included with this handbook are intended to help you understand your role, and your responsibilities, as a member of the President's staff, as well as to assist you in becoming familiar with the White House facilities and procedures. Please examine them carefully, for the guidance they provide can make your activities here not only more useful, but also more enjoyable.

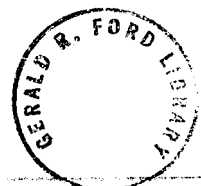


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- C. Materials for the President
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*Omitted from copies provided to the Vice President's Staff.



A



GENERAL INFORMATION FOR WHITE HOUSE STAFF

The following material is intended as a quick reference to internal office activities and procedures for members of the White House staff. It is intended to answer some of the more frequent questions that arise in the normal course of daily operation and to direct attention to available sources of information.

Office of Chief Executive Clerk—Ext. 2594

At the outset it may be helpful to have an understanding of the Office of the Chief Executive Clerk, which provides support to the staff offices. This office provides for the orderly processing of documents and correspondence within the White House Office and organizes and supervises clerical and administrative services and procedures which are carried out in the following operating offices:

Administrative Office (which includes Budget and Accounts, Payroll, Purchases, Personnel, and Supply)

Correspondence Section

Central Files

Mail Room

Press Release Section

Record Book Section

Records Office

Telephone Service

Telegraph and Travel Service

Messenger and Miscellaneous Services

Gift Unit

The sole purpose of each of these units is to assist the President and members of his staff. Brief descriptions of their responsibilities follow.

Administrative Office—Ext. 6417

Budget Office—Ext. 2220

Payroll Section—Ext. 7080

Personnel Office—Ext. 2260

Supply Room—Ext. 2622

This office is responsible for the White House budget, payroll, personnel, and supply activities. It maintains leave records, time and attendance reports, and personnel records. The Administrative Office is responsible for the purchase of supplies and equipment necessary for the operation of the White House Office. It maintains accounting and

other financial records as well as inventory of all property.

Correspondence Section—Ext. 2304

The Correspondence Section is first, and primarily, responsible for disposition of the general correspondence addressed to the President. Appropriate replies are drafted or approved, series letters or "situation" letters are prepared as responses, and incoming letters are referred as necessary to the Government department or agency which has specific jurisdiction for the subject matter in question. Most of the letters prepared in the White House for the President's signature are typed in the Correspondence Section, as are Messages to the Congress, Executive Orders, Proclamations and other official documents. The Section also undertakes miscellaneous typing jobs from Staff Offices and provides emergency secretarial and typing assistance to members of the President's staff after approval from the Chief Executive Clerk.

Central Files—Ext. 2240

Central Files is the general repository for White House Office papers. The proper use of Central Files and the procedures to be followed in filing are described in the attached memorandum on White House papers (Tab D). Questions pertaining to files should be referred to the Office of the Chief of Files (Ext. 2240). Emergency requests for material from Files may be made by telephone to the Searching Unit (Ext. 2242). Routine requests should be made through the "Request for File" form which is available from the Chief of Files.

Mail Room—Ext. 2541

The Mail Room receives and distributes all incoming letters and parcels addressed to the President, his immediate family, and members of the White House staff. The Mail Room also provides for the dispatch of all mail leaving the White House for delivery through the postal service.

Letters addressed to the President are opened and routed for appropriate action to designated staff members. Family mail and such other mail as the President may direct goes unopened to the President's office. Letters addressed to others are, of course, forwarded unopened.



Press Release Section—Ext. 2692

The Press Release Section provides copies of White House Press Releases to Staff on request. The Section also mails or holds press releases for retrieval on request from Senators, Congressmen and the public. Card files are maintained on all press releases and on the President's press conferences, and the Section maintains the capability to identify direct quotations from the President.

Record Book Section—Ext. 2500

This section maintains liaison with the Library of Congress and the libraries and archives associated with other government agencies in order to arrange loans of pertinent information for members of the President's staff. The Record Book Section also compiles files of press clippings concerning the President's activities and undertakes various research jobs for members of his staff.

Records Office—Ext. 2226

This office prepares nomination, appointment or designation papers for Presidential appointees. It maintains a current catalogue of appointments, including information on past and present appointees, the dates and terms of their appointments, and a record of resignations and terminations of employment. This office assists the Press Office and coordinates information with that office in the preparation of public announcements of the President's actions in connection with nominations, appointments, resignations, designations, Proclamations, Executive Orders and other official documents. It delivers official documents to the proper departments and agencies. It also delivers official communications from the President to the Congress and receives official documents for the President from the Congress.

Telephone Service—Ext. 2134

This office serves the White House Office, the Executive Residence, and other Staff members working in the Executive Office Building. The switchboard operates on a twenty-four hour schedule, seven days a week. The physical and mechanical operations associated with the telephone service are similar to those found in various government offices. Because of the importance, urgency and significance of much of the telephone activity in the White House, this service has special characteristics not ordinarily found in less sensitive

activities. Information on placing calls is to be found on pages 9-10 of this handbook.

Telegraph and Travel Service—Ext. 2250

The Telegraph and Travel Office provides telegraphic and travel service at the White House twenty-four hours a day seven days a week. This office is responsible for making travel arrangements for White House staff, including airplane reservations, ground transportation, baggage handling, hotel accommodations, and press rooms and telephone/telegraph filing facilities for the White House Press Office. It also assists with travel arrangements for members of the White House Press Corps. In addition, this office receives and dispatches all telegrams for the White House Office.

Messenger and Miscellaneous Services—Ext. 7005

This office provides general messenger service for collection and distribution of mail, packages and messages to and from offices within the White House and the Executive Office Building. The Messenger Room performs all White House mimeograph work and arranges for minor duplication runs. The office is open seven days a week, and employees are on duty each evening until after the President retires.

Gift Unit—Ext. 2350

Gifts addressed to the President and the First Lady are received through the Mail Room and forwarded to the Gift Unit for handling. Packages addressed to other members of the First Family are sent to the Social Office for attention. All gifts received through the Mail Room are recorded there before referral to the Gift Unit.

