

The original documents are located in Box 12, folder “Transition (1977) - Analysis of White House Organization (3)” of the Richard B. Cheney Files at the Gerald R. Ford Presidential Library.

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ASSISTANT FOR NATIONAL SECURITY AFFAIRSResponsibilities

1. Supervise the operation of the National Security Council.
2. Coordinate the activities of the various agencies involved in national security.
3. Staff Presidential memos from other agencies which might have an impact on the country's national security.
4. Brief the President each morning on national security matters.

Possible Areas of Change

1. Consideration should be given to moving this position out of the White House Office and setting it up as an Executive Office function in the same manner as OMB.

OFFICE OF BRENT SCOWCROFT

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
SCOWCROFT, BRENT (P.C.)	ASSISTANT TO THE PRESIDENT FOR NATIONAL SECURITY AFFAIRS	WHO	20 NOV 75

REIMBURSABLE DETAIL

HYLAND, WILLIAM G. (P.C.)	DEPUTY ASSISTANT TO THE PRESIDENT FOR NATIONAL SECURITY AFFAIRS	STATE	
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*REIMBURSABLE DETAIL

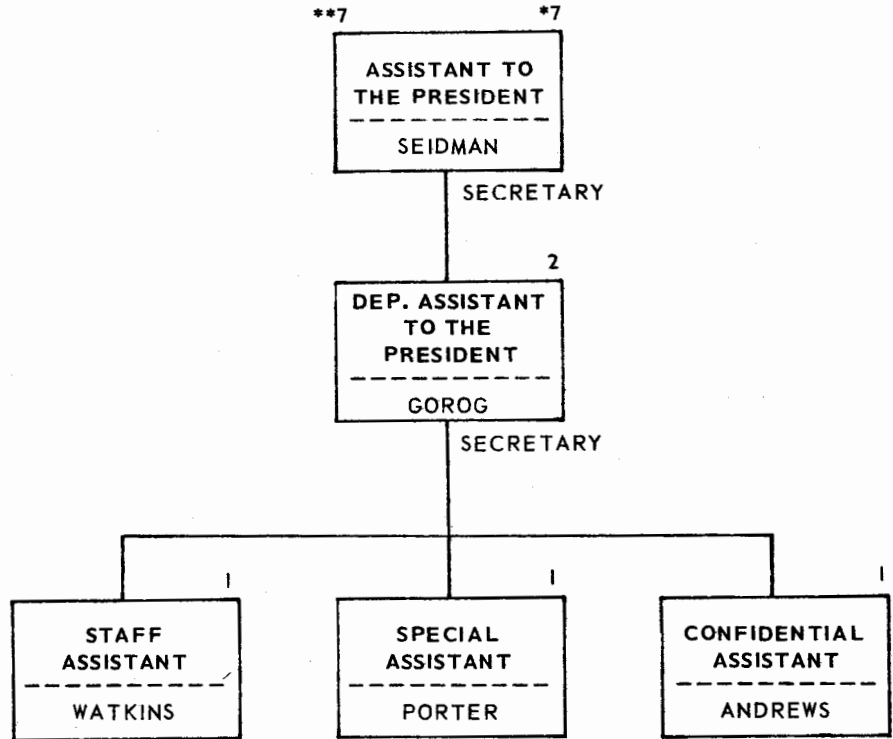
ASSISTANT FOR NATIONAL SECURITY AFFAIRS

**| *|
ASSISTANT TO
THE PRESIDENT

SCOWCROFT

** AUTHORIZED
* ACTUAL

ASSISTANT FOR ECONOMIC AFFAIRS



** AUTHORIZED
* ACTUAL

ASSISTANT FOR ECONOMIC AFFAIRSResponsibilities

1. Serve as Executive Director of the Economic Policy Board.
2. Assist the President in evaluating the economic condition of the country and determining the types of action needed to correct identified problems.
3. Staff Presidential memos involving economic matters.

Possible Areas of Change

1. There is a need to clarify the relationship between this office and the Council of Economic Affairs and the Council on International Economic Policy.
2. Consideration should be given to moving this position out of the White House Office and setting it up as an Executive Office function in the same manner as OMB.

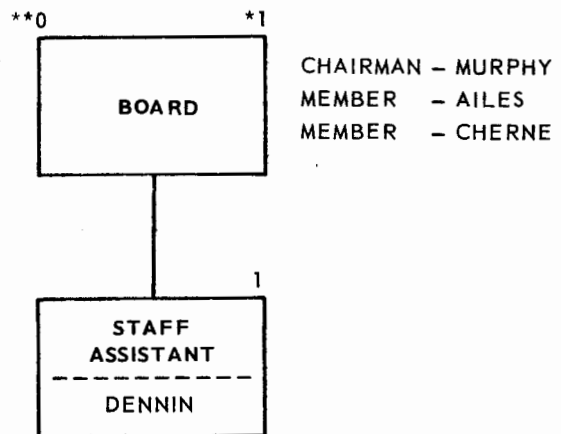
OFFICE OF WILLIAM L. SEIDMAN

AS G. 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
SEIDMAN, L. WILLIAM (P.C.)	ASSISTANT TO THE PRESIDENT FOR ECONOMIC AFFAIRS	WHO	18 AUG 74
GURDQ, WILLIAM F. (P.C.)	DEPUTY ASSISTANT TO THE PRESIDENT FOR ECONOMIC AFFAIRS	WHO(S/A)	05 MAY 75
PORTER, ROGER B. (P.C.)	SPECIAL ASSISTANT TO THE PRESIDENT	WHO(S/A)	22 DEC 74
KILMER, RUTH M.	SECRETARY (MR. SEIDMAN)	WHO	22 DEC 74
COTTMAYER, LILLIAN H.	SECRETARY (MR. SEIDMAN)	WHO	22 DEC 74

