

# FOIA MARKER

**This is not a textual record. This is used as an administrative marker by the Presidential Materials Division.**

<b>Collection:</b>	Biden Vice Presidential records			
<b>Office of Origin:</b>	Office of Administration			
<b>Series:</b>	Marylee Keller			
<b>Subseries:</b>				
<b>OA/ID Number:</b>	10027			
<b>Folder Title:</b>				
Binder: [Office of the Vice President Transition Memos, 2016]				
<b>Stack:</b>	<b>Row:</b>	<b>Section:</b>	<b>Shelf:</b>	<b>Position:</b>
20W4	10	22	6	1

**FOIAed Under:**

# Withdrawal/Redaction Sheet

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. Diagram	[Annotated diagram of Eisenhower Executive Office Building] (1 page)	n.d.	(b)(7)(e)
002. Paper	OVP Travel Process (1 page)	n.d.	P5
003. Memorandum	Memorandum to Incoming Staff from Outgoing OVP Counsel's Office re: Counsel's Office Transition Memo (4 pages)	11/1/2016	P5
004. Diagram	[Eisenhower Executive Office Building] (2 pages)	n.d.	(b)(7)(e)
005a. Memorandum	Memorandum for Vice President-Elect Pence from Operations Staff of Vice President Biden and Dr. Biden re: Travel Processes (6 pages)	12/20/2016	P5, P6/(b)(6), (b)(7)(c), (b)(7)(e), (b)(7)(f)
005b. Paper	Addendum 2: Site Expense Process (1 page)	n.d.	P5
005c. Paper	Addendum 4: Concur Paperwork (1 page)	n.d.	P5
006a. Draft	Projected FY17 OVP Executive Staff FY 2017 Executive Projections Thru End of CR2 (1 page)	12/21/2016	P5
006b. Draft	Projected FY17 OVP Executive Staff FY 2017 Executive Projections Thru FY End (1 page)	12/21/2016	P5
006c. Draft	Projected FY18 OVP Executive Staff FY 2018 Executive Projections Thru FY End (1 page)	12/21/2016	P5
006d. Draft	Pence Executive Staff Tentative (1 page)	n.d.	P5
006e. Draft	FY2017 Senate - Projections Thru End of CR2 based on OVP Senate Staff as of 11/30/16 (1 page)	12/21/2016	P5

### COLLECTION:

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### FOLDER TITLE:

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### RESTRICTION CODES

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  
P5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 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. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### 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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# Withdrawal/Redaction Sheet

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
006f. Draft	FY2017 Senate - Projections Thru End of Fiscal Year based on OVP Senate Staff as of 11/30/16 (1 page)	12/21/2016	P5
006g. Draft	FY2018 Senate - Full Year Projections based on OVP Senate Staff as of 10/01/17 (1 page)	12/21/2016	P5
006h. Draft	Pence Senate Staff Tentative (1 page)	n.d.	P5
007a. Draft	Projected FY17 OVP Executive Staff FY 2017 Executive Projections Thru End of CR2 (1 page)	12/14/2016	P5
007b. Draft	FY2017 Senate - Projections Thru End of CR2 based on OVP Senate Staff as of 10/31/16 (1 page)	12/14/2016	P5
008a. Draft	Projected FY17 OVP Executive Staff FY 2017 Executive Projections Thru End of CR2 (1 page)	12/15/2016	P5
008b. Draft	Projected FY17 OVP Executive Staff FY 2017 Executive Projections Thru FY End (1 page)	12/15/2016	P5
008c. Draft	Projected FY18 OVP Executive Staff FY 2018 Executive Projections Thru FY End (1 page)	12/15/2016	P5
008d. Draft	Pence Executive Staff - Tentative (1 page)	12/15/2016	P5
008e. Draft	FY2017 Senate - Projections Thru End of CR2 based on OVP Senate Staff as of 11/30/16 (1 page)	12/15/2016	P5
008f. Draft	FY2017 Senate - Projections Thru End of Fiscal Year based on OVP Senate Staff as of 11/30/16 (1 page)	12/15/2016	P5

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## Presidential Materials Division

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008g. Draft	FY2018 Senate - Full Year Projections based on OVP Senate Staff as of 10/01/17 (1 page)	12/15/2016	P5
008h. Draft	Pence Senate Staff - Tentative (1 page)	12/15/2016	P5
009a. Memorandum	Memorandum for Vice President-Elect Pence from Staff of Vice President Biden re: Current "Historically Provided Staff" in the Office of the Vice President (3 pages)	12/14/2016	P3/(b)(3), P5
009b. Paper	Military Aides to the Vice President [redaction of cell phone numbers] (1 page)	12/6/2016	P6/(b)(6)
009c. Paper	Naval Enlisted Aides to the Vice President (1 page)	n.d.	P3/(b)(3)
010. Agenda	Briefing for the Vice President-Elect's Team [includes handwritten annotations] (2 pages)	12/8/2016	P5
011. Memorandum	Memorandum for Vice President-Elect Pence & Mrs. Pence from Residence Staff of Vice President Biden and Dr. Biden re: Residence of the Vice President Transition Memo (10 pages)	12/1/2016	P3/(b)(3), P5, P6/(b)(6), (b)(7)(c), (b)(7)(e), (b)(7)(f)
012. Memorandum	Memorandum for Vice President-Elect Pence from Staff of Vice President Biden re: Example Salaries and Positions in the Office of the Vice President (2 pages)	12/7/2016	P5
013. Agenda	Briefing for the Vice President-Elect's Team (2 pages)	12/8/2016	P5
014. Diagram	[Eisenhower Executive Office Building] (2 pages)	n.d.	(b)(7)(e)

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2022-0028-F  
JLO655

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## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
015a. Memorandum	Memorandum to Incoming Staff from Outgoing Office of the Vice President re: Chief of Staff Transition Memo (2 pages)	11/1/2016	P5
015b. Memorandum	Memorandum to Incoming Staff from Outgoing OVP Communications Office re: Communications Office Transition Memo (6 pages)	11/1/2016	P5
015c. Memorandum	Memorandum to Incoming Staff from Outgoing OVP Counsel's Office re: Counsel's Office Transition Memo (4 pages)	11/1/2016	P5
015d. Memorandum	Memorandum to Incoming Staff from Outgoing OVP Department of Research re: Department of Research Transition Memo (2 pages)	11/1/2016	P5
015e. Memorandum	Memorandum to Incoming Staff from Outgoing OVP Legislative Affairs re: Legislative Affairs Transition Memo (16 pages)	11/1/2016	P5
015f. Memorandum	Memorandum to Incoming Staff from Outgoing OVP National Security Affairs Office re: National Security Affairs Transition Memo (4 pages)	11/1/2016	P5
015g. Diagram	[White House Office Building] (1 page)	n.d.	(b)(7)(e)
015h. Memorandum	Memorandum for Incoming Staff from Outgoing OVP Office of Public Engagement and Intergovernmental Affairs re: Office of Public Engagement and Intergovernmental Affairs Transition Memo (4	11/1/2016	P5
015i. Memorandum	Memorandum to Incoming Staff from Outgoing OVP Operations Office re: Operations Office Transition Memo (18 pages)	11/1/2016	P5, P6/(b)(6), (b)(7)(c), (b)(7)(e), (b)(7)(f)
015j. Memorandum	Memorandum to Incoming Staff from Outgoing OVP Policy Office re: Policy Office Transition Memo (3 pages)	11/1/2016	P5

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2022-0028-F  
JLO655

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# Withdrawal/Redaction Sheet

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
015k. Memorandum	Memorandum for Incoming Staff from Outgoing Residence of the Vice President Staff re: Residence of the Vice President Transition Memo (8 pages)	11/1/2016	P3/(b)(3), P5, P6/(b)(6), (b)(7)(c), (b)(7)(e), (b)(7)(f)
015l. Memorandum	Memorandum for Incoming Staff from Outgoing Office of the Second Lady re: Office of the Second Lady Transition Memo (4 pages)	11/1/2016	P5, P6/(b)(6)
016. Paper	Military Aides to the Vice President [redaction of cell phone numbers] [duplicate of 009b] (1 page)	12/6/2016	P6/(b)(6)
017. Paper	Naval Enlisted Aides to the Vice President [duplicate of 009c] (1 page)	n.d.	P3/(b)(3)
018. Diagram	[Eisenhower Executive Office Building] [duplicate of 014] (2 pages)	n.d.	(b)(7)(e)
019. Diagram	[Eisenhower Executive Office Building] (1 page)	n.d.	(b)(7)(e)

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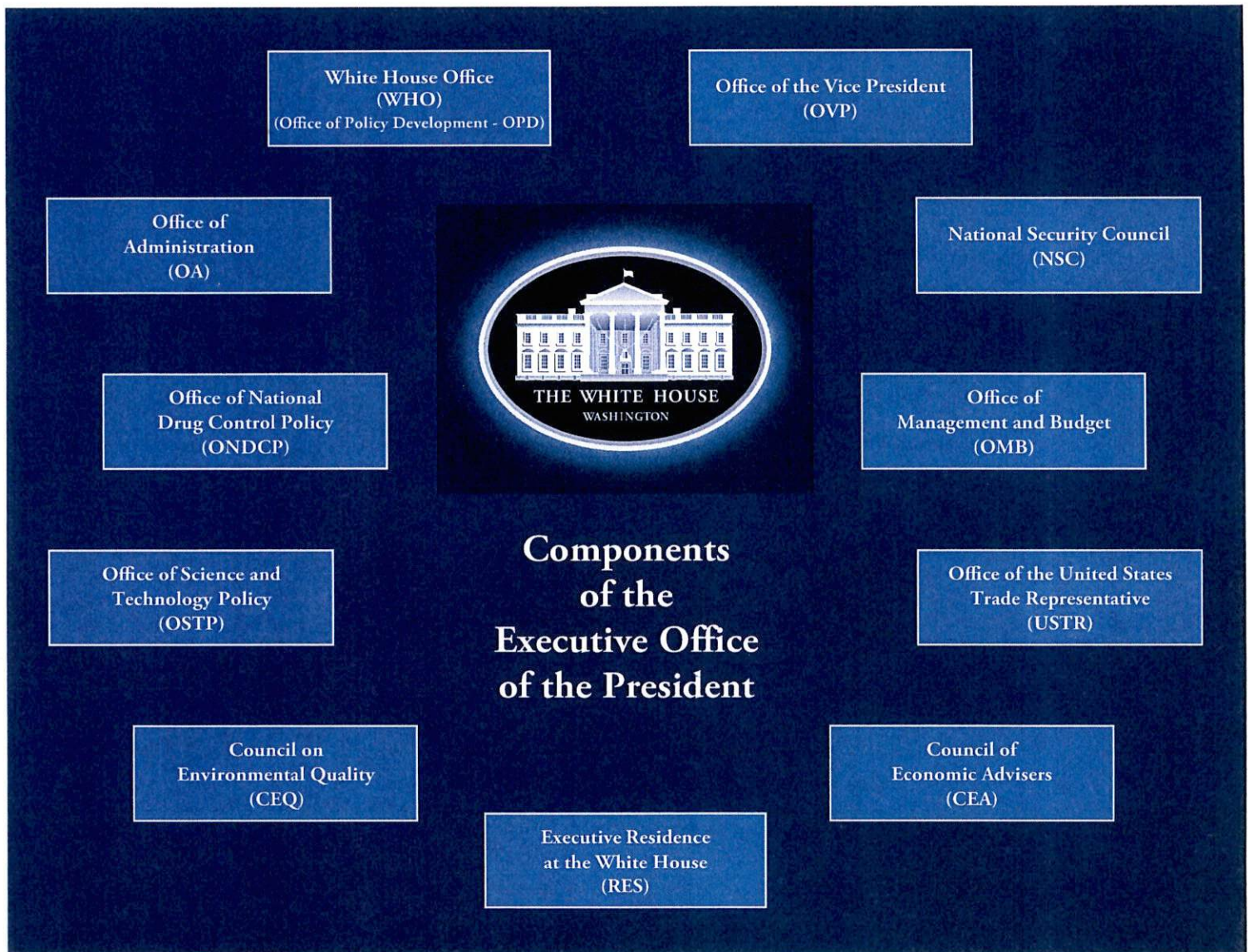
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THE INFORMATION CONTAINED HEREIN IS FOR THE USE OF AUTHORIZED REPRESENTATIVES OF THE PRESIDENT-ELECT'S TRANSITION TEAM ONLY. SUBSEQUENT DISCLOSURE OF THIS INFORMATION TO ANY UNAUTHORIZED INDIVIDUAL, INCLUDING UNAUTHORIZED MEMBERS OF THE PRESIDENT-ELECT'S TRANSITION TEAM, IS STRICTLY PROHIBITED.



# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. Diagram	[Annotated diagram of Eisenhower Executive Office Building] (1 page)	n.d.	(b)(7)(e)

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002. Paper	OVP Travel Process (1 page)	n.d.	P5

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## Presidential Materials Division

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003. Memorandum	Memorandum to Incoming Staff from Outgoing OVP Counsel's Office re: Counsel's Office Transition Memo (4 pages)	11/1/2016	P5

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004. Diagram	[Eisenhower Executive Office Building] (2 pages)	n.d.	(b)(7)(e)

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JLO655

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or  
financial information [(a)(4) of the PRA]  
P5 Release would disclose confidential advise between the President  
and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 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. Personal record misfile defined in accordance with 44 U.S.C.  
2201(3).

**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  
concerning wells [(b)(9) of the FOIA]



## VICE PRESIDENTIAL TRANSPORTATION MOVEMENT REQUEST FORM



**Email request to: [DL-OVP-Transportation@dsr.eop.gov](mailto:DL-OVP-Transportation@dsr.eop.gov)**  
**Duty Number: 1-202-456-6506**

\*\*\*Transportation is for official business only and should be requested 24 hours in advance. The most economical and efficient mode of transportation will be provided based on the request and determined by the transportation office. If you have requested transportation, please remember cars are not authorized to wait more than 15 minutes without prior approval. In addition, Package Runs will only go with scheduled Passenger Runs unless otherwise determined by the Chief of Transportation\*\*\*

REQUESTER NAME:	REQUESTER PHONE NUMBER:	REQUESTER E-MAIL ADDRESS:
MANIFESTED POC:		MANIFESTED POC PHONE NUMBER:

ERVICE REQUESTED:    ☐ MOTORCADE        ☐ STAFF MOVEMENT        ☐ PACKAGE

DATE REQUIRED:	PICK-UP TIME:	PICK-UP LOCATION:	DESTINATION:	RETURN: (Y OR N)
RETURN TIME:	PICK-UP LOCATION:		DESTINATION:	

PASSENGER MANIFEST:

ADDITIONAL COMMENTS:

THE INFORMATION CONTAINED HEREIN IS FOR THE USE OF AUTHORIZED REPRESENTATIVES OF THE  
 PRESIDENT-ELECT'S TRANSITION TEAM ONLY. SUBSEQUENT DISCLOSURE OF THIS INFORMATION TO  
 ANY UNAUTHORIZED INDIVIDUAL, INCLUDING UNAUTHORIZED MEMBERS OF THE PRESIDENT-ELECT'S  
 TRANSITION TEAM, IS STRICTLY PROHIBITED.



# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
005b. Paper	Addendum 2: Site Expense Process (1 page)	n.d.	P5

**This marker identifies the original location of the withdrawn item listed above.  
For a complete list of items withdrawn from this folder, see the  
Withdrawal/Redaction Sheet at the front of the folder.**

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**COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

---

**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 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. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

**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 concerning wells [(b)(9) of the FOIA]

### Addendum 3: Sample TTAG Request Form

This form should be sent to WHIT ([help@eop.gov](mailto:help@eop.gov)) prior to any foreign travel.

<b>International Blackberry Request</b>
<b>Name of Traveler:</b>
<b>Component: OVP</b>
<b>Date device needed:</b>
<b>Title of Traveler:</b>
<b>Type of Travel (Personal or Official):</b>
<b>City, Country &amp; Dates of Visit:</b>
<b>Notes about Trip:</b>
<b>Method of Travel:</b>
<b>Passport: (Tourist, Official or Diplomatic):</b>
<b>Embassy Control Room Available (Y/N)?</b>
<b>Embassy Available (Y/N)?</b>

THE INFORMATION CONTAINED HEREIN IS FOR THE USE OF AUTHORIZED REPRESENTATIVES OF THE PRESIDENT-ELECT'S TRANSITION TEAM ONLY. SUBSEQUENT DISCLOSURE OF THIS INFORMATION TO ANY UNAUTHORIZED INDIVIDUAL, INCLUDING UNAUTHORIZED MEMBERS OF THE PRESIDENT-ELECT'S TRANSITION TEAM, IS STRICTLY PROHIBITED.

# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
005c. Paper	Addendum 4: Concur Paperwork (1 page)	n.d.	P5

**This marker identifies the original location of the withdrawn item listed above.  
For a complete list of items withdrawn from this folder, see the  
Withdrawal/Redaction Sheet at the front of the folder.**

### COLLECTION:

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### FOLDER TITLE:

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### RESTRICTION CODES

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  
P5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 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. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### 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 concerning wells [(b)(9) of the FOIA]





**EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF ADMINISTRATION  
WASHINGTON, D.C 20503**

**MEMORANDUM**

**To: TRAVEL SERVICES DIVISION**  
**From: TRAVELING STAFF/ADVANCE STAFF**  
**Subject: VOUCHER SIGNATURE APPROVAL**

This memo authorizes the Travel Services Division to electronically sign all travel vouchers related to my trips in support of the White House or the Office of the Vice President. These vouchers will be processed for reimbursement of my per diem entitlements only. If I have any additional, miscellaneous, expenses that were incurred it will be my sole responsibility to submit them for reimbursement. In the event that I have additional expenses I will electronically attach those receipts and update the voucher to reflect my reimbursement request. I will be personally responsible for electronically signing a document that has a reimbursement request other than per diem. I am aware that the Travel Services Division Business Manager and/or Help Desk (accessible at 202-395-4222) can assist me with processing a voucher for any additional expenses. This approval is granted for all past vouchers that may be considered outstanding as well as future vouchers.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

THE INFORMATION CONTAINED HEREIN IS FOR THE USE OF AUTHORIZED REPRESENTATIVES OF THE PRESIDENT-ELECT'S TRANSITION TEAM ONLY. SUBSEQUENT DISCLOSURE OF THIS INFORMATION TO ANY UNAUTHORIZED INDIVIDUAL, INCLUDING UNAUTHORIZED MEMBERS OF THE PRESIDENT-ELECT'S TRANSITION TEAM, IS STRICTLY PROHIBITED.