Gifts received by members of the staff for presentation to the President and his family should be either (1) sent through the Gift Unit for cataloging, or (2) reported to the Gift Unit.

* * * * *

The services described below, in alphabetical order, can be contacted through calls to the telephone extension listed under Services in the most recent White House Telephone Directory. Please do not hesitate to call the Chief Executive Clerk's office if any problem develops. Ext. 2594

Appointments with the President

Schedule Proposals

Requests for meetings with the President should be made through the Director of the Scheduling



Office on the customary schedule proposal forms. A sample is shown at Enclosure C-4.

Schedule Proposals recommending participation by the Vice President should be submitted to the Director of the Scheduling Office, rather than directly to the Office of the Vice President. The Director of the Scheduling Office works closely with the Vice President's Scheduling Office and many invitations that cannot be accepted by the President are referred to the Vice President for his consideration.

Meeting Briefing Papers

When schedule proposals are approved, the Director of the Scheduling Office will advise the member of the staff proposing the meeting with the President that a Meeting Briefing Paper should be prepared and delivered to the Office of the Staff Secretary. A sample is at Enclosure C-5.

Meeting Briefing Papers should not be lengthy and should be delivered to the Office of the Staff Secretary before 4:00 p.m. of the day preceding the meeting, unless other instructions have been given. The following should be noted concerning the format:

Purpose should be a brief sentence describing the reason for the meeting.

Background should be a brief three or four sentence summation of what led up to the meeting, an insight into the organization or personalities represented in the meeting, and the date the President last met with the organization or personalities.

Participants should include the names and titles (titles of staff members attending need not be listed) of meeting attendees. If meeting will include five or less attendees, they may be listed in this section. If more than five attendees, they should be listed by name and title on a separate sheet of paper and this section should read "See Tab A".

Press Plan should identify whether it is a "David Hume Kennerly photo only" or "Press photo opportunity".

Talking Points should be short and to the point, written in the first person. Should they exceed one page in length, they should be attached as a tab and this section should read "See Tab B".

Appointments with Staff Members (Clearance of appointments for staff members)

To arrange clearance for your appointments, please provide the necessary information to the Executive Protective Service Appointments Cen-

ter (Ext. 6046 or 6742) as far in advance as possible. The Appointments Center is the point of clearance for all visitors to the White House-EOB area *excepting* those individuals who have appointments to see the President, those coming for special tours, or those appointments entering via the East Gate.

Procedure for Clearance—More than Three Individuals

Appointment clearances which involve more than three individuals should be typed in alphabetical order, last name first, and sent to the Appointments Center, Room 060, EOB, the day before the appointment whenever possible. When the clearance list does not become available until the day of the appointment or meeting, we recommend you hand carry the list to Room 060, Old EOB.

Lists should include the following information:

- (1) the name, room location, and telephone number of the person requesting clearance
- (2) the name(s) of the visitor(s)
- (3) the name of the staff member with whom the visitor has an appointment
- (4) the time, date, and place of appointment
- (5) the anticipated point of entry into the White House complex.

When submitting appointment clearances, we recommend you use EPS Form 25 which provides space for the required information. A sample is shown at Enclosure A-1 and copies may be obtained from the EPS Appointments Center, Room 060, EOB.

Procedure for Clearance—Three Individuals or Less

When you are able to provide the clearance information the day before the appointment it would be helpful to have it typed and sent in accordance with the procedures outlined above. When it is not possible to provide clearances in writing or the clearance is being made the day of the appointment please telephone the EPS Appointment Center (Ext. 6046 or 6742).

Exception: East Gate/East Wing

Staff members located in the East Wing and staff members who wish to clear appointments via the East Gate should notify or forward lists to the East Wing Receptionist (Ext. 2867) or in her absence to the EPS officer in charge at the East Wing Reception Room (Ext. 2396).



Attendance Reports

Pre-punched white time and attendance cards for White House employees will be furnished at the beginning of each pay period and are due in Payroll Section, Room 4, EOB not later than 12:00 noon on the last FRIDAY of the pay period. New employees will be provided a salmon-colored time and attendance card for their first pay period on the payroll. For any assistance needed in completing time and attendance cards, call Payroll Section, Ext. 7080.

Autograph Requests

All requests for the President's autograph should be submitted to the Office of the Personal Assistant to the President. It is essential that you furnish the following information on a 3 x 5 card, with *each* request submitted: A sample card format is shown at Enclosure A-2.

Name, address and business affiliation of individual to receive autograph.

Name, *office assignment and telephone number* of staff member initiating request.

Suggested inscription (as a general rule, the inscription would be "To Mary Brown with best wishes" or "To Mary Brown with appreciation and best wishes") if it is for "signature only" that should be so indicated. If there should be a more specific or different inscription, a suggested one should be provided.

For a couple, the first name of both members (Mr. and Mrs.) should be included.

If an individual desires an autographed picture and has not included the photograph with the request, the official photograph will be used. A mailing label addressed to the individual to receive the autographed item should also be sent with the request.

Ceremonies

For many White House events, such as arrival ceremonies on the south lawn, there is an opportunity for spectators to be present. The responsibility of inviting and admitting guests rests with the Office of White House Visitors. Should any staff member have any questions or recommendations for groups or individuals to be included as guests to public White House events, he should contact the Office of White House Visitors. (Ext. 2200).

The proper courtesies should be practiced by staff members at all White House or ceremonial functions in order to provide a source of leadership for other guests who may be unsure of themselves in these situations. This proper etiquette is as follows:

Civilian Personnel

Honors:

Courtesy:

Ruffles and Flourishes-----	Stand at attention.
Hail to the Chief-----	Stand at attention and applaud.
All National Anthems-----	Stand at attention—may place hand over heart (optional).*

*NOTE.—Men wearing hats will remove them with right hand and place hand over heart with the hat at left shoulder.

Military Personnel

Honors:

Courtesy:

Ruffles and Flourishes-----	Stand at attention.
Hail to the Chief-----	Stand at attention and applaud.
All National Anthems-----	Stand at attention and salute if outdoors.*

*NOTE.—Indoors: Stand at attention—a salute is improper indoors.

