

**Standard Operating Procedures (SOP)
GSA's White House Liaison (WHL)
Brown Bag Lunch**

1. Goals

- Increase communication among non-career appointees.
- Provide professional development/education opportunities via speakers from public service and the private sector.
- Team building.
- Introduce new members to GSA and announce departing employees as well as other relevant announcements.

2. Frequency: Monthly.

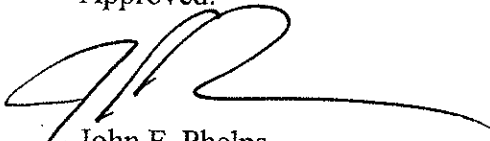
3. Attendance Policy: This meeting is voluntary. A roll call will be taken for information purposes only.

4. Planning Procedures:

- WHL identifies/coordinates speakers and drafts agenda for meetings.
- Prior to meeting, agenda, speaker, and presentation materials will be reviewed to ensure appropriateness and compliance with relevant law and policy by the GSA Chief of Staff and General Counsel.

5. Conduct of Meeting: WHL will lead meeting and facilitate agenda. No minutes or official records shall be maintained of the meetings other than the agenda and any presentation materials.

Approved.



John F. Phelps
Chief of Staff