**DIRECT DEPOSIT FOR TRAVEL  
AND OTHER PAYMENTS**

INSTRUCTIONS FOR PROCESSING TRAVEL PAYMENTS  
 Use: For processing payments associated with travel or other expenses.  
 Complete and sign this form and fax to OA Travel Services at 202-395-7778.

<b>1. TRAVELER INFORMATION</b> (SSN) TRAVELER SOCIAL SECURITY NUMBER _____ COMPONENT _____ TRAVELER NAME _____ (Name as it appears on government issued ID used when traveling) ADDRESS _____ TELEPHONE NUMBER (WORK) _____ (HOME) _____ DATE OF BIRTH _____ GENDER _____	
<b>2. TYPE OF ACCOUNT</b> <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> UPDATE EXISTING ACCOUNT TYPE OF PAYMENT <input checked="" type="checkbox"/> TRAVEL REIMBURSEMENTS	<b>3. DIRECT DEPOSIT ACCOUNT INFORMATION NET PAY/TRAVEL/OTHER-</b> A voided personal check/sharedraft may be attached in lieu of completing this section. See instructions at the bottom of this form. 3a. ROUTING TRANSIT NUMBER _____ 3b. ACCOUNT NUMBER _____ 3c. ACCOUNT TITLE _____ (Account Holder's Name) 3d. FINANCIAL INSTITUTION NAME _____ _____ (City) (State) (ZIP Code) (Phone)
<b>4. AUTHORIZATION</b> _____ TRAVELER'S SIGNATURE DATE	
<b>PRIVACY ACT STATEMENT</b> The collection of the information you are requested to provide on this form is authorized under 31 CFR 209 and/or 210. The information is confidential and is needed to provide entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent.	
<b>INSTRUCTIONS FOR PROCESSING DIRECT DEPOSIT AUTHORIZATION</b> <b>PURPOSE</b> You may use this form to provide instructions for processing your travel reimbursement.	
1. TRAVELER INFORMATION (Always complete this section). 2. TYPE OF ACCOUNT/PAYMENT (Put an "X" in the appropriate space to indicate a checking or savings account and type of payment.) 3. DIRECT DEPOSIT ACCOUNT INFORMATION 3a. ROUTING TRANSIT NUMBER (Your financial institution's 9-digit routing number (RTN) can be obtained from the financial institution or found on the bottom of a check.) * If your check or sharedraft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Routing Transit Number for Direct Deposit processing. 3b. ACCOUNT NUMBER (Your account number at your financial institution) 3c. ACCOUNT TITLE (The depositor's name on the account at the financial institution) 3d. FINANCIAL INSTITUTION NAME (The name, address, and phone number of the institution to which payments are to be directed) 4. AUTHORIZATION Sign and date the request form after you have carefully read the instructions and Privacy Act Statement.	

101

NAME OF DEPOSITOR  
STREET ADDRESS  
CITY, STATE \_\_\_\_\_ 19

PAY TO THE ORDER OF: \_\_\_\_\_ \$ \_\_\_\_\_

NAME OF YOUR BANK  
Payable Through Another Bank  
FOR \_\_\_\_\_

021001082 123 456 789 0101

ROUTING NUMBER 3a ACCOUNT NUMBER 3b CHECK NUMBER

CHANGES AND CANCELLATIONS - Contact OA Travel Services



# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
006a. Draft	Projected FY17 OVP Executive Staff FY 2017 Executive Projections Thru End of CR2 (1 page)	12/21/2016	P5

**This marker identifies the original location of the withdrawn item listed above.  
For a complete list of items withdrawn from this folder, see the  
Withdrawal/Redaction Sheet at the front of the folder.**

### **COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### **FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### **RESTRICTION CODES**

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  
P5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 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. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### **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 concerning wells [(b)(9) of the FOIA]

# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
006b. Draft	Projected FY17 OVP Executive Staff FY 2017 Executive Projections Thru FY End (1 page)	12/21/2016	P5

**This marker identifies the original location of the withdrawn item listed above.  
For a complete list of items withdrawn from this folder, see the  
Withdrawal/Redaction Sheet at the front of the folder.**

### **COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### **FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### **RESTRICTION CODES**

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  
P5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 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. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### **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]  
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(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 concerning wells [(b)(9) of the FOIA]



# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
006c. Draft	Projected FY18 OVP Executive Staff FY 2018 Executive Projections Thru FY End (1 page)	12/21/2016	P5

**This marker identifies the original location of the withdrawn item listed above.  
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---

**COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

---

**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

---

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  
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C. Closed in accordance with restrictions contained in donor's deed of gift.  
PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

**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]  
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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
006d. Draft	Pence Executive Staff Tentative (1 page)	n.d.	P5

**This marker identifies the original location of the withdrawn item listed above.  
For a complete list of items withdrawn from this folder, see the  
Withdrawal/Redaction Sheet at the front of the folder.**

### **COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### **FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### **RESTRICTION CODES**

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

P1 National Security Classified Information [(a)(1) of the PRA]  
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P6 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. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### **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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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
006e. Draft	FY2017 Senate - Projections Thru End of CR2 based on OVP Senate Staff as of 11/30/16 (1 page)	12/21/2016	P5

**This marker identifies the original location of the withdrawn item listed above.  
For a complete list of items withdrawn from this folder, see the  
Withdrawal/Redaction Sheet at the front of the folder.**

---

**COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

---

**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

---

**RESTRICTION CODES**

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

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C. Closed in accordance with restrictions contained in donor's deed of gift.  
PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

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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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
006f. Draft	FY2017 Senate - Projections Thru End of Fiscal Year based on OVP Senate Staff as of 11/30/16 (1 page)	12/21/2016	P5

**This marker identifies the original location of the withdrawn item listed above.  
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### **COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### **FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### **RESTRICTION CODES**

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
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C. Closed in accordance with restrictions contained in donor's deed of gift.  
PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### **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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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
006g. Draft	FY2018 Senate - Full Year Projections based on OVP Senate Staff as of 10/01/17 (1 page)	12/21/2016	P5

**This marker identifies the original location of the withdrawn item listed above.  
For a complete list of items withdrawn from this folder, see the  
Withdrawal/Redaction Sheet at the front of the folder.**

### COLLECTION:

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### FOLDER TITLE:

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### RESTRICTION CODES

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 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. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### 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 concerning wells [(b)(9) of the FOIA]



# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
006h. Draft	Pence Senate Staff Tentative (1 page)	n.d.	P5

**This marker identifies the original location of the withdrawn item listed above.  
For a complete list of items withdrawn from this folder, see the  
Withdrawal/Redaction Sheet at the front of the folder.**

### **COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### **FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### **RESTRICTION CODES**

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  
P5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 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. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### **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 concerning wells [(b)(9) of the FOIA]



# Department of Defense INSTRUCTION

NUMBER 1315.09

March 6, 2015

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USD(P&R)

SUBJECT: Utilization of Enlisted Aides (EAs) on Personal Staffs of General and Flag Officers (G/FOs)

References: See Enclosure 1

1. PURPOSE. In accordance with the authority in DoD Directive 5124.02 (Reference (a)), this instruction:

a. Reissues DoD Instruction (DoDI) 1315.09 (Reference (b)) to implement sections 981, 3639, 7579, 8639 of Title 10, United States Code (Reference (c)).

b. Establishes policy and assigns responsibilities for the utilization of EAs on personal staffs of G/FOs.

2. APPLICABILITY. This instruction applies to:

a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the DoD.

b. U.S. elements of the Combatant Commands and Military Department elements of U.S. Government agencies outside the DoD.

3. POLICY. It is DoD policy that:

a. EAs are authorized for the purpose of relieving G/FOs of those minor tasks and details which, if performed by the G/FOs, would be at the expense of the G/FOs' primary military and other official duties and responsibilities. The duties of these enlisted personnel, as defined in sections 2 and 3 of Enclosure 3 of this instruction, will be tasks relating to the military and other official duties and responsibilities of the G/FOs, to include assisting G/FOs in discharging the DoD representational responsibilities associated with their assigned positions. The propriety of such duties is governed by the official purpose that they serve rather than the nature of the duties.

b. The number of EAs assigned in the DoD will not exceed the statutory ceiling delineated in section 981 of Reference (c) or lower DoD ceiling prescribed, nor will the number exceed a lower number computed in accordance with section 4 of Enclosure 3 of this instruction.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosures 3 and 4.

6. RELEASABILITY. **Cleared for public release.** This instruction is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This instruction is effective 60-days after publication. March 6, 2015.

  
Jessica L. Wright  
Under Secretary of Defense for  
Personnel and Readiness

Enclosures

1. References
2. Responsibilities
3. Procedures
4. Illustrative Examples

Glossary



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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Instruction 1315.09, "Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers," October 2, 2007 (hereby cancelled)
- (c) Title 10, United States Code
- (d) DoD 4165.63-M, "DoD Housing Management," October 28, 2010
- (e) Army Regulation 614-200, "Enlisted Assignments and Utilization Management," February 26, 2009, as amended
- (f) Office of the Chief of Naval Operations Instruction 1306.3B, "Guidance for Use of Enlisted Aides," September 14, 2007
- (g) Marine Corps Order 1306.18A, "Marine Aide Program," October 21, 2010
- (h) Air Force Instruction 36-2123, "Management of Enlisted Aides," October 2, 2008
- (i) Secretary of the Navy Instruction, 1306.2D, "Utilization of Enlisted Aides on Personal Staffs," December 22, 2005
- (j) DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRs)," date varies by volume
- (k) Joint Travel Regulations "Uniformed Service Members and DoD Civilian Employees," current edition
- (l) DoD Instruction 7250.13, "Use of Appropriated Funds for Official Representation Purposes," June 30, 2009

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R):

a. Establishes and publishes the DoD ceiling, joint duty allocation, and individual Military Service allocations of EAs as stated in section 4 of Enclosure 3 of this instruction.

b. Acts on requests to waive EA allocations received from the CJCS and the Military Services.

2. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:

a. Implement this instruction within their respective military departments.

b. Determines the specific G/FO positions to be authorized EA(s) and the specific number of EA(s) to be assigned to each G/FO position within their respective Military Service's allocations.

c. Authorize an EA only if the official duties and responsibilities of the G/FO position, including representational duties, warrant EA support. EA authorizations will not be solely based on the grade or title of the G/FO position.

d. Comply with EA allocations determined by the CJCS for G/FO in joint duty assignments.

e. Provide copies of reports reflecting EA authorizations, allocations, and justifications for the authorizations based on the duties and responsibilities of the G/FO positions from the previous fiscal year to USD(P&R) as required.

3. CJCS. The CJCS:

a. Implements this instruction.

b. Determines the specific G/FO positions to be authorized EA(s) and the specific number of EA(s) to be assigned to each G/FO position within joint duty authorizations.

c. Authorizes an EA only if the official duties and responsibilities of the G/FO position, including representational duties, warrant EA support. EA authorizations will not be based solely on the grade or title of the G/FO position.



d. Provides copies of reports reflecting EA authorizations, allocations, and justifications for the authorizations based on the duties and responsibilities of the joint duty G/FO positions from the previous fiscal year, to USD(P&R) as required.

ENCLOSURE 3

PROCEDURES

1. ELIGIBILITY CRITERIA AND OVERALL RULES FOR MANAGING EAs

a. G/FOs must occupy military housing (as defined in DoD 4165.63-M (Reference (d))), or outside the continental United States off-base quarters arranged for the G/FO, to be eligible for the assignment of EAs to their personal staffs.

b. Only a G/FO who is authorized an EA may use an EA, unless a G/FO who is not authorized an EA is representing the G/FO who is authorized an EA at a qualifying representational event. The G/FO who is authorized the EA must designate the G/FO who is not authorized an EA as his or her representative and identify the location of the hosted event in writing prior to the event.

c. Sharing or loaning of EAs to another G/FO who is serving in a position authorized the use of an EA is permitted, in order to support a qualifying representational event. Duty hours may be adjusted to support the qualifying representational event.

d. The EA may support qualifying representational events in the absence of the G/FO when:

(1) Authorized in writing by the G/FO to whom they are assigned and communicated to the EA(s) prior to the event.

(2) The assigned G/FO determines the role of the designated substitute (e.g., another G/FO or the assigned G/FO's spouse) and ensures that it has a direct connection to the G/FO's official duties and responsibilities and that EA support for the event furthers the interest of the DoD, the Military Service, or the command. This includes qualifying representational events attended by spouses of community leaders (or other government officials, foreign dignitaries, or foreign military officers) with whom the G/FO is meeting separately in his or her official capacity.

(3) When sharing or loaning EAs, the assigned G/FO has the responsibility to determine that it is a qualifying representational event.

e. No G/FO may use an EA for duties that contribute only to the G/FO's personal benefit or have no substantive connection with the G/FO's official duties and responsibilities.

f. An EA is assigned to and supports only an authorized G/FO, not a spouse, other family member, or staff of the G/FO, except as outlined in paragraph 1d(2) of this enclosure. Due diligence must be exercised to ensure the line of authority remains clear and solely between the G/FO and the EA.

g. EAs must be volunteers in the program and may request to be reassigned from the program in accordance with their Service guidance found in Army Regulation 614-200, Office of the Chief of Naval Operations Instruction 1306.3B, Marine Corps Order 1306.18A, Air Force Instruction 36-2123, and Secretary of the Navy Instruction 1306.2D (References (e), (f), (g), (h), and (i)).

h. EAs may be employed by the G/FO on a voluntary and paid basis during off duty hours.

(1) The G/FO must pay the EA when working events that do not qualify for permissive use under this instruction.

(2) The G/FO must pay the EA(s) with personal funds at a rate commensurate with, or above, the fair market value of the work performed in accordance with the Bureau of Labor and Statistics web site at [www.bls.gov/oes/current/oesrest.htm](http://www.bls.gov/oes/current/oesrest.htm).

i. Due to the unique duty requirements and working environments among the Services, EAs may be authorized to wear distinctive uniforms and civilian clothes. Funding will be in accordance with chapter 29 of Volume 7A of DoD 7000.14-R (Reference (j)) and determined by each Military Service and joint activity.

j. For EAs assigned to a G/FO filling a joint duty position, the controlling guidance will be this instruction and any implementing guidance issued by the Service of the G/FO.

2. AUTHORIZED EA DUTIES. Under regulations prescribed by the Secretaries of the Military Departments and in connection with G/FO Service and other qualifying representational events and duties, paragraphs 2a through 2i of this section (and section 1 of Enclosure 4), although not exhaustive, provide examples of authorized EA duties:

a. Maintaining the care, cleanliness, and order of those areas of assigned military housing used for qualifying representational events, to include common areas that provide access to these spaces (such as stairways and hallways) or areas of the assigned housing that are used by EAs in support of these events.

b. Maintaining the care of military uniforms, civilian attire worn for official representational events, and government-issued equipment of the assigned G/FO.

c. Receiving guests and visitors during qualifying representational events at the G/FO's assigned military housing and acting as a point of contact in the G/FO's assigned military housing on issues related to any official duties or responsibilities.

d. Planning, preparation, arrangement, and conduct of qualifying representational events, such as receptions, parties, and dinners.

e. Purchasing, preparing, and serving food and beverages in the G/FO's assigned military housing for a qualifying representational event.



f. Purchasing and preparing meals for the G/FO, and those immediate family members eating with the G/FO, during the EA's normal duty work schedule. Normal duty work schedules may not be extended solely to accommodate preparing three meals each day.

g. Assisting with permanent change of station moves, which may include packing/unpacking of official books, military uniforms, and government-issued equipment. The assistance does not include packing/unpacking the G/FO's personal items.

h. Performing general yard maintenance, to include lawn care, policing debris and litter, unless there is an existing lawn care contract. If there is an existing lawn care contract, minor general yard maintenance in preparation of qualifying representational events is authorized.

i. Accomplishing tasks that aid the G/FO in the performance of his or her military and other official duties and responsibilities, including performing errands for the G/FO, that have a substantive connection to the G/FO's official responsibilities and/or assist with the physical security of the G/FO's military housing.

(1) Errands should not be of a personal nature for the G/FO or his or her dependents.

(2) Local transportation costs for duties performed at the expense of the EA will be reimbursed consistent with chapter 11 of Volume 10 Reference (j), or Part L of chapter 2 of Joint Travel Regulations (Reference (k)).

(3) Physical security includes, but is not limited to, securing the G/FO's military housing, adhering to basic antiterrorism and force protection measures as the environment dictates, and maintaining situational awareness.