Communications Equipment

The White House Communications Agency (WHCA) provides communications support for the White House. The most expensive single items which WHCA allocates are television sets, IBM dictating and transcribing units, and AM/FM radios. The following criteria will apply when requesting these items:

- TV sets, IBM equipment and AM/FM radios are assigned by the Staff Secretary.
- Routinely, only one of each item will be issued to an individual or office except in the case of IBM equipment. *Additional units must be justified.*
- All requests for this equipment must be submitted by the respective office head to the Commander, WHCA, through the Staff Secretary for final consideration.

When necessary, certain staff personnel will be assigned Pageboys and Handie Talkies to facilitate communication. Staff personnel should take their assigned Pageboys and Handie Talkies on all trips. Since each Pageboy operates on a specific channel, the number of Pageboys which can operate on SIERRA frequency is limited. For this reason, very few Pageboys are available for issue on trips. Normally, the spares that are carried on trips



are used to replace defective units or issue to special personnel designated by the staff.

Conference Facilities

In the West Wing of the White House, one room, the Roosevelt Room, can be made available on occasion for high-level conferences. All requests to reserve this room for any purpose should be made to the West Wing Receptionist (Ext. 2605).

Several conference rooms of varying size are located in the Old Executive Office Building. These rooms may be reserved for your use if you will call the G.S.A. Manager, White House Area, Room 48 Executive Office Building (Ext. 2348 or 3154). See also *Executive Briefing Room*, below.)

Credit Union (White House)

This facility is located in Room 49, EOB. It is open on weekdays, 10:00 a.m. to 3:00 p.m. and closed on weekends, holidays and on the last business day of each month. Membership is open to all White House Staff members. (Ext. 2900)

Duplicating Facilities (Mimeographing and Xeroxing)

Duplicating work is done by the Messenger Service, Room 54 EOB. Requests for work should be made by calling the Chief of the Messenger Service, Ext. 7005. Most other forms of reproduction or printing are accomplished outside the White House. Staff members should provide adequate lead time when requesting special materials or an unusually large number of copies.

Eating Facilities

The White House Mess is operated under Navy auspices and is located on the ground floor, West Wing (Ext. 2610). Because of its small size, membership is necessarily limited. Individuals who have the privilege of the White House Mess will be so informed. Breakfast and luncheon is served and limited dinner service is available through advance notice.

The EOB Staff Mess is operated by GSI and is located on the ground floor, EOB Room 24. Its membership is also limited by the physical size of the facilities.

Additional eating facilities available to all staff members are the GSI cafeteria in Room 31 on the

ground floor of the EOB and also in the N.E.O.B. Snack machines are available in the West Wing Basement and ground floor EOB.

Emergency Secretarial Assistance

For emergency stenographic or typing assistance during the working day or emergency weekend assistance, call the Office of the Chief Executive Clerk, Ext. 2594. After 6:00 p.m. and until midnight during the week, the Correspondence Section should be called on Ext. 2603. All requests for secretarial services should be arranged as far in advance as possible.

Employment—see Personnel

Equipment/Supplies

Stationery and office supplies are customarily ordered on requisition forms secured from the Supply Room, Basement, Room 082 EOB. (In the event of an emergency, you should telephone your request to the Supply Room, Ext. 2622.) Orders for items not normally stocked may be requested in writing by memorandum to the Staff Secretary. Members of the White House Staff do not have individualized stationery.

Executive Briefing Room

The Executive Briefing Room located in Room 450, EOB has a capacity of 208 people and is equipped with public address, projection and communications facilities which make it suitable for a broad range of conference requirements. At least 24 hours advance notice is required for use of this facility, which may be reserved through the G.S.A. Manager, White House Area, Room 48, EOB (Ext. 2348, 3154). (See also *Conference Facilities*, above.)

Gifts to the President and the First Family

On occasion, staff members have inquired about giving gifts to the President or his family. Such gifts are given with the purest intentions in an atmosphere of friendship and fellowship. Unfortunately, they might sometimes be misconstrued. A Federal statute and government regulations prohibit the presentation of gifts to officials by their subordinates. Moreover, your presence on the staff and your efforts on behalf of our country are themselves a fine contribution to the Nation, and a most sufficient gift to the President and his family.



Gifts Between Staff Members and Acceptance of Other Gifts

Federal statutes prohibit the acceptance of gifts from fellow employees of a lesser pay status. The solicitation of contributions for a Christmas gift for an employee in a superior official position is also prohibited by statute, as is the giving of such a gift or donation. However, these laws have not been interpreted to preclude the traditional exchange of gifts of nominal value between co-workers within an office.

As a member of the White House Staff you are expressly prohibited from soliciting or accepting gifts from corporations or persons (1) who have or are seeking contractual agreements with any Executive department or agency, (2) who engage in activities regulated by Executive departments or agencies, or (3) who have any interests which may be substantially affected by the performance of your job. This latter group includes federal employees as well as persons in the private sector.

The foregoing does not preclude your acceptance of unsolicited advertising or promotional items such as pens, note pads, calendars, etc., so long as they are of nominal value (\$10 or less). Similarly, you are not prohibited from accepting reasonable gifts, promotional or otherwise, from close personal friends or relatives who have dealings with the government, when it is clear that the motivation for the gift is the personal relationship and acceptance would not give rise to the appearance of a conflict of interest.

Additionally, present law prohibits the acceptance of gifts in excess of \$50 (retail value in U.S.) from representatives of foreign governments except with the express consent of Congress. Any such gift which cannot appropriately be refused shall be submitted to the office of the Counsel to the President (Room 106, EOB) for transmittal to the Department of State.

Any prohibited gift should be returned to the donor along with a letter, a copy of which should be retained for your files, stating the reasons for its return. If for any reason it is not possible to return the gift, please forward it to the office of the Counsel to the President (Room 106, EOB) along with a letter of explanation. The gift will then be turned over to a public charity or charitable institution.

The rationale for the foregoing restrictions is two-fold. First, as between members of the Staff, they remove any appearance that a person is at-

tempting to gain favor with a superior by the giving of a gift, and also resolve that no such gift is expected. Second, as to gifts that might be offered from those outside the White House, they protect you as a member of the Staff from being thrust into a position of conflict with your job, or more often, from being exposed to the appearance of such a conflict.

