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ITEM WITHDRAWAL SHEET
ITEM NUMBER 00018

Collection/Series/Folder ID No. : 001100361
Reason for Withdrawal : DR, Donor restriction
Locally Assigned Number : 1
Type of Material : COR, Correspondence
Creator's Name : John C. Petrone
Receiver's Name : Thomas M. Markey
Title :
Description :
Re Patricia Petrone's illness
Creation Date : 03/18/1976
Known Duplicates : N
New Location : CF, Donor Restriction Closed File
Date Withdrawn : 11/14/1986
Withdrawing Archivist Initials : WHM, William H. McNitt
Most Recent Rereview Date :
Rereview Archivist Initials :
Open/Declassification Date :
Open/Declass Archivist Initials :

ITEM WITHDRAWAL SHEET
WITHDRAWAL ID 00288

Collection/Series/Folder ID No. : 001100361
Reason for Withdrawal : DR, Donor restriction
Locally Assigned Number : 2A
Type of Material : RES, Resume(s)
Creator's Name : Edwin B. Hill
Description : SF171
Creation Date : 05/10/1971
Known Duplicates : N
New Location : CF, Donor Restriction Closed File
Date Withdrawn : 02/23/1987
Withdrawing Archivist Initials : WHM, William H. McNitt

Standard Form 71

APPLICATION FOR LEAVE

[When completed should be sent to
Peggy Peay, Room 4 EOB (2220), is using Annual Leave]

[If compensatory leave is being used, we keep the
completed form in our files.]

NAME (Print or type—Last, First, Middle Initial)

WILSON, Joann L.

ORGANIZATIONAL UNIT

Office of Counsellor Robert T. Hartmann

TYPE ANNUAL—"I understand that any annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP." SICK—Complete other side of this form.
LEAVE WITHOUT PAY COMPENSATORY OTHER (Specify)

IDENTIFICATION NO.

FROM (Mo., Day, Hr.)

5/27/75

TO (Mo., Day, Hr.)

6/6/75

8:00 a.m.

~~XXXX~~

~~XXXX~~

6:00 p.m.

NO. OF HOURS

REMARKS

SIGNATURE OF EMPLOYEE

Joann L. Wilson

DATE

May 22, 1975

INSTRUCTIONS: Complete above part of form. If applying for sick leave, check appropriate box on back (top) of form. If you were under care of a doctor, he should complete "CERTIFICATE OF PHYSICIAN OR PRACTITIONER" also on back.

OFFICIAL ACTION ON APPLICATION

APPROVED DISAPPROVED (If disapproved, give reason)

SIGNATURE AND DATE

Robert T. Hartmann 5/22/75

NAME (Print or type—Last, First, Middle Initial)

MESSERSMITH, Neta C.

IDENTIFICATION NO.

ORGANIZATIONAL UNIT

Office of Counsellor Robert T. Hartmann

FROM (Mo., Day, Hr.)

12/10/75 8:00 ~~AM~~ ^{a.m.}

NO. OF HOURS

TYPE ANNUAL—"I understand that any annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP." SICK—Complete other side of this form.
LEAVE WITHOUT PAY COMPENSATORY OTHER (Specify)

TO (Mo., Day, Hr.)

1/2/76 6:00 ^{a.m.} _{p.m.}

120

REMARKS

SIGNATURE OF EMPLOYEE

Neta C. Messersmith

DATE

Dec. 9, 1975

INSTRUCTIONS: Complete above part of form. If applying for sick leave, check appropriate box on back (top) of form. If you were under care of a doctor, he should complete "CERTIFICATE OF PHYSICIAN OR PRACTITIONER" also on back.

OFFICIAL ACTION ON APPLICATION

APPROVED DISAPPROVED (If disapproved, give reason)

SIGNATURE AND DATE

[Signature] 12/9/75

NAME (Print or type—Last, First, Middle Initial)

MESSERSMITH, Neta C.

IDENTIFICATION NO.

ORGANIZATIONAL UNIT

Office of Counsellor Robert T. Hartmann

FROM (Mo., Day, Hr.)

5/21/76

8:00

a.m.

p.m.

NO. OF
HOURS

TYPE ANNUAL—"I understand that any annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP." SICK—Complete other side of this form.
OF
LEAVE WITHOUT PAY COMPENSATORY OTHER (Specify)

TO (Mo., Day, Hr.)

5/21/76

6:00

a.m.

p.m.

REMARKS

SIGNATURE OF EMPLOYEE

Neta C. Messersmith

DATE

INSTRUCTIONS: Complete above part of form. If applying for sick leave, check appropriate box on back (top) of form. If you were under care of a doctor, he should complete "CERTIFICATE OF PHYSICIAN OR PRACTITIONER" also on back.

OFFICIAL ACTION ON APPLICATION

APPROVED DISAPPROVED (If disapproved, give reason)

SIGNATURE AND DATE

[Signature]

EMPLOYEE <i>(If applying for sick leave)</i>	DURING THIS ABSENCE I WAS:	INCAPACITATED FOR DUTY BY:			UNDERGOING MEDICAL, DENTAL, OR OPTICAL EXAMINATION OR TREATMENT
	<input type="checkbox"/> REQUIRED TO CARE FOR A MEMBER OF MY FAMILY WITH A CONTAGIOUS DISEASE <i>(Give name and relationship of member of family, and name of disease)</i>	<input type="checkbox"/> SICKNESS	<input type="checkbox"/> ON-THE-JOB INJURY	<input type="checkbox"/> OFF-THE-JOB INJURY	<input type="checkbox"/> PREGNANCY AND CONFINEMENT

CERTIFICATE OF PHYSICIAN OR PRACTITIONER	NAME OF EMPLOYEE	PERIOD UNDER PROFESSIONAL CARE	FROM <i>(Mo., Day, Year)</i>
	POSITION OCCUPIED		TO <i>(Mo., Day, Year)</i>

REMARKS

THE EMPLOYEE NAMED WAS UNDER MY PROFESSIONAL CARE DURING THE PERIOD STATED ABOVE. From the medical standpoint, his condition during this period was such that I considered it inadvisable for him to report to work.

SIGNATURE _____

DATE _____

NAME (Print or type—Last, First, Middle Initial)

Raiman, Gail A.

IDENTIFICATION NO.

ORGANIZATIONAL UNIT

Office of Counsellor Robert T. Hartmann

FROM (Mo., Day, Hr.)

6/9/75 8:00

a.m.

p.m.

NO. OF HOURS

TYPE ANNUAL—"I understand that any annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP." SICK—Complete other side of this form.
LEAVE WITHOUT PAY COMPENSATORY OTHER (Specify)

TO (Mo., Day, Hr.)

6/17/75 6:00

a.m.

p.m.

56

REMARKS

SIGNATURE OF EMPLOYEE

Gail Ann Raiman

DATE

May 20, 1975

INSTRUCTIONS: Complete above part of form. If applying for sick leave, check appropriate box on back (top) of form. If you were under care of a doctor, he should complete "CERTIFICATE OF PHYSICIAN OR PRACTITIONER" also on back.

