

ADMINISTRATIVE - INTERNAL USE ONLY

[Redacted]
6 January 1992

MEMORANDUM FOR: Chairperson, Central Employees Activities Fund
FROM: Frank J. Ruocco
Deputy Director for Administration
SUBJECT: Request for CEAF Funding
REFERENCE: [Redacted]

1. President George Bush is making a farewell visit to the Agency on 8 January. Part of his visit will include a luncheon in the Executive Dining Room (EDR) and approximately 36 Agency employees have been invited to attend. The count includes the 11 Agency employees who will be briefing the President during his visit. The employees invited have been selected on a pro-rated basis from each of the Directorates.

2. Request the CEAF pay for the invited Agency employees (including briefers) because payment of the lunches is not covered under [Redacted]. The approximate cost for the lunch will be \$11.00 per person. The EDR is still working up the exact fare.

3. If approved, the EDR will provide the Chairman, CEAF, with a bill for luncheon. The Treasury check should be issued for the EDR Fund upon receipt of the bill.

[Redacted]
FRANK J. RUOCCO

APPROVED:

[Redacted]

Chairperson, CEAF

6 January 1992
Date