**WITHIN-GRADE INCREASE

INTELLIGENCE OVERSIGHT BOARD



** AUTHORIZED
* ACTUAL

INTELLIGENCE OVERSIGHT BOARDResponsibilities

1. Deal with complaints of impropriety involving the intelligence community.

Possible Areas of Change

1. It may be possible to have this Board attached to the National Security Council for administrative purposes.

OFFICE OF INTELLIGENCE OVERSIGHT BOARD

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
DENNIN, JOSEPH F. (W.H.C.)	STAFF ASSISTANT	WHO(S/A)	16 JUN 76

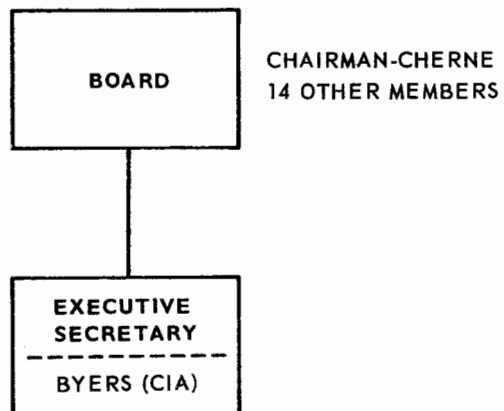
DETAIL EMPLOYEES

HARRIS, HARRY G.	STAFF ASSISTANT	OSD	
SPENCE, CHARLOTTE	SECRETARY	OSD	01 JUL 76

W.A.E. EMPLOYEES

MURPHY, ROBERT D. (P.C.)	CHAIRMAN	WHO(S/A)	
AIRES, STEPHEN (P.C.)	MEMBER	WHO(S/A)	
CHERNE, LEO (P.C.)	MEMBER	WHO	

PRESIDENTIAL FOREIGN INTELLIGENCE ADVISORY BOARD*



SPECIAL ASSISTANT (USN)
SECRETARY (CIA)
SECRETARY (OSD)
SECRETARY (STATE)
CLERK (NSA)

* ALL EMPLOYEES DETAILED

PRESIDENTIAL FOREIGN INTELLIGENCE ADVISORY BOARD

Responsibilities

1. Meet once a month to help determine how available intelligence resources can be utilized.
2. Examine the possibilities of developing and utilizing new intelligence-gathering techniques.

Possible Areas of Change

1. It may be possible to have this board attached to the National Security Council for administrative purposes.

OFFICE OF PFIAB

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
CHERNE, LEO (P.C.)	CHAIRMAN, (AND MEMBER)	WHO(S/A)	
AILES, STEPHEN (P.C.)	MEMBER	WHO(S/A)	
ANDERSON, GEORGE W., JR. (P.C.)	MEMBER	WHO(S/A)	
ARENDS, LESLIE C. (P.C.)	MEMBER	WHO(S/A)	
BAKER, WILLIAM D. (P.C.)	MEMBER	WHO(S/A)	
CASEY, WILLIAM J. (P.C.)	MEMBER	WHO(S/A)	
CONNALLY, JOHN B. (P.C.)	MEMBER	WHO(S/A)	
FOSTER, JOHN S., JR. (P.C.)	MEMBER	WHO(S/A)	
GALVIN, ROBERT W. (P.C.)	MEMBER	WHO(S/A)	
GRAY, GORDON (P.C.)	MEMBER	WHO(S/A)	
LAND, EDWIN H. (P.C.)	MEMBER	WHO(S/A)	
LEMNITZER, LYMAN L. (P.C.)	MEMBER	WHO(S/A)	
LUCE, CLAKE BOOTH (P.C.)	MEMBER	WHO(S/A)	
MURPHY, ROBERT D. (P.C.)	MEMBER	WHO(S/A)	
WILLIAMS, EDWARD BENNETT (P.C.)	MEMBER	WHO(S/A)	

OFFICE OF PFIAB

AS of 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
W.O.C. EMPLOYEES			
TELLER, EDWARD	MEMBER	WHO(S/A)	

OFFICE OF PFIAB

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
REIMBURSABLE DETAIL			
BYERS, WHEATON B. (P.C.)	EXECUTIVE SECRETARY	CIA	
GIBBONS, DORIS M.	SECRETARY (MR. BYERS)	CIA	
SCHKOEDER, GWENDOLYN I.	SECRETARY	OSD	
ODOM, MARY LOUISE	CLERICAL ASSISTANT	NSA	
ZAYAC, MILDRED M.	SECRETARY (MR. BYERS)	STATE	

*REIMBURSABLE DETAIL

OFFICE OF PFIAB

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE

DETAIL EMPLOYEES			

OLMER, LIONEL CMDR (W.H.C.) (W.H.C.)	SPECIAL ASSISTANT TO THE EXECUTIVE SECRETARY	USN	

CONSULTANT W.A.E.			

