

The original documents are located in Box 13, folder “Office - Christmas Card Lists” of the Robert T. Hartmann Files at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE

WASHINGTON

From: Robert T. Hartmann 

To: Mr. Wilbur Jenkins

Date: November 27, 1974

Time

a.m.

~~xx-xx~~

As per Memorandum of November 25, 1974
from Jerry H. Jones re: White House
Christmas List.

Mr. Wilbur Jenkins
Administrative Officer
Room 8
Executive Office Building

(Gave Paul Theis a copy of this
listing.)

MEMORANDUM

THE WHITE HOUSE

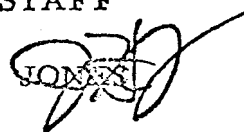
WASHINGTON

WASHINGTON

November 25, 1974

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:

JERRY H. JONES 

SUBJECT:

White House Christmas List

It has been the practice each year at Christmastime to prepare a list of names and addresses of all employees at the White House to be used in preparing Christmas card lists, sending invitations, and providing information for similar activities during the holiday season. The Administrative Office compiles the information in looseleaf notebooks which are made available to each of the staff offices.

We will need an alphabetical list of each person in your office, along with a complete home address. The list should be typed on plain white bond paper as shown in the sample below.

Send the list to Mr. Wilbur Jenkins, Administrative Officer, Room 8, Executive Office Building, not later than December 1, 1974.

SAMPLE LISTING

OFFICE OF THE PRESIDENT

ABEL, John W. (Mr.)

1234 Connecticut Avenue, NW.
Washington, D. C. 20015

BAKER, John W. (The Honorable and Mrs.) (Wife's name)

Address

CAREY, John W. (Mr. and Mrs.) (Wife's name)

Address

DOE, Jane E. (Miss)

Address

EDSON, Jane E. (Mr. and Mrs. John W.)

Address

PERSONAL SECRETARY TO THE PRESIDENT

DOWNTON, Dorothy E. (Mr. and Mrs. G. David)
2030 F Street, N.W.
Washington, D. C. 20006

OFFICE OF COUNSELLOR ROBERT T. HARTMANN

HARTMANN, Robert T. (The Honorable and Mrs.) (Roberta)
5001 Baltimore Avenue
Westgate, Maryland 20016

MESSERSMITH, Neta C. (Dr. and Mrs. James C.)
3624 North Nelson Street
Arlington, Virginia 22207

RAIMAN, Gail A. (Miss)
1604 Commonwealth Avenue
Alexandria, Virginia 22301

WILSON, Joann L. (Mrs.)
4597 MacArthur Boulevard, N.W.
Washington, D. C. 20007

EDITORIAL DEPARTMENT

BAKSHIAN, Aram Jr. (Mr.)
3400 Macomb Street, N.W.
Washington, D. C. 20016

BERG-HANSEN, Judy Beth (Mrs. Stephen Earl)
100 G Street, S.W.
Washington, D. C. 20024

BOCEK, Margaret Ann (Mrs. Robert)
5545 North 32nd Street
Arlington, Virginia 22207

BOVELSKY, Becky (Mrs. Stewart F.)
7032 Leewood Forest Drive
Springfield, Virginia 22151

BROWN, Maureen W. (Mrs. Kenneth)
8105 Eastern Avenue, Apt. 505C
Silver Spring, Maryland 20910

BYRNE, Patricia (Miss)
Apartment 865
1200 North Nash Street
Arlington, Virginia 22209

CASSERLY, John (Mr. and Mrs.) (Joy)
3239 Rittenhouse Street, N. W.
Washington, D. C. 20015

COYNE, John (Mr. and Mrs.) (Patricia)
Evans Road
Riva, Maryland 21140

DURFEE, Lynda M. (Miss)
250 South Van Dorn Street, Apt. N418
Alexandria, Virginia 22304

ELLIOTT, Roland L. (Mr. and Mrs.) (Dorothy)
6814 Rosewood Street
Annandale, Virginia 22203

FENTON, Mary Alice (Miss)
904 Gist Avenue
Silver Spring, Maryland 20910

FORD, Cheryl (Mr. and Mrs. Steven)
6503 Potomac Avenue
Apartment A-1
Alexandria, Virginia 22307

FRIEDMAN, Milton (Mr.)
512 H Street, S.W.
Washington, D. C. 20024

GREGORY, Susan J. (Miss)
5714 Belfast Lane
Springfield, Virginia 22150

HAMBERGER, Joann Reed (Mrs. Edward)
Apartment B-1
1619 30th Street, N.W.
Washington, D. C. 20007

HARTFORD, Margaret (Miss)
140 Hazel Lane
Piedmont, California 94611

HASEK, Eliska (Miss)
2475 Virginia Avenue, N.W., Apt. 324
Washington, D. C. 20037

HICKS, Brenda L. (Mrs. Raymond)
Apartment 2114
5604 Alice Avenue
Oxon Hill, Maryland 20021

HIGGINS, Anne (Mrs. George)
2420 Eye Street, N.W.
Washington, D. C. 20037

HOLMES, James H. (Mr. and Mrs.) (Constance)
7757 Brandeis Way
Springfield, Virginia 22153

KORTE, Claudia (Miss)
2224 F Street, N.W.
Apartment 328
Washington, D. C. 20037

KULP, Earl M. (Mr. and Mrs.) (Shirley)
14908 Bauer Drive
Rockville, Maryland 20853

McAULAY, Jill (Miss)
5907A Kingsford Road
Springfield, Virginia 22152

McCONNON, Caron A. (Mrs. B. Ray, Jr.)
14820 North Ashdale Avenue
Woodbridge, Virginia 22191

MORTON, Judith D. (Miss)
Apartment 217
5055 South Chesterfield Road
Arlington, Virginia 22206

NOLAN, Elizabeth A. (Miss)
Apartment 410E
4620 North Park
Chevy Chase, Maryland 20015

ORBEN, Robert (Mr. and Mrs.) (Jean)
2510 Virginia Avenue, N.W.
Apartment 701-N
Washington, D. C. 20037

PERRUSO, Edith (Miss)
2510 Virginia Avenue, N.W.
Washington, D. C. 20037

PETRONE, Patricia A. (Miss)
Apartment 1420
2301 South Jefferson-Davis Highway
Arlington, Virginia 22202

POPEO, Gerald J.
1320 35th Street, N.W.
Washington, D. C. 20007

PULLEN, Frances Kaye (Miss)
302 Maryland Avenue, N.E.
Washington, D. C. 20002

RHODES, Teresa B. (Miss)
1600 37th Street, N.W.
Washington, D. C. 20007

ROCK, Shirley (Miss)
2000 South Eads
Arlington, Virginia 22202

STEVENSON, Martha G. (Mrs. Thomas E.)
3032 South Buchanan Street
Arlington, Virginia 22206

STRUNK, Pat (Miss)
Apartment 909
2828 Connecticut Avenue, N.W.
Washington, D. C. 20008

THEIS, Paul A. (Mr. and Mrs.) (Nancy)
38 Ivy Street, S.E.
Washington, D. C. 20003

WALDRON, Agnes (Miss)
317 Fourth Street, S.E.
Washington, D. C. 20003

WALKER, Jo (Miss)
909 North Randolph Street
Apartment 14
Arlington, Virginia 22203

WOOTEN, Kathryn (Miss)
5597 Seminary Road
Apartment 2303 South
Falls Church, Virginia 22041

YARJAN, Ann B. (Miss)
Apartment 411E
1001 Third Street, S.W.
Washington, D. C. 20024

1975
List

OFFICE OF COUNSELLOR ROBERT T. HARTMANN

- ✓ ANDERSON, Gwen A. (Dr. and Mrs. Harlan)
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- CALKINS, Jack (Mr. and Mrs. John T.) (Pat)
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Washington, D. C. 20008
- ✓ GREENWELL, Ruth M. (Mr. and Mrs. Ralph W.)
2330 Freetown Court
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4110 Beecher Street, N. W.
Washington, D. C. 20007
- ✓ MESSERSMITH, Neta C. (Dr. and Mrs. James C.)
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- ✓ RAIMAN, Gail A. (Miss)
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6814 Rosewood Street
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ROUSEK, Robert R. (Mr. and Mrs.) (Jean)
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Washington, D. C. 20003

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Washington, D. C. 20008

WALDRON, Agnes (Miss)
317 Fourth Street, S. E.
Washington, D. C. 20003

WOOTEN, Kathryn (Miss)
Apartment 2303S
5597 Seminary Road
Falls Church, Virginia 22041

YARJAN, Ann B. (Miss)
Apartment 2
6807 Red Top Road
Takoma Park, Maryland 20012

THE WHITE HOUSE
WASHINGTON

December 1, 1975

Mr. Hartmann and Neta:

Kathy Wooten called and asked if she should send the Christmas address list for the Editorial Office to us or directly to Wilbur Jenkins.

I asked her if she would please send it to Wilbur Jenkins (due date is today) and to please send us a copy. Copy is attached.

Gail

THE WHITE HOUSE
WASHINGTON

December 1, 1975

Gail:

Attached are the addresses
of employees of the
Editorial Department.

Cheryl

THE WHITE HOUSE

WASHINGTON

Nov. 17, 1975

RTH: F.Y.I.

I have typed up a list of your Personal Staff and Political Affairs Staff (attached). Kathy Wooten is working on updating the Editorial Department list and will get it to us as soon as possible.

We will then integrate the two lists and send the final copy of the complete list to Mr. Jenkins as requested.

Neta

note
Dr.
✓

Anderson
ok
mm
RTH

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:


JAMES E. CONNOR

SUBJECT:

White House Christmas List

It has been the practice each year at Christmastime to prepare a list of names and addresses of all employees at the White House to be used in preparing Christmas card lists, sending invitations, and providing information for similar activities during the holiday season. The Administrative Office compiles the information in looseleaf notebooks which are made available to each of the staff offices.

We will need an alphabetical list of each person in your office, along with a complete home address. The list should be typed on plain white bond paper as shown in the sample below.

Send the list to Mr. Wilbur Jenkins, Administrative Officer, West Wing, not later than December 1, 1975.

SAMPLE LISTING

OFFICE OF THE PRESIDENT

ABEL, John W. (Mr.)
1234 Connecticut Avenue, NW.
Washington, D. C. 20015

BAKER, John W. (The Honorable and Mrs.) (Wife's name)
Address

CAREY, John W. (Mr. and Mrs.) (Wife's name)
Address

DOE, Jane E. (Miss)
Address

EDSON, Jane E. (Mr. and Mrs. John W.)
Address

cc.
02/

HARTMANN - MEMOS TO & FROM

JENKINS, Wilbur H.

(Hartmann Office W.H. Christmas List)

November 30, 1976

MEMORANDUM TO: WILBUR H. JENKINS
FROM: ROBERT T. HARTMANN
SUBJECT: White House Christmas List

Pursuant to Jim Connor's memorandum of November 22, attached is a list of White House personnel under my supervision.

cc: James E. Connor

RTH: nm

OFFICE OF COUNSELLOR ROBERT T. HARTMANN

ANDERSON, Gwen A. (Dr. and Mrs. Harlan J.)
One Washington Circle, #316
Washington, D. C. 20037

ELLIOTT, Roland L. (Mr. and Mrs.) (Dorothy)
168 South Main Street
Florence, Massachusetts 01060

HARTMANN, Robert T. (The Honorable and Mrs.) (Roberta)
5001 Baltimore Avenue
Westgate
Washington, D. C. 20016

MESSERSMITH, Neta C. (Dr. and Mrs. James C.)
3624 North Nelson Street
Arlington, Virginia 22207

ORBEN, Robert (Mr. and Mrs.) (Jean)
Watergate East
2510 Virginia Avenue, N.W.
Washington, D. C. 20037

RAIMAN, Gail A. (Miss)
5601 Derby Court
Apartment 102
Alexandria, Virginia 22311

SMITH, Douglas J. (Mr. and Mrs.) (Marcia)
1100 22nd Street, N.W.
Washington, D. C. 20037

OFFICE OF COUNSELLOR ROBERT T. HARTMANN (continued)

BOORSTIN, David W. (Mr. and Mrs.) (Mollie)
1432 1/2 Q Street, N.W.
Washington, D. C. 20009

BOVELSKY, Becky (Mr. and Mrs. Stewart F.)
7032 Leewood Forest Drive
Springfield, Virginia 22151

BROWN, James (Mr. and Mrs.) (Hilda)
2607 Virginia Avenue
Landover, Maryland 20785

BROWN, Maureen (^{Ms.}~~Mrs.~~)
8105 Eastern Avenue
Silver Spring, Maryland 20910

BUTLER, Patrick H. (Mr.)
4849 Connecticut Avenue, N.W.
Apartment #1006
Washington, D. C. 20008

BYRNE, Patricia (Miss)
Apartment 865
1200 North Nash Street
Arlington, Virginia 22209

CLARK, Kay L. (Ms.)
4000 Tunlaw Road, N.W.
Apartment #619
Washington, D. C. 20007

CONZELMAN, James (Mr.)
115 Second Street, N.E.
Apartment #12
Washington, D. C. 20002

DENISON, George (Mr. and Mrs.) (Barbara)
5910 Woodacres Drive
Bethesda, Maryland 20016

OFFICE OF COUNSELLOR ROBERT T. HARTMANN (continued)

FENTON, Mary Alice (Miss)
8714 Reading Road
Silver Spring, Maryland 20901

FRIEDMAN, Milton (Mr.)
512 H Street, S.W.
Washington, D. C. 20024

HASEK, Eliska (Miss)
2475 Virginia Avenue, N.W.
Apartment #324
Washington, D. C. 20037

HICKS, Brenda L. (Mr. and Mrs. Raymond)
Apartment 2
2114 Alice Avenue
Oxon Hill, Maryland 20021

HIGGINS, Anne (Mr. and Mrs. George)
2421 I Street, N.W.
Washington, D. C. 20037

JOHNSON, Michael S. (Mr. and Mrs.) (Tricia)
4500 S. Four Mile Run Drive
Apartment #905
Arlington, Virginia 22204

KORTE, Claudia (Miss)
2224 F Street, N.W.
Apartment #328
Washington, D. C. 20037

LAWSON, Janet (Mr. and Mrs. Edward F.)
4605 Clark Place, N.W.
Washington, D. C. 20007

MCCALL, Charles (Dr.)
6166 Leesburg Pike
Apartment #B402
Falls Church, Virginia 22044

OFFICE OF COUNSELLOR ROBERT T. HARTMANN (continued)

McCONNON, Caron A. (Mrs. B. Ray, Jr.)
14820 North Ashdale Avenue
Woodbridge, Virginia 22191

McMAHAN, Jacquelyn (^{Ms.} Mrs.)
220 North Pitt Street
Alexandria, Virginia 22314

MEINKING, Marilyn A. (Miss)
13404 Norden Drive
Wheaton, Maryland 20906

MIHALEC, John H. (Mr.)
7 Hervey Street
Byram, Connecticut 06830

NACH, James P. (Mr.)
Apartment 203
2055 North Woodstock Street
Arlington, Virginia 22207

NOLAN, Elizabeth A. (Miss)
Apartment 410E
4620 North Park
Chevy Chase, Maryland 20015

O'NEILL, Oona L. (Miss)
3506 Gunston Road, Bldg. 719
Alexandria, Virginia 22302

PERRUSO, Edith (Miss)
2510 Virginia Avenue, N.W.
Washington, D. C. 20037

ROCK, Shirley (Miss)
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Apartment 1123
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SAAR, Jean M. (Ms.)
2602 Brinkley Road
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STARK, Marcia (Miss)
4500 S. Four Mile Run Drive
Apartment #1027
Arlington, Virginia 22204

STEVENSON, Martha G. (Mr. and Mrs. Thomas E.)
5123 Fortune Court
Annandale, Virginia 22003

SUDDUTH, Lynn A. (Ms.)
6585 Little River Turnpike
Alexandria, Virginia 22312

YARJAN, Ann B. (Miss)
Apartment 2
6807 Red Top Road
Takoma Park, Maryland 20012

THE WHITE HOUSE
WASHINGTON

Nov. 23, 1976

Mr. Smith:

I spoke with the following persons about preparing lists of their employees and sending them to us to make a composite list:

- ✓ Marcia in Gwen Anderson's office
- ✓ Marilyn in Bob Orben's office
- ✓ Anne H. in Roland Elliott's office.

Neta



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 22, 1976

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:

JAMES E. CONNOR

SUBJECT:

White House Christmas List

It has been the practice each year at Christmastime to prepare a list of names and addresses of all employees at the White House to be used in preparing Christmas card lists, sending invitations, and providing information for similar activities during the holiday season. The Administrative Office compiles the information in looseleaf notebooks which are made available to each of the staff offices.

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EDSON, Jane E. (Mr. and Mrs. John W.)

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Apartment 102
Alexandria, Virginia 22311

✓ ~~SMITH, Douglas J. (Mr. and Mrs.) (Marcia)~~
1100 22nd Street, N.W.
Washington, D. C. 20037

~~✓~~ ANDERSON, Gwen A. (~~Mr. and Mrs. Harlan J.~~)
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November 23, 1976

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~~(34) YARJAN, Ann B. (Miss)
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HARTMANN - MEMOS TO & FROM

ANDERSON, Gwen
ORBEN, Bob
ELLIOTT, Roland

(Hartmann Office W.H. Christmas List)

December 1, 1976

MEMORANDUM TO: GWEN ANDERSON
BOB ORBEN
ROLAND ELLIOTT

FROM: ROBERT T. HARTMANN

Please see that each member of your staff receives one of the enclosed White House Christmas Lists of our office personnel.

Thank you.

RTH:nm



[1976]

OFFICE OF COUNSELLOR ROBERT T. HARTMANN

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