Invitations to Official White House Functions

You may occasionally wish to suggest that someone be invited to an official activity at the White House. You may do so by completing the form shown at Enclosure A-3 and sending it to the Social Secretary.

Insurance

For information or questions regarding group life insurance or health insurance coverage, call the Personnel Office, Ext. 2260.

Leave

For information or questions regarding leave regulations or leave records of those on White House rolls, call the Payroll Section, Ext. 2220. Leave accrual for those subject to the Leave Act is as follows:

Sick Leave

All government employees accumulate the same sick leave credit—13 days annually at the rate of 4 hours per pay period.

Annual Leave

The rate of annual leave accrual is based on the individual's aggregate amount of creditable service. For the first 3 years of service, all employees earn 13 days annually, at the rate of 4 hours per pay period. From 3 to 15 years service, 20 days are earned at the rate of 6 hours each pay period. Beyond 15 years, 26 days are earned at the rate of 8 hours each pay period.

Legal Matters

You should consult the Office of the Counsel to the President on all legal matters related to the performance of your official duties. Examples of such matters include:

(a) Questions of interpretation of statutes, Executive Orders, and administrative rules and regulations.



(b) Questions of the probable legal effect of language in draft or enrolled bills or in proposed Executive Orders.

(c) The need or desirability of referring matters to the Department of Justice for an opinion or action.

(d) Initiating any contact which may fall within the scope of paragraph 11 of the Standards of Conduct section (Tab E) involving independent regulatory agencies or procurement agencies; also initiating any contact in his official capacity with a member of the Judiciary, an employee of the Internal Revenue Service, a United States Attorney or an employee of any Board, Division, or Bureau of the Department of Justice.

(e) Subpoenas, complaints and orders in any judicial or administrative proceedings or requests to be a witness therein when they relate to your official duties or those of another employee of the Federal Government, and inquiries or requests made by an attorney or by a party to any such proceeding.

(f) Requests or demands for documents other than those prepared for unrestricted distribution when a response would not be in the ordinary course of the employee's duties.

(g) Requests, before they can be granted, for Presidential endorsement or support of a nongovernmental organization or project, whether by accepting an honorary membership or sponsorship, by use of his picture or his seal, or by other means, except that such requests should go initially to the Correspondence Section.

Letters and Other Mail

(a) *Format*: For forms of salutations and address and matters of style, consult the White House Correspondence Manual which is provided to secretarial personnel upon arrival. (Call Ext. 2603.)

(b) *Mail Processing*: Incoming mail is processed through the White House Mail Room Receiving Unit in the EOB. All mail delivered by the Post Office and all packages delivered by messengers are put through a security screening process. This process will damage undeveloped film, and its expected arrival should therefore be called to the attention of the Chief of Mails, so that it may be held aside and processed separately.

All outgoing official mail should be signed and

placed in a folder (along with file copies, yellow, green, white) for transmittal to the Stripping Desk of Central Files. Messengers will make scheduled pick ups at your office.

(c) *Presidential Correspondence*: Each staff office is responsible for taking appropriate action on mail referred to it for response. The following points should be kept in mind when processing Presidential correspondence:

1. While it is impossible for the President to send a personal reply to every message he receives, responses to communications from the President's personal friends, members of the Congress, principal state and local government officials and other leading citizens should *normally* be prepared for signature by the President rather than by a staff member unless the circumstances indicate that this would be inappropriate.

2. A brief acknowledgment or interim reply for the President's signature is often desirable in those instances in which the President should not be drawn into debate on the merits of particular matter.

3. When any question arises about a writer's past correspondence relationship with the President, it is important that the staff member preparing a reply obtain copies of previous correspondence from Central Files (Ext. 2240).

4. Information on salutations used by the President in writing to people he knows is available through the Kardex Unit in Central Files, and a check should be made in all questionable cases.

5. Frequently an individual writing to the President will send copies of his letter to various members of the staff, some of whom will in turn prepare replies for the President's signature without locating the original letter or getting the entire file or correspondence together. In order to avoid the possibility of a writer's receiving more than one response to his letter, every reply prepared for the President's signature should be forwarded together with the *original* incoming communication. When this is not possible, appropriate notes of explanation identifying the location and disposition of the original should be attached to the drafts submitted for signature.

(d) *Congressional Correspondence*: All mail from White House staff members to Senators or Members of Congress relating to substantive mat-



ters should be cleared with the Office of Legislative Affairs before mailing.

Some Congressmen sending a letter to the President or another person on the White House Staff will also send information copies to other Staff members. In such instances, anyone receiving an information copy of a letter from the Hill should merely acknowledge receipt of the copy.

(e) *Personal Mail*: White House stationery should not be used for personal correspondence. The azure stationery is used exclusively for Presidential correspondence, and is never to be used for any other purpose.

You should also be careful not to use prepaid penalty mail covers for nonofficial matters. Nor should articles or documents be sent by penalty mail unless pursuant to official business. Personal mail should be stamped and dispatched by yourself.

Maintenance

All requests for such services as air-conditioning, cleaning, replacement of electric lights, heating, painting, plumbing, carpenter work (except typewriter repair) should be made to the *GSA White House Area Representative*, Ext. 2348.

Medical Facilities

The Office of the White House Physician and the White House Medical Unit are located on the 1st Floor of the EOB, Room 105, Ext. 2182.

Messenger Service

The Chief Messenger's Office is located in Room 54 EOB (Ext. 7005). Sub-units are also located in the West Wing, Ext. 2615, East Wing, Ext. 2114 and on the ground floor of the EOB, Ext. 2601. The messengers provide regularly scheduled pick up and delivery service for each of the staff and operating offices. As required, this office also provides expedited delivery service to and from the other departments and agencies. When mail is to be delivered by messenger to another department or agency, it is necessary that a complete name and address should be supplied. For instance, "John Doe, Department of Commerce" is not enough. Except for the ranking officials, the room and building should also be furnished, as personnel of some of the departments are located at several different addresses.