OFFICIAL ACTION ON APPLICATION

APPROVED DISAPPROVED (If disapproved, give reason)

SIGNATURE AND DATE

[Signature] 5/20/75

NAME (Print or type—Last, First, Middle Initial)

MESSERSMITH, Neta C.

IDENTIFICATION NO.

ORGANIZATIONAL UNIT

Office of Counsellor Robert T. Hartmann

FROM (Mo., Day, Hr.)

6/2/75

8:00

a.m.

NO. OF HOURS

TO (Mo., Day, Hr.)

6/6/75

6:00

p.m.

40

TYPE OF LEAVE ANNUAL—"I understand that any annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP." SICK—Complete other side of this form. WITHOUT PAY COMPENSATORY OTHER (Specify)

REMARKS

SIGNATURE OF EMPLOYEE

Neta C. Messersmith

DATE

May 20, 1975

INSTRUCTIONS: Complete above part of form. If applying for sick leave, check appropriate box on back (top) of form. If you were under care of a doctor, he should complete "CERTIFICATE OF PHYSICIAN OR PRACTITIONER" also on back.

OFFICIAL ACTION ON APPLICATION

APPROVED DISAPPROVED (If disapproved, give reason)

SIGNATURE AND DATE

[Signature] 5/20/75

NAME (Print or type—Last, First, Middle Initial)

Hosmer, Susan J

IDENTIFICATION NO.

ORGANIZATIONAL UNIT

White House/Counselor Hartmann

FROM (Mo., Day, Hr.)

5/26

8:00 a.m.

NO. OF HOURS

TYPE OF LEAVE

ANNUAL—"I understand that any annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP." SICK—Complete other side of this form.
 WITHOUT PAY COMPENSATORY OTHER (Specify)

TO (Mo., Day, Hr.)

5/30

6:00 p.m.

40

REMARKS

SIGNATURE OF EMPLOYEE

Susan Hosmer

DATE

5/22/75

INSTRUCTIONS: Complete above part of form. If applying for sick leave, check appropriate box on back (top) of form. If you were under care of a doctor, he should complete "CERTIFICATE OF PHYSICIAN OR PRACTITIONER" also on back.

OFFICIAL ACTION ON APPLICATION

APPROVED DISAPPROVED (If disapproved, give reason)

SIGNATURE AND DATE

[Signature] 5/22/75

ITEM WITHDRAWAL SHEET
WITHDRAWAL ID 00289

Collection/Series/Folder ID No. : 001100361
Reason for Withdrawal : DR, Donor restriction
Locally Assigned Number : 2B
Type of Material : RES, Resume(s)
Creator's Name : Frederic W. Slight
Description : SF171
Creation Date : 08/23/1974
Known Duplicates : N
New Location : CF, Donor Restriction Closed File
Date Withdrawn : 02/23/1987
Withdrawing Archivist Initials : WHM, William H. McNitt

ITEM WITHDRAWAL SHEET
WITHDRAWAL ID 00290

Collection/Series/Folder ID No. : 001100361
Reason for Withdrawal : DR,Donor restriction
Locally Assigned Number : 2C
Type of Material : RES,Resume(s)
Creator's Name : Nicolas E. Arroyo
Description : SF171
Creation Date : 12/06/1973
Known Duplicates : N
New Location : CF,Donor Restriction Closed File
Date Withdrawn : 02/23/1987
Withdrawing Archivist Initials : WHM,William H. McNitt

THE WHITE HOUSE OFFICE
FISCAL YEAR 1975-1976

FY-1975

NO.	PAY PERIOD	PAY DAY (Wednesdays)	
14.	12/22/74 - 1/4/75	1/15/75	
15.	1/5 - 1/18/75	1/29/75	
16.	1/19 - 2/1/75	2/12/75	
17.	2/2 - 2/15/75	2/26/75	
18.	2/16 - 3/1/75	3/12/75	
19.	3/2 - 2/15/75	3/26/75	1st. Qrtr - 1975
20.	3/16 - 3/29/75	4/9/75	
21.	3/30 - 4/12/75	4/23/75	
22.	4/13 - 4/26/75	5/7/75	
23.	4/27 - 5/10/75	5/21/75	
24.	5/11 - 5/24/75	6/4/75	
25.	5/25 - 6/7/75	6/18/75	2nd. Qrtr - 1975
26.	6/8 - 6/21/75	7/2/75	

FY-1976

1.	6/22 - 7/5/75	7/16/75	
2.	7/6 - 7/19/75	7/30/75	
3.	7/20 - 8/2/75	8/13/75	
4.	8/3 - 8/16/75	8/27/75	
5.	8/17 - 8/30/75	9/10/75	
6.	8/31 - 9/13/75	9/24/75	3rd. Qrtr - 1975
7.	9/14 - 9/27/75	10/8/75	
8.	9/28 - 10/11/75	10/22/75	
9.	10/12 - 10/25/75	11/5/75	
10.	10/26 - 11/8/75	11/19/75	
11.	11/9 - 11/22/75	12/3/75	
12.	11/23 - 12/6/75	12/17/75	
13.	12/7 - 12/20/75	12/31/75	4th Qrtr - 1975

CALENDAR YEAR - 1976

14.	12/21/75 - 1/3/76	1/14/76	
15.	1/4 - 1/17/76	1/28/76	
16.	1/18 - 1/31/76	2/11/76	
17.	2/1 - 2/14/76	2/25/76	
18.	2/15 - 2/28/76	3/10/76	
19.	2/29 - 3/13/76	3/24/76	1st. Quarter - 1976
20.	3/14 - 3/27/76	4/7/76	
21.	3/28 - 4/10/76	4/21/76	
22.	4/11 - 4/24/76	5/5/76	
23.	4/25 - 5/8/76	5/19/76	
24.	5/9 - 5/22/76	6/2/76	
25.	5/23 - 6/5/76	6/16/76	
26.	6/6 - 6/19/76	6/30/76	2nd. Quarter - 1976

FY-1977

1.	6/20 - 7/3/76	7/14/76	
2.	7/4 - 7/17/76	7/28/76	
3.	7/18 - 7/31/76	8/11/76	

MRS. HARLAN J. (GWEN) ANDERSON

RESIDENCE:

2212 South Vancouver,
Kennewick, Washington 99336

OFFICE:

Old Executive Office Building
Washington, D. C. 20500
(202) 456-2198

BORN:

Lignite, North Dakota, June 3, 1930

FAMILY:

Husband: Harlan J. Anderson, Advisory Scientist
Westinghouse Hanford, Richland, Washington
Children: Mark, 20; Barbara, 18

EDUCATION:

Highschool (Timber Lake, South Dakota)
Valedictorian
Student Body Vice President
Member, Band, Choir and Dramatic Club
College (University of South Dakota, 1948-51)
Business Education Major
Minors in English and History
Treasurer and House Manager, Alpha Phi Sorority

EMPLOYMENT HISTORY:

Deputy Assistant for Non-Governmental Organizations
to the Vice President of the United States,
May 1974 to present.
Consultant on Public Affairs to the Vice President
of the United States, January-April 1974.
Special Assistant to the Deputy Assistant Secretary
for Policy Communication, Department of Health,
Education and Welfare, September 1973-January 1974.