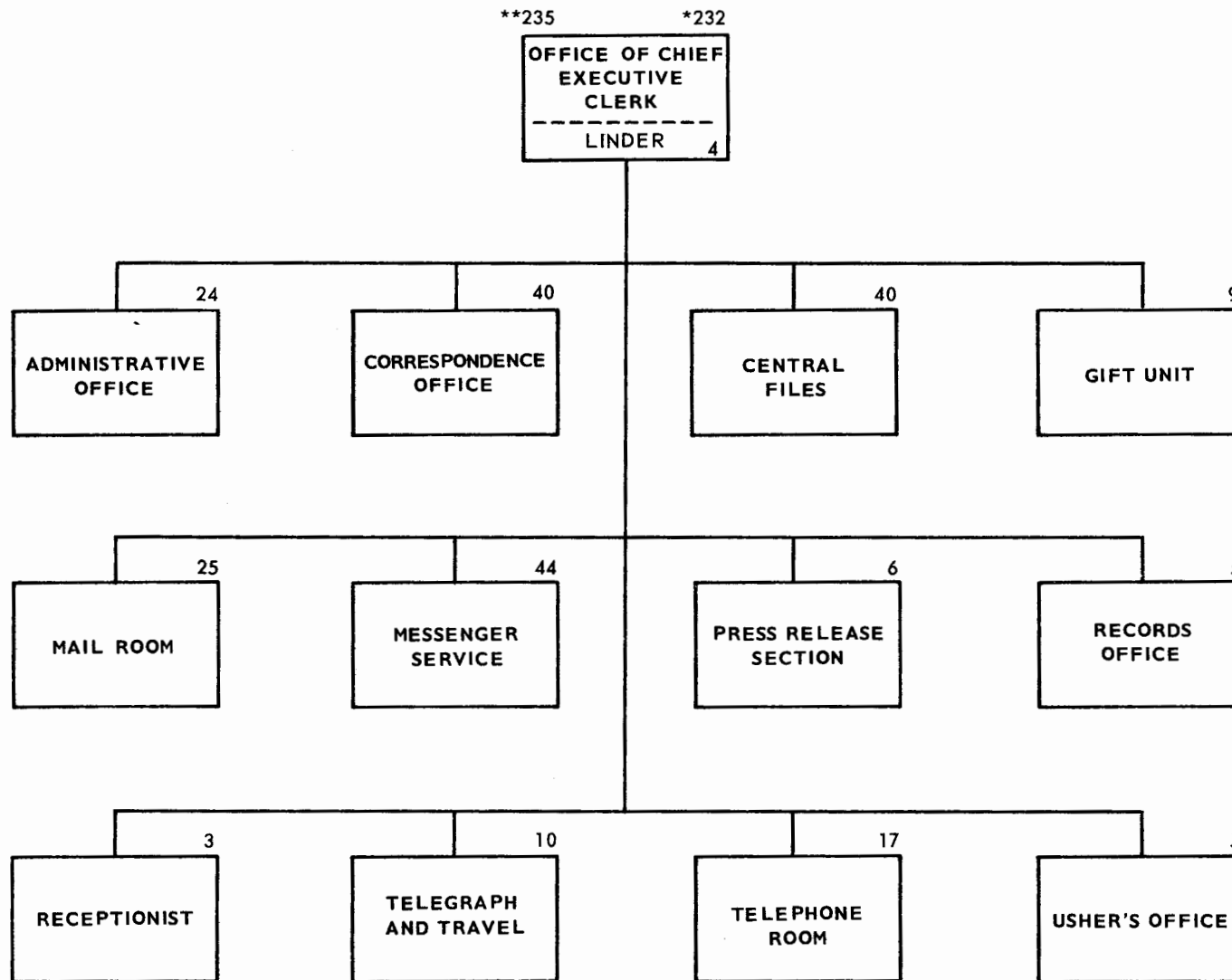
FREE, LLOYD A.	CONSULTANT	WHO(S/A)	
LAY, JAMES S., JR.	CONSULTANT	WHO(S/A)	
GLEASON, ANDREW M.	CONSULTANT	WHO(S/A)	
TUKEY, JOHN W.	CONSULTANT	WHO(S/A)	

CONSULTANT W.D.C.			

SELFRIDGE, OLIVER G.	CONSULTANT	WHO	25 OCT 61



OPERATING OFFICES



** AUTHORIZED
* ACTUAL

OPERATING OFFICESResponsibilities

1. Handle the operational requirements of the White House Office.

Possible Areas of Change

1. There is not doubt areas that will need to be changed. However, since most of these functions are routine and must be performed regardless of the organization, it was felt that the initial emphasis should be placed on the policy component of the White House Office. A detailed study of the Operating Offices should be conducted next Spring.

OFFICE OF CHIEF EXECUTIVE CLERK

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
LINDER, ROBERT D. (W.H.C.)	CHIEF EXECUTIVE CLERK	WHO	15 APR 73
RATCHFORD, JOHN J. (W.H.C.)	EXECUTIVE CLERK	WHO	21 AUG 50
FINLEY, CATHERINE M.	SECRETARIAL ASSISTANT	WHO	28 JUL 57
ONEILL, MARGARET C.	SECRETARY	WHO	22 DEC 74

**WITHIN-GRADE INCREASE

OFFICE OF ADMINISTRATIVE OFFICER

AS OF 31 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
JENKINS, WILBUR H.	ADMINISTRATIVE OFFICER	WHO(S/A)	20 APR 47

OFFICE OF ADMINISTRATIVE OFFICER

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
REDOY, JOSEPHINE M.	FISCAL ADMINISTRATION ASSISTANT	WHO	31 AUG 75
BAKER, DONNA J.	FISCAL AND ACCOUNTING CLERK	WHO	05 OCT 75
CAPONITAN, LETICIA D.	FISCAL AND ACCOUNTING CLERK	WHO	13 MAY 74

**WITHIN-GRADE INCREASE
***QUALITY INCREASE

OFFICE OF ADMINISTRATIVE OFFICER

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
DI GIULIAN, ALBERT D.	SUPERVISOR, SUPPLY UNIT	WHO	21 JUN 53
BRICKHOUSE, MALACHI	ASSISTANT SUPERVISOR, SUPPLY UNIT	WHO	05 DEC 60
GODDE, JAMES E.	SUPPLY CLERK	WHO	22 AUG 55
HARRIS, ELROY B.	SUPPLY CLERK	WHO	18 APR 71
SORIANO, MELECIO S.	SUPPLY CLERK	WHO	04 FEB 74