For expedited hand delivery, use a "red tag."

Moving

Any moves should be coordinated by the Staff Secretary. Members of the staff should not deal directly with the GSA White House Area Representative.

Newspapers and Periodicals

These are furnished to the staff offices on the basis of need. Requests should be made by memorandum to the Staff Secretary for approval. When feasible, in order to avoid excessive purchases, newspapers should be placed in a central location for common use by several offices. In addition, the Presidential Record Book Section maintains a file of magazines for staff reference and circulates them regularly upon request.

Parking

Parking is provided for members of the White House Staff on East and West Executive Avenues, State Place, and the Ellipse areas. Requests for permits should be submitted in writing by the heads of White House Staff Offices to the White House Visitors' Office in the East Wing. Upon approval permits are issued.

Pay

Government pay days are staggered. White House employees receive their checks every other Wednesday, 11 days after the end of a pay period. Employees detailed to the White House receive their checks on a varied schedule depending on their respective employing agency.

Personnel

The Personnel Office, located in Room 6, EOB, Ext. 2260 maintains personnel records and files and is the main contact with Civil Service Commission on personnel matters. It handles requests for personnel actions, including assignments of employees detailed from departments and agencies.

Postage Rate and ZIP Code Information

This information is available from the White House Mail Room, Dispatch Unit, Ext. 2542.

Presidential Spokesmen

The Office of Presidential Spokesmen is coordinated by the Scheduling Office. Its purpose is to schedule outstanding Administration spokesmen with forums throughout the nation.

Reference Sources

Central Files (Ext. 2240)

The Kardex Unit keeps a current index of those



with whom the President corresponds on a first name basis. Central Files also maintains ZIP code information and many out-of-town telephone directories, and has access to the facilities of the Library of Congress to obtain address information not available within the office.

Presidential Record Book Section (Ext. 2500)

It maintains the Presidential Press Record, a daily chronological file of newspaper clippings of pertinent material on the President and his administration. A file of magazines and newspapers for staff reference is also available. Loans of books from the Library of Congress may be secured by the section.

Press Release Section (Ext. 2692)

It maintains a complete record and subject reference of White House Press Releases, copies of which are available upon request.

Reference Books

Selected reference books are available in the Office such as the Public Papers of the President, Weekly Compilation of Presidential Documents, the Congressional Record, U.S. Statutes at Large, U.S. Code, Congressional Directory, U.S. Government Manual, Congressional Quarterly, and Who's Who. The Correspondence Manual is available from the Correspondence Section (Ext. 2603).

Information on other books may be supplied by the Presidential Record Book Section, Ext. 2500. If you have need to be on the distribution list for the Congressional Record, the Federal Register and the Weekly Compilation of Presidential Documents, the Office of the Chief Executive Clerk should be so advised.

Records Office (Ext. 2226)

In addition to recording official actions of the President, this office has copies of bills and resolutions which have been introduced, as well as copies of Senate and House reports.

Security

The Secret Service and the Executive Protective Service provide security coverage for the President and First Family and for the White House and Executive Office Building premises. A roster of personnel employed in all offices in the two buildings is maintained by the White House Police.

Staff Memoranda

In order to avoid confusion and duplication, memoranda that are to be distributed to all White House Staff must be sent to the Office of the Staff Secretary which will handle the distribution, if approved.

Telephone Call Recommendations to the President

Telephone Call Recommendations (sample shown at Enclosure C-6) are submitted in lieu of

Meeting Schedule Proposals in order to use the President's time efficiently. Generally, Telephone Call Recommendations are submitted to bring to the President's attention outstanding achievements of individuals or groups to permit him to recognize their achievements with a courtesy call. All appropriate background information should be included in the Telephone Call Recommendation.

Telephone Service

New staff members will be provided telephone service as quickly as possible. During the first few days, it may be necessary to use facilities already in place and you may want to inform the telephone operators of your new location. When you are sure of the system that you wish to place in your office, contact the Office of the Telephone Company Representative (Ext. 5928).

In order to conserve time in placing calls, the following general pattern is suggested:

(a) Local Calls

Interoffice calls should be dialed, and *not* placed through the White House switchboard. You will be furnished a Directory.

Non-government calls should be made without going through the White House switchboard—by dialing "9" and then dialing the number desired.

Government calls should be made by dialing the appropriate code, followed by the extension number desired. Lacking an extension number, the code and information number should be dialed. A list of government codes and information numbers is included in the Directory.

(b) Long Distance Calls.

Long distance calls for *official business* should not be dialed directly, due to the high cost of this method. The White House switchboards have access to Wide Area Telephone Service (WATS) and Federal Telecommunications System (FTS) lines. To gain access to these services when making official calls, members of the White House Staff should place long distance calls by dialing 80, followed by the area code and the local number. In the event a busy signal is obtained after several attempts, the switchboard operator should be dialed for assistance in gaining access to the WATS service.



Long distance calls that are political rather than official in nature should be made by advising the White House operator that it is a political call. This will insure that the toll charges are billed to the Republican National Committee and will not be chargeable against White House funds.

Long distance calls of a *personal* nature should also be placed through the White House operator so that it may be charged to the caller's home telephone or personal credit card number. Staff members should have a record of the home telephone numbers of the other staff members in their office, so that whenever possible such calls may be dialed directly instead of being placed through the White House switchboard.

Government department and agency directories may be requisitioned through the telephone operators.

Telegrams

Consult the Correspondence Manual for format and other detailed information. All White House wires are sent commercially and dispatched only through our Telegraph Office, which maintains direct connections with commercial carriers at all times. Classified messages are dispatched via the Situation Room.

Theater (White House)

Reservations for the use of the White House Theater for meetings, briefings, films and other official White House business should be made by sending a memo to the East Wing Receptionist or by phoning her. In her absence, phone the Office of White House Visitors, Ext. 2200.

Typewriter Repairs

For repairs call the Supply Room, Ext. 2622.

