

THE WHITE HOUSE

WASHINGTON

August 12, 1974

MEMORANDUM FOR:

CLAY T. WHITEHEAD

FROM:

JERRY H. JONES 

SUBJECT:

Use of White House Tennis Court

-X2650

With the approach of better weather and the tennis season, the following review of the policy governing the use of the White House Tennis Court may be helpful.

1. The White House Tennis Court is available to selected members of the White House Staff, and playing reservations must be made through the Usher on duty, Usher's Office (ext. 2650).
2. Reservations will be taken no more than 48 hours in advance.
3. The Court is available during daylight hours, seven days a week.
4. Maximum playing time (unless no one else is booked behind you) is: (a) Singles -- one hour; and (b) Doubles -- one hour and a half.
5. Each eligible staff member is allowed to bring one guest (Doubles -- two White House Staff members and two guests). Exceptions to this rule may be made depending upon the demand for court time.
6. No dressing rooms are available on the White House grounds. Players must, therefore, make their own arrangements for changing attire.
7. You must provide the EPS Appointments Center (ext. 6742) with the names of all players in your group so that the proper clearances can be made.

8. ~~Guests coming to play on the court may enter the grounds through the Southwest lawn gate.~~
9. Scheduling will be handled on a first-come, first-served basis.
10. Because of the pressure of requests, it will not be possible to permit representatives of the communications media to use the White House Tennis Court as guests. The size of the White House Press Corps makes this practice necessary, in fairness to all members of the group. Your cooperation in adhering to this policy is appreciated.

Suggestions for making better use of the court will be appreciated.

Thank you.

THE WHITE HOUSE
WASHINGTON

August 12, 1974

MEMORANDUM FOR MR. CLAY T. WHITEHEAD

FROM: BRIGADIER GENERAL RICHARD L. LAWSON



This is to inform you that your name has been placed on the White House Transportation Agency transportation list in **Group A**. A copy of our rules is attached in order to familiarize you with our operation.

If you have any questions or comments concerning our transportation operations, please contact Major Barrett in my office.

THE WHITE HOUSE
WASHINGTON

2660
X4006

August 16, 1973

WHITE HOUSE TRANSPORTATION AGENCY RULES

The White House Transportation Agency is available to assist the Staff in moving throughout the Washington, D. C. area on official business. Since the number of vehicles and drivers is limited, it is necessary to restrict the use of transportation and to follow rules to assure fair and equitable use.

Accordingly, the Agency has been instructed to provide portal to portal transportation for those persons designated as Group A members. Portal to portal transportation is defined to include all official trips as well as transportation to and from work.

Restricted official use is authorized for those persons designated as Group B members. Restricted official use includes official trips in the Washington area, but not transportation to and from work. Female staff members who work after 8:30 p.m. may request transportation home if a genuine requirement for such service exists. This special courtesy will be extended only when doing so will not interfere with normal staff commitments.

To assure availability of transportation for official use, it is necessary that all members of the staff observe the following rules:

- a. Do not ask drivers to wait more than 20 minutes. Drivers are instructed to return to the Garage for subsequent trips after discharge of passengers.
- b. Do not request transportation to or from restaurants, hotels or to private homes for social purposes.
- c. Do not request transportation for members of your family or guests.

d. Persons authorized A or B type transportation may authorize official use of cars for staff members, however, only Commissioned personnel in the White House Office may authorize cars for official visitors. If any questions arise, call the Military Assistant's Office.

Because the number of vehicles is limited, and to provide service in the immediate Washington area, we do not routinely accept calls for trips to Dulles or Friendship Airports. However, if cars are available, transportation to these airports can be provided during non-peak hours to A list personnel (and other Commissioned personnel in the White House Office) in conjunction with official travel. Such trips cannot be scheduled so as to impinge on the hours of peak demand for cars, which are 6:30 a.m. - 9:00 a.m., 11:00 a.m. - 2:00 p.m., and 4:30 p.m. - 8:30 p.m. Monday through Friday. All requests for Dulles/Friendship Airports transportation should be referred to the Military Assistant's Office.

Due to the location of the Garage, you should allow ten minutes for a car to arrive at the White House.


MEMORANDUM

THE WHITE HOUSE

WASHINGTON

August 12, 1974

MEMORANDUM FOR: MR. CLAY T. WHITEHEAD

FROM: GENERAL RICHARD L. LAWSON 

I am pleased to inform you that your name has been placed on the White House Staff Mess membership list as an Honorary member.

It is also a pleasure to extend the privilege of the Conference Dining Room to you. This is in addition to the regular Staff Mess dining room.

The purpose of the Conference Dining Room is to provide a private room and a quiet, pleasant atmosphere where senior members may conduct business during meals with officials and guests who are not on the White House Staff.

The following basic rules apply to this facility:

1. Tables are available on a "prior reservation" basis. There will be one stag table in this dining room. However, members are encouraged to use the regular dining room when they are not actually having outside guests. Reservations will be required for other than the stag table.

2. You must actually be present in order to reserve a table in the Conference Dining Room or the Staff Dining Room. In other words, you may not reserve space for others unless you accompany them.

3. The same menu will be used in the Conference Dining Room and the regular Staff Mess.

It is a pleasure to welcome you to the White House Staff Mess. If you have any questions or comments concerning the Mess operation, please contact my office.

THE WHITE HOUSE
Washington

August 6, 1973

WHITE HOUSE STAFF MESS REGULATIONS

The White House Staff Mess provides meal service as a convenience for designated key personnel whose duties require that they be available in the vicinity of the White House offices.

Limitations of space and the size and makeup of the membership make it necessary to divide the membership list into three groups: Group I, Group II and Honorary, and to make specific regulations for each group. The group to which you belong is indicated on your membership notice.