OFFICE OF ADMINISTRATIVE OFFICER

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOB DATE
ENGLISH, THOMAS J.	CHIEF, ACCOUNTS, PURCHASES AND PAYROLL	WHO	06 JUN 54
PETTIPAS, ARTHUR J.	ASSISTANT CHIEF, ACCOUNTS, PURCHASES AND PAYROLL	WHO	03 JUN 56
MORRIS, CHARLES M., JR.	ASSISTANT FISCAL ACCOUNTANT	WHO	03 DEC 67
HUGHES, HELEN M.	FISCAL AND ACCOUNTING ASSISTANT	WHO	01 JUN 71
PEAY, MARGARET ANN	ADMINISTRATIVE CLERK	WHO	16 MAY 71
SCOTT, DOUGLAS C.	PURCHASING AND ACCOUNTING CLERK	WHO	07 OCT 74

**WITHIN-GRADE INCREASE

OFFICE OF ADMINISTRATIVE OFFICER

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
ROGERS, JAMES R.	PERSONNEL OFFICER	WHO	29 JUL 56
COZART, CHARLENE C.	ASSISTANT PERSONNEL OFFICER	WHO	07 JUL 58
MELTON, GERTRUDE S.	ASSISTANT TO THE PERSONNEL OFFICER	WHO	16 MAY 71
FRANCIS, LOU ANN	PERSONNEL SPECIALIST	WHO	04 OCT 70
MOBLEY, PIERPONT M.	PERSONNEL SPECIALIST	WHO	04 OCT 70
STUTTS, BARBARA A.	PERSONNEL ASSISTANT	WHO	26 NOV 72
COLLINS, SUSAN L.	PERSONNEL CLERK	WHO	04 AUG 74

**WITHIN-GRADE INCREASE

OFFICE OF ADMINISTRATIVE OFFICER

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
SCHLEICHER, JANE F.	SUPERVISING EDITORIAL CLERK (RESEARCH)	WHO	13 SEP 55
CARTER, BERNICE E.	EDITORIAL CLERK (RESEARCH)	WHO	04 OCT 70

**WITHIN-GRADE INCREASE

OFFICE OF CORRESPONDENCE

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
HYATT, CLARA F.	CHIEF OF CORRESPONDENCE	WHO	18 AUG 63
ANDERSON, ROBERT B.	ASSISTANT CHIEF OF CORRESPONDENCE	WHO	09 SEP 62
BRADSHAW, ANNA V.	SUPERVISOR, ANALYSIS AND REPLY UNIT	WHO	13 JUN 55
MERLINO, NICK	SUPERVISOR, STENOGRAPHIC AND TYPING UNIT	WHO	15 MAY 60
SHACKLEFORD, CATHERINE B	ASSISTANT SUPERVISOR, STENO AND TYPING UNIT	WHO	08 APR 57
QUEEN, AVIS K.	ASSISTANT SUPERVISOR, ANALYSIS AND REPLY UNIT	WHO	16 FEB 59
SPIEGEL, ROGER K.	NIGHT SUPERVISOR, STENOGRAPHIC AND TYPING UNIT	WHO	24 SEP 67
RENO, PATRICIA L.	CORRESPONDENCE ASSISTANT	WHO	28 MAR 65
VOLPE, SHARLEEN E.	SENIOR CORRESPONDENCE CLERK	WHO	10 SEP 70
DONALDSON, MILDRED F.	SENIOR CORRESPONDENCE CLERK	WHO	04 OCT 70
TYNDALL, VIRGINIA E.	CORRESPONDENCE CLERK	WHO	20 AUG 72
SALAZAR, MANUEL	ASSISTANT NIGHT SUPERVISOR, STENOGRAPHIC & TYPING UNIT	WHO	04 OCT 70
HUDSON, MAUREEN ANNE	ADMINISTRATIVE SECRETARY	WHO	06 JUL 71
ROYSTER, LOKRAINE M.	SUPERVISOR - CHILDRENS UNIT	WHO	20 DEC 71
CULLIER, JAMES L.	CORRESPONDENCE ASSISTANT (STENOGRAPHY)	WHO	24 JUL 50

**WITHIN-GRADE INCREASE

OFFICE OF CORRESPONDENCE

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOB DATE
HOUSTON, AMELIA A.	CORRESPONDENCE CLERK	WHO	04 OCT 70
GEARHART, MARION L.	ASSISTANT TO SUPERVISOR - STENOGRAPHIC AND TYPING UNIT	WHO	11 MAR 73
DUFRESNE, PAULINE A.	CORRESPONDENCE CLERK	WHO	24 APR 72
IRELAND, KAREN V.	CORRESPONDENCE CLERK	WHO	20 MAR 70
MARSH, GAIL A.	CORRESPONDENCE CLERK	WHO	08 APR 73
WILLIAMS, HELEN M.	CORRESPONDENCE CLERK	WHO	04 SEP 73
BAER, CHRISTINE KLIMA	CORRESPONDENCE ASSISTANT (STENOGRAPHY)	WHO	03 JAN 73
RIEGNER, BARBARA M.	CORRESPONDENCE ASSISTANT (STENOGRAPHY)	WHO	14 AUG 72
MADDOX, MARY LOU	CORRESPONDENCE CLERK	WHO	11 AUG 75
CLAWSON, LINDA R.	CLERK (TYPING)	WHO	04 OCT 70
KING, MAUREEN V.	CLERK (STENOGRAPHY)	WHO	04 OCT 70
GONZALEZ, ROSA M.	CLERK (TYPING)	WHO	20 OCT 74
TRYNOVSKY, KAY	CLERK (STENOGRAPHY)	WHO	31 MAY 73
MATTHIAS, EDNA F.	SECRETARY	WHO	22 DEC 74
WESSEL, FRANCES R.	CLERK (STENOGRAPHY)	WHO	30 APR 72