EMPLOYMENT HISTORY: (continued)

Washington State Co-chairman and Executive Director,
Committee for the Re-election of the President, 1972.
Owner-Manager, Val-Mar Employment Service Inc., 1971-72.
Manager of three Medical Offices (Psychiatric) in
Richland, Wash. (1951-54), and Pasco, Wash. (1965-66).
Secretary, Prosecuting Attorney, Timber Lake, South
Dakota, 1946-48.

COMMUNITY AND CIVIC ACTIVITIES:

Educational Director, Benton-Franklin County Heart
Association, 1957-59.
Publicity Chairman, Kennewick General Hospital Auxil.
Board, 1960-63.
Advisory Board, Tri-City Child Guidance Center, 1965-68.
Member, Benton-Franklin County Mental Health and
Mental Retardation Committee, 1966-68.
Advisory Board, Columbia Center-Bon Marche Consumer
Marketing Study, 1969-70.
Chairman, Kennewick American Cancer Society Fund Drive,
1969.
Member, Special Advisory Committee on Foreign Affairs,
U.S. Department of State, 1970-present.
Member, Defense Advisory Committee on Women in the
Services, U.S. Department of Defense, 1972-present.

POLITICAL ACTIVITIES:

National:

Republican National Committeewoman, 1968-1974.
Chairman, Western State Division of National Vice
Chairmen Advisory Association, 1968.
Delegate, Republican National Convention, 1968 & 1972.
Nixon Floor Leader, Washington Delegation, 1968.
Member, Executive Board of National Republican Committee,
1970-1974.
National Co-chairman for Housing, Republican National
Convention, 1972.
Executive Committee, Republican National Convention,
Committee on Arrangements, 1972.
Speaker, 15th Annual Republican Women's Conference,
Denver, 1967.
State Chairman, Women for Nixon, 1968.
State Co-Chairman, Nixon for President, 1968.
State Co-Chairman and Executive Director, Committee
for Re-election of the President, 1972.

POLITICAL ACTIVITIES: (continued)

State:

Vice Chairman, Washington State Republican Central Committee, 1965-68.
Vice Chairman, Executive Board of Republican State Central Committee, 1965-68.
Director, State Precinct Training Program, 1966-67.
Advisor, Washington State Federation of Republican Women Executive Board, 1965- ~~present~~ 1974
Co-author, "A Guide for Good Political Manners," published by Washington State Republican Central Committee, 1965.
Editorial Board, Republican Report, 1965-68.
Member, State Republican Coordinating Committee, 1967.
Acting Chairman of State Republican Central Committee (5 months), 1970-71.

Local:

Precinct Committeewoman, Benton County Republican Central Committee, 1958-60.
District Chairman, Kennewick, 1959.
Vice Chairman, Benton County Republican Central Committee, 1960-62.
State Committeewoman, Benton County Republican Central Committee, 1962-65.
Delegate to Washington State Republican Convention, 1960, '62, '64, '68, '70, '72.
Fourth Congressional District Treasurer, 1963-65.

BUSINESS AND MANAGERIAL EXPERIENCE:

Deputy Assistant to the Vice President of the United States-Responsible for liaison with the Republican National Committee, Republican Governors Association, Republican Congressional Campaign Committee, Republican Senatorial Campaign Committee, including scheduling of all political events. Additional liaison responsibilities with other non-governmental groups and organizations as assigned.
Executive Director, Committee to Re-elect the President -Responsible for recruitment, organization and the direction of volunteer organizations in 39 counties; responsible for recruitment and supervision of paid staff and volunteers at state headquarters; and responsible for policy decisions and the direction of state-wide campaign, including coordination with Republican Party on state level campaigns.

BUSINESS AND MANAGERIAL EXPERIENCE: (continued)

Val-Mar Employment Service Inc.--Purchased and re-organized personnel placement and counselling business; assumed total management of company, including recruitment, selection and direction of personnel, and improvement of testing techniques, programs and policies of company; sold business for five times original investment.

State Vice Chairman and National Committeewoman--
As volunteer in elective positions, coordinated county volunteer efforts and conducted the liaison with county elected officers for party activities; responsible for initiating the new programs and preparation of training manuals; direction and participation in training schools; preparation of official reports, speeches, and other media releases; served on candidate advisory and recruitment committees; and served on State Patronage Committee and National Executive Committee.

RELIGION:

Member, Lutheran Church
Altar Guild, 1962-63
Sunday School Teacher and Organist, 1959-66

HOBBIES:

Music, golf and bridge

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

September 9, 1974

MEMORANDUM FOR: Bob Hartmann

FROM:

Bill Scranton

WWS

How the attached arrived on my desk I have not the slightest idea. It seems clear to me that you should have whomever you want as your "Executive Assistant."

The attached gives information on some individuals already suggested to you.

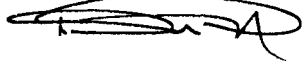
1

THE WHITE HOUSE

WASHINGTON

August 26, 1974

MEMORANDUM FOR: BOB HARTMANN

FROM: DAVID J. WIMER 

SUBJECT: Candidates for your Executive Assistant Position

Attached are resumes, some of which I earlier forwarded, on the following individuals:

Bruce Hill (Tab A)	Good manager, well organized, good writer.
Russell Dean (Tab B)	Good manager, well organized, lawyer, WH as well as department and agency experience in both line and staff jobs. Knowledge of Hill.
John West (Tab C)	Well organized, good writer, WH experience, ran for Congress.
John Vickerman (Tab D)	Good manager, well organized, WH as well as agency experience in both line and staff jobs, ran for Congress.
Andre LeTendre (Tab E)	Good manager, well organized, experience at both WH and departments. Former President of Jaycees and ran for Mel Laird's seat in Wisconsin.
Fred Slight (Tab F)	Good manager, well organized, Party as well as WH and agency experience.
Lin Arroyo (Tab G)	Good manager, well organized, good writer, RNC as well as WH experience.

TAB A

ITEM WITHDRAWAL SHEET
WITHDRAWAL ID 00288

Collection/Series/Folder ID No. : 001100361
Reason for Withdrawal : DR, Donor restriction
Locally Assigned Number : 2A
Type of Material : RES, Resume(s)
Creator's Name : Edwin B. Hill
Description : SF171
Creation Date : 05/10/1971
Known Duplicates : N
New Location : CF, Donor Restriction Closed File
Date Withdrawn : 02/23/1987
Withdrawing Archivist Initials : WHM, William H. McNitt

TAB B

JOHN RUSSELL DEANE III

ADDRESS: 708 Holly Drive
Annapolis, Maryland 21401

TELEPHONE: Home: (301)757-2839
Office: (202)961-8101

EDUCATION:

Legal: Georgetown University Law Center
Juris Doctor, 1972
Georgetown Law Journal

College: The American University
B.A., 1968
School of Government and
Public Administration

ADMISSION TO PRACTICE: Virginia and the District of Columbia

EMPLOYMENT:

January 1974 to Present

Employer: Office of the General Counsel
Federal Energy Administration

Position: Deputy Assistant General Counsel

Duties: Preparation and review of legal memoranda analyzing and interpreting proposed legislation, Federal statutes, rules, and regulations, proposed regulations of FEA and other agencies.
Preparation of rulings, interpretations, and regulations pursuant to the Emergency Petroleum Allocation Act of 1973 and the Energy Supply and Environmental Coordination Act of 1974.
Representation of the FEA with Congress, Federal and States agencies, industry, and the public.

