

requirements shall apply in addition to the notice and other approval requirements of FACA.

**Sec. 4.** The Director of the Office of Management and Budget shall issue detailed instructions regarding the implementation of this order, including exemptions necessary for the delivery of essential services and compliance with applicable law.

**Sec. 5.** All independent regulatory commissions and agencies are requested to comply with the provisions of this order.

**William J. Clinton**

The White House,  
February 10, 1993.

[Filed with the Office of the Federal Register,  
4:34 p.m., February 10, 1993]

NOTE: This Executive order was published in the Federal Register on February 12.

### **Executive Order 12839—Reduction of 100,000 Federal Positions** *February 10, 1993*

By the authority vested in me as President by the Constitution and the laws of the United States of America, including section 301 of title 3, United States Code, section 3301 of title 5, United States Code, and section 1111 of title 31, United States Code, it is hereby ordered as follows:

**Section 1. Limits on Hiring Civilian Personnel.** Each executive department or agency with over 100 employees shall eliminate not less than 4 percent of its civilian personnel positions (measured on a full-time equivalent (FTE) basis) over the next 3 fiscal years. The positions shall be vacated through attrition or early out programs established at the discretion of the department and agency heads. At least 10 percent of the reductions shall come from the Senior Executive Service, GS-15 and GS-14 levels or equivalent.

**Sec. 2. Coverage.** This order applies to all executive branch departments and agencies with over 100 employees (measured on a FTE basis).

**Sec. 3. Target Dates.** Each department and agency shall achieve 25 percent of its

total reductions by the end of fiscal year 1993, 62.5 percent by the end of fiscal year 1994, and 100 percent by the end of fiscal year 1995.

**Sec. 4. Implementation.** The Director of the Office of Management and Budget shall issue detailed instructions regarding the implementation of this order, including exemptions necessary for the delivery of essential services and compliance with applicable law.

**Sec. 5. Independent Agencies.** All independent regulatory commissions and agencies are requested to comply with the provisions of this order.

**William J. Clinton**

The White House,  
February 10, 1993.

[Filed with the Office of the Federal Register,  
10:24 a.m., February 11, 1993]

NOTE: This Executive order was published in the Federal Register on February 12.

### **Memorandum on Fiscal Responsibility** *February 10, 1993*

*Memorandum for the Heads of Executive Departments and Agencies and Employees of the Executive Office of the President*

*Subject: Government Fiscal Responsibility and Reducing Perquisites*

To promote Government fiscal responsibility by cutting the perquisites and excesses of Government office, it is hereby ordered as follows:

#### **Section 1. Executive Dining Facilities**

Executive dining facilities in the executive departments and agencies and the White House Executive Mess will not be permitted hereafter to provide below-cost meals. The Office of Management and Budget, after consultation with the agencies as needed, will develop promptly a plan and issue any directives required to recover the costs of meals served in these executive dining rooms.

I strongly support the decision of those Secretaries who have concluded that they do not need an executive dining room for the conduct of their agencies' business and have closed and converted them to other uses. I therefore am requesting the other heads of agencies to review their official needs and close voluntarily executive dining facilities that are not essential for the regular conduct of Government business.

**Section 2. Conferences**

The public interest requires that agencies exercise strict fiscal responsibility when selecting conference sites. Accordingly, agencies are not to select conference sites without evaluating the cost differences of prospective locations. When agency representatives attend conferences sponsored by others, the agency must keep its representation to a minimum consistent with serving the public's interest. The Office of Management and Budget, after consultation with the agencies, will issue further directives necessary to implement this requirement.

**William J. Clinton**

**Memorandum on Restriction of Government Aircraft**

*February 10, 1993*

*Memorandum for the Heads of Executive Departments and Agencies and Employees of the Executive Office of the President*

*Subject: Restricted Use of Government Aircraft*

The taxpayers should pay no more than absolutely necessary to transport Government officials. The public should only be asked to fund necessities, not luxuries, for its public servants. I describe in this memorandum the limited circumstances under which senior executive branch officials are authorized to use Government aircraft.

In general, Government aircraft (either military or owned and operated by a particular agency) shall not be used for nongovernmental purposes. Uses other than those that constitute the discharge of an agency's official responsibilities are nongovernmental.

The Secretary of State, Secretary of Defense, Attorney General, Director of the

Federal Bureau of Investigation, and the Director of Central Intelligence may use Government aircraft for nongovernmental purposes, but only upon reimbursement at "full coach fare" and with my authorization (or that of my designated representative) on the grounds that a threat exists which could endanger lives or when continuous 24-hour secure communication is required.

When travel is necessary for governmental purposes, Government aircraft shall not be used if commercial airline or aircraft (including charter) service is reasonably available, i.e., able to meet the traveler's departure and/or arrival requirements within a 24-hour period, unless highly unusual circumstances present a clear and present danger, an emergency exists, use of Government aircraft is more cost-effective than commercial air, or other compelling operational considerations make commercial transportation unacceptable. Such authorization must be in accordance with the May 22, 1992, Office of Management and Budget Circular A-126, "Improving the Management and Use of Government Aircraft." (The provisions and definitions of this Circular are to supplement but not replace the provisions in this memorandum.) In addition, Government funds shall not be used to pay for first-class travel, unless no other commercial service is reasonably available, or such travel is necessary for reasons of disability or medical condition.

In order to assist the Administrator of General Services oversight of agency aircraft, all use of Government aircraft by senior executive branch officials shall be documented and such documentation shall be disclosed to the public upon request unless classified. Each agency and the Executive Office of the President shall report semiannually to the General Services Administration and the Office of Management and Budget data relating to the amount of travel on Government aircraft by such officials at Government expense and the amount of reimbursements collected for travel for nongovernmental purposes.

In addition, all agencies are directed to report to OMB within 60 days of this memorandum on their continuing need for aircraft configured for passenger use in their inven-