3. UNAUTHORIZED EA DUTIES. G/FOs may **not** use an EA for duties that do not have a **substantive connection** with the G/FO's military or other official duties and responsibilities or that contribute solely to the personal benefit of individual G/FOs or their family members. Paragraphs 3a through 3h of this section (and in paragraph b of Enclosure 4), although not exhaustive, provide examples of unauthorized EA duties:

a. Any form of pet care, including grooming, feeding, exercising, feces removal, and veterinary visits.

b. Any form of caregiving for family members or personal guests of the G/FO.

c. Operation, care, maintenance, licensing, inspection, or cleaning of any privately owned vehicle.

d. Maintenance of privately owned recreational or sporting equipment, except with the use of such equipment for official purposes.

e. Personal services performed solely for the benefit of family members or unofficial guests, including driving, shopping, running private errands, or laundry services.

f. Landscaping or grounds keeping (such as trimming trees or bushes, laying mulch, and planting flowers) in areas not commonly used for qualifying representational events.

g. Skilled trade services such as electrical, plumbing, personal computer or furnishing repairs, other than routine upkeep and maintenance.

h. Care or cleaning duties in military housing that contribute solely to the personal benefit of the G/FO or dependents; such as making beds, cleaning private areas, or organizing personal effects. This includes care and cleaning of any area after it has been used for a personal or unofficial event or spaces used exclusively by dependents.

#### 4. METHOD FOR COMPUTING DoD EA CEILING AND SERVICE ALLOCATIONS

a. The DoD EA ceiling will be determined in accordance with section 981 of Reference (c), or set at a lower number as determined by the USD(P&R).

b. EAs will be allocated to the Military Services after consideration is given to Joint Pool requirements. The Military Service allocations will be computed based on a percentage of the DoD EA ceiling.

c. Requests to increase the joint duty allocation or Military Service allocations for any fiscal year will be considered by the USD(P&R) on a case-by-case basis.

#### 5. G/FOs. G/FOs assigned EAs:

a. Comply with the requirements of this instruction and any implementing guidance issued by their Service.

b. Ensure that any event for which EA support is to be provided is a qualifying representational event.

c. Ensure that official representational duties and qualifying representational events:

(1) Protect and conserve federal resources.

(2) Do not create the appearance of violating any ethical standards.



ENCLOSURE 4

ILLUSTRATIVE EXAMPLES

The examples in paragraphs a and b are illustrative in nature and not exhaustive. The fact that the use of EAs is permitted does not necessarily mean that the use of appropriated funds is authorized. The fact that the use of EAs is not permitted does not preclude the G/FO from employing his or her EA on a voluntary and paid basis during off duty hours for the particular activity or event.

a. Use of EAs Permitted

(1) The G/FO hosts a dinner at his or her military housing to be attended by the mayor and a representative of the local police department to discuss coordinating efforts to stem sexual assaults involving Service members in the local community.

(2) The G/FO invites a local congressman to his or her military housing for dinner following the congressman's visit to the installation.

(3) The G/FO hosts a Service member wounded warrior recognition luncheon not associated with any charity or non-federal entity at his or her military housing to be attended by local dignitaries. The G/FO is unavailable to attend at the last minute, and the G/FO's spouse stands in for the G/FO at the event.

(4) The G/FO hosts a command breakfast at his or her military housing for subordinate commanders. An official briefing is conducted during the breakfast.

(5) The G/FO hosts a New Year's Day reception at his or her military housing for his or her subordinate officers, senior non-commissioned officers, and spouses. It is an annual event attended by Service personnel and considered to be a custom or tradition of the Service.

(6) The G/FO hosts an event at his or her military housing for the purpose of honoring arriving or departing members of the organization (e.g., hail and farewell). It is a regular event attended by Service personnel and considered to be a custom or tradition of the Service.

(7) The G/FO hosts a dinner at his or her military housing for senior officials from different Services who are assigned to his or her installation and in the immediate area as a way to get to know each other and to informally discuss common military issues.

(8) The G/FO hosts an "ice-breaker" reception at his or her military housing for subordinate commanders and their spouses attending a commander conference.

(9) The G/FO hosts a Family Readiness Group meeting at his or her military housing for the purpose of distributing information about an upcoming deployment, ongoing deployment, or post-deployment/reintegration operation.



(10) The G/FO's spouse hosts a luncheon for **the spouses** of domestic or foreign dignitaries (or other prominent officials) who are meeting separately with the G/FO as part of a **qualifying representational event**.

b. Use of EAs Not Permitted

(1) All of the circumstances outlined in section 3 of Enclosure 3 pertaining to pet care, personal services for family members (or guests) of the G/FO, maintenance/upkeep of POVs/recreational vehicles or sporting equipment, and personal services performed solely for the benefit of family members or unofficial guests.

(2) The G/FO hosts a birthday party for one of his or her children at his or her military housing.

(3) The G/FO's spouse arranges a bridge card game (or other social event) in his or her military housing to be attended by unit spouses.

(4) The G/FO hosts a barbeque (or other social event) at his or her military housing for his/her alma mater classmates, friends, or other personal guests.

(5) The G/FO hosts a football tailgate party at his or her military housing that is attended by his or her peers.

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

CJCS	Chairman of the Joint Chiefs of Staff
DoDI	DoD Instruction
EA	enlisted aide
G/FO	general and flag officer
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

### PART II. DEFINITIONS

These terms and their definitions are for the purposes of this instruction.

military housing. Defined in Reference (d)).

off duty. Any period of time when an EA is not regularly scheduled to perform authorized duties.

official representational duties. Those assigned duties and responsibilities that serve to uphold the standing and prestige of the United States and the DoD through the extension of official courtesies to authorized officials and dignitaries of the United States and foreign countries as described in DoDI 7250.13 (Reference (l)).

qualifying representational event

An event hosted by a G/FO that primarily serves to further the mission of the agency. The event must be **substantively related** to the official performance of the G/FO's military and other official duties and responsibilities, including representational duties associated with the G/FO's assigned position. This includes events that provide opportunities for personal interactions beyond routine day-to-day work interactions which typically occur outside of normal working hours; and, other than the use of EAs, may not involve expenditure of government funds.

An event that is **not substantively related** to the G/FO's assigned duties or responsibilities or that contributes primarily to the personal benefit of the G/FO or his or her family is not a qualifying representational event.

The following factors may be considered in determining whether an event is a qualifying representational event. Not all factors need to be present; nor should any single factor alone be conclusive.

The event is intended to improve morale, promote esprit de corps, and develop inter-personal relationships among command members and their families.

The event is attended by dignitaries, civic or community leaders, or senior military personnel as invitees.

The event is one that G/FOs customarily or traditionally host as part of their G/FO duties.

The event is held at the G/FO's military housing or other government location.

An illustrative list of events that are and are not considered to be qualifying social functions is provided at Enclosure 4.



**OVP FY 2017 Budget Execution Summary by Object Class  
Through April 28, 2017**

As of: December 15, 2016

% CR2 obligated  
62.65%

% CR2 elapsed  
36.2%

OC Object Code Class	Full year FY17	Baseline for CR2	Current CR2 Resources	Commitmts, Obligations & Expenditures	%	Available Balance	Estimated Remaining Requirement	Current Surplus / Shortfall
SENATE PAYROLL FULL YEAR	2,417,248	2,412,653	1,387,999	1,342,972		45,027	9,157	35,870
10 PERSONNEL FULL YEAR	3,159,000	3,152,995	1,813,918	1,478,313	81%	335,605	0	335,605
21.0 TRAVEL	816,500	814,948	468,839	30,000	6%	438,839	14,900	423,939
22.0 TRANSPORT. OF THINGS	1,000	998	574	50	9%	524	524	0
23.3 COMM, UTILS, MISC.	3,000	2,994	1,723	10	1%	1,713	140	1,573
24.0 PRINTING, REPRODUCTION	7,500	7,486	4,307	2,020	47%	2,287	0	2,287
25.0 OTHER SERVICES	204,000	203,612	117,138	2,000	2%	115,138	31,500	83,638
26.0 SUPPLIES, MATERIALS	33,000	32,937	18,949	8,500	45%	10,449	1,300	9,149
31.0 EQUIPMENT	4,000	3,992	2,297	0	0%	2,297	0	2,297
<b>Entity Total</b>	<b>4,228,000</b>	<b>4,219,963</b>	<b>2,427,745</b>	<b>1,520,893</b>	<b>63%</b>	<b>906,852</b>	<b>48,364</b>	<b>858,488</b>
			Apportionment	Gross Obs		Avail. Bal		

THE INFORMATION CONTAINED HEREIN IS FOR THE USE OF AUTHORIZED REPRESENTATIVES OF THE PRESIDENT-ELECT'S TRANSITION TEAM ONLY. SUBSEQUENT DISCLOSURE OF THIS INFORMATION TO ANY UNAUTHORIZED INDIVIDUAL, INCLUDING UNAUTHORIZED MEMBERS OF THE PRESIDENT-ELECT'S TRANSITION TEAM, IS STRICTLY PROHIBITED.

# HARD COPY USE ONLY - DO NOT SCAN

## Office of the Vice President - Tracker

As of: December 15, 2016

FY: 2017

OC	Budget Item/ Description	FY17	Commitments	Gross Ob's	Expenditures	Additional	Est. OB
		Op Budget	Active	to Date	to Date	Required Obs Projected Thru EoY	Available Balance
10	<b>PERSONNEL</b>	1,813,918	432,428	428,254	428,254	103,358	849,878
	Projected lapse 0% - sliding scale	0				0	0
	FICA projections					0	0
11.1	Full Time Permanent	1,532,722	336,785	332,483	332,483	17,011	846,443
11.3	Other than full-time permanent						0
11.5	Other personnel compensation						0
11.8	Special Personal Services Payments	0		0	0	0	0
12.1	Personnel Benefits	200,000	95,643	95,771	95,771	5,151	3,435
	Reimbursement from WHO, NSC	-38,804				-38,804	0
	Lump Sum Payouts	120,000		0	0	120,000	0.00
	Benefits for former personnel	0		0			0
	Miscellaneous - Available	0					0
13.0							
21.0	<b>TRAVEL - \$56.4K/mo for principal support</b>	468,839	0	30,000	5,000	14,900	423,939
	Travel - iso VP and 2nd Lady	453,739		29,800	4,795		423,939
101020000	CON Local Vehicle-Acme 210107 renews Jun. 1 2017	0			0	0	0
		0		0			
"	IA GSA vehicle leases - 15 PAX van and DE Tahoe	12,000				12,000	0
"	CC Fuel while on travel status - 210108	500		100	100	400	0
"	CC Local travel - 210112, 210105	200				200	0
"	CC Tolls - 210106	200		100	100	100	0
"	CC Inflights - 210102	200		0		200	0
	CC Staff travel - various BOCs CAM1 101010000	2,000			5	2,000	0
	CC CitiDirect quarterly credits 210101	0		0		0	0
	Misc Travel	0					
22.0	<b>TRANSPORTATION OF THINGS</b>	574	0	50	50	524	0
	CC CitiDirect	300		50	50	250	0
	Miscellaneous - Available	274				274	0
23.3	<b>COMM, UTILITIES, &amp; MISC.</b>	1,723	0	10	10	140	1,573
	<b>Telephone</b>						
	IAG with OA comprised of following:	0					0
							0
	CC CitiDirect VISA	150		10	10	140	0
FY15	CON Verizon Cellco	0			0	0	0
	Miscellaneous - Available	1,573					1,573
24.0	<b>PRINTING AND REPRODUCTION</b>	4,307	0	2,020	1,020	0	2,287
	IA OA Printing - DAPS, \$3K	1,000		1,000		0	0
	CC CitiDirect - Printing schedules fr trip sites			0		0	0
SF1	GPO printing in Title 32, 1020	1,020		1,020	1,020	0	0
	Other/ Misc. Emp. Reimbursement			0		0	0
	Miscellaneous - Available	2,287					2,287
25	<b>OTHER SERVICES</b>	117,138	0	2,000	0	31,500	83,638
25.1	<b>Advisory and Assistance Services</b>						0
25.2	<b>Other Services</b>						0
	CC Travel Site Specific Expenses 252010, 252011, 252016	30,000		0		30,000	0
	CC Conference costs			0		0	0
CON	Gift Appraiser - Items of Value						
	CC CitiDirect VISA	1,500		0		1,500	0
	CC AmEx fees	0				0	0
	Interest	0		0		0	
25.3	<b>Other Purchases of Goods &amp; Services from Govt Accounts</b>						
25.4	<b>Operation and Maintenance of Facilities</b>						
	RWA GSA Recurring Work Requests: RWA	2,000	0	2,000		0	0
25.7	<b>Operation and Maintenance of Equipment</b>						
	CON Faxplus Maint-+ \$3K to FY15 contract for overages	0				0	
	CON Faxplus Maintenance Agreement						
	6 machines - late year contract					0	0
IA	National Security copier maintenance					0	0

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<i>Miscellaneous - Available</i>		83,638				83,638
<b>26.0</b>	<b>SUPPLIES AND MATERIALS</b>	<b>18,949</b>	<b>0</b>	<b>8,500</b>	<b>500</b>	<b>9,149</b>
LAG	GSA Office Supplies, \$20K	5,000		5,000	100	0
CC	CitiDirect Purchased Supplies			0		0
CC	CitiDirect Supplies - materials & supplies	500		100	100	400
MOD	Miscellaneous: Employee Reimbursement	0		0	0	0
CC	Subscriptions: Southwest	3,200		3,200	100	
CC	Subscriptions: Other	100		100	100	0
CC	Fuel - local fleet	1,000		100	100	900
<i>Miscellaneous - Available</i>		<i>9,149</i>				<i>9,149</i>
<b>31.0</b>	<b>EQUIPMENT</b>	<b>2,297</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,297</b>
CC	CitiDirect - Misc not categorized			0		0
CON						0
CON						0
<i>Miscellaneous - Available</i>		<i>2,297</i>		<i>0</i>	<i>0</i>	<i>2,297</i>
<b>TOTAL</b>		<b>2,427,745</b>	<b>0</b>	<b>470,834</b>	<b>434,834</b>	<b>151,722</b>
	<b>Pay</b>	<b>1,813,918</b>		<b>428,254</b>	<b>428,254</b>	<b>103,358</b>
	<b>Non-Pay</b>	<b>613,827</b>	<b>0</b>	<b>42,580</b>	<b>6,580</b>	<b>48,364</b>

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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
007a. Draft	Projected FY17 OVP Executive Staff FY 2017 Executive Projections Thru End of CR2 (1 page)	12/14/2016	P5

**This marker identifies the original location of the withdrawn item listed above.  
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### COLLECTION:

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### FOLDER TITLE:

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### RESTRICTION CODES

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  
P5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 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. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### 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)(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
007b. Draft	FY2017 Senate - Projections Thru End of CR2 based on OVP Senate Staff as of 10/31/16 (1 page)	12/14/2016	P5

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**COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

---

**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

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

P1 National Security Classified Information [(a)(1) of the PRA]  
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**Freedom of Information Act - [5 U.S.C. 552(b)]**

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## NEW EMPLOYEE FORMS PACKAGE

### 1. Application Form – OA Form 30

This form is used by the Office of Administration (OA)/White House Liaison Division (WHLN) to initiate the hiring process for prospective employees. The prospective employee completes the top portion and the SSN line in the bottom section. The middle and bottom sections must be completed by an authorized Transition Team Official.

### 2. Supplemental Application Form – OA Form 31

This form is used by the OA/Personnel Security Operations (PSO) to initiate security background checks, clearances, and verify pass type requested. The prospective employee completes the top portion of the form and the bottom grey portion must be completed by an authorized Transition Team Official.

### 3. Drug Testing Acknowledgement Form – OA Form 32

This form confirms that the prospective employee is aware that an applicant drug test is required for appointment to the Executive Office of the President (EOP) and that he/she will be subject to random drug testing. It further acknowledges that a verified positive test result will lead to immediate removal. The prospective employee must complete and sign the form.