Public legal responsibility for:

- general administrative law
- agency procurement
- conflict of interest and employee standards of conduct
- personnel management

Policy and legal responsibility in:

- price and allocation regulation of petrochemicals, propane, butane, and other natural gas derivatives
- coal regulation, including coal allocation, conversion to coal from petroleum and natural gas, and contingency planning for coal shortages.

July 1973 to January 1974

Employer: Office of the Secretary
Department of Health, Education,
and Welfare

Position: Acting Director, Office of Executive
Manpower and Career Development

Duties: Directed division responsible for:

- recruiting and placing executives in supergrade and executive level positions throughout the Department
- coordinating the Department's relationship with the Civil Service Commission in matters relating to executive level positions and reorganization within the Department
- creating a program within the Department to enhance individual and organizational development to include formal training, mobility assignments, and individual and organizational assessment.
- maintaining and expanding the Management Intern program to expose young managers to the Department at the highest levels of management and conversely to make available to the Department new perspectives on the effective delivery of social services.

Reorganized and redirected the activities of the division to provide a more effective management entity within the Department.

March 1973 to July 1973

Employer: Assistant Secretary for Administration
and Management
Department of Health, Education and
Welfare

Position: Executive Assistant

Duties: Served as primary advisor to the Assistant
Secretary for Administration and Management.

Staff support for the Assistant Secretary
in all areas of his responsibility to include:
-- the regularization of procedures
-- the direction of the Administration and
Management executive secretariat.

Special management oriented projects.

December 1972 to March 1973

Employer: Office of Education
Department of Health, Education,
and Welfare

Position: Consultant to the Commissioner of Education

Duties: Developed and implemented a plan of
reorganization within the Office of Education
to facilitate better control over the award
and management of educational contracts and
grants.

August 1972 to November 1972

Employer: The Finance Committee to Re-elect
the President

Position: Deputy Vice-Chairman for Group Solicitation

Duties: Managed and coordinated the Group Solicitation program for 27 states.

Specific responsibility for coordination with the State and Regional organizations to monitor progress in soliciting contributions from groups and assist in the Regional and State solicitation effort.

Responsible for the development and maintenance of management tools to record and use information about solicitations.

Employer: The Committee for the Re-election of the President

Position: Assistant to Mr. Robert H. Marik

Duties: Short-term projects:
-- developed program to produce and efficiently distribute materials for use in the National Telephone Campaign
-- coordinated a Get-Out-The-Vote effort involving contact with corporation chairmen and presidents to insure employee participation in the elective process.

January 1971 to August 1972

Employer: The Executive Office of the President
The White House Office

Position: Staff Assistant to the President
Administrative Assistant to the Honorable Clark MacGregor, Counsel to the President for Congressional Relations

Duties: Prepared materials and reports for and assisted the Counsel in all areas of legislation, the legislative process, and congressional relations.

Served as liaison on all matters from most Members of Congress, their staffs, and all other sources.

Prepared all speeches and speech materials for the Counsel.

Responsibility for special projects.

Served as a member of Senior Review Group of the Property Review Board.

December 1969 to January 1971

Employer: Congressman Clark MacGregor

Position: Legislative Assistant

Duties: Prepared legislation, speeches and speech materials, statements in form of Press Releases, Congressional Record Statements, position papers, etc.

Researched and assisted on legislative matters.

Administered constituent relations.

September 1970 to December 1970

Employer: Northcutt Ely (Washington lawyer specializing in domestic and international mineral law)

Position: Law Clerk

Duties: Prepared newsletter about governmental activity in areas of water and power, mining, and oil and gas.

Edited publication on mining laws of the United States.

Participated in the preparation of appellate briefs for various power transmission cases before the United States Supreme Court.

March 1964 to July 1968

Employer: The Washington Post Company

Position: Communications Supervisor

Duties: Managed the Washington Post Communications Center which consisted of facilities for the transmission and receipt of materials for numerous publications, including the Washington Post, the Washington Post/Los Angeles Times Newsservice, the International Herald Tribune, etc.

Developed new systems and modification of existing systems to increase efficiency of communications utilizing fully the latest in communications technology.

Supervised 18 teletype operators, communications technicians, and supervisors

TAB C

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Resume	Resume for John Robinson West, 2 pages.	N.D.	C

File Location:

Robert T. Hartmann Files, Box 13, "Office - Personnel (1)" SMD - 6/5/2015

RESTRICTION CODES

- (A) Closed by applicable Executive order governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

TAB D

BIOGRAPHICAL DATA
JOHN C. VICKERMAN

Employment History

1973 - Present The White House - Deputy Special Assistant to the President

Liaison officer with the White House Personnel Operation. Coordinate personnel matters with several departments and agencies, within the White House and with Congressional offices.

1969 - 1972 Small Business Administration - served successively as:

Deputy Assistant Administrator for Congressional and Public Affairs -- Assisted in the direction of all congressional relations and public information functions, including congressional contacts, briefings, preparation of testimony, press conferences, etc. Served as liaison with White House on personnel matters.

Assistant Administrator for Management -- Chief of staff for the agency, in charge of personnel, organization and management, compliance, security, facilities, audit, administrative services, and labor relations. Managed 400 people and a \$7.3 million budget. Received SEA's Distinguished Service Award for "Outstanding Management."

South Dakota District Director -- In charge of all financial and management assistance programs for the state. Set a new record in number of business loans putting more persons in business, including more minorities, than had ever been accomplished, and achieved this record with a smaller staff. Set a new record in community development loans, as a result of working closely with community organizations to bring new business and job opportunities to rural and deprived areas. Managed a 30-man staff and a \$34 million portfolio.

1969 Assistant to Congressman Ben Reifel

Congressional aide; handled constituent relations, press releases, newsletters, patronage, etc.

1964 - 1968 Sioux Valley News, Canton, S. D. - Editor and Publisher

Partner, business manager and editor of weekly newspaper. Received numerous editorial, community development, and public service awards and citations.

Employment History cont'd.

1964 South Dakota Budget Office - Assistant Director
 Assisted in establishing the State's first formal budget organization; developed funding priorities, worked with legislature, assisted department heads.

Political Experience

1972, Republican candidate for Congress, South Dakota.
1968, Finance Chairman, GOP Senate campaign, S. D.
1966, Managed GOP legislative races, S. D.
1964, PR Director, GOP gubernatorial campaign, S. D.

Military Experience

1959 - 1962 Active Duty, U. S. Navy
 Commissioned at OCS, served at Naval Security Group Headquarters, Washington, D. C., and National Security Agency, Ft. Meade, Md. Decorated by the Secretary of the Navy for "contributing immeasurably to the intelligence effort of the nation." Later served three years in Ready Reserve as line officer, including sea duty. Member, U. S. Naval Institute and Reserve Officers Association.