**WITHIN-GRADE INCREASE

OFFICE OF CORRESPONDENCE

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EDD DATE
MALCOMB, PAULINE G.	CORRESPONDENCE CLERK	WHO	30 OCT 72
FLICK, JEANNE F.	CORRESPONDENCE CLERK	WHO	18 FEB 75
FOREHAND, MARY ANNE	CORRESPONDENCE CLERK	WHO	07 SEP 76
PLEASANT, JANET M.	CORRESPONDENCE CLERK	WHO	12 SEP 76
LUSTER, MARY ANN	CLERK (TYPING)	WHO	26 OCT 76
MARSHALL, ARTHUR L.	CLERK-MESSENGER	WHO	04 OCT 70
ROBINSON, LILLIE M.	CLERK (TYPING)	WHO	16 FEB 75
MUONEYHAN, JACQUELINE E.	CLERK (STENOGRAPHY)	WHO	09 SEP 74
BROOKSHIER, ELSIE M.	CLERK (STENOGRAPHY)	WHO	06 OCT 74
WILCOX, MARY L.	CLERK - STENOGRAPHER	WHO	10 OCT 76
UPPERMAN, MARY LYNN	CLERK-STENOGRAPHER	WHO	01 NOV 76

**WITHIN-GRADE INCREASE

OFFICE OF CORRESPONDENCE

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
W.A.E. EMPLOYEES			
JONES, GRACE R.	SENIOR CORRESPONDENCE CLERK	WHO(S/A)	19 JAN 76
THUMAS, PATRICIA M.	SECRETARY (STENOGRAPHY)	WHO(S/A)	02 OCT 69
UPPERMAN, EILEEN M.	CLERK (STENOGRAPHY)	WHO(S/A)	14 SEP 71
STRICHARTZ, ELLEN A.	CORRESPONDENCE CLERK	WHO(S/A)	19 JUL 72
MURRISON, SUSAN L.	CORRESPONDENCE CLERK	WHO(S/A)	13 DEC 74
REID, KATHLEEN	CLERK (STENOGRAPHY)	WHO(S/A)	25 SEP 72
SAUNDERS, RACHEL J.	CLERK (STENOGRAPHY)	WHO(S/A)	12 SEP 73
HINER, NANCY C.	CLERK (STENOGRAPHY)	WHO(S/A)	11 FEB 74
HENDRIX, EUNICE C.	CLERK (STENOGRAPHY)	WHO(S/A)	11 AUG 75
CURTIS, JANET F.	CLERK (TYPING)	WHO(S/A)	07 OCT 74
VANN, PATRICIA A.	CLERK (TYPING)	WHO(S/A)	04 MAR 74

OFFICE OF CENTRAL FILES

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
MATTHEWS, WILLIAM F.	CHIEF OF FILES	WHO	01 DEC 47
HENLEY, CLARENCE L.	ASSISTANT CHIEF OF FILES	WHO	01 MAR 61
GUDD, TERRY W.	ASSISTANT TO THE CHIEF OF FILES	WHO	11 MAY 75
MELTON, VITUS S.	ASSISTANT TO THE CHIEF OF FILES	WHO	22 MAR 65
TRESEK, WILLIAM	FILE SUPERVISOR	WHO	08 MAY 55
AUSTIN, DORIS E.	MAIL AND FILE SUPERVISOR	WHO	11 APR 65
LOVE, CHARLES E., JR.	MAIL AND FILE SUPERVISOR	WHO	14 MAR 60
WOOD, LEONARD R.	MAIL AND FILE SUPERVISOR	WHO	10 AUG 58
BROWN, BARBARA A.	MAIL AND FILE SUPERVISOR	WHO	27 MAR 66
STRUB, NORBERT G., JR.	CLERICAL ASSISTANT	WHO	19 JUL 53
JOHNSON, ALBERT L.	MAIL AND FILE SUPERVISOR	WHO	06 NOV 55
MATTHEWS, PHYLLIS J.	MAIL AND FILE SUPERVISOR	WHO	08 OCT 56
ROBERTS, WILLIAM E.	MAIL AND FILE ASSISTANT	WHO	05 DEC 65
ICKES, THOMAS J.	ASSISTANT MAIL AND FILE SUPERVISOR	WHO	04 OCT 70
HOBBS, GORDON A.	MAIL AND FILE ASSISTANT	WHO	15 MAR 53

**WITHIN-GRADE INCREASE

OFFICE OF CENTRAL FILES

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
LAWKENCE, CARROLL W.	MAIL AND FILE ASSISTANT	WHO	26 SEP 54
FISHER, EVERLENE H.	MAIL AND FILE ASSISTANT	WHO	06 NOV 61
FLETCHER, MARY IRIS	MAIL AND FILE CLERK	WHO	01 JUL 46
BROWN, LACY F.	MAIL AND FILE CLERK	WHO	18 AUG 63
HOUSEK, EVERETT D.	CLERK (RESEARCH)	WHO	12 FEB 67
GRAHAM, CLINTON	MAIL AND FILE CLERK	WHO	04 OCT 70
JNEAL, MAKIETTA L.	MAIL AND FILE CLERK	WHO	29 OCT 61
RITCHIE, DIANNA L.	MAIL AND FILE CLERK	WHO	28 MAR 65
LAW, BOBBY DALE	CLERICAL ASSISTANT	WHO	04 OCT 70
GORHAM, DULORES E.	MAIL AND FILE CLERK	WHO	24 NOV 69
KATTI, EDWARD C.	MAIL AND FILE CLERK	WHO	04 OCT 70
HANNIE, GEORGE W., JR.	FILE CLERK	WHO	11 JUL 66
LOVE, GEORGE R.	FILE CLERK	WHO	04 OCT 70
CRUMB, CLARICE AMANDA	MAIL AND FILE CLERK	WHO	04 OCT 70
SWEANEY, DEBORAH L.	MAIL AND FILE CLERK	WHO	29 SEP 74