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THE WHITE HOUSE OFFICE  
**APPLICATION FORM**

*To be completed by candidate*

FULL LEGAL NAME (LAST, FIRST, MIDDLE) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

LOCAL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PERSONAL PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

SALARY (CURRENT) \_\_\_\_\_ SALARY (PRIOR TO CURRENT POSITION) \_\_\_\_\_

ARE YOU TRANSFERRING FROM ANOTHER AGENCY? ☐ YES ☐ NO DID YOU HAVE PRIOR FEDERAL EMPLOYMENT? ☐ YES ☐ NO

IF YES, PLEASE SPECIFY WHICH AGENCY \_\_\_\_\_ DATE OF SERVICE \_\_\_\_\_

*To be completed by hiring department*

HIRING DEPARTMENT \_\_\_\_\_ REPORTING TO \_\_\_\_\_

OFFICE LOCATION \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

POSITION TITLE \_\_\_\_\_

PROPOSED DATE OF EMPLOYMENT \_\_\_\_\_ ENDING DATE (IF APPLICABLE) \_\_\_\_\_

SALARY \_\_\_\_\_ REQUESTED BY (DEPARTMENT HEAD) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF DEPARTMENT HEAD DATE

\_\_\_\_\_  
PRINT NAME

*To be completed by White House Personnel*

SSN (WH PERSONNEL ONLY) \_\_\_\_\_ WHP APPROVING OFFICIAL \_\_\_\_\_

WORK SCHEDULE (CHECK ONE) ☐ FULL-TIME ☐ PART-TIME ☐ INTERMITTENT ☐ VOLUNTEER

PAYMENT PLAN ☐ AD ☐ GS ☐ PRESIDENTIAL COMMISSION ☐ YES ☐ NO

\_\_\_\_\_  
SIGNATURE OF OFFICE OF MANAGEMENT AND ADMINISTRATION DATE

\_\_\_\_\_  
PRINT NAME

*Please attach copy of prospective employee's resume.*



## THE WHITE HOUSE OFFICE

## SUPPLEMENTAL APPLICATION FORM

To be completed by all persons seeking employment

FULL LEGAL NAME (FIRST, MIDDLE, LAST) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH (CITY, STATE) \_\_\_\_\_

LOCAL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PERSONAL PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

CURRENT OR MOST RECENT PLACE OF EMPLOYMENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PRIOR EOP SERVICE ☐ YES ☐ NO COMPONENT \_\_\_\_\_ DATES OF EMPLOYMENT \_\_\_\_\_DO YOU CURRENTLY HOLD A SECURITY CLEARANCE ☐ YES ☐ NOHAVE YOU EVER BEEN FIRED FROM ANY JOB FOR ANY REASON, QUIT AFTER BEING TOLD YOU WOULD BE FIRED, OR LEFT BY MUTUAL AGREEMENT BECAUSE OF SPECIFIC PROBLEMS ☐ YES ☐ NO (IF YES, PLEASE EXPLAIN ON THE BACK OF THIS FORM)ARE YOU NOW UNDER ANY CHARGE, OR HAVE YOU EVER BEEN CONVICTED OF, OR FORFEITED COLLATERAL FOR ANY VIOLATION OF LAW ☐ YES ☐ NO (IF YES, PLEASE EXPLAIN ON THE BACK OF THIS FORM)

TO BE COMPLETED BY ALL CANDIDATES FOR EMPLOYMENT AND OTHER GOVERNMENT EMPLOYEES

I acknowledge that the information provided herein is true and correct to the best of my knowledge and further acknowledge that this information may be used to initiate a preliminary background investigation to check suitability for employment to the White House and the Executive Office of the President.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TO BE COMPLETED BY VOLUNTEERS ONLY

I acknowledge that the personnel data is correct and I am volunteering my services without compensation or promise of such.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## TO BE COMPLETED BY REQUESTING OFFICIAL

HIRING COMPONENT/DEPARTMENT/OFFICE \_\_\_\_\_ POSITION TITLE \_\_\_\_\_

REPORTING TO \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_

## PERSONNEL STATUS:

☐ EOP EMPLOYEE☐ WH FELLOWS CANDIDATE☐ INTERN☐ OTHER GOVERNMENT EMPLOYEE☐ WH FELLOWS STAFF (OPM EMPLOYEE)☐ VOLUNTEER☐ CONTRACTORFOR WH PHOTO OFFICE ONLY: IS OGE EMPLOYED BY WASHINGTON HEADQUARTERS SERVICES? ☐ YES ☐ NO

## SECURITY CLEARANCE

DOES THIS POSITION REQUIRE ACCESS TO NATIONAL SECURITY INFORMATION? ☐ YES ☐ NOIF YES, AT WHICH LEVEL? ☐ TOP SECRET ☐ SECRET ☐ CONFIDENTIALDOES THIS POSITION REQUIRE ACCESS TO A SPECIAL ACCESS PROGRAM (SCI)? ☐ YES ☐ NO

EFFECTIVE DATE \_\_\_\_\_ ENDING DATE (IF APPLICABLE) \_\_\_\_\_

SIGNATURE OF REQUESTING OFFICIAL \_\_\_\_\_

## TO BE COMPLETED BY WH PERSONNEL

SSN (WH PERSONNEL ONLY) \_\_\_\_\_ WHP APPROVING OFFICIAL \_\_\_\_\_

## TYPE OF PASS REQUESTED:

☐ BLUE ☐ BLUE (R) ☐ GREEN ☐ OTHERWAVES CAPABILITY: ☐ WH ☐ EEOB ☐ NEOB ☐ NONE

APPROVING OFFICIAL \_\_\_\_\_



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THE WHITE HOUSE

## DRUG TESTING ACKNOWLEDGEMENT FORM

I, hereby acknowledge that my appointment as an associate in the Executive Office of the President (EOP) is subject to the applicant drug-testing requirement as set forth in the EOP Drug-Free Workplace Plan. I acknowledge I will be subject to random drug testing throughout my time as an associate. Should it be determined, under the requirements of the Plan, that I have a verified positive test result for any of the prohibited drugs, I understand that my appointment will be terminated. I also understand that if I fail to present myself for a random drug test or if I fail to complete a random drug test, that my appointment will be terminated.

---

Hiring Department

---

Applicant Telephone Number(s)

---

Print Name

---

Date

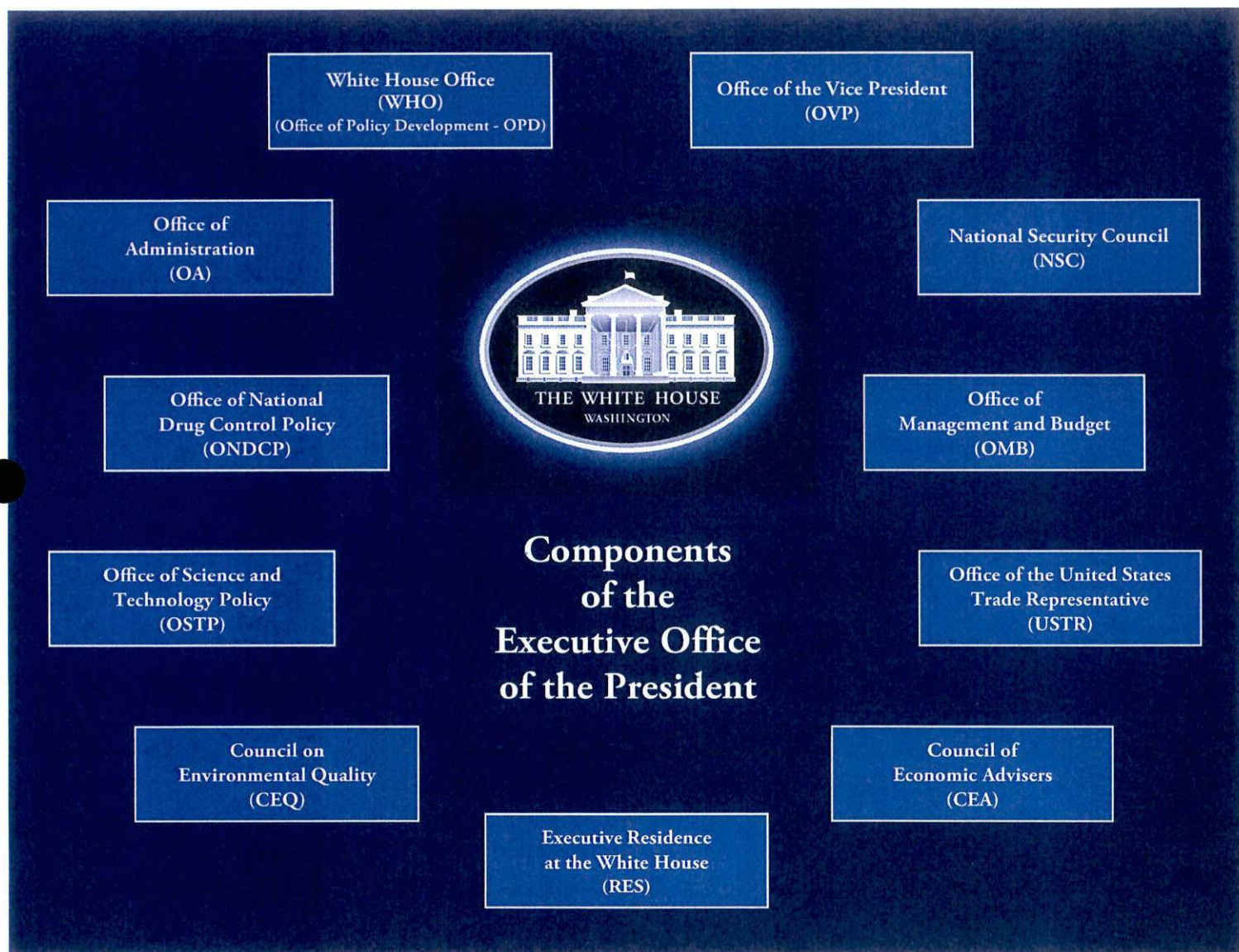
---

Signature

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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
008a. Draft	Projected FY17 OVP Executive Staff FY 2017 Executive Projections Thru End of CR2 (1 page)	12/15/2016	P5

**This marker identifies the original location of the withdrawn item listed above.  
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### COLLECTION:

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### FOLDER TITLE:

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### RESTRICTION CODES

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
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C. Closed in accordance with restrictions contained in donor's deed of gift.  
PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### 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]  
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(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 concerning wells [(b)(9) of the FOIA]



# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
008b. Draft	Projected FY17 OVP Executive Staff FY 2017 Executive Projections Thru FY End (1 page)	12/15/2016	P5

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Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### **FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### **RESTRICTION CODES**

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

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2201(3).

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concerning wells [(b)(9) of the FOIA]



# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
008c. Draft	Projected FY18 OVP Executive Staff FY 2018 Executive Projections Thru FY End (1 page)	12/15/2016	P5

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### **COLLECTION:**

Biden Vice Presidential Records  
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Marylee Keller Files  
OA/Box Number: 10027

### **FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### **RESTRICTION CODES**

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

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P3 Release would violate a Federal statute [(a)(3) of the PRA]  
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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
008d. Draft	Pence Executive Staff - Tentative (1 page)	12/15/2016	P5

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### **COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### **FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### **RESTRICTION CODES**

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

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

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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
008e. Draft	FY2017 Senate - Projections Thru End of CR2 based on OVP Senate Staff as of 11/30/16 (1 page)	12/15/2016	P5

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**COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

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**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

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

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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
008f. Draft	FY2017 Senate - Projections Thru End of Fiscal Year based on OVP Senate Staff as of 11/30/16 (1 page)	12/15/2016	P5

**This marker identifies the original location of the withdrawn item listed above.  
For a complete list of items withdrawn from this folder, see the  
Withdrawal/Redaction Sheet at the front of the folder.**

### COLLECTION:

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### FOLDER TITLE:

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### RESTRICTION CODES

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  
P5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 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. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### 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 concerning wells [(b)(9) of the FOIA]

# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
008g. Draft	FY2018 Senate - Full Year Projections based on OVP Senate Staff as of 10/01/17 (1 page)	12/15/2016	P5

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Biden Vice Presidential Records  
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**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

---

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

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## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
008h. Draft	Pence Senate Staff - Tentative (1 page)	12/15/2016	P5

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OA/Box Number: 10027

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**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

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

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**White House Office  
(WHO)**  
(Office of Policy Development - OPD)

**Office of the Vice President  
(OVP)**

**Office of  
Administration  
(OA)**

**National Security Council  
(NSC)**

**Office of National  
Drug Control Policy  
(ONDCP)**

**Office of  
Management and Budget  
(OMB)**

**Office of Science and  
Technology Policy  
(OSTP)**

**Office of the United States  
Trade Representative  
(USTR)**

**Council on  
Environmental Quality  
(CEQ)**

**Council of  
Economic Advisers  
(CEA)**

**Executive Residence  
at the White House  
(RES)**



## **Components of the Executive Office of the President**



**SALARY TABLE 2016-DCB**  
**INCORPORATING THE 1% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 24.78%**  
**FOR THE LOCALITY PAY AREA OF WASHINGTON-BALTIMORE-ARLINGTON, DC-MD-VA-WV-PA**  
**TOTAL INCREASE: 1.46%**  
**EFFECTIVE JANUARY 2016**

*Annual Rates by Grade and Step*

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 22,888	\$ 23,653	\$ 24,414	\$ 25,172	\$ 25,933	\$ 26,378	\$ 27,131	\$ 27,890	\$ 27,920	\$ 28,626
2	25,733	26,346	27,198	27,920	28,236	29,068	29,899	30,730	31,561	32,392
3	28,078	29,014	29,950	30,886	31,821	32,757	33,693	34,629	35,565	36,501
4	31,521	32,571	33,622	34,673	35,723	36,774	37,825	38,875	39,926	40,977
5	35,265	36,441	37,616	38,792	39,967	41,142	42,318	43,493	44,669	45,844
6	39,311	40,621	41,931	43,241	44,551	45,862	47,172	48,482	49,792	51,102
7	43,684	45,140	46,597	48,053	49,509	50,965	52,421	53,878	55,334	56,790
8	48,378	49,991	51,603	53,215	54,827	56,439	58,051	59,664	61,276	62,888
9	53,435	55,215	56,996	58,776	60,557	62,338	64,118	65,899	67,679	69,460
10	58,844	60,805	62,767	64,728	66,690	68,651	70,613	72,575	74,536	76,498
11	64,650	66,805	68,960	71,115	73,270	75,425	77,579	79,734	81,889	84,044
12	77,490	80,073	82,656	85,238	87,821	90,404	92,987	95,570	98,153	100,736
13	92,145	95,217	98,289	101,361	104,433	107,505	110,578	113,650	116,722	119,794
14	108,887	112,517	116,146	119,776	123,406	127,036	130,666	134,296	137,926	141,555
15	128,082	132,352	136,622	140,892	145,162	149,432	153,702	157,971	160,300 *	160,300 *

\* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).

**GS-16 = \$123,175**

**GS-18 = \$160,300**

Applicable locations are shown on the 2016 Locality Pay Area Definitions page: <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/locality-pay-area-definitions/>

<b>Salary Table No. 2016-EX</b>	
<b>Rates of Basic Pay for the Executive Schedule (EX)</b>	
<b>Effective January 2016</b>	
<b>Level</b>	<b>Rate</b>
<b>Level I</b>	<b>\$205,700</b>
<b>Level II</b>	<b>\$185,100</b>
<b>Level III</b>	<b>\$170,400</b>
<b>Level IV</b>	<b>\$160,300</b>
<b>Level V</b>	<b>\$150,200</b>

Support Us:

U.S. Code (/uscode/text) › Title 3 (/uscode/text/3) › Chapter 2 (/uscode/text/3/chapter-2) › § 106

## 3 U.S. Code § 106 - Assistance and services for the Vice President

Current through Pub. L. 114-38 (<http://www.gpo.gov/fdsys/pkg/PLAW-114publ38/html/PLAW-114publ38.htm>).  
(See Public Laws for the current Congress (<http://thomas.loc.gov/home/LegislativeData.php?n=PublicLaws>).)

**US Code** (/uscode/text/3/106?qt-us\_code\_temp\_noupdates=0#qt-us\_code\_temp\_noupdates)

**Notes** (/uscode/text/3/106?qt-us\_code\_temp\_noupdates=1#qt-us\_code\_temp\_noupdates)

[prev](#) (/uscode/text/3/105) | [next](#) (/uscode/text/3/107)

(a) In order to enable the Vice President to provide assistance to the President in connection with the performance of functions specially assigned to the Vice President by the President in the discharge of executive duties and responsibilities, the Vice President is authorized—

(1) without regard to any other provision of law regulating the employment or compensation of persons in the Government service, to appoint and fix the pay of not more than—

(A) 5 employees at rates not to exceed the rate of basic pay then currently paid for level II of the Executive Schedule of section 5313 of title 5 (/uscode/text/5/5313); and in addition

(B) 3 employees at rates not to exceed the rate of basic pay then currently paid for level III of the Executive Schedule of section 5314 of title 5 (/uscode/text/5/5314); and in addition

(C) 3 employees at rates not to exceed the maximum rate of basic pay then currently paid for GS-18 of the General Schedule of section 5332 of title 5 (/uscode/text/5/5332); and in addition

(D) such number of other employees as he may determine to be appropriate at rates not to exceed the minimum rate of basic pay then currently paid for GS-16 of the General Schedule of section 5332 of title 5 (/uscode/text/5/5332); and

(2) to procure, as provided in appropriation Acts, temporary or intermittent services of experts and consultants, as described in and in accordance with the first two sentences of section 3109 (b) of title 5 (/uscode/text/5/lit:usc:t:5:s:3109:b), at respective daily rates of pay for individuals which are not more than the daily equivalent of the rate of basic pay then currently paid for level II of the Executive Schedule of section 5313 of title 5 (/uscode/text/5/5313).

Notwithstanding such section 3109(b), temporary services of any expert or consultant described in such section 3109(b) may be procured under paragraph (2) of this subsection for a period in excess of one year if the Vice President determines such procurement is necessary.



Support Us:

(b) In order to carry out the executive duties and responsibilities referred to in subsection (a), there are authorized to be appropriated each fiscal year to the Vice President such sums as may be necessary for—

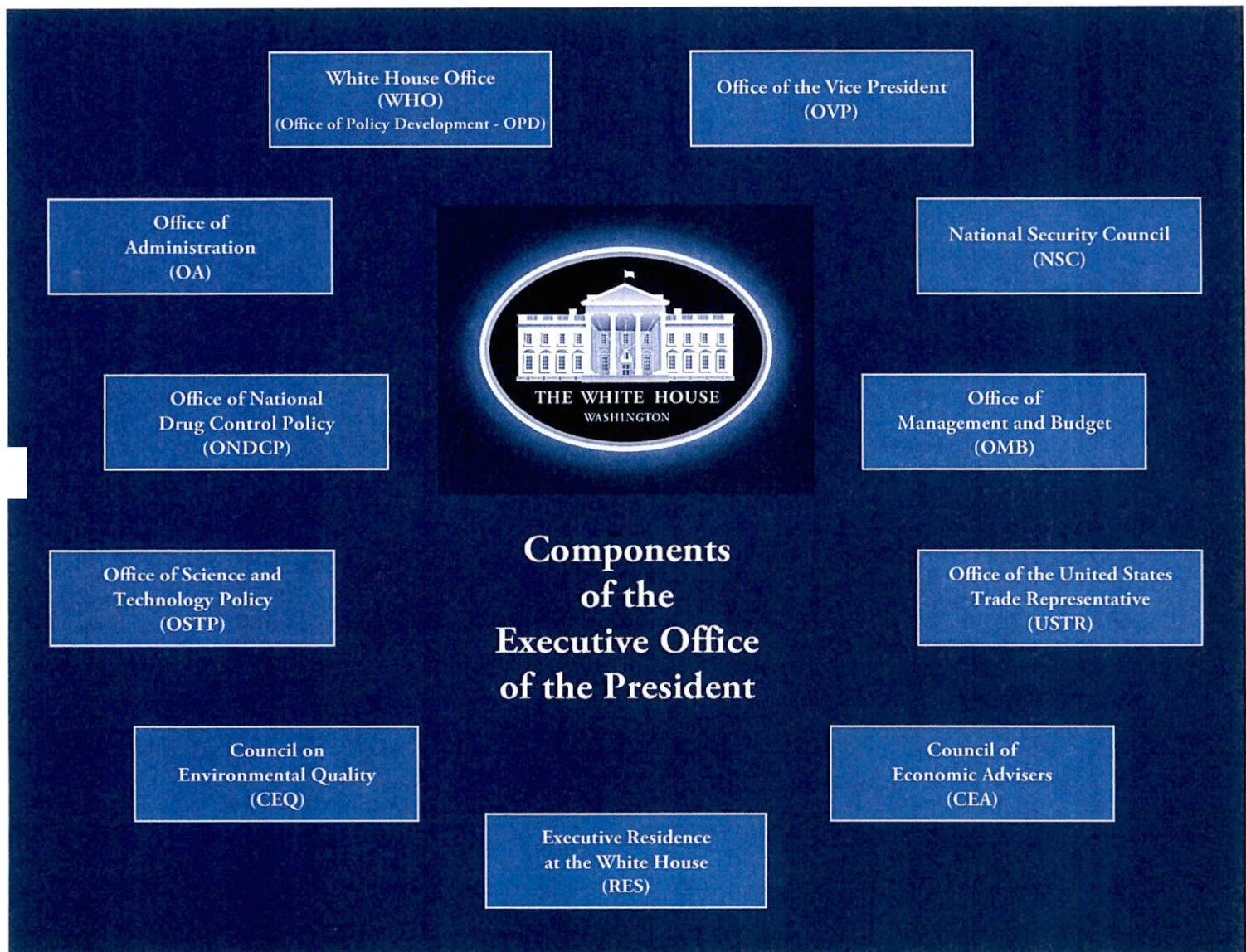
- (1) the official expenses of the Office of the Vice President;
- (2) the official entertainment expenses of the Vice President; and
- (3) the subsistence expenses of persons in the Government service while traveling on official business in connection with the travel of the Vice President.