Education

Augustana College, Sioux Falls, S. D., 1955-57.
University of Missouri, B. J., 1959.
University of South Dakota, 1963-64, graduate study in government; USD Fulbright Scholarship nominee, high honors student.

Personal

Born: 11/7/39, Canton, S. D.
Married, three children
Home address: 11820 Triple Crown Road, Reston, Va. 22091
Home telephone: 703/860-0138
Office telephone: 202/56-2821

TAB E

RESUME

ANDRE' E. LeTENDRE

Date and Place of Birth

February 26, 1937
Chippewa Falls, Wisconsin

Local Residence

307 East Street, N11
Vienna, Virginia 22180
703-938-9135; 703-938-5817

Present Position

Staff Assistant to the President
The White House
Washington, D. C. 20500

Experience Prior to Appointment to Present Position

February, 1973 - May, 1974	Deputy to the Assistant Secretary for Administration, U. S. Department of Commerce, Washington, D. C.
November, 1972 - February, 1973	Special Assistant to the Administrator, NOAA, GS 15, U. S. Department of Commerce, Washington, D. C.
May, 1972 - November, 1972	Associate Executive National Director, Citizens Committee for the Re-election of the President
January, 1971 - May, 1972	Confidential Assistant to the Deputy Director, Bureau of Domestic Commerce, GS-15, Schedule C, U. S. Department of Commerce, Washington, D. C.

November, 1970 - January, 1971	Consultant to Director, Bureau of International Commerce, U. S. Department of Commerce, Washington, D. C.
June, 1970 - November, 1970	Candidate for Congress, 7th District, Wisconsin
June, 1969 - June, 1970	President, U. S. Jaycees, Tulsa, Oklahoma
April, 1968 - June, 1969	Associate, M & W Public Relations and Management Consultants, Stevens Point, Wisconsin
March, 1967 - April 1968	Self-employed, Management Consultant, Wausau, Wisconsin
September, 1966 - March, 1967	Vice President, Cassell's Advertising, Wausau, Wisconsin
May, 1964 - September, 1966	Station Manager, WXCO Radio, Wausau, Wisconsin

Other Experience Prior to 1964

Commercial Manager, WAXX Radio, Chippewa Falls, Wisconsin
Sales Manager, WAXX Radio, Chippewa Falls, Wisconsin
Program Director WAXX Radio, Chippewa Falls, Wisconsin
Announcer, WBIZ Radio, Eau Claire, Wisconsin
Director of Debate, McDonell High School, Chippewa Falls, Wisconsin
Program Director, WCHF Radio, Chippewa Falls, Wisconsin

Education

Wisconsin State University, Eau Claire, Wisconsin 1955 - 1958
(Education, Speech, Inter-collegiate Debate)

Military

U. S. Army (Reserve) 1956 - 1962; Honorable Discharge

Honors

Wisconsin's "Five Outstanding Young Men" Award - 1971
Life Membership Award, Wausau, Wisconsin Jaycees - 1971
Wisconsin's "Citizen of the Year" - 1970
Life Membership Award - U. S. Jaycees - 1970
"The State of Wisconsin Governor's Award" - 1969
Clayton Frost Memorial Award - 1968
Life Membership Award - Wisconsin Jaycees - 1968
JCI Senator Award - 1968
"The Wisconsin Legislative Citation" - 1967
Outstanding U. S. Jaycee Director Award - 1965
Wisconsin State Key Man Award - 1964
Outstanding Jaycee Member Award - 1964

Affiliations and Service

U. S. Jaycee Chairman of the Board - 1970 - 1971
President's Commission for the Observance of the 25th Anniversary of the
U. N. - 1970
U. S. Jaycee President - 1969 - 1970
National Citizens Committee on Transportation Quality, U. S. Department
of Transportation - 1969
U. S. Jaycee Vice President - 1968 - 1969
Wisconsin State Jaycee President - 1967 - 1968
Wisconsin Governor's Traffic Safety Advisory Committee - 1967
Wisconsin Jaycee State Secretary - 1966 - 1967
Wausau, Wisconsin Jaycee Chapter State Director - 1966 - 1967
Wisconsin Jaycee State Historian - 1965 - 1966
Wausau, Wisconsin Jaycee Chapter President - 1965 - 1966
U. S. Jaycee Director - 1964 - 1965
Wausau, Wisconsin Jaycee Chapter Director - 1964 - 1965
Wisconsin Jaycee State Speak-Up Chairman - 1963 - 1964
Chairman, "Committee of 110" for Effective City Government, Chippewa Falls,
Wisconsin - 1963
Eihs - Member
Lions - Honorary Member
Knights of Columbus - Member
Chamber of Commerce - Director, member

Church Affiliations and Participation

Member, Our Lady of Good Counsel, Vienna, Virginia
Lay Leader, St. Anne's, Wausau, Wisconsin
CFM Discussion Leader, Notre Dame, Chippewa Falls, Wisconsin
CCD Teacher, St. Anne's, Wausau, Wisconsin
Pre-Cana Conferences, Notre Dame, Chippewa Falls, Wisconsin

Personal

Married September 27, 1958 (Mary Jean Burich)

Four children

Jeanne Marie (15)
Jacqueline Ann (14)
Robert Paul (13)
Jon Pierre (11)

Health - excellent

ITEM WITHDRAWAL SHEET
WITHDRAWAL ID 00289

Collection/Series/Folder ID No. : 001100361
Reason for Withdrawal : DR,Donor restriction
Locally Assigned Number : 2B
Type of Material : RES,Resume(s)
Creator's Name : Frederic W. Slight
Description : SF171
Creation Date : 08/23/1974
Known Duplicates : N
New Location : CF,Donor Restriction Closed File
Date Withdrawn : 02/23/1987
Withdrawing Archivist Initials : WHM,William H. McNitt

TAB G

RESUME

NAME: Nicolas E. (Lin) Arroyo

ADDRESS: 3033 New Mexico Avenue, N.W.
Washington, D.C.

PHONE: 686-0139

LEGAL RESIDENCE: Box 127, Route 1
Purcellville, Virginia

AGE: 25

DATE OF BIRTH: 6 December 1947

MARITAL STATUS: Single

EDUCATION: 1966: Graduated from Choate School, Wallingford, Connecticut
1971: B. A. in History, University of Pennsylvania

MILITARY: Entered National Guard in February 1970

EMPLOYMENT BACKGROUND: November 1972 - July 1974: Staff Assistant To The President. As Executive Assistant to Jerry H. Jones, my principal responsibility is to assist in the overall management of the White House Personnel Office. This Office does the staff work for the President in the selection of Presidential appointees and advises the Executive Departments and Agencies on management, organizational, and personnel related matters as requested by the Cabinet officer or Agency head. I also perform special projects as required, and serve as Administrative officer for the staff of the White House Personnel Office.

September 1971 - November 1972: Assistant to the Deputy Director of the Political Division, Committee for the Re-Election of the President.

December 1971 - November 1972: Assistant Director of Special Projects, Republican National Committee. This division in general coordinates Republican appointments with Republican State Party Organizations, the White House, and



Executive Departments and Agencies.

May 1971 - September 1971: Staff position in the office of Special Projects, Republican National Committee. I took a three months' leave of absence in September of 1971 to complete work for my degree at the University of Pennsylvania.