The meal hours for the Mess, Monday through Saturday, are as follows:

<u>Breakfast</u>	-	7:00 to 9:00 a.m. for members of all groups
<u>Lunch</u>	-	Group I: 11:30 a.m. to 1:00 p.m. Group II and Honorary: 1:00 p.m. to 2:30 p.m.

The Mess is normally closed on Sundays and holidays.

Billing

During the first week of each month, a bill will be sent to your office for the previous month's charges. Payment should be by personal check, payable to the White House Staff Mess, and forwarded to the White House Staff Mess. PLEASE DO NOT SEND CASH.

An audit will be made on the 15th of each month, to identify any bills still outstanding. Any member who is behind two months in his payments, including the bill just rendered, will be sent a written reminder. Any member who is three months overdue, including the bill just rendered, will have his Mess privileges revoked. Members having lost their privileges through non-payment of bills may have those privileges restored by paying their account in full, plus a twenty-five dollar (\$25.00) re-instatement fee. The membership will be restored on the first of the month following the date payment is received.

Group I Members

Group I members are requested to arrive for luncheon not later than 12:30 p. m. to ensure completion of the meal prior to 1:00 p. m. It is essential that the Group I time limit be observed. Continued disregard of this limitation will result in loss of Mess privileges.

Group II and Honorary Members

The period from 1:00 to 2:30 p. m. is reserved for Group II and Honorary members. While Group II and Honorary members without guests may eat at any time that the Mess is open, they are strongly encouraged to eat during their reserved period. Group II members may invite Group I members to eat with them during the period from 1:00 to 2:30 p. m.

Guest Privileges

Mess members may bring guests to the Mess if prior reservations have been made. Reservations may be made by calling the Staff Mess through either the Signal or Administrative boards. If there are no tables available at the time requested, and if your schedule permits, the Dining Room Chief Steward will take your name on a stand-by basis and call you when a table is available. It will be extremely helpful to fellow Mess members, and assure maximum use of Staff Mess facilities, if members call and cancel reservations promptly when meal plans have changed or a table reservation is no longer required. Members may make reservations for up to two (2) guests. Exceptions to this limitation must be approved by the Office of the Military Assistant. Members may not bring as guests a person on the White House Staff who is not a member of the Mess.

One of the purposes of the Mess is to provide a pleasant atmosphere in which working conversations can take place. Since guests may be in a position to overhear conversations which should not be public knowledge, members are urged to use discretion in inviting guests to the Mess. For this reason, members of the press may not be brought to the Staff Mess.

Miscellaneous

Parties will be given separate tables whenever possible; but, at times when there are many members and guests, it may be necessary to ask parties of 2 to share a table for 4. The large round table and the first two small tables are reserved for members without guests; but, when

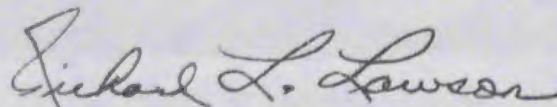
these tables are full, members may sit at any unreserved table. Members with guests should not sit at the Staff tables. The reserved tables are for those members who have requested guest reservations.

There may be occasions when personnel of the Mess are needed to perform functions elsewhere. In such cases, service in the Mess must be curtailed and it may not be possible to accommodate guests. Should this happen, those having reservations for guests will be so advised, in order that they may seek service elsewhere. Service to members will be available, but may not be as rapid during a period of reduced staffing.

The Mess does not have sufficient personnel to provide room service, other than for those so designated by separate memorandum. Exceptions to this rule can only be made on an individual basis by the Office of the Military Assistant.

Coffee is normally available for pickup in the Mess between the hours of 7:00 a.m. and 9:00 a.m. Charges for coffee will be included in your monthly Mess bill.

With your cooperation, we hope to provide members of the White House Staff Mess with excellent food and fine service, in a pleasant atmosphere and convenient location. Any suggestions which will help us improve the service are sincerely welcomed.

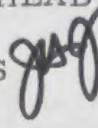


RICHARD L. LAWSON
Brigadier General, United States Air Force
Military Assistant to the President

THE WHITE HOUSE

WASHINGTON

August 12, 1974

MEMORANDUM FOR: CLAY T. WHITEHEAD
FROM: JERRY H. JONES 
SUBJECT: Health Unit

You are invited to join the Group A membership of the White House Health Unit. A copy of the regulations is attached and upon receipt of your \$20 membership fee, your name will be added to the membership list.

Thank you.

cc: Wilbur Jenkins
Mark Decker

WHITE HOUSE HEALTH UNIT

REGULATIONS

HOURS OF OPERATION

Group A	Unlimited Access
Monday through Friday	12 noon - 8:00 pm
Group B	Limited Access
Mondays, Wednesdays and Fridays	12 noon - 5:00 pm and 7:00 pm - 8:00 pm
Tuesdays & Thursdays	12 noon - 8:00 pm

FACILITIES AVAILABLE

Whirlpool	Total body whirlpool -- provides six jets of circulating water at a controlled temperature between 105-110 degrees F.
Sauna	Moist or dry heat.
Exercise Room	Combination gym unit; motorized jogger; exercycle; abdominal boards; chinning bar.
Dressing Room	Lockers; showers; ultra-violet sun lamp.

Members must provide their own gym attire. Towels will be provided. Individual lockers cannot be assigned and personal gym attire cannot be left in the Health Unit.

Use of the facilities of the White House Health Unit is restricted to members only.

MEMBERSHIP FEE

Yearly membership in the White House Health Unit is \$20 made payable to the White House Health Unit and sent to the Office of the Staff Secretary. This fee is based on the fiscal year.