Travel Information and Vouchers

All official travel must be approved in advance by the Staff Secretary. Without clearance prior to the date of travel, it will not be possible to arrange payment of travel expenses from official funds. After requests have been approved, travel by air and rail may be arranged for staff members by calling the Office of Telegraph and Travel Services (Ext. 2250). Government Transportation Requests (known as GTR's) may be used for

such travel on official business. For reimbursement of expenses, vouchers must be completed on forms available from the Supply Section, Ext. 2622. The Budget Office (Ext. 2220), can provide assistance in completing the forms.

Video Tape Recording

White House Communication Agency—Video Tape Recording Section has the capability of recording any television programs broadcast in the Washington, D.C. area. Presidential appearances, CBS Morning News, and all evening network newscasts are automatically taped by the WHCA. Special requirements, such as the recording of appearances of staff members, Cabinet members, etc., on national TV, may be requested but must be co-ordinated ahead of time to preclude scheduling conflicts.

All requests for VTR services should be directed to the following WHCA sections during the time frames indicated:

Normal working hours Monday thru Friday:
WHCA Electronics Maintenance Section, Ext. 4035.

Other than normal working hours: WHCA
Duty Officer, Ext. 4070.

Visitors

For procedures, see Appointments, page A-2 of this section.

White House Tours

Excepting certain holidays the White House is open to the public throughout the year: from 10 a.m. to 12 noon, Tuesday through Saturday; and until 2 p.m. on Saturday during the summer months. Visitors for the regular tour should come to the East Gate on East Executive Avenue. Reservations are not required.

Special guided tours are available on a limited basis from 8 a.m. to 9 a.m., Tuesday through Saturday. To obtain a tour reservation, please phone the Office of White House Visitors, Ext. 2200. Identify yourself and request a special tour for the specific number of guests and the date you wish. If your request can be confirmed, a reservation number, a time and a date will be recorded on each ticket. Time permitting, the tickets will be sent to you.



Upon arrival for a special tour, each guest must present a validated ticket at the East Gate on East Executive Avenue. Each ticket number, date and time will be checked by the Officer at the gate against records furnished by the Office of White House Visitors.

Members of the White House Staff should not take guests to the area of the President's Office and the Cabinet Room without first checking with the White House Visitors Office to determine if the President's schedule and other business will permit non-staff guests in that area. Members of the White House Staff and their guests should

view the President's Oval Office and the Cabinet Room from the door.

Requests to view the Rose Garden, South Grounds, and other areas off the established tour route during visiting hours should be directed to the Visitors Office for confirmation if possible. The White House is not generally available for viewing in the afternoon, (after closing to visitors) or on Sunday or Monday. Arrangements for tours during these "off" hour times can only be made under unusual circumstances and must be made by contacting the Visitors Office in advance. This is to permit the First Family to use the Residence and Grounds privately and for official functions.



EXECUTIVE PROTECTIVE SERVICE

Enclosure A-1

To: Officer-in-charge
Appointments Center
Room 060, OEOB

Please admit the following appointments on _____, 19____

for _____ of _____:
(Name of person to be visited) (Agency)

MEETING LOCATION

Building _____

Room No. _____

Requested by _____

Room No. _____ Telephone _____

Date of request _____

Additions and/or changes made by telephone should be limited to three (3) names or less.

DO NOT DUPLICATE THIS FORM.

APPOINTMENTS CENTER: SIG/OEOB - 395-6046 or WHITE HOUSE - 456-6742



Using the following format on a buff colored 3 by 5 inch card, it should be forwarded to Office of the Personal Assistant to the President (Attn: Miss Anne Kamstra, Room 470, EOB).

PUBLIC, John Q.
1234 Main Street, S.E.
Grand Rapids, Michigan 49506
Office of -----, X2941, 3/6/75

Inscription: To Jane and John,
 With best wishes,

Requested by: Congressman John Doe

(Please leave a portion of the card blank below)

Name (last name first) and address of person for whom photograph is requested

Your office, telephone number and date

Inscription requested

Name of person requesting photograph from your office (if applicable)



Suggestion for Invitations to White House Functions

Name

Mr. _____

Mr. and Mrs. _____

Mrs. _____

Miss _____

Home Address _____

Telephone: _____

Business Affiliation _____

Business Address _____

Telephone: _____

Function:

Dinner _____

After Dinner Entertainment _____

Reception _____

Reason for Consideration:

Submitted by: _____



C



MATERIALS FOR THE PRESIDENT

The types of materials forwarded to the President by the White House Staff include the following:

1. *For the President—Signature*

Documents for the signature of the President include the following: Messages to the Congress, Proclamations, Executive Orders, nominations and commissions, memoranda and letters. (See Enclosure C-1 for sample.)

2. *For the President—For Your Information, National Security*

Information papers on any number of national security subjects are prepared for the President to keep him informed on pressing world events. These papers are prepared by the Assistant to the President for National Security Affairs.

3. *For the President—For Your Information, Domestic*

Information papers on any number of domestic subjects are prepared for the President to keep him informed on pressing domestic events. These papers are prepared by the Assistant to the President for Domestic Affairs and other White House Staff Members who have special assignments to work on various domestic projects. (See Enclosure C-2 for sample.)

4. *For the President—Action*

Proposals by White House Staff Members on matters requiring Presidential actions are forwarded to the President in this general category. Members of the White House Staff are advised

of the President's actions immediately in order that they may proceed with implementation if such is indicated. (See Enclosure C-3 for sample.)

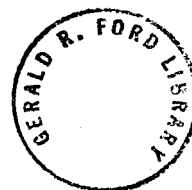
The Office of the Staff Secretary, through which all Presidential material must pass en route to the President's desk, attempts to instruct White House Staff Members about the importance of preparing accurate information briefly and concisely. Papers intended for the President should include only those items deemed essential. The need for clarity and brevity cannot be over emphasized and there is no objection to the use of an outline format when this is more appropriate than a narrative.

5. *For the President—Meeting Briefing Papers*

The President receives meeting briefing papers for all meetings he holds with White House Staff Members and other individuals in the public and private sectors. Great care should be taken in the preparation of these briefing papers in order to insure accuracy and succinctness. The President is customarily advised of the purpose, background, participants, press plan (if any) and principal talking points for each meeting. Meetings are scheduled after an appropriate Schedule Proposal (sample at Enclosure C-4) has been submitted to the Scheduling Office and approved. Meeting Briefing Papers (sample at Enclosure C-5) should be prepared after meetings have been approved and advice of such approval has been received by the proposing office. Meeting Briefing Papers should be submitted to the Office of the Staff Secretary.

6. *For the President—Recommended Telephone Call*

Telephone Call Recommendations (sample at Enclosure C-6) are often submitted in lieu of a Schedule Proposal, in order to use the President's time efficiently.



MEMORANDUM

Enclosure C-1

For the President—Signature

THE WHITE HOUSE

WASHINGTON

October 23, 1975

MEMORANDUM FOR THE PRESIDENT

Forwarded for your approval and signature is a nomination containing the names of 266 officers for promotion and original appointments in the Navy.

This nomination has been staffed by the Secretary of the Navy and approved by the Secretary of Defense.

Recommendation

That you sign the nomination attached at Tab A.

Major General Richard L. Lawson, USAF
Military Assistant to the President

Attachment



MEMORANDUM For the President—For Your Information, Domestic

THE WHITE HOUSE

WASHINGTON

October 21, 1975

MEMORANDUM FOR:

THE PRESIDENT

FROM:

JOHN E. SMITH

SUBJECT:

Report on Fuel Economy and Air Quality

This report provides information on recent stories about an alleged FEA report which indicates that your goal of 40% increase in automobile fuel economy by 1980 can be achieved without making the changes in the Clean Air Act that you proposed in your State of the Union Message.

1. Several reports have been prepared jointly by FEA, EPA and DOT experts which are available publicly and indicate that, under the most optimistic assessments of new technology, the current Clean Air Act standards for 1977 could be met and still achieve a 40% fuel economy increase by 1980. The reports show, however, that even under the most optimistic assessments:

—The initial cost of the cars would be between 5% and 10% higher—that is \$200 and \$400.

—There would be a large fuel economy loss between now and 1980 (when improved technology might be available). For example, the fuel economy loss in 1977 would be at least 10%.

—Allowing the current Clean Air Act standards for 1977 to go into effect would produce very little improvement in air quality because 1975 nationwide standards are already very low compared to previous years.

Less optimistic assessments of the technology indicate that Clean Air Act standards for 1977 would involve even higher costs and fuel penalties. The critical need is to find the best balance between improved air quality in the cities that have an auto-related pollution problem and the price that will be paid nationwide to meet auto emission standards.

2. The report referred to in news stories is a brief summary paper prepared for your meeting with your energy advisers.
3. The brief paper, a background document, and a technical briefing by FEA, EPA and DOT experts have been offered to interested members of the press.

(NOTE: The above memorandum is a sample and the contents are not necessarily factually correct. It is provided only as a guide for format.)



THE WHITE HOUSE
WASHINGTON

September 9, 1975

ACTION

MEMORANDUM FOR:

THE PRESIDENT

FROM:

JOHN E. SMITH (name of staff member)

SUBJECT:

Briefly State Subject

I. BACKGROUND

The President should be informed of recent actions by the Administration, departments, agencies, states, other foreign governments, etc., on issues.

II. OPTIONS

Two or three options should be presented for consideration. When discussing these courses of action, brief mention should be made of the advantages and disadvantages of each, and who (or what offices, agencies, and departments) within the Administration is in favor and why.

III. RECOMMENDATION

The recommendation(s) proposed by the writer should be made with a space provided to permit the President to indicate his Approval or Disapproval of each option. A short statement of the names of the other White House Staff Members who concur in the writer's recommendations should also be made. An example is provided below:

RECOMMENDATION

That you approve Option 1, which provides for-----

(Smith, Anderson, Thompson and Wilson concur.)

Approve _____

Disapprove _____

(Note: Where necessary, tabs may be attached to Action Memoranda. However, as in the case of other written materials directed to the President, brevity is encouraged. Seldom should an Action Memorandum be longer than one or two pages, and tabs, whenever possible, should be held to less than four or five.)



Schedule Proposal Format

THE WHITE HOUSE
WASHINGTON

SCHEDULE PROPOSAL
DATE:
FROM:
VIA: Warren S. Rustand

MEETING: Or Greeting - Drop by - Address - Reception, etc.

DATE: Day and date proposed. Indicate OPEN if no specific time is required.

PURPOSE: Explicitly state why the President should do the event.

FORMAT: -location (room, office or city and specific place in the city)
-participants (those participating in the meeting. If more than five lines, attach list of participants)
-expected length of participation

CABINET PARTICIPATION: Names of Cabinet Officials involved in substantive way or having a special interest in event.

SPEECH MATERIAL: Specify type of speech material necessary: speech, remarks, toast, talking points, etc.

PRESS COVERAGE: State what type of press and photo coverage, if any, you recommend to accomplish the objective.

STAFF: Name of the individual responsible for setting up the meeting and submitting the briefing paper.

RECOMMEND: Names of those who support the proposal. Be sure to include any pertinent comments.

OPPOSED: Names of those who fail to recommend the proposal and their reasons.

PREVIOUS PARTICIPATION: State if the President has seen officials or participated in meetings and when.

BACKGROUND: Briefly state pertinent information about the meeting, event, etc.

APPROVE _____

DISAPPROVE _____



Meeting Briefing Paper Format

THE WHITE HOUSE

WASHINGTON

October 14, 1975

MEETING WITH ERNEST G. ANDERSON

Wednesday, October 15, 1975

3:15 p.m. (10 minutes)

The Oval Office

From: John Doe

I. PURPOSE

To recognize his election as president of Manufacturers International

II. BACKGROUND, PARTICIPANTS & PRESS PLAN

A. Background: Anderson succeeds your old friend Jim Stone having served as executive vice president of Manufacturers International last year. Anderson assumed the presidency at the annual convention in September. He is English from London and is one of the principal owners of EngSteel, a world-wide steel company. You last saw him on February 5, 1975, when he attended a state dinner in honor of Prime Minister Trudeau of Canada.

