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THE WHITE HOUSE
WASHINGTON

March 16, 2001

MEMORANDUM FOR WHITE HOUSE OFFICE HEADS

FROM: HARRIET MIERS

SUBJECT: Additional Guidance Supplementing My Memorandum of
January 24, 2001 (copy attached)

As a supplement to the memo re: Deadlines for Presidential Materials recently on materials for the President, here are several additional points, which we hope will help you in preparing documents for the President:

1. Most telephone calls for the President will require a telephone call recommendation (see attached format) prepared by the action officer. The paperwork for a recommended telephone call should be in the Staff Secretary's office at least **one day prior to the date the telephone call needs to be placed**. The first page of the document should be printed on White House letterhead and all subsequent pages should be printed on White House bond paper. The Staff Secretary's office should be provided with an original and six copies of the paperwork.
2. All event briefing papers should be e-mailed to all staff members in the Staff Secretary's office (Harriet Miers, John Gardner, Barbara Barclay, Debra Bird, and Carolyn Cleveland) as well as providing the Staff Secretary's office with an original paper copy and one copy. By e-mailing the Staff Secretary your event briefing paper, our office has the capability of making small edits when necessary. This capability, when needed, will help us expedite the process of preparing the briefing book sooner and enable us to deliver the briefing book to the President in a more timely fashion. For the time being, we are requesting that time for meetings be left blank unless there is certainty to the schedule and time. Our goal is to deliver the next day's book by 6:30 p.m.
3. All event briefing papers should be printed on White House letterhead. If the event briefing paper should be more than one page, the subsequent pages should be printed on White House bond paper. Please take care to have separate paragraphs contained on the same page.

4. When preparing event briefing papers for the President, you should refer to him not as "the President" but rather "you." You are writing to him. Please try to be consistent in referring to him.
5. Please note that briefing papers for Tuesdays are due by 12:00 p.m. on Saturday.
6. Please remember that staffing has to occur on any document that contains policy statements or a discussion of policy issues. Time has to exist for staffing to occur before a paper can be delivered to the President.
7. Please keep the Staff Secretary advised of any circumstance where a staffed document should be held and not delivered to the President as originally requested.
8. Please cause your office to spell check documents.
9. Please let us know what we can do better to help you.

If you should have any questions, please don't hesitate to contact my office. Thank you for your assistance and indulgence.

Attachments.

THE WHITE HOUSE
WASHINGTON

DATE (centered)

RECOMMENDED TELEPHONE CALL

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

DATE: Date and time the President should make the call.

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

PURPOSE: Preferably one sentence; two at most.

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

TOPICS OF DISCUSSION: 1. (The specific points that you recommend be made during the conversation)

2.

3.

4.

CONTACT PERSON AND
TELEPHONE NUMBER(S):

DATE OF SUBMISSION:

ACTION: _____