Sums appropriated under this subsection for expenses described in paragraphs (2) and (3) may be expended as the Vice President may determine, notwithstanding the provisions of any other law. Such sums shall be accounted for solely on the certificate of the Vice President, except that, with respect to such expenses, the Comptroller General may inspect all necessary books, documents, papers, and records relating to any such expenditures solely for the purpose of verifying that all such expenditures related to expenses in paragraph (2) or (3). The Comptroller General shall certify to Congress the fact of such verification, and shall report any such expenses not expended for such purpose.

(c) Assistance and services authorized pursuant to this section to the Vice President are authorized to be provided to the spouse of the Vice President in connection with assistance provided by such spouse to the Vice President in the discharge of the Vice President's executive duties and responsibilities. If the Vice President does not have a spouse, such assistance and services may be provided for such purposes to a member of the Vice President's family whom the Vice President designates.

(June 25, 1948, ch. 644, 62 Stat. 678 (<http://uscode.house.gov/statviewer.htm?volume=62&page=678>); Oct. 15, 1949, ch. 695, § 2(b), 63 Stat. 880 (<http://uscode.house.gov/statviewer.htm?volume=63&page=880>); Pub. L. 95-570 ([http://thomas.loc.gov/cgi-bin/bdquery/L?d095::list/bd/d095pl.lst:570\(Public\\_Laws\)](http://thomas.loc.gov/cgi-bin/bdquery/L?d095::list/bd/d095pl.lst:570(Public_Laws)))), § 1(a), Nov. 2, 1978, 92 Stat. 2446 (<http://uscode.house.gov/statviewer.htm?volume=92&page=2446>).)

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## **NEW EMPLOYEE FORMS PACKAGE**

### **1. Application Form – OA Form 30**

This form is used by the Office of Administration (OA)/White House Liaison Division (WHLN) to initiate the hiring process for prospective employees. The prospective employee completes the top portion and the SSN line in the bottom section. The middle and bottom sections must be completed by an authorized Transition Team Official.

### **2. Supplemental Application Form – OA Form 31**

This form is used by the OA/Personnel Security Operations (PSO) to initiate security background checks, clearances, and verify pass type requested. The prospective employee completes the top portion of the form and the bottom grey portion must be completed by an authorized Transition Team Official.

### **3. Drug Testing Acknowledgement Form – OA Form 32**

This form confirms that the prospective employee is aware that an applicant drug test is required for appointment to the Executive Office of the President (EOP) and that he/she will be subject to random drug testing. It further acknowledges that a verified positive test result will lead to immediate removal. The prospective employee must complete and sign the form.

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THE WHITE HOUSE OFFICE  
**APPLICATION FORM**

*To be completed by candidate*

FULL LEGAL NAME (LAST, FIRST, MIDDLE) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

LOCAL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PERSONAL PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

SALARY (CURRENT) \_\_\_\_\_ SALARY (PRIOR TO CURRENT POSITION) \_\_\_\_\_

ARE YOU TRANSFERRING FROM ANOTHER AGENCY? ☐ YES ☐ NO DID YOU HAVE PRIOR FEDERAL EMPLOYMENT? ☐ YES ☐ NO

IF YES, PLEASE SPECIFY WHICH AGENCY \_\_\_\_\_ DATE OF SERVICE \_\_\_\_\_

*To be completed by hiring department*

HIRING DEPARTMENT \_\_\_\_\_ REPORTING TO \_\_\_\_\_

OFFICE LOCATION \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

POSITION TITLE \_\_\_\_\_

PROPOSED DATE OF EMPLOYMENT \_\_\_\_\_ ENDING DATE (IF APPLICABLE) \_\_\_\_\_

SALARY \_\_\_\_\_ REQUESTED BY (DEPARTMENT HEAD) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF DEPARTMENT HEAD DATE

\_\_\_\_\_  
PRINT NAME

*To be completed by White House Personnel*

SSN (WH PERSONNEL ONLY) \_\_\_\_\_ WHP APPROVING OFFICIAL \_\_\_\_\_

WORK SCHEDULE (CHECK ONE) ☐ FULL-TIME ☐ PART-TIME ☐ INTERMITTENT ☐ VOLUNTEER

PAYMENT PLAN ☐ AD ☐ GS PRESIDENTIAL COMMISSION ☐ YES ☐ NO

\_\_\_\_\_  
SIGNATURE OF OFFICE OF MANAGEMENT AND ADMINISTRATION DATE

\_\_\_\_\_  
PRINT NAME

***Please attach copy of prospective employee's resume.***



THE WHITE HOUSE OFFICE

SUPPLEMENTAL APPLICATION FORM

To be completed by all persons seeking employment

FULL LEGAL NAME (FIRST, MIDDLE, LAST) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH (CITY, STATE) \_\_\_\_\_

LOCAL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PERSONAL PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

CURRENT OR MOST RECENT PLACE OF EMPLOYMENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PRIOR EOP SERVICE ☐ YES ☐ NO COMPONENT \_\_\_\_\_ DATES OF EMPLOYMENT \_\_\_\_\_

DO YOU CURRENTLY HOLD A SECURITY CLEARANCE ☐ YES ☐ NO

HAVE YOU EVER BEEN FIRED FROM ANY JOB FOR ANY REASON, QUIT AFTER BEING TOLD YOU WOULD BE FIRED, OR LEFT BY MUTUAL AGREEMENT BECAUSE OF SPECIFIC PROBLEMS ☐ YES ☐ NO (IF YES, PLEASE EXPLAIN ON THE BACK OF THIS FORM)

ARE YOU NOW UNDER ANY CHARGE, OR HAVE YOU EVER BEEN CONVICTED OF, OR FORFEITED COLLATERAL FOR ANY VIOLATION OF LAW ☐ YES ☐ NO (IF YES, PLEASE EXPLAIN ON THE BACK OF THIS FORM)

TO BE COMPLETED BY ALL CANDIDATES FOR EMPLOYMENT AND OTHER GOVERNMENT EMPLOYEES

I acknowledge that the information provided herein is true and correct to the best of my knowledge and further acknowledge that this information may be used to initiate a preliminary background investigation to check suitability for employment to the White House and the Executive Office of the President.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TO BE COMPLETED BY VOLUNTEERS ONLY

I acknowledge that the personnel data is correct and I am volunteering my services without compensation or promise of such.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TO BE COMPLETED BY REQUESTING OFFICIAL

HIRING COMPONENT/DEPARTMENT/OFFICE \_\_\_\_\_ POSITION TITLE \_\_\_\_\_

REPORTING TO \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_

PERSONNEL STATUS:

☐ EOP EMPLOYEE

☐ WH FELLOWS CANDIDATE

☐ INTERN

☐ OTHER GOVERNMENT EMPLOYEE

☐ WH FELLOWS STAFF (OPM EMPLOYEE)

☐ VOLUNTEER

☐ CONTRACTOR

FOR WH PHOTO OFFICE ONLY: IS OGE EMPLOYED BY WASHINGTON HEADQUARTERS SERVICES? ☐ YES ☐ NO

SECURITY CLEARANCE

DOES THIS POSITION REQUIRE ACCESS TO NATIONAL SECURITY INFORMATION? ☐ YES ☐ NO

IF YES, AT WHICH LEVEL? ☐ TOP SECRET ☐ SECRET ☐ CONFIDENTIAL

DOES THIS POSITION REQUIRE ACCESS TO A SPECIAL ACCESS PROGRAM (SCI)? ☐ YES ☐ NO

EFFECTIVE DATE \_\_\_\_\_ ENDING DATE (IF APPLICABLE) \_\_\_\_\_

SIGNATURE OF REQUESTING OFFICIAL \_\_\_\_\_

TO BE COMPLETED BY WH PERSONNEL

SSN (WH PERSONNEL ONLY) \_\_\_\_\_ WHP APPROVING OFFICIAL \_\_\_\_\_

TYPE OF PASS REQUESTED:

☐ BLUE ☐ BLUE (R) ☐ GREEN OTHER \_\_\_\_\_

WAVES CAPABILITY: ☐ WH ☐ EEOB ☐ NEOB ☐ NONE

APPROVING OFFICIAL \_\_\_\_\_



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THE WHITE HOUSE

## DRUG TESTING ACKNOWLEDGEMENT FORM

I, hereby acknowledge that my appointment as an associate in the Executive Office of the President (EOP) is subject to the applicant drug-testing requirement as set forth in the EOP Drug-Free Workplace Plan. I acknowledge I will be subject to random drug testing throughout my time as an associate. Should it be determined, under the requirements of the Plan, that I have a verified positive test result for any of the prohibited drugs, I understand that my appointment will be terminated. I also understand that if I fail to present myself for a random drug test or if I fail to complete a random drug test, that my appointment will be terminated.

---

Hiring Department

---

Applicant Telephone Number(s)

---

Print Name

---

Date

---

Signature

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WHITE HOUSE OFFICE  
OTHER GOVERNMENT EMPLOYEES

TO: OFFICE OF MANAGEMENT AND ADMINISTRATION		FROM: (Requesting official's name and department or office)	
THIS IS TO REQUEST THAT THE FOLLOWING INDIVIDUAL PERFORM DUTIES IN THE WHITE HOUSE OFFICE			
NAME: Last		First Middle Initial	
BIRTHDATE (MM/DD/YY):		TYPE OF APPOINTMENT IN EMPLOYING AGENCY (Schedule C, NC-SES, PA, Career, etc.):	
GRADE/STEP:		SALARY:	
		DATE OF APPOINTMENT IN EMPLOYING AGENCY (MM/DD/YY):	
HOME AGENCY:		EMAIL ADDRESS:	
SPECIAL INSTRUCTIONS/NOTES:			
TYPE: <input type="checkbox"/> DETAILEE <input type="checkbox"/> ASSIGNEE <input type="checkbox"/> PRESIDENTIAL MANAGEMENT FELLOW <input type="checkbox"/> HISTORICALLY PROVIDED SERVICE <input type="checkbox"/> WHITE HOUSE FELLOW <input type="checkbox"/> AGENCY REPRESENTATIVE <input type="checkbox"/> STUDENT VOLUNTEER <input type="checkbox"/> OTHER _____			
TO BE COMPLETED BY HIRING DEPARTMENT		TO BE COMPLETED BY WHITE HOUSE PERSONNEL	
POSITION TITLE (At the EOP Complex):		BEGINNING DATE (MM/DD/YYYY):	
APPROVING OFFICIAL IN HOME AGENCY (Name, Phone Number and Email):		ENDING DATE (MM/DD/YYYY):	
ASSIGNMENT LOCATION *REQUIRED* (Building and Room Number):		TYPE OF DETAIL (If applicable): <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> Reimbursable IF REIMBURSABLE, OCFO CERTIFICATION OF FUNDS AVAILABILITY:	
WHO CONTACT PERSON (Name and Phone):		SOCIAL SECURITY NUMBER (To be completed by White House Personnel Only):	
SIGNATURE OF WHO APPROVING OFFICIAL:		WH PERSONNEL APPROVING OFFICIAL:	
DATE:		OFFICE OF MANAGEMENT AND ADMINISTRATION APPROVAL:	
		DATE:	

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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
009a. Memorandum	Memorandum for Vice President-Elect Pence from Staff of Vice President Biden re: Current "Historically Provided Staff" in the Office of the Vice President (3 pages)	12/14/2016	P3/(b)(3), P5
	<b>Statutory Closure(s) Per:</b> 10 USC 130b		

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### COLLECTION:

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### FOLDER TITLE:

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### RESTRICTION CODES

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

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P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
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P6 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. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### 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 concerning wells [(b)(9) of the FOIA]

# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
009b. Paper	Military Aides to the Vice President [redaction of cell phone numbers] (1 page)	12/6/2016	P6/(b)(6)

**This marker identifies the original location of the withdrawn item listed above.  
For a complete list of items withdrawn from this folder, see the  
Withdrawal/Redaction Sheet at the front of the folder.**

---

**COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

---

**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

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

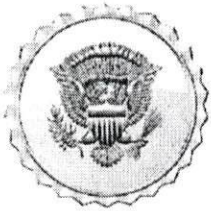
P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 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. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

**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]  
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(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 concerning wells [(b)(9) of the FOIA]



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### Military Aides to the Vice President

Current as of December 6, 2016



LCDR Brett Elko, USN  
Email: brett.elko@whmo.mil  
Cell: P6 / (b)(6)



MAJ Saibatu Mansaray, USA  
Email: saibatu.mansaray@whmo.mil  
Cell: P6 / (b)(6)



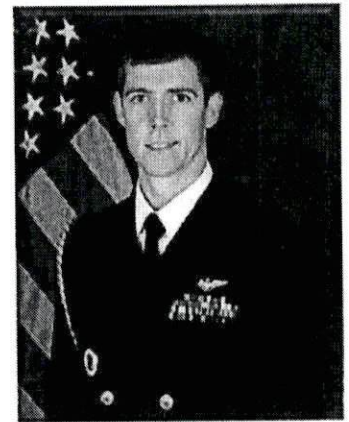
Maj Jennifer Kukla, USMC  
Email: jennifer.kukla@whmo.mil  
Cell: P6 / (b)(6)



LCDR Clay McKinney, USCG  
Email: clay.mckinney@whmo.mil  
Cell: P6 / (b)(6)



Maj Jonathan Baize, USAF  
Email: jonathan.baize@whmo.mil  
Cell: P6 / (b)(6)



LCDR Michael Donovan, USN  
Email: michael.donovan2@whmo.mil  
Cell: P6 / (b)(6)

THE INFORMATION CONTAINED HEREIN IS FOR THE USE OF AUTHORIZED REPRESENTATIVES OF THE PRESIDENT-ELECT'S TRANSITION TEAM ONLY. SUBSEQUENT DISCLOSURE OF THIS INFORMATION TO ANY UNAUTHORIZED INDIVIDUAL, INCLUDING UNAUTHORIZED MEMBERS OF THE PRESIDENT-ELECT'S TRANSITION TEAM, IS STRICTLY PROHIBITED.

# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
009c. Paper	Naval Enlisted Aides to the Vice President (1 page)	n.d.	P3/(b)(3)

Statutory Closure(s) Per:  
10 USC 130b

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For a complete list of items withdrawn from this folder, see the  
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Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### FOLDER TITLE:

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### RESTRICTION CODES

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 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. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### 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]  
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(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 concerning wells [(b)(9) of the FOIA]

# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
010. Agenda	Briefing for the Vice President-Elect's Team [includes handwritten annotations] (2 pages)	12/8/2016	P5

**This marker identifies the original location of the withdrawn item listed above.  
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Withdrawal/Redaction Sheet at the front of the folder.**

### **COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### **FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### **RESTRICTION CODES**

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
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P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
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C. Closed in accordance with restrictions contained in donor's deed of gift.  
PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

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

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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
011. Memorandum	Memorandum for Vice President-Elect Pence & Mrs. Pence from Residence Staff of Vice President Biden and Dr. Biden re: Residence of the Vice President Transition Memo (10 pages)	12/1/2016	P3/(b)(3), P5, P6/(b)(6), (b)(7)(c), (b)(7)(e), (b)(7)(f)

**Statutory Closure(s) Per:**

10 USC 130b

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**COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

**RESTRICTION CODES**

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

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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
012. Memorandum	Memorandum for Vice President-Elect Pence from Staff of Vice President Biden re: Example Salaries and Positions in the Office of the Vice President (2 pages)	12/7/2016	P5

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### COLLECTION:

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Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### FOLDER TITLE:

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### RESTRICTION CODES

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

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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
013. Agenda	Briefing for the Vice President-Elect's Team (2 pages)	12/8/2016	P5

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Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### **FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### **RESTRICTION CODES**

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

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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
014. Diagram	[Eisenhower Executive Office Building] (2 pages)	n.d.	(b)(7)(e)

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Marylee Keller Files  
OA/Box Number: 10027

### FOLDER TITLE:

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### RESTRICTION CODES

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

P1 National Security Classified Information [(a)(1) of the PRA]  
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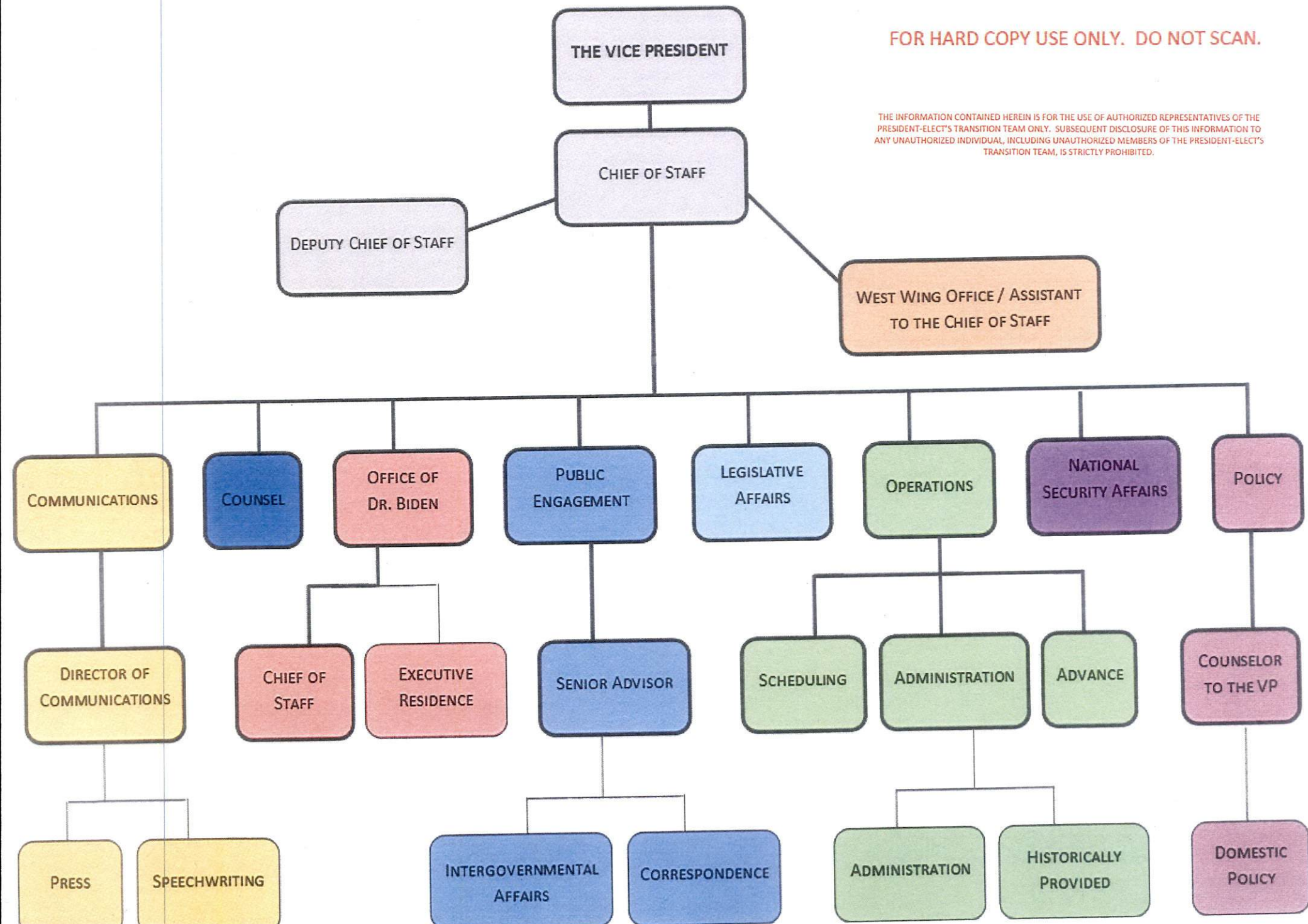
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# OFFICE OF THE VICE PRESIDENT

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# EXECUTIVE OFFICE OF THE PRESIDENT

## 2016 PAY PERIODS

January													
* S M T W T F S						1	2						
Z	3	4	5	6	7	8	9	8					
A	10	11	12	13	14	15	16	9					
B	17	18	19	20	21	22	23						
	24	25	26	27	28	29	30	10					
	31												
February													
* S M T W T F S													
B		1	2	3	4	5	6	10					
C	7	8	9	10	11	12	13	11					
	14	15	16	17	18	19	20						
D	21	22	23	24	25	26	27	12					
	28	29											
March													
* S M T W T F S													
D			1	2	3	4	5	12					
E	6	7	8	9	10	11	12	13					
	13	14	15	16	17	18	19						
F	20	21	22	23	24	25	26	14					
	27	28	29	30	31								
April													
* S M T W T F S													
F						1	2	14					
G	3	4	5	6	7	8	9	15					
	10	11	12	13	14	15	16						
H	17	18	19	20	21	22	23	16					
	24	25	26	27	28	29	30						
May													
* S M T W T F S													
I	1	2	3	4	5	6	7	17					
	8	9	10	11	12	13	14						
J	15	16	17	18	19	20	21	18					
	22	23	24	25	26	27	28						
K	29	30	31					19					
June													
* S M T W T F S													
K				1	2	3	4	19					
	5	6	7	8	9	10	11						
L	12	13	14	15	16	17	18	20					
	19	20	21	22	23	24	25						
M	26	27	28	29	30			21					
July													
* S M T W T F S													
M						1	2	21					
	3	4	5	6	7	8	9						
N	10	11	12	13	14	15	16	22					
	17	18	19	20	21	22	23						
O	24	25	26	27	28	29	30	23					
	31												
August													
* S M T W T F S													
O		1	2	3	4	5	6	23					
P	7	8	9	10	11	12	13	24					
	14	15	16	17	18	19	20						
Q	21	22	23	24	25	26	27	25					
	28	29	30	31									
September													
* S M T W T F S													
Q					1	2	3	25					
R	4	5	6	7	8	9	10	26					
	11	12	13	14	15	16	17						
S	18	19	20	21	22	23	24	1					
	25	26	27	28	29	30							
October													
* S M T W T F S													
S							1	1					
T	2	3	4	5	6	7	8	2					
	9	10	11	12	13	14	15						
U	16	17	18	19	20	21	22	3					
	23	24	25	26	27	28	29						
	30	31						4					
November													
* S M T W T F S													
V			1	2	3	4	5	4					
	6	7	8	9	10	11	12						
W	13	14	15	16	17	18	19	5					
	20	21	22	23	24	25	26						
X	27	28	29	30				6					
December													
* S M T W T F S													
X				1	2	3		6					
	4	5	6	7	8	9	10						
Y	11	12	13	14	15	16	17	7					
	18	19	20	21	22	23	24						
Z	25	26	27	28	29	30	31	8					
January 2017													
* S M T W T F S													
Z	1	2	3	4	5	6	7	8					
A	8	9	10	11	12	13	14	9					
	15	16	17	18	19	20	21						
B	22	23	24	25	26	27	28	10					
	29	30	31										

<b>KEY</b>	* Pay Period Alpha Code
1	Pay Period Begins
1	Pay Period Ends
1	Pay Day
1	Holiday
1	Fiscal Year Pay Period Number

2016 Pay Year Ends 12/24/2016  
2016 Leave Year Ends 01/07/2017



and Minority Policy Committees, \$4,690 for each Chairman; in all, \$174,840.

REPRESENTATION ALLOWANCES FOR THE MAJORITY AND MINORITY  
LEADERS

For representation allowances of the Majority and Minority Leaders of the Senate, \$14,070 for each such Leader; in all, \$28,140.

SALARIES, OFFICERS AND EMPLOYEES

For compensation of officers, employees, and others as authorized by law, including agency contributions, \$179,185,311, which shall be paid from this appropriation without regard to the following limitations:

OFFICE OF THE VICE PRESIDENT

For the Office of the Vice President, \$2,417,248.

OFFICE OF THE PRESIDENT PRO TEMPORE

For the Office of the President Pro Tempore, \$723,466.

OFFICES OF THE MAJORITY AND MINORITY LEADERS

For Offices of the Majority and Minority Leaders, \$5,255,576.

OFFICES OF THE MAJORITY AND MINORITY WHIPS

For Offices of the Majority and Minority Whips, \$3,359,424.

COMMITTEE ON APPROPRIATIONS

For salaries of the Committee on Appropriations, \$15,142,000.

CONFERENCE COMMITTEES

For the Conference of the Majority and the Conference of the Minority, at rates of compensation to be fixed by the Chairman of each such committee, \$1,658,000 for each such committee; in all, \$3,316,000.

OFFICES OF THE SECRETARIES OF THE CONFERENCE OF THE MAJORITY  
AND THE CONFERENCE OF THE MINORITY

For Offices of the Secretaries of the Conference of the Majority and the Conference of the Minority, \$817,402.

POLICY COMMITTEES

For salaries of the Majority Policy Committee and the Minority Policy Committee, \$1,692,905 for each such committee; in all, \$3,385,810.

OFFICE OF THE CHAPLAIN

For Office of the Chaplain, \$436,886.

## SPECIAL ASSISTANCE TO THE PRESIDENT

## SALARIES AND EXPENSES

For necessary expenses to enable the Vice President to provide assistance to the President in connection with specially assigned functions; services as authorized by 5 U.S.C. 3109 and 3 U.S.C. 106, including subsistence expenses as authorized by 3 U.S.C. 106, which shall be expended and accounted for as provided in that section; and hire of passenger motor vehicles, \$4,228,000.

## OFFICIAL RESIDENCE OF THE VICE PRESIDENT

## OPERATING EXPENSES

## (INCLUDING TRANSFER OF FUNDS)

For the care, operation, refurbishing, improvement, and to the extent not otherwise provided for, heating and lighting, including electric power and fixtures, of the official residence of the Vice President; the hire of passenger motor vehicles; and not to exceed \$90,000 pursuant to 3 U.S.C. 106(b)(2), \$299,000: *Provided*, That advances, repayments, or transfers from this appropriation may be made to any department or agency for expenses of carrying out such activities.

ADMINISTRATIVE PROVISIONS—EXECUTIVE OFFICE OF THE  
PRESIDENT AND FUNDS APPROPRIATED TO THE PRESIDENT

## (INCLUDING TRANSFER OF FUNDS)

SEC. 201. From funds made available in this Act under the headings "The White House", "Executive Residence at the White House", "White House Repair and Restoration", "Council of Economic Advisers", "National Security Council and Homeland Security Council", "Office of Administration", "Special Assistance to the President", and "Official Residence of the Vice President", the Director of the Office of Management and Budget (or such other officer as the President may designate in writing), may, with advance approval of the Committees on Appropriations of the House of Representatives and the Senate, transfer not to exceed 10 percent of any such appropriation to any other such appropriation, to be merged with and available for the same time and for the same purposes as the appropriation to which transferred: *Provided*, That the amount of an appropriation shall not be increased by more than 50 percent by such transfers: *Provided further*, That no amount shall be transferred from "Special Assistance to the President" or "Official Residence of the Vice President" without the approval of the Vice President.

SEC. 202. Within 90 days after the date of enactment of this section, the Director of the Office of Management and Budget shall submit a report to the Committees on Appropriations of the House of Representatives and the Senate on the costs of implementing the Dodd-Frank Wall Street Reform and Consumer Protection Act (Public Law 111-203). Such report shall include—

(1) the estimated mandatory and discretionary obligations of funds through fiscal year 2018, by Federal agency and by fiscal year, including—

(2) in subparagraph (A), as so redesignated, by striking “An” and inserting “IN GENERAL.—An”;

(3) in subparagraph (B), as so redesignated, by striking “With” and inserting “APPLICATION TO TRAINING PROGRAMS.—With”;

(4) in subparagraph (C), as so redesignated, by striking “In” and inserting “RESPONSIBILITY OF LABOR SECRETARY.—In”; and

(5) by adding at the end the following new subparagraphs:

“(D) COMPUTATION OF PAY.—In the event of an injury to such an intermittent disaster response appointee, the position of the employee shall be deemed to be ‘one which would have afforded employment for substantially a whole year’, for purposes of section 8114(d)(2) of such title.

“(E) CONTINUATION OF PAY.—The weekly pay of such an employee shall be deemed to be the hourly pay in effect on the date of the injury multiplied by 40, for purposes of computing benefits under section 8118 of such title.”.

(RESCISSION)

SEC. 528. Of the funds made available for fiscal year 2016 under section 3403 of Public Law 111-148, \$15,000,000 are rescinded.

SEC. 529. Amounts deposited or available in the Child Enrollment Contingency Fund from appropriations to the Fund under section 2104(n)(2)(A)(i) of the Social Security Act and the income derived from investment of those funds pursuant to 2104(n)(2)(C) of that Act, shall not be available for obligation in this fiscal year.

(RESCISSION)

SEC. 530. Of any available amounts appropriated under section 108 of Public Law 111-3, as amended, \$4,678,500,000 are hereby rescinded.

This division may be cited as the “Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2016”.

Legislative  
Branch  
Appropriations  
Act, 2016.  
2 USC 60a note.

**DIVISION I—LEGISLATIVE BRANCH APPROPRIATIONS  
ACT, 2016**

**TITLE I**

**LEGISLATIVE BRANCH**

**SENATE**

**EXPENSE ALLOWANCES**

For expense allowances of the Vice President, \$18,760; the President Pro Tempore of the Senate, \$37,520; Majority Leader of the Senate, \$39,920; Minority Leader of the Senate, \$39,920; Majority Whip of the Senate, \$9,980; Minority Whip of the Senate, \$9,980; Chairmen of the Majority and Minority Conference Committees, \$4,690 for each Chairman; and Chairmen of the Majority



**Executive Office of the President  
Special Assistance to the President**

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**Object Class  
(\$ in thousands)**

Object Class and Title		FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate	FY16/FY17 Difference
10	Personnel Compensation & Benefits.....	2,921	3,199	3,281	82
21	Travel & Transportation of Persons.....	875	690	632	(58)
22	Transportation of Things.....	1	1	1	0
23.3	Comm., Utilities & Misc. Charges.....	81	3	3	0
24	Printing and Reproduction.....	6	10	6	(4)
25	Other Contractual Services.....	132	236	228	(8)
26	Supplies and Materials.....	28	41	52	11
31	Equipment.....	20	48	25	(23)
	Total.....	<u>4,064</u>	<u>4,228</u>	<u>4,228</u>	<u>0</u>
99	Reimbursement.....	178	900	900	
	Total.....	<u>4,242</u>	<u>5,128</u>	<u>5,128</u>	

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**Personnel Summary**

	FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate	FY16/FY17 Difference
Full-Time Equivalent Level.....	22	24	24	0

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**Executive Office of the President**  
**Official Residence of the Vice President**

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**Object Class**  
**(\$ in thousands)**

Object Class and Title		FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate	FY16/FY17 Difference
10	Personnel Compensation & Benefits.....	74	106	107	1
21	Travel & Transportation of Persons.....	10	8	8	0
22	Transportation of Things.....	0	1	1	0
23.3	Comm., Utilities & Misc. Charges.....	14	2	2	0
24	Printing and Reproduction.....	1	1	1	0
25	Other Contractual Services.....	6	17	17	0
26	Supplies and Materials.....	10	64	63	(1)
26	Official Entertainment.....	76	90	90	0
31	Equipment.....	11	10	10	0
	Total.....	<u>202</u>	<u>299</u>	<u>299</u>	<u>0</u>
	Total.....	<u>202</u>	<u>299</u>	<u>299</u>	

**Personnel Summary**

	FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate	FY16/FY17 Difference
Full-Time Equivalent Level.....	1	1	1	0

**3 USC 106: Assistance and services for the Vice President**

Text contains those laws in effect on December 6, 2016

**From Title 3-THE PRESIDENT****CHAPTER 2-OFFICE AND COMPENSATION OF PRESIDENT****Jump To:**[Source Credit](#)[Amendments](#)[Effective Date](#)[Miscellaneous](#)[Executive Documents](#)**§106. Assistance and services for the Vice President**

(a) In order to enable the Vice President to provide assistance to the President in connection with the performance of functions specially assigned to the Vice President by the President in the discharge of executive duties and responsibilities, the Vice President is authorized-

(1) without regard to any other provision of law regulating the employment or compensation of persons in the Government service, to appoint and fix the pay of not more than-

(A) 5 employees at rates not to exceed the rate of basic pay then currently paid for level II of the Executive Schedule of section 5313 of title 5; and in addition

(B) 3 employees at rates not to exceed the rate of basic pay then currently paid for level III of the Executive Schedule of section 5314 of title 5; and in addition

(C) 3 employees at rates not to exceed the maximum rate of basic pay then currently paid for GS-18 of the General Schedule of section 5332 of title 5; and in addition

(D) such number of other employees as he may determine to be appropriate at rates not to exceed the minimum rate of basic pay then currently paid for GS-16 of the General Schedule of section 5332 of title 5; and

(2) to procure, as provided in appropriation Acts, temporary or intermittent services of experts and consultants, as described in and in accordance with the first two sentences of section 3109(b) of title 5, at respective daily rates of pay for individuals which are not more than the daily equivalent of the rate of basic pay then currently paid for level II of the Executive Schedule of section 5313 of title 5.

Notwithstanding such section 3109(b), temporary services of any expert or consultant described in such section 3109(b) may be procured under paragraph (2) of this subsection for a period in excess of one year if the Vice President determines such procurement is necessary.

(b) In order to carry out the executive duties and responsibilities referred to in subsection (a), there are authorized to be appropriated each fiscal year to the Vice President such sums as may be necessary for-

(1) the official expenses of the Office of the Vice President;

(2) the official entertainment expenses of the Vice President; and

(3) the subsistence expenses of persons in the Government service while traveling on official business in connection with the travel of the Vice President.