B. Participants: Ernest G. Anderson and John Doe.

C. Press Plan: Press photo opportunity. (or) David Hume Kennerly photo only.

III. TALKING POINTS

1. We xxx xx xxxxxxxx xx xxxxxx xxx x xxx and xxxxxxxx
xxxx xxxxxxxx xxx xx xxxxxxxxxx xxx xxx x xxxxx xxxxx
xxxxxx. The xxxxx xxxxxxxx xx xxxxxxxxxx x x xxxxxxxx.

2. I xxxx xx xx xxxxx x x xxxxxxxx x x xxxxx xxxx xxxx xxx
xxxxxx xxxxx xxxxx xxxxxxx xxxxxxx xxxxxxx xxxxxxx xxxxxxx.

3. The xxxxxxx xxxxxxx xxxxxxx xxxxxxx xxxxxxx xxxxxxx xxxxx x
xxxx xxx xxxxx. I xxxxx xxxxx xxxxxxx xxxxxxx xx.

4. We xxxxx xxxxxxx xxxxxxx xxxxxxx xxxxx xx x xxxxxxxxxxxx
xxxxxx xxxxxxx xxxxx xxxxx xxxxx xxxxxxx xxxxxxx.



Telephone Call Recommendation Format

THE WHITE HOUSE

WASHINGTON

RECOMMENDED TELEPHONE CALL

TO: Name of person you recommend be called with brief identifying information only when you suspect name will be unfamiliar to the President.

DATE: Date the President should make the call

RECOMMENDED BY: Your name and if recommendation has concurrence of another staff member, so state.

PURPOSE: Preferably one sentence; two at most.

BACKGROUND: Whatever background information you feel will be helpful to the President. Usually 3-4 short sentences will suffice to set the stage and give substance to talking points. Also, make sure that no letter has been sent by Correspondence for same purpose as the call and so indicate by stating this in the background.

TOPICS OF DISCUSSION: 1.

2.

(The specific points that you recommend

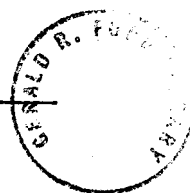
3. be made during the conversation

4.

NOTE: Original plus 4 copies
are to be sent to the
Director of the Scheduling
Office

Date of submission

Action _____



D



WHITE HOUSE OFFICE PAPERS

White House Office Papers: Classification and Declassification

The security classification and declassification of each document prepared in the White House is governed by Executive Order 11652 and other applicable Executive Orders. The number of persons authorized to originally classify information is limited. Should an employee originate information which he believes to require classification, he shall protect that information with appropriate safeguards, and shall seek the guidance of the Counsel to the President (Ext. 2293), who will provide a determination as to whether classification is necessary and the required level of any classification.

White House Office Papers: Filing with Central Files

1. *It is requested that the maximum possible use be made of Central Files, and the procedures listed below be followed.* This will aid in the faster and more complete retrieval of current information, eliminate unnecessary duplication of files, prevent excessive xeroxing, and maximize preservation of White House papers.

2. *Each staff member shall maintain his personal files separate from any working files he may keep on official business and clearly designate them as such.* Personal files include correspondence unrelated to any official duties performed by the staff member; personal books, pamphlets and periodicals; daily appointment books or log books; folders of newspapers or magazine clippings; and copies of records of a personnel nature relating to a person's employment or service. Personal files should not include any copies, drafts or working papers that relate to official business or any documents or records, whether or not adopted, made or received in the course of official business. For further discussion of personal files, see the following subsection on "Disposition of Papers Upon Leaving Staff."

3. *Each staff office shall forward regularly to Central Files three copies of all outgoing official*

business consisting of correspondence and memoranda. One copy of all other outgoing related materials should also be filed.

4. *Each staff office shall forward regularly to Central Files any incoming official business from sources other than White House staff offices after action, if any, has been taken.* Each staff office, if it so desires, may keep a copy of such incoming official business for its own working files.

5. *Each staff office shall forward regularly to Central Files any originals of incoming official business from other White House staff offices after action, if any, has been taken and if such originals were not intended to be returned to the sender.* If desired, a copy may be kept for the staff's working files.

6. *Each staff office shall forward to Central Files at such times as it determines to be appropriate all working files of official business which are inactive and no longer needed.* These files will be stored by office as well as listed by subject matter. They will, of course, always be available for later reference.

7. *Each staff office at its own discretion may segregate any materials that it believes to be particularly sensitive and which should not be filed by subject matter.* Such sensitive materials should be forwarded to the Staff Secretary on the same basis as outlined in paragraphs 3 through 6 in an envelope marked SENSITIVE RECORDS FOR STORAGE with the office or individual from which they are sent marked on the outside and (as appropriate) a list of inventory in general terms attached. This list of inventory should also be sent to Central Files so that notations can be made in subject files that certain material is missing from the file. These materials will be filed in locked containers and will only be made available to the individual or office from whom they were received.

8. *No defense material classified under Executive Order No. 11652 with a classification of TOP SECRET or Restricted Data under the Atomic Energy Act of 1954 should be forwarded to Central Files.* All such material should be forwarded to the Staff Secretary for storage.

9. *No exceptions to the above shall be made without the express consent of the Counsel to the*



President. Additional advice on the operation of Central Files may be obtained from Frank Matthews, Chief of Central Files (Ext. 2240).

White House Office Papers: Disposition of Papers Upon Leaving Staff

Upon termination of employment with the staff, each staff member will turn over his entire files to Central Files with the exception of any personal files he might have maintained. At the time of this writing, the question of ownership of White House papers and related materials is the subject of litigation in the Federal courts. In

addition, a recently enacted Federal law (P.L. 93-526) which also affects the issue of ownership, as well as control, disposition and preservation of White House papers, is being tested in the courts. Therefore, no definition as to what constitutes the "personal files" of a staff member can be specifically provided here. However, guidelines are being developed to aid staff members in determining what files and copies of documents may be removed from the White House upon termination of their employment. Representatives of the National Archives, and the Counsel to the President, are available to assist staff members with such determinations. Advice may be initially obtained from Frank Matthews, Chief of Central Files (Ext. 2240).