**WITHIN-GRADE INCREASE

OFFICE OF CENTRAL FILES

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOB DATE
LEWIS, HERBERT L.	CLERK-MESSENGER	WHO	25 SEP 55
BROWN, GEORGE H.	MAIL CLERK	WHO	04 OCT 70
JAMES, THEODORIC C., JR.	FILE CLERK	WHO	04 OCT 70
HOWELL, WILLIE C.	FILE AND RECORD CLERK	WHO	10 JAN 71
FINNEY, CECIL L.	MAIL AND FILE CLERK	WHO	04 OCT 70
CHAPPELLE, MARCUS E.	FILE CLERK	WHO	17 JUN 68
NASH, CHARLES B.	FILE CLERK	WHO	05 OCT 70
SIMPSON, WANDRA E.	MAIL AND FILE CLERK	WHO	13 APR 75
SHARP, MICHAEL A.	FILE AND RECORD CLERK	WHO	21 MAY 73
CASASSA, KELLY	FILE AND RECORD CLERK	WHO	07 JUN 76

**WITHIN-GRADE INCREASE

OFFICE OF CENTRAL FILES

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOB DATE
W.A.E. EMPLOYEES			
OLARE, ROBERTA P.	CLERICAL ASSISTANT	WHO(S/A)	08 AUG 66
BROWN, CLIFTON L., JR.	MAIL AND FILE CLERK	WHO(S/A)	21 MAY 73
HARRICK, KENNETH C.	MAIL AND RECORD CLERK	WHO(S/A)	11 JUN 62
ADAMS, JOHN R.	FILE AND RECORD CLERK	WHO(S/A)	14 JUL 76

OFFICE OF GIFT UNIT

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
WICKLEIN, MARJORIE F.	CHIEF OF THE GIFT UNIT	WHO	12 AUG 57
HALLION, MARIE E.	ASSISTANT TO THE CHIEF OF THE GIFT UNIT	WHO	13 APR 71
WILLIAMS, MARJORIE K.	ASSISTANT TO THE CHIEF OF THE GIFT UNIT	WHO	04 OCT 70
IODICE, ROSE A.	SENIOR CORRESPONDENCE CLERK	WHO	18 SEP 61
FREE, CHARLES M., JR.	SENIOR CORRESPONDENCE CLERK	WHO	04 OCT 70
ARKINGTON, ALPHADINE E.	CLERICAL ASSISTANT (RECORDS & DOCUMENTATION)	WHO	04 OCT 70
MORRIS, MAKJA M.	CLERICAL ASSISTANT	WHO	04 OCT 70
CHIPMAN, JEANNE P.	CORRESPONDENCE CLERK	WHO	24 JUL 72
HULTGRAVE, JANICE A.	SECRETARIAL ASSISTANT	WHO	25 JUN 73

**WITHIN-GRADE INCREASE

OFFICE OF MAIL ROOM

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOB DATE
SHAY, RETA M.	CHIEF OF MAILS	WHO	17 OCT 49
WORKMAN, ROLAND J.	ASSISTANT CHIEF OF MAILS	WHO	18 JUN 66
HILL, DAVID W.	ASSISTANT TO CHIEF OF MAILS	WHO	22 MAY 65
SIMON, MARY H.	ASSISTANT TO CHIEF OF MAILS	WHO	25 OCT 49
FUGELSON, VIRGINIA W.	ASSISTANT TO CHIEF OF MAILS	WHO	04 NOV 57
CURTIS, RAY	SUPERVISOR, MAIL ANALYSIS UNIT	WHO	04 OCT 70
QUIGLEY, BURTON A.	SUPERVISOR, MAIL ANALYSIS UNIT	WHO	04 OCT 70
BELL, LILLIE M.	ASSISTANT SUPERVISOR, MAIL ANALYSIS UNIT	WHO	04 MAR 71
FANTASIA, RUTH ALTO	ASSISTANT SUPERVISOR, MAIL ANALYSIS UNIT	WHO	04 OCT 70
PARKEK, HARRIET B.	ASSISTANT SUPERVISOR, MAIL ANALYSIS UNIT	WHO	04 OCT 70
BUGG, RUBY E. M.	SUPERVISOR, MAIL ANALYSIS UNIT	WHO	04 OCT 70
BRANHAM, ANNA L.	SECRETARIAL ASSISTANT	WHO	04 OCT 70
TULBERT, FRANK C.	SENIOR MAIL ANALYST	WHO	04 OCT 70
WILBANKS, ALVESTER	SENIOR MAIL ANALYST	WHO	04 OCT 70
MCDONALD, CHRISTINE R.	SENIOR MAIL ANALYST	WHO	15 APR 71

**WITHIN-GRADE INCREASE

OFFICE OF MAIL ROOM

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
FARMER, HENRY E.	CONTROL AND STATISTICAL CLERK	WHO	04 OCT 70
GARNER, BARBARA J.	SENIOR MAIL ANALYST	WHO	04 MAR 71
KRAFTHOFER, WILLIAM S.	CONTROL AND STATISTICAL CLERK	WHO	04 OCT 70
BOHRER, GEORGE H.	MAIL SECURITY CLERK	WHO	04 OCT 70
BREWER, ROSE ANNE	MAIL ANALYST	WHO	01 AUG 73
DYKSTRA, GAYLE Y.	MAIL ANALYST	WHO	08 JUL 74
DRAKE, JAMES D.	MAIL ANALYST	WHO	03 MAR 75
MCGUIKE, MARGARET J.	MAIL ANALYST	WHO	19 MAY 75
CRAFT, NANCY G.	JUNIOR MAIL ANALYST	WHO	04 OCT 76
LEWIS, ADRIAN A.	JUNIOR MAIL ANALYST	WHO	18 OCT 76

**WITHIN-GRADE INCREASE

OFFICE OF MAIL ROOM

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOB DATE
W.A.E. EMPLOYEES			
BIANCULLI, JOSEPH L.	MAIL ANALYST	WHQ(S/A)	19 SEP 73