REFERENCES: Hon. Jerry H. Jones - Special Assistant to the President
Hon. Peter M. Flanigan - Assistant to the President for
Economic Affairs

ITEM WITHDRAWAL SHEET
WITHDRAWAL ID 00290

Collection/Series/Folder ID No. : 001100361
Reason for Withdrawal : DR,Donor restriction
Locally Assigned Number : 2C
Type of Material : RES,Resume(s)
Creator's Name : Nicolas E. Arroyo
Description : SF171
Creation Date : 12/06/1973
Known Duplicates : N
New Location : CF,Donor Restriction Closed File
Date Withdrawn : 02/23/1987
Withdrawing Archivist Initials : WHM,William H. McNitt

Ms. Hartmann

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

October 18, 1974

MEMORANDUM FOR

THE PRESIDENT

SUBJECT: Therese J. (Trix) Carlson (nee Turkenburg)

Trix is still in Grand Rapids, conducting business on behalf of the President, and has been submitting weekly reports to Bill Seidman.

I was under the impression that the office was to be closed at the end of June 1974. However, we are still paying for one commercial telephone line and one FTS line. This, of itself, has presented no problem, but as soon as the new Vice President comes aboard we will not be able to continue making these payments unless charges are paid for through the Presidential office.

My discussions with Bill Seidman indicate that there really is no longer a requirement for Trix at Grand Rapids, since she is, for the most part, doing quite a bit of work for Senator Griffin's office and assisting some of the Republican committees. In this regard, you may be interested in the weekly reports which Trix had submitted to Bill. In the one or two discussions I have had with Trix, I got the impression that many people telephone her or stop by the office to visit because they feel she represents a communication with you. I do not believe this is adequate representation so far as the President of the United States is concerned, and my recommendation is that the office be closed.

However, the requirement of a Presidential Grand Rapids office is a matter which only you can determine. The fact that the office constitutes a "home town" relationship could well be an asset, but, if your decision is to maintain an office, its scope and function should be very carefully and clearly defined. Additionally, the person or persons to be housed or assigned in Grand Rapids should be paid from the White House payroll and not from the President of the Senate payroll or the Vice Presidential Executive payroll.

In the event you decide to close the Grand Rapids office, Trix will have to be re-employed or assisted in finding another position. Perhaps Senator Griffin would help to locate her in his office in Grand Rapids. Should you desire me to do so, I could look into the matter to see what the prospects might be. Trix, until October 1, was making a salary of \$9,405.00 per year. With the Federal pay increase, her current salary is \$9,924.00.

On the other hand, discussions with Trix reflect that, if the office in Grand Rapids were to close, she would be very amenable to an offer to work for you in Washington. As a matter of fact, she would like it very much if her husband were also given an offer of employment, as both of them would like to come to Washington for a couple of years.

I will be guided by your wishes.


Frank R. Pagnotta

THE WHITE HOUSE
WASHINGTON

ROUTING SLIP

Please check off your name after
you have read the attached.

Thanks.

Neta

Neta

Suzy

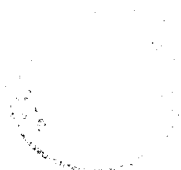
Gail

Meredith

Ruth

Joann

Gwen



JOHN T. CALKINS

Dear

Neta, Gail, Ruth, Gwen, Suzy,
Meredith and Joann —

I want all of you to know
how very much I appreciated
the party last Wednesday and
how thoughtful were the gifts and
cards, the champagne and cake.

It was so good of all of you to
ease me through the shoals of
The Big One. Pat and I hope to
see you all at our home Sunday
evening.

with sincere thanks,

Jack

20 May 75

1600 PENNSYLVANIA AVENUE, WASHINGTON, DC 20500

THE WHITE HOUSE
WASHINGTON

Mr. Hartmann:

We thought you would want to be included in flowers for Frazier. He had surgery this morning at Rogers Memorial Hospital on Capitol Hill.

I paid your \$1.61.

Neta



MEMORANDUM

Flowers for Frazier

THE WHITE HOUSE
WASHINGTON

✓ Mr. Robert Hartmann

Neta Messersmith

Gail Raiman

George Willis

George Ter Horst

Anne Kamstra

Dorothy Downton

Ruth Kilmer

Mildred Leonard

Dottie Cavanaugh

Charlene von Pawel

plant 17.25
card .50
Total 17.75

11 people = \$1.61 each.

*Please pay.
Anne
Room 470.*

Colonial Flower & Garden, Inc.

1703 G St., N.W.

WASHINGTON, D. C. 20006

Phone: 223-3225

DATE	DAY	TIME
<i>5/30/75</i>	<i>Friday</i>	

Send to

*Mr Richard A Frazier
Rogers Memorial Hospital*

Description		
<i>Specimen</i>	<i>15</i>	<i>00</i>
	<i>1</i>	<i>75</i>
		<i>50</i>
	<i>17</i>	<i>25</i>

Card

yes



COLONIAL FLOWER & GARDEN
PAID
MAY 22 1975

Charge to

Phone

223-2773

THE WHITE HOUSE
WASHINGTON

November 28, 1975

MEMORANDUM FOR: ROBERT T. HARTMANN

FROM: JAMES E. CONNOR

White House Mess and parking privileges are being worked out for Douglas Smith. He will be notified shortly by memo from the Military Aide's office and Mike Farrell's office respectively.

The official title of Russ Rourke is Executive Assistant to the Counsellor to the President.

cc: Richard B. Cheney
Douglas J. Smith

THE WHITE HOUSE

WASHINGTON

November 28, 1975

MEMORANDUM TO: *Jim Brown* STAFF SECRETARY
FROM: ROBERT T. HARTMANN *RTH*

Please arrange White House Mess and parking privileges for Mr. Douglas J. Smith as soon as possible.

REMINDER -- You were going to look up and advise me what the official title of Russ Rourke is.

Thank you.

cc: Richard B. Cheney
Douglas J. Smith

OFFICE PERSONNEL

STAFF SECRETARY

(re. W.H. Mess & parking for
Douglas J. Smith)

November 28, 1975

MEMORANDUM TO: STAFF SECRETARY

FROM: ROBERT T. HARTMANN

Please arrange White House Mess and parking privileges for Mr. Douglas J. Smith as soon as possible.

REMINDER -- You were going to look up and advise me what the official title of Russ Rourke is.

Thank you.

cc: Richard B. Cheney
Douglas J. Smith

RTH:DJS:nm



SMITH - PERSONAL

KOLLMORGEN, Capt. L.S.

THE WHITE HOUSE (Staff Mess membership)

WASHINGTON

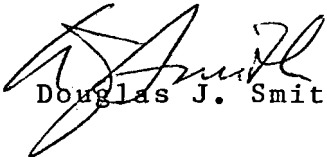
December 10, 1975

Captain L. S. Kollmorgen, USN
Military Assistant to the President
210 East Wing
The White House

Dear Captain Kollmorgen:

Thank you for notification of membership
in the White House Staff Mess. Enclosed
is my check for \$50.00 deposit.