Sums appropriated under this subsection for expenses described in paragraphs (2) and (3) may be expended as the Vice President may determine, notwithstanding the provisions of any other law. Such sums shall be accounted for solely on the certificate of the Vice President, except that, with respect to such expenses, the Comptroller General may inspect all necessary books, documents, papers, and records relating to any such expenditures solely for the purpose of verifying that all such expenditures related to expenses in paragraph (2) or (3). The Comptroller General shall certify to Congress the fact of such verification, and shall report any such expenses not expended for such purpose.

(c) Assistance and services authorized pursuant to this section to the Vice President are authorized to be provided to the spouse of the Vice President in connection with assistance provided by such spouse to the Vice President in the discharge of the Vice President's executive duties and responsibilities. If the Vice President does not have a spouse, such assistance and services may be provided for such purposes to a member of the Vice President's family whom the Vice President designates.

(June 25, 1948, ch. 644, 62 Stat. 678 ; Oct. 15, 1949, ch. 695, §2(b), 63 Stat. 880 ; Pub. L. 95-570, §1(a), Nov. 2, 1978, 92 Stat. 2446 .)



## AMENDMENTS

**1978**-Pub. L. 95-570 inserted provisions relating to appointment and determination of pay by the Vice President of employees and procurement by the Vice President of temporary or intermittent services of experts and consultants to enable the Vice President to provide assistance to the President; appropriation of sums for the official expenses of the Office of the Vice President, the official entertainment expenses of the Vice President, and subsistence expenses of Government personnel while traveling on official business in connection with the travel of the Vice President; accounting of sums by the Vice President; inspection, certification and report to Congress by the Comptroller General concerning expenditures; and allotment of assistance and services to the spouse of the Vice President or to a member of the Vice President's family; struck out provisions which authorized the President to appoint and fix compensation of not to exceed six administrative assistants and directed that each assistant perform such duties as the President prescribed.

**1949**-Act Oct. 15, 1949, struck out salary provisions. See section 105 of this title.

### EFFECTIVE DATE OF 1978 AMENDMENT

Amendment by Pub. L. 95-570 applicable to any fiscal year beginning on or after Oct. 1, 1978, see section 6(a) of Pub. L. 95-570, set out as a note under section 102 of this title.

### EFFECTIVE DATE OF 1949 AMENDMENT

Amendment by act Oct. 15, 1949, effective on first day of first pay period after Oct. 15, 1949, see section 9 of that act, set out as a note under section 273 of Title 2, The Congress.

### REFERENCES IN OTHER LAWS TO GS-16, 17, OR 18 PAY RATES

References in laws to the rates of pay for GS-16, 17, or 18, or to maximum rates of pay under the General Schedule, to be considered references to rates payable under specified sections of Title 5, Government Organization and Employees, see section 529 [title I, §101(c) (1)] of Pub. L. 101-509, set out in a note under section 5376 of Title 5.

### FORMER PRESIDENT'S OFFICE STAFF

See note under section 102 of this title.

## EX. ORD. NO. 11456. SPECIAL ASSISTANT TO THE PRESIDENT FOR LIAISON WITH FORMER PRESIDENTS

Ex. Ord. No. 11456, Feb. 14, 1969, 34 F.R. 2301, provided:

By virtue of the authority vested in me as President of the United States, it is hereby ordered as follows:

Section 1. There shall be in the White House Office a Special Assistant to the President for Liaison with Former Presidents (referred to hereinafter as the Special Assistant).

Sec. 2. (a) On behalf of the President, the Special Assistant shall maintain channels of communication between the President and each former living President of the United States, to the end that (1) each such former President shall be kept abreast of such developments as the President may desire; and (2) the President may avail himself of the counsel and advice of any or all of such former Presidents with respect to major matters, particularly of a national security nature, currently confronting the President.

(b) The Special Assistant shall also-

(1) Keep each former President currently informed of the major aspects of such principal international and domestic problems as the President directs;

(2) Arrange to secure from such former Presidents, or any of them, and convey to the President, their views on such issues as the President may designate; and

(3) Arrange to secure and convey to the President such views as any of the former Presidents may wish to communicate to the President on any issue of current interest or concern.

Sec. 3. (a) The Secretary of State, the Secretary of Defense, the Director of the Central

Intelligence Agency, and the Executive Secretary of the National Security Council shall each designate a member of his staff as a point of contact for the Special Assistant. The Special Assistant may call upon such designated staff members to supply information and render such other appropriate assistance as he may require in carrying out his duties under section 2 of this Order.

(b) Upon request of the Special Assistant, the head of any department or agency of the Federal Government shall designate a member of his staff as a point of contact to supply information and assistance for the Special Assistant in the performance of his duties in the same manner as provided in subsection (a) for staff members designated pursuant to that subsection.

Sec. 4. The Special Assistant shall be appointed by the President and shall serve at the pleasure of the President. He shall receive compensation at such rate as the President, consonant with law, may prescribe.

Sec. 5. (a) The Special Assistant shall have such staff and other assistance as may be necessary to carry out his duties under this Order.

(b) The Special Assistant shall be provided with such office space as may be necessary to carry out his duties under this Order, and shall also be provided with such office space, and maintenance thereof, as may be necessary for the use of former Presidents at the seat of Government when they are engaged in any effort of interest or concern to the President.

Sec. 6. (a) The compensation and expenses of the Special Assistant and members of his staff shall be paid from the appropriation under the heading "Special" in the Executive Office Appropriation Act, 1969, or any corresponding appropriation which may be made for subsequent fiscal years, or from such other appropriated funds as may be available under law.

(b) The General Services Administration shall provide, on a reimbursable basis, such administrative services and facilities for the Special Assistant as the White House Office may request.

RICHARD NIXON.



# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
015a. Memorandum	Memorandum to Incoming Staff from Outgoing Office of the Vice President re: Chief of Staff Transition Memo (2 pages)	11/1/2016	P5

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Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or  
financial information [(a)(4) of the PRA]  
P5 Release would disclose confidential advise between the President  
and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 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. Personal record misfile defined in accordance with 44 U.S.C.  
2201(3).

**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  
concerning wells [(b)(9) of the FOIA]



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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
015b. Memorandum	Memorandum to Incoming Staff from Outgoing OVP Communications Office re: Communications Office Transition Memo (6 pages)	11/1/2016	P5

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### **RESTRICTION CODES**

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

P1 National Security Classified Information [(a)(1) of the PRA]  
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P5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 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. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### **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)(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
015c. Memorandum	Memorandum to Incoming Staff from Outgoing OVP Counsel's Office re: Counsel's Office Transition Memo (4 pages)	11/1/2016	P5

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
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C. Closed in accordance with restrictions contained in donor's deed of gift.  
PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

**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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## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
015d. Memorandum	Memorandum to Incoming Staff from Outgoing OVP Department of Research re: Department of Research Transition Memo (2 pages)	11/1/2016	P5

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

P1 National Security Classified Information [(a)(1) of the PRA]  
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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
015e. Memorandum	Memorandum to Incoming Staff from Outgoing OVP Legislative Affairs re: Legislative Affairs Transition Memo (16 pages)	11/1/2016	P5

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**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

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

P1 National Security Classified Information [(a)(1) of the PRA]  
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**Freedom of Information Act - [5 U.S.C. 552(b)]**

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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
015f. Memorandum	Memorandum to Incoming Staff from Outgoing OVP National Security Affairs Office re: National Security Affaris Transition Memo (4 pages)	11/1/2016	P5

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**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

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

P1 National Security Classified Information [(a)(1) of the PRA]  
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P3 Release would violate a Federal statute [(a)(3) of the PRA]  
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P5 Release would disclose confidential advise between the President  
and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 Release would constitute a clearly unwarranted invasion of  
personal privacy [(a)(6) of the PRA]

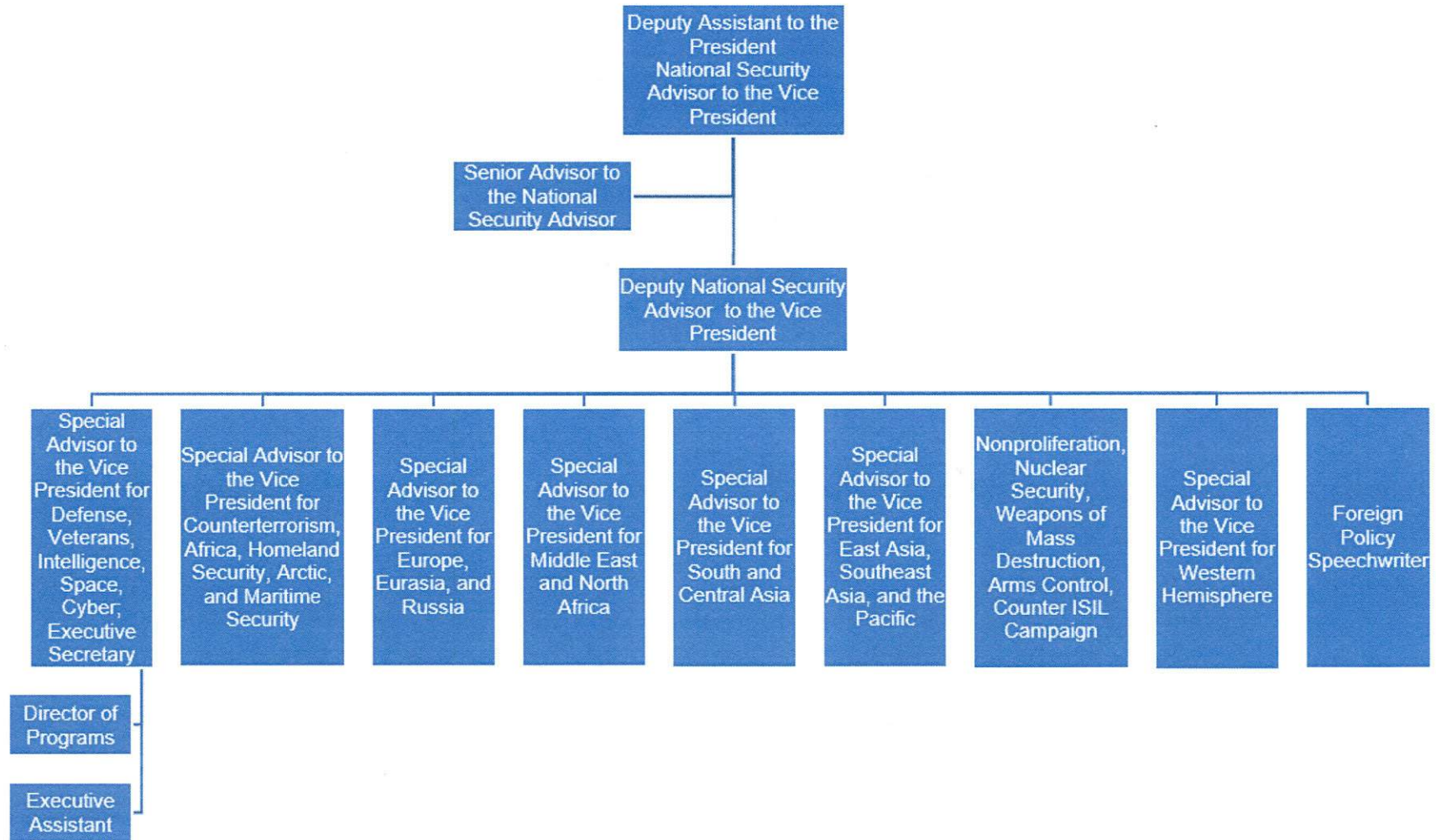
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2201(3).

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

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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  
concerning wells [(b)(9) of the FOIA]



## Office of the Vice President National Security Affairs



# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
015g. Diagram	[White House Office Building] (1 page)	n.d.	(b)(7)(e)

**This marker identifies the original location of the withdrawn item listed above.  
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---

**COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

---

**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

---

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  
P5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 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. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

**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]  
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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
015h. Memorandum	Memorandum for Incoming Staff from Outgoing OVP Office of Public Engagement and Intergovernmental Affairs re: Office of Public Engagement and Intergovernmental Affairs Transition Memo (4 pages)	11/1/2016	P5

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**COLLECTION:**

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Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

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**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

---

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
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C. Closed in accordance with restrictions contained in donor's deed of gift.  
PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

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(b)(1) National security classified information [(b)(1) of the FOIA]  
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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
015i. Memorandum	Memorandum to Incoming Staff from Outgoing OVP Operations Office re: Operations Office Transition Memo (18 pages)	11/1/2016	P5, P6/(b)(6), (b)(7)(c), (b)(7)(e), (b)(7)(f)

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Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### FOLDER TITLE:

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

### RESTRICTION CODES

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

P1 National Security Classified Information [(a)(1) of the PRA]  
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P5 Release would disclose confidential advise between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
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C. Closed in accordance with restrictions contained in donor's deed of gift.  
PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

#### 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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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
015j. Memorandum	Memorandum to Incoming Staff from Outgoing OVP Policy Office re: Policy Office Transition Memo (3 pages)	11/1/2016	P5

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**COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

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**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

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

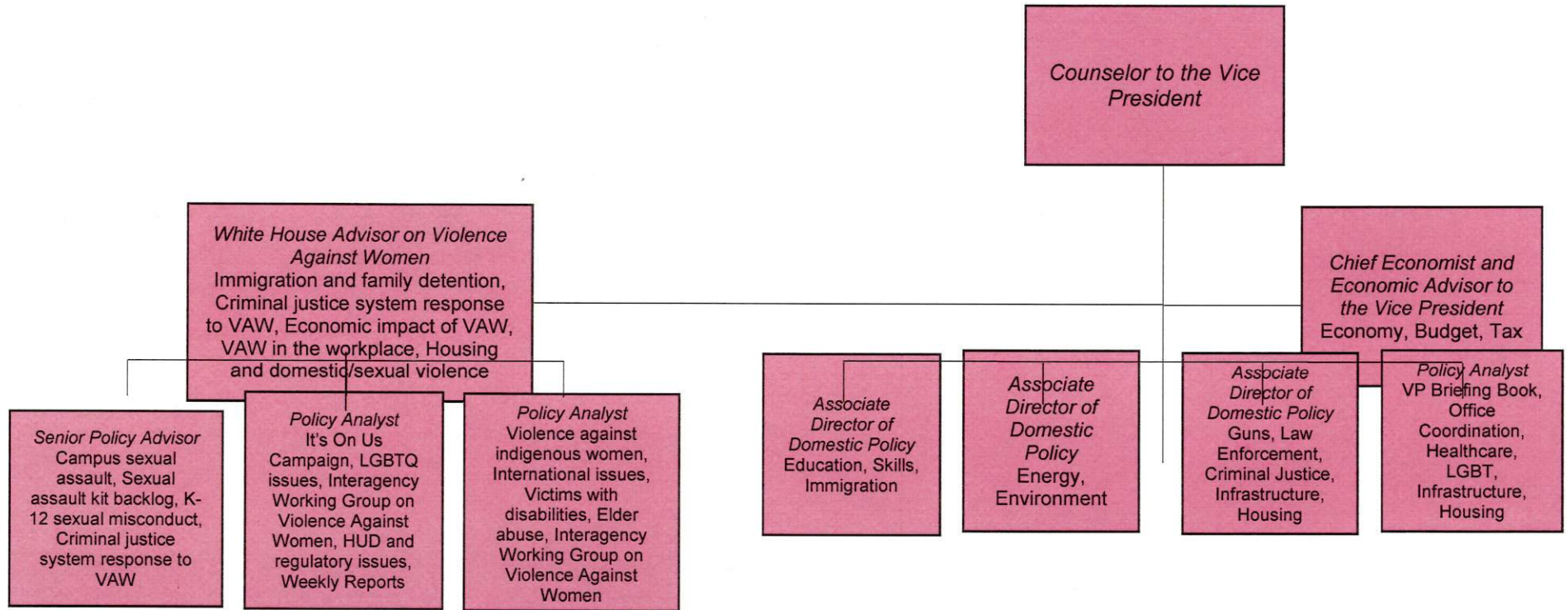
P1 National Security Classified Information [(a)(1) of the PRA]  
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**Freedom of Information Act - [5 U.S.C. 552(b)]**

(b)(1) National security classified information [(b)(1) of the FOIA]  
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## OVP Domestic and Economic Policy Organizational Chart



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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
015k. Memorandum	Memorandum for Incoming Staff from Outgoing Residence of the Vice President Staff re: Residence of the Vice President Transition Memo (8 pages)	11/1/2016	P3/(b)(3), P5, P6/(b)(6), (b)(7)(c), (b)(7)(e), (b)(7)(f)
<b>Statutory Closure(s) Per:</b> 10 USC 130b			

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OA/Box Number: 10027

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**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

---

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

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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
0151. Memorandum	Memorandum for Incoming Staff from Outgoing Office of the Second Lady re: Office of the Second Lady Transition Memo (4 pages)	11/1/2016	P5, P6/(b)(6)

**This marker identifies the original location of the withdrawn item listed above.  
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### **COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

### **FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F

JLO655

### **RESTRICTION CODES**

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

P1 National Security Classified Information [(a)(1) of the PRA]  
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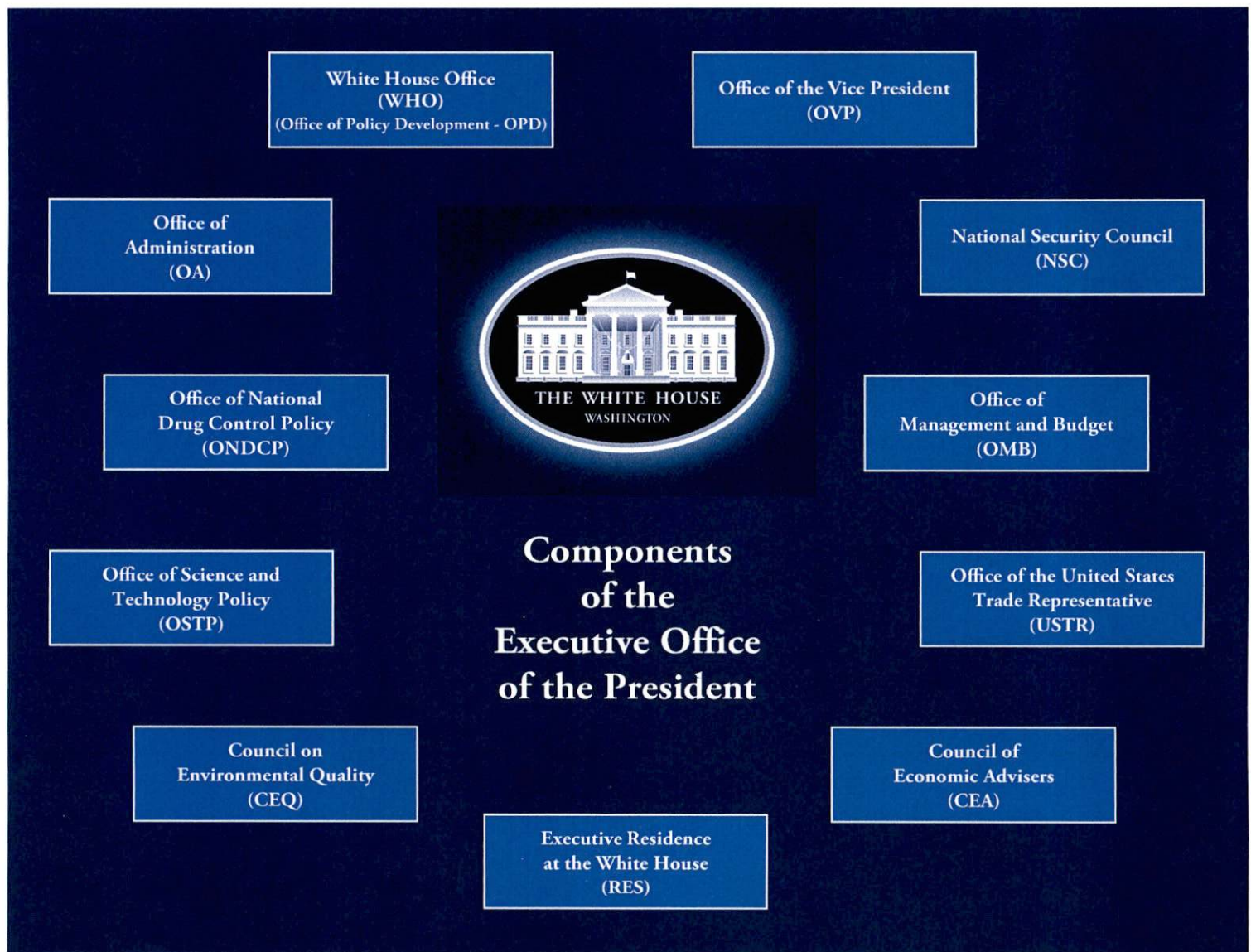
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## NEW EMPLOYEE FORMS PACKAGE

### 1. Application Form – OA Form 30

This form is used by the Office of Administration (OA)/White House Liaison Division (WHLD) to initiate the hiring process for prospective employees. The prospective employee completes the top portion and the SSN line in the bottom section. The middle and bottom sections must be completed by an authorized Transition Team Official.

### 2. Supplemental Application Form – OA Form 31

This form is used by the OA/Personnel Security Operations (PSO) to initiate security background checks, clearances, and verify pass type requested. The prospective employee completes the top portion of the form and the bottom grey portion must be completed by an authorized Transition Team Official.

### 3. Drug Testing Acknowledgement Form – OA Form 32

This form confirms that the prospective employee is aware that an applicant drug test is required for appointment to the Executive Office of the President (EOP) and that he/she will be subject to random drug testing. It further acknowledges that a verified positive test result will lead to immediate removal. The prospective employee must complete and sign the form.



THE WHITE HOUSE OFFICE  
**APPLICATION FORM**

*To be completed by candidate*

FULL LEGAL NAME (LAST, FIRST, MIDDLE) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

LOCAL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PERSONAL PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

SALARY (CURRENT) \_\_\_\_\_ SALARY (PRIOR TO CURRENT POSITION) \_\_\_\_\_

ARE YOU TRANSFERRING FROM ANOTHER AGENCY? ☐ YES ☐ NO DID YOU HAVE PRIOR FEDERAL EMPLOYMENT? ☐ YES ☐ NO

IF YES, PLEASE SPECIFY WHICH AGENCY \_\_\_\_\_ DATE OF SERVICE \_\_\_\_\_

*To be completed by hiring department*

HIRING DEPARTMENT \_\_\_\_\_ REPORTING TO \_\_\_\_\_

OFFICE LOCATION \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

POSITION TITLE \_\_\_\_\_

PROPOSED DATE OF EMPLOYMENT \_\_\_\_\_ ENDING DATE (IF APPLICABLE) \_\_\_\_\_

SALARY \_\_\_\_\_ REQUESTED BY (DEPARTMENT HEAD) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF DEPARTMENT HEAD DATE

\_\_\_\_\_  
PRINT NAME

*To be completed by White House Personnel*

SSN (WH PERSONNEL ONLY) \_\_\_\_\_ WHP APPROVING OFFICIAL \_\_\_\_\_

WORK SCHEDULE (CHECK ONE) ☐ FULL-TIME ☐ PART-TIME ☐ INTERMITTENT ☐ VOLUNTEER

PAYMENT PLAN ☐ AD ☐ GS PRESIDENTIAL COMMISSION ☐ YES ☐ NO

\_\_\_\_\_  
SIGNATURE OF OFFICE OF MANAGEMENT AND ADMINISTRATION DATE

\_\_\_\_\_  
PRINT NAME

***Please attach copy of prospective employee's resume.***





THE WHITE HOUSE OFFICE

SUPPLEMENTAL APPLICATION FORM

To be completed by all persons seeking employment

FULL LEGAL NAME (FIRST, MIDDLE, LAST) \_\_\_\_\_  
 DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH (CITY, STATE) \_\_\_\_\_  
 LOCAL ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PERSONAL PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

CURRENT OR MOST RECENT PLACE OF EMPLOYMENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PRIOR EOP SERVICE ☐ YES ☐ NO COMPONENT \_\_\_\_\_ DATES OF EMPLOYMENT \_\_\_\_\_

DO YOU CURRENTLY HOLD A SECURITY CLEARANCE ☐ YES ☐ NO

HAVE YOU EVER BEEN FIRED FROM ANY JOB FOR ANY REASON, QUIT AFTER BEING TOLD YOU WOULD BE FIRED, OR LEFT BY MUTUAL AGREEMENT BECAUSE OF SPECIFIC PROBLEMS ☐ YES ☐ NO (IF YES, PLEASE EXPLAIN ON THE BACK OF THIS FORM)

ARE YOU NOW UNDER ANY CHARGE, OR HAVE YOU EVER BEEN CONVICTED OF, OR FORFEITED COLLATERAL FOR ANY VIOLATION OF LAW ☐ YES ☐ NO (IF YES, PLEASE EXPLAIN ON THE BACK OF THIS FORM)

TO BE COMPLETED BY ALL CANDIDATES FOR EMPLOYMENT AND OTHER GOVERNMENT EMPLOYEES

I acknowledge that the information provided herein is true and correct to the best of my knowledge and further acknowledge that this information may be used to initiate a preliminary background investigation to check suitability for employment to the White House and the Executive Office of the President.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TO BE COMPLETED BY VOLUNTEERS ONLY

I acknowledge that the personnel data is correct and I am volunteering my services without compensation or promise of such.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TO BE COMPLETED BY REQUESTING OFFICIAL

HIRING COMPONENT/DEPARTMENT/OFFICE \_\_\_\_\_ POSITION TITLE \_\_\_\_\_

REPORTING TO \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_

PERSONNEL STATUS:

☐ EOP EMPLOYEE

☐ WH FELLOWS CANDIDATE

☐ INTERN

☐ OTHER GOVERNMENT EMPLOYEE

☐ WH FELLOWS STAFF (OPM EMPLOYEE)

☐ VOLUNTEER

☐ CONTRACTOR

FOR WH PHOTO OFFICE ONLY: IS OGE EMPLOYED BY WASHINGTON HEADQUARTERS SERVICES? ☐ YES ☐ NO

SECURITY CLEARANCE

DOES THIS POSITION REQUIRE ACCESS TO NATIONAL SECURITY INFORMATION? ☐ YES ☐ NO

IF YES, AT WHICH LEVEL? ☐ TOP SECRET ☐ SECRET ☐ CONFIDENTIAL

DOES THIS POSITION REQUIRE ACCESS TO A SPECIAL ACCESS PROGRAM (SCI)? ☐ YES ☐ NO

EFFECTIVE DATE \_\_\_\_\_ ENDING DATE (IF APPLICABLE) \_\_\_\_\_

SIGNATURE OF REQUESTING OFFICIAL \_\_\_\_\_

TO BE COMPLETED BY WH PERSONNEL

SSN (WH PERSONNEL ONLY) \_\_\_\_\_ WHP APPROVING OFFICIAL \_\_\_\_\_

TYPE OF PASS REQUESTED:

☐ BLUE

☐ BLUE (R)

☐ GREEN

OTHER \_\_\_\_\_

WAVES CAPABILITY: ☐ WH

☐ EEOB

☐ NEOB

☐ NONE

APPROVING OFFICIAL \_\_\_\_\_



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THE WHITE HOUSE

## DRUG TESTING ACKNOWLEDGEMENT FORM

I, hereby acknowledge that my appointment as an associate in the Executive Office of the President (EOP) is subject to the applicant drug-testing requirement as set forth in the EOP Drug-Free Workplace Plan. I acknowledge I will be subject to random drug testing throughout my time as an associate. Should it be determined, under the requirements of the Plan, that I have a verified positive test result for any of the prohibited drugs, I understand that my appointment will be terminated. I also understand that if I fail to present myself for a random drug test or if I fail to complete a random drug test, that my appointment will be terminated.

---

Hiring Department

---

Applicant Telephone Number(s)

---

Print Name

---

Date

---

Signature

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WHITE HOUSE OFFICE  
OTHER GOVERNMENT EMPLOYEES

TO: OFFICE OF MANAGEMENT AND ADMINISTRATION		FROM: (Requesting official's name and department or office)	
THIS IS TO REQUEST THAT THE FOLLOWING INDIVIDUAL PERFORM DUTIES IN THE WHITE HOUSE OFFICE			
NAME:		Last	First Middle Initial
BIRTHDATE (MM/DD/YY):		TYPE OF APPOINTMENT IN EMPLOYING AGENCY (Schedule C, NC-SES, PA, Career, etc.):	
GRADE/STEP:		SALARY:	DATE OF APPOINTMENT IN EMPLOYING AGENCY (MM/DD/YY):
HOME AGENCY:		EMAIL ADDRESS:	
SPECIAL INSTRUCTIONS/NOTES:			
TYPE: <input type="checkbox"/> DETAILEE <input type="checkbox"/> ASSIGNEE <input type="checkbox"/> PRESIDENTIAL MANAGEMENT FELLOW <input type="checkbox"/> HISTORICALLY PROVIDED SERVICE <input type="checkbox"/> WHITE HOUSE FELLOW <input type="checkbox"/> AGENCY REPRESENTATIVE <input type="checkbox"/> STUDENT VOLUNTEER <input type="checkbox"/> OTHER _____			
TO BE COMPLETED BY HIRING DEPARTMENT		TO BE COMPLETED BY WHITE HOUSE PERSONNEL	
POSITION TITLE (At the EOP Complex):		BEGINNING DATE (MM/DD/YYYY):	
APPROVING OFFICIAL IN HOME AGENCY (Name, Phone Number and Email):		ENDING DATE (MM/DD/YYYY):	
ASSIGNMENT LOCATION *REQUIRED* (Building and Room Number):		TYPE OF DETAIL (If applicable): <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> Reimbursable IF REIMBURSABLE, OCFO CERTIFICATION OF FUNDS AVAILABILITY:	
WHO CONTACT PERSON (Name and Phone):		SOCIAL SECURITY NUMBER (To be completed by White House Personnel Only):	
SIGNATURE OF WHO APPROVING OFFICIAL:		WH PERSONNEL APPROVING OFFICIAL:	
DATE:		OFFICE OF MANAGEMENT AND ADMINISTRATION APPROVAL:	
		DATE:	

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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
016. Paper	Military Aides to the Vice President [redaction of cell phone numbers] [duplicate of 009b] (1 page)	12/6/2016	P6/(b)(6)

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**COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

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**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

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

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P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
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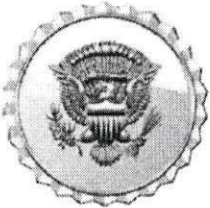
C. Closed in accordance with restrictions contained in donor's deed of gift.  
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**Freedom of Information Act - [5 U.S.C. 552(b)]**

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Military Aides to the Vice President

Current as of December 6, 2016



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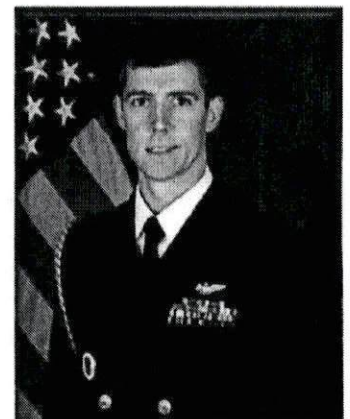
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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
017. Paper	Naval Enlisted Aides to the Vice President [duplicate of 009c] (1 page)	n.d.	P3/(b)(3)

**Statutory Closure(s) Per:**  
10 USC 130b

**This marker identifies the original location of the withdrawn item listed above.  
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**COLLECTION:**

Biden Vice Presidential Records  
Office of Administration  
Marylee Keller Files  
OA/Box Number: 10027

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**FOLDER TITLE:**

Binder: [Office of the Vice President Transition Memos, 2016]

2022-0028-F  
JLO655

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

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]  
P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 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. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

**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]  
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# Withdrawal/Redaction Marker

## Presidential Materials Division

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
018. Diagram	[Eisenhower Executive Office Building] [duplicate of 014] (2 pages)	n.d.	(b)(7)(e)

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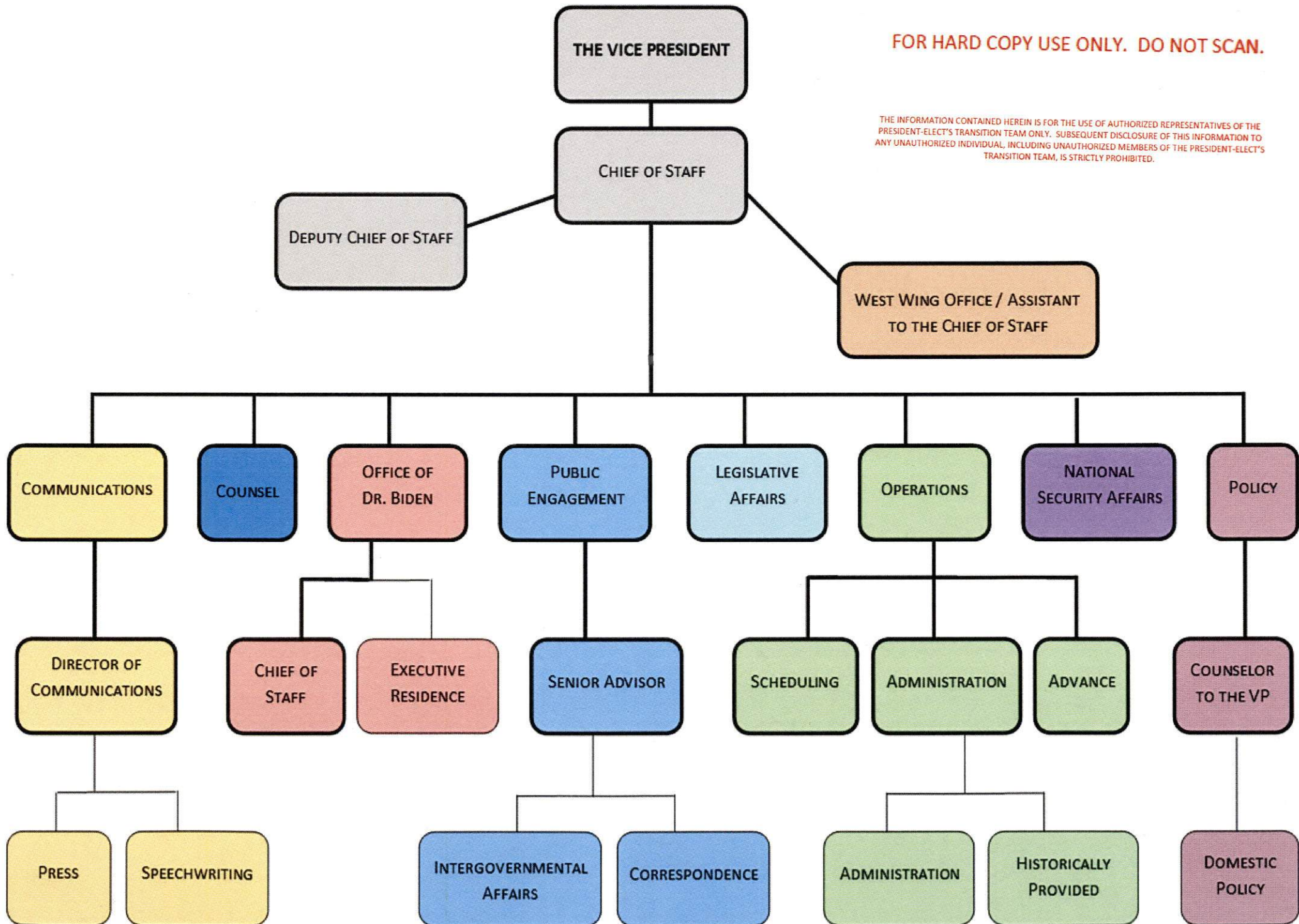
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