OFFICE OF MAIL ROOM

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
DETAIL EMPLOYEES			
LANDOLT, JOSEPH G.		POST OFF	
BRUNGU, SAMUEL A.		POST OFF	
O'LARE, CHARLES W.		POST OFF	
JONES, CHARLES L.		POST OFF	
KOSSITER, JOSEPH E.		POST OFF	
GAINES, SAMUEL T.		POST OFF	
MARKS, CHARLES A.		POST OFF	
MILLER, JAMES T.		POST OFF	
FOGELSON, DELBERT W.		POST OFF	
MONDOZA, MANUEL A.		POST OFF	
THOMPSON, FRANK W., JR.		POST OFF	
CARRULL, FLORA J.		POST OFF	
KILGORE, NILES S.		POST OFF	
LAKES, JUAN F.		POST OFF	
WILLS, WALLACE W.		POST OFF	
RIEGNER, RUDOLF W.		POST OFF	
REID, JAMES M.		POST OFF	
BUCKLER, JAMES T.		POST OFF	
BUTLER, JAMES S.		POST OFF	
ORFIELD, NATA E.		POST OFF	
BAXTER, BONNIE L.		POST OFF	

OFFICE OF MAIL ROOM

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
REAGAN, JAMES M.		POST OFF	

OFFICE OF MESSENGER SERVICE

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
PAKker, GEORGE W.	CHIEF, MESSENGER AND MISCELLANEOUS SERVICES	WHO	05 MAR 51
MATTHEWS, VINCENT E.	ASSISTANT CHIEF, MESSENGER AND MISCELLANEOUS SERVICES	WHO	09 MAR 63
GOODE, WADE H.	ASSISTANT TO THE CHIEF, MESSENGER AND MISCELLANEOUS SERVICES	WHO	01 JUL 53
SMOOT, JAMES G.	ASSISTANT TO THE CHIEF, MESSENGER AND MISCELLANEOUS SERVICES	WHO	27 NOV 50
HIGGINBOTHAM, NORMAN	NIGHT SUPERVISOR	WHO	15 SEP 58
WHITING, KALPH A.	PRINTING SPECIALIST	WHO	27 JUL 58
WILLIAMS, EUGENE	ASSISTANT SUPERVISOR	WHO	08 DEC 63
WILLIAMS, NORWOOD C., JR	ASSISTANT TO THE CHIEF, MESSENGER AND MISCELLANEOUS SERVICES	WHO	13 MAR 55
HAILSTORCKS, BENJAMIN, 3D	ASSISTANT NIGHT SUPERVISOR	WHO	10 FEB 58
MITCHELL, THADDEUS B.	ASSISTANT SUPERVISOR	WHO	26 AUG 54
HALL, LAWRENCE A., JR.	OFFICE MACHINE OPERATION ASSISTANT	WHO	18 JUL 60
ROWEKAMP, GEORGE R.	OFFICE MACHINE OPERATION ASSISTANT	WHO	03 NOV 69
BROOKS, JOSEPH E.	SENIOR MESSENGER	WHO	17 AUG 67
WILLIAMS, SAMUEL	SENIOR MESSENGER	WHO	15 MAR 53
MCDUFFIE, REMUS L.	SENIOR MESSENGER	WHO	14 NOV 55

**WITHIN-GRADE INCREASE

OFFICE OF MESSENGER SERVICE

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	END DATE
MINNICK, CHARLES C., SR.	SENIOR MESSENGER	WHO	04 OCT 70
STRICKLAND, CARROLL J.	SENIOR MESSENGER	WHO	17 APR 59
TURNER, GEORGE M.	SENIOR MESSENGER	WHO	04 OCT 70
BETHEA, FRANK, JR.	SENIOR MESSENGER	WHO	04 OCT 70
COLLINS, JOHN T., JR.	SENIOR MESSENGER	WHO	03 JAN 66
HAWKINS, CLARENCE, JR.	SENIOR MESSENGER	WHO	04 OCT 70
MALAPIT, JUANITO	SENIOR MESSENGER	WHO	04 OCT 70
WITHERSPOON, JOHN I.	SENIOR MESSENGER	WHO	04 OCT 70
THOMAS, GLORIA J.	CLERICAL ASSISTANT	WHO	09 JUN 75
JOHNSON, CORNELIUS F.	SENIOR MESSENGER	WHO	04 OCT 70
STRONG, TOLBERT L., JR.	SENIOR MESSENGER	WHO	04 OCT 70
MEEKINS, LEAMOND	MESSENGER	WHO	02 NOV 75
SHRADER, EDWARD R.	MESSENGER	WHO	24 JAN 71
TAYLOR, HARRY R.	SENIOR MESSENGER	WHO	04 OCT 70
HART, BARBARA J.	CLERK-TYPIST	WHO	25 MAY 75

**WITHIN-GRADE INCREASE

OFFICE OF MESSENGER SERVICE

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
DUNBAR, PAUL E.	MESSENGER	WHO	29 OCT 73
HEMSLEY, OLIVER R.	MESSENGER	WHO	25 JUN 73
WILSON, ROBERT LEE	MESSENGER	WHO	02 OCT 72
HORTON, MADELINE RACHEL	MESSENGER	WHO	26 AUG 74
PRESTON, CLIFFORD G.	MESSENGER	WHO	18 JAN 71
ROBINSON, DAVID B.	MESSENGER	WHO	01 JUN 71
DUNBAR, TIMOTHY S.	MESSENGER	WHO	09 JUL 73
NEAL, VAYMUND L.	MESSENGER	WHO	26 JUL 73
DAYLON, PEDRO A.	MESSENGER	WHO	04 AUG 75
PAGAYOYA, FREDDIE	MESSENGER	WHO	02 OCT 75
REES, COLLIN L., JR.	MESSENGER	WHO	19 AUG 74
VELASCO, DANIEL A.	MESSENGER	WHO	21 APR 75
MELVIN, ALBERT L.	MESSENGER	WHO	22 NOV 76

**WITHIN-GRADE INCREASE

OFFICE OF MESSENGER SERVICE

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
MILITARY EMPLOYEES			
HUTCHENS, WILLIAM L.	SP 6	WHO	

OFFICE OF PRESS RELEASE SECTION

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
HOOPEK, MARY E.	CHIEF, PRESS RELEASE SECTION	WHO	15 JUL 56
JOHNSON, MARILYN S.	EDITORIAL CLERK (RESEARCH)	WHO	17 SEP 73
CONNORS, WILLIAM P.	CLERK	WHO	01 JUL 46
JACKSON, ALPHONZO E.	FILE CLERK	WHO	16 MAY 71
SIMMONS, DUNNA J.	CLERK (TYPING)	WHO	29 OCT 74
VALENTINE, EDWARD P.	CLERK	WHO	01 NOV 70

**WITHIN-GRADE INCREASE

OFFICE OF RECORDS OFFICE

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
JONES, THOMAS M.	CHIEF OF RECORDS	WHO	06 JUL 52
GEISLER, RONALD R.	ASSISTANT CHIEF OF RECORDS	WHO	27 JUN 65
MARKS, DANIEL J.	RECORDS ASSISTANT	WHO	02 JAN 73
HEITING, JOHN R.	RECORDS CLERK	WHO	24 SEP 73
KODDY, JAMES M.	RECORDS CLERK	WHO	01 MAR 76

**WITHIN-GRADE INCREASE

OFFICE OF RECEPTIONIST'S DESK

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOB DATE
HALLMAN, ROGER A.	RECEPTION ASSISTANT	WHO	01 JUL 55
JONES, CARL A.	RECEPTION ASSISTANT	WHO	04 DEC 55
LISER, URVILLE F.	MESSENGER-RECEPTIONIST	WHO	01 JAN 67

**WITHIN-GRADE INCREASE

OFFICE OF TELEGRAPH & TRAVEL SECTION

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
ZOOK, RAY M.	CHIEF, TELEGRAPH AND TRAVEL SERVICE	WHO	22 DEC 58
MANNING, ROBERT L.	ASSISTANT CHIEF, TELEGRAPH AND TRAVEL SERVICE	WHO	31 OCT 60
DALE, BILLY R.	ASSISTANT TO THE CHIEF, TELEGRAPH AND TRAVEL SERVICE	WHO	12 APR 64
WRIGHT, GARY D.	ASSISTANT TO THE CHIEF, TELEGRAPH AND TRAVEL SERVICE	WHO	19 DEC 65
DREYLINGER, JOHN P.	COMMUNICATIONS OFFICER	WHO	20 FEB 67
STAUDINGER, GEORGE F.	COMMUNICATIONS OFFICER	WHO	04 OCT 70
MAUGHAN, RALPH T.	COMMUNICATIONS OFFICER	WHO	24 SEP 73
VICKROY, JOHN W., JR.	COMMUNICATIONS OFFICER	WHO	06 SEP 74
CHIRDON, DOUGLAS W.	COMMUNICATIONS ASSISTANT	WHO	02 FEB 75

**WITHIN-GRADE INCREASE

OFFICE OF TELEPHONE OFFICE

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOB DATE
BURNS, MARY C.	CHIEF, TELEPHONE SERVICE	WHO	03 APR 49
KRELL, RUTH LOUISE	ASSISTANT CHIEF, TELEPHONE SERVICE	WHO	29 OCT 61
MCINTOSH, AUDREY L.	ASSISTANT TO THE CHIEF, TELEPHONE SERVICE	WHO	16 SEP 62
HENRY, RUTH D.	ASSISTANT TO THE CHIEF, TELEPHONE SERVICE	WHO	04 OCT 70
ARMPFIELD, ROBERT K.	ASSISTANT TO THE CHIEF, TELEPHONE SERVICE	WHO	29 JAN 68
HARRIS, LUCIA E.	SENIOR TELEPHONE OPERATOR	WHO	04 OCT 70
MCKEDOWN, KATHRYN M.	ASSISTANT TO THE CHIEF, TELEPHONE SERVICE	WHO	24 MAY 65
FRASER, ELIZABETH A.	SENIOR TELEPHONE OPERATOR	WHO	11 JUL 66
KNADLER, BARBARA A.	SENIOR TELEPHONE OPERATOR	WHO	04 OCT 70
SIMONIK, BERNICE E.	SENIOR TELEPHONE OPERATOR	WHO	04 OCT 70
YOUNG, SARAH J.	SENIOR TELEPHONE OPERATOR	WHO	13 MAR 66
BAKER, BEULAH R.	TELEPHONE OPERATOR	WHO	09 JUL 72
LINDSAY, MARY E.	TELEPHONE OPERATOR	WHO	02 MAY 71
SMITH, MARION L.	TELEPHONE OPERATOR	WHO	31 JAN 72
DRUMM, SHIRLEY E.	TELEPHONE OPERATOR	WHO	31 JAN 73

**WITHIN-GRADE INCREASE

OFFICE OF TELEPHONE OFFICE

AS L 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
FOSTER, GARY F.	TELEPHONE OPERATOR	WHO	08 SEP 75
SULLIVAN, VIRGINIA M.	TELEPHONE OPERATOR	WHO	18 FEB 75

**WITHIN-GRADE INCREASE

OFFICE OF USHERS OFFICE

AS OF 01 DEC 1976

NAME	TITLE	OFFICE	EOD DATE
SCOUTEN, REX W.	CHIEF USHER	WHO	04 MAY 69
PIERCE, NELSON C., JR.	ADMINISTRATIVE OFFICER (1ST. ASSISTANT USHER)	WHO	16 OCT 61
HARRIS, STEPHEN P.	ASSISTANT USHER	WHO	16 MAR 75
WALTERS, GARY J.	ASSISTANT USHER	WHO	29 FEB 76
HOGUE, ELIZABETH S.	STAFF ASSISTANT	WHO	16 MAR 75

**WITHIN-GRADE INCREASE