Sincerely,



Douglas J. Smith

DJS:nm

[ca. 1/76]

THE WHITE HOUSE
WASHINGTON

Neta:

This is Patti Petrone's home address:

Miss Patricia Gay Petrone
2 Bayard Lane
Suffern, New York 10901

Phone is 914-357-4442.

Susie



RTN: FYI_{mm}

*I had told Mr. Hartmann
I would send this over
to your office, so would
you let him know you
have it? Thanks*

Susie

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ASSIGNMENT

Date: January 7, 1976

FROM: Counsellor Robert T. Hartmann

Name of Proposed Employee: (Miss) Kay Lorraine Clark

Position: (a) Position title: Speechwriting Secretary

(b) Grade and Salary: \$13,000

(c) Check if proposed employee's title shall be "Consultant" for temporary period until all necessary security clearances are completed. Position title at (a) above shall be assigned after clearances are received.

Payroll (check one): X White House Office (Regular Salary & Expenses)

Length of Assignment (check one): X Permanent

Desired effective date: Feb. 22, 1976

Justification for assignment: Replacement for Judith Morton

Present place of employment or assignment: Senator Jacob K. Javits

I hereby endorse and authorize the above described personnel action for my office:

(Signature of Requesting Official)

(Signature of Supervisor)

Attachment(s) needed.—In all cases—"Information Needed Concerning New Personnel". If to be appointed White House rolls it is desirable to have SF 171 furnished, preferably attached to this request. If the SF 171 is not available as an attachment to this request form, send it to the White House Personnel Office, Room 6, EOB, when completed.

RESUME

KAY LORRAINE CLARK
4000 Tunlaw Road N.W.
Washington, D.C. 20007

Date of birth: July 21, 1950

Marital status: Single

(202) 338-6291 (home)
224-6542 (office)

PROFESSIONAL EXPERIENCE

JULY 1972 to PRESENT -- STAFF ASSISTANT TO SENATOR JACOB K. JAVITS --

Job responsibilities include: research and casework in the areas of trade, energy and raw materials, international economic problems, and concerns of multinational corporations such as capital formation, foreign investment, taxation and the monitoring of Senator Javits' work on the Group of Eminent Persons Study on the Multinational Corporation; drafting of correspondence and introductory floor statements; summarizing Congressional hearings; assistance in arranging and coordinating meetings for the Senator's projects, including a working dinner in New York on capital formation and our upcoming U.S.-Mexico Commission Meeting in San Antonio, Texas.

EDUCATION

B.A., 1972, The American University. Communications/International Relations. Course of study included: journalism and related media, economics, French, and international area studies.

HONORS, ACTIVITIES

American University Alumni Association Scholarship, 1970-72;
Faculty Women's Club Scholarship 1971-72; Dean's List 1970-72.

OFFICE PERSONNEL

CONNOR, James E.

(re. detail of speech typist--
request extension of detail of
Lynn Sudduth from Commerce)

January 30, 1976

MEMORANDUM FOR: JAMES E. CONNOR
FROM: DOUGLAS J. SMITH
SUBJECT: Detail of speech typist

To fill the gap before Kathleen McCarthy will be available for duty, it is requested that the detail of Lynn Sudduth from Commerce be extended 30 days.

She has been working with the Domestic Council on their Public Forum program and Ray Hanslik recommends her most highly as an excellent typist and hard working young girl. Her 171 is attached and Ray Hanslik has said he will be more than happy to call Commerce or help in any other way to keep her here if we can use her.

Her detail is up today, I believe, and as you know we desperately need a strong typist first thing Monday.

DJS:nm



THE WHITE HOUSE

WASHINGTON

January 30, 1976

MEMORANDUM FOR: JAMES E. CONNOR
FROM: DOUGLAS J. SMITH *DJS*
SUBJECT: Detail of speech typist

To fill the gap before Kathleen McCarthy will be available for duty, it is requested that the detail of Lynn Sudduth from Commerce be extended 30 days.

She has been working with the Domestic Council on their Public Forum program and Ray Hanzlik recommends her most highly as an excellent typist and hard working young girl. Her 171 is attached and Ray Hanzlik has said he will be more than happy to call Commerce or help in any other way to keep her here if we can use her.

Her detail is up today, I believe, and as you know we desperately need a strong typist first thing Monday.

CHENEY, Dick
CONNOR, Jim[1976]
February 5, 1967MEMORANDUM TO: MR. CHENEY
DR. CONNOR

FROM: ROBERT T. HARTMANN

As you know, since last November I have been accomplishing a restructuring of the staff personnel under my supervision with the object of greater efficiency, within the numerical limit of 41 imposed as part of the overall outback, and of improving our products for the President and the services provided for the White House staff as a whole. The President has been fully informed from the outset and has given general approval to the plan and to certain specific changes of sufficient moment to require his advance concurrence. It was my original intention to have the major changes made in order to put the new organization into operation at the start of 1976, but with Jack Calkins' sudden decision to run for Congress, plus my own intense concentration on the State of the Union, this self-imposed deadline was extended to February 1. The new set-up is now in operation.

The changes already accomplished, in my judgment, have already resulted in upgrading quality, a more equitable distribution of workload, and clear lines of responsibility as shown on the attached diagram. Incidentally, they also represent a net payroll savings in excess of \$150,000 per annum.

There remain a number of positions unfilled within our quota and some of them will, of course, be filled by persons already on board as detailees or on per diem, if they prove satisfactory and clearances are completed. We are continuing to interview candidates for the other vacancies in order to reach maximum operating efficiency as quickly as possible.

My reassignment of Gwen Anderson, formerly No. 2 to Jack Calkins, to an executive position of greater responsibility at the same organizational level as Bob Orben creates an obvious inequity for her both as to pay and professional status. My upgrading of Roland Elliott to the same level creates a similar, though lesser, inequity for him.



I have assigned Mrs. Anderson the internal position of Editor of Messages and Research, and recommend that she be given a salary of \$37,800 per annum and a Presidential Commission of appropriate rank. Mrs. Anderson has been a loyal and diligent supporter of the President since she resigned her position as Republican National Committeewoman for the State of Washington to join his Vice Presidential staff and has, in my judgment, been under-rewarded in comparison to male White House staff members of equal merit. She supervises two staff members who are currently paid \$33,397 and \$30,441 and is presently getting only \$27,756, which runs contrary to all concepts of correct management. She has responsibility for a larger number of persons in my organization than either Mr. Elliott, who makes \$37,800, or Mr. Orben, who makes \$39,400.

Also worthy of consideration is that Mrs. Anderson is an effective public speaker in considerable demand by women's and party organizations and that a higher status for another woman professional on the President's staff would do no harm in the months ahead.

I have assigned Mr. Elliott the internal position of Editor of White House Correspondence and recommend that he be given a Presidential Commission of commensurate rank with Mrs. Anderson and Mr. Orben. He formerly had a Presidential Commission but it was taken away from him in Don Rumsfeld's initial staff reorganization, the stated purpose of which was to reduce the inflated number of commissioned staff members. Numerous new commissions have since been awarded and Mr. Elliott has carried on uncomplainingly and as effectively as he could under personnel cutbacks. I believe he merits this expression of confidence in his work, and it would help his morale at this time.

I request the above changes be made effective as of February 1, 1976, if feasible.

RTH:nm



February 17, 1976

MEMORANDUM TO: ROBERT T. HARTMANN

FROM: DOUGLAS J. SMITH

This is to report and summarize my efforts to get answers to the matters addressed by your memorandum of February 5, 1976.

On February 5, copies of your memo were delivered to Mr. Cheney and Dr. Connor. Dr. Connor read it in my presence and immediately commented that he could not agree to the requested salary increase for Gwen. He felt that the \$10,000 increase was too large. I responded that I was merely delivering Mr. Hartmann's memo and that I was not authorized to bargain on the matter. However, I pointed out that the increased responsibility and comparable salary levels would certainly justify the increase. After some more discussion, Dr. Connor said, "I'll tell you what, I'll go \$33,500" (which amount would raise her \$103 above the highest salary of the personnel Gwen is supervising).

I expressed some concern that this would amount to mere tokenism, when in fact the thrust of your memo was to point out that Gwen's responsibilities, experience and ability justified the salary level requested. After some more good-natured banter the discussion ended.

The next day I talked to him regarding an unrelated personnel matter. Apparently assuming that I was inquiring further on the promotion for Gwen, he said "\$33,500 and not a penny more," adding later, "I can wrap it up for \$33,500 and we won't have to go any higher up." I said I would pass the information on to you. While we were on the subject, I asked about the various other matters raised in your memorandum. Dr. Connor said that all of the persons involved had adequate titles, that they were trying to refrain from issuing further titles such as "Special Assistant to the President", and that the actual number of Presidential Commissions outstanding was being reduced rather than increased. I pointed out that your memo did not request a specific title but merely one that was mutually considered "appropriate."



On February 11, I talked again with Dr. Connor. I indicated that in view of the obvious problems of continuing a management situation where the two persons supervised had higher salaries than did Gwen, you would like to get that point settled and therefore would accept the pay increase which he had suggested. I further mentioned that as to the other matters dealt with in Mr. Hartmann's memo consideration of those could be deferred for now. He responded that he would "bring it up." I said we would like to have an answer soon, since another pay period had gone by.

Attempts to discuss the matter further with Dr. Connor were unavailing until February 16 at 5:45 p.m. when I called him out of Mr. Cheney's office and asked him about Gwen's pay raise. He said, with sad face, that the answer was "no." I asked him "what did he mean no?" He said he would explain later after the meeting, which he said should be 15 or 20 minutes. I indicated that I would wait, which I did although the meeting lasted until after 8 p.m.

At 8:15 p.m. I met Jim in his office. After exchanging brief pleasantries, I asked him about Gwen's raise. He said the raise for her was not approved. I expressed dismay inasmuch as he had himself suggested the figure. I asked him what could be the reason for his change of mind. He said "no reason was given but I'm told that it had been disapproved at the highest level." I reiterated it was very bad policy to have a supervisor paid less than those supervised. He disagreed with that proposition and asked whether that was the right job for Gwen. I indicated that you had carefully considered the matter and evidently felt that it was. I asked why the query. He mentioned that he thought there was some friction "over there." I asked whether he meant friction between Eliska and Gwen and/or between Agnes and Gwen? His reply was "Well, those are the two she supervises." Without exploring the factual truth of his assertion I indicated that such an eventuality would not be a surprise since one purpose of the reorganization was to improve the services for which Eliska and Agnes had previously been responsible. I also suggested that if there was such a problem it might be with them rather than with Gwen, to which he replied "Well, then you should have gotten rid of them before this." I ended this conversation by saying that I believed you had full confidence in Gwen's ability.

I then asked him if he would respond to Mr. Hartmann's written memo in writing. He avoided a direct reply and



suggested I relay the decision to you as it had been relayed to me. I took this to mean orally, but thought it would be helpful to put down a running account of the slightly mystifying train of events.

DJS:nm



February 17, 1976

MEMORANDUM TO: ROBERT T. HARTMANN

FROM: DOUGLAS J. SMITH

This is to report and summarize my efforts to get answers to the matters addressed by your memorandum of February 5, 1976.

On February 5, copies of your memo were delivered to Mr. Cheney and Dr. Connor. Dr. Connor read it in my presence and immediately commented that he could not agree to the requested salary increase for Gwen. He felt that the \$10,000 increase was too large. I responded that I was merely delivering Mr. Hartmann's memo and that I was not authorized to bargain on the matter. However, I pointed out that the increased responsibility and comparable salary levels would certainly justify the increase. After some more discussion, Dr. Connor said, "I'll tell you what, I'll go \$33,500" (which amount would raise her \$103.00 above the salary of Agnes Waldron, whom Gwen is supervising).

I expressed some concern that this would amount to mere tokenism, when in fact the thrust of Mr. Hartmann's memo was to point out that Gwen's responsibilities, experience and ability justified the salary level requested. After some more good-natured banter, Dr. Connor asked what else I had. I mentioned two other personnel requests, one for a position change for Gail Raiman and the other a pay grade increase for Elizabeth Nolan which had been requested by Roland Elliott and approved by Mr. Hartmann.

The next day I saw Dr. Connor regarding an unrelated personnel matter. Apparently assuming that I was inquiring further on the promotion for Gwen, he said "\$33,500 and not a penny more," adding later, "I can wrap it up for \$33,500 and we won't have to go any higher up." I said I would pass the information on to Mr. Hartmann. While we were on the subject, I asked about the various other matters raised in Mr. Hartmann's request. Dr. Connor said that all of the persons involved had adequate titles, that "they" were trying



to refrain from issuing further titles such as "Special Assistant to the President", and that the actual number of Presidential Commissions outstanding was being reduced rather than increased. I pointed out that your memo did not request a specific title but merely one that was mutually considered "appropriate."

On February 9, Dr. Hoopes mentioned to me that he had been asked by Dr. Connor to implement the decision on Gail Raiman but stated that the title of Staff Assistant as requested was inappropriate because only persons of GS-12/13 level or higher were assigned that title. I said I was not aware of that and, in fact, Miss Raiman was being given a vacant "Staff Assistant" position (but not the full pay) of a staff member (Miss Hosmer) who resigned. I explained then that the purpose of the request was to better reflect a change in function and status rather than an attempt to obtain a pay raise. However, he suggested that some other title might be more appropriate. Two or three other possible titles were suggested as possibilities, and I told him to process it and I would talk to Mr. Hartmann.

On February 11, a series of short memos were received from Dr. Hoopes' office indicating that for various technical reasons regarding Civil Service regulations the step in grade increase requested for Gail could not be effected.

On February 11 I talked again with Dr. Connor. I indicated that in view of the obvious problems of continuing a management situation where the two persons supervised had higher salaries than did Gwen, Mr. Hartmann would like to get that point settled and thus would accept the minimum pay increase which he had suggested. I further mentioned that as to the other matters dealt with in Mr. Hartmann's memo, we could defer consideration of those for now. He responded that he would "bring it up." I said we would like to have an answer soon since another pay period had gone by.

Attempts to discuss the matter further with Dr. Connor were unavailing until February 16 at 5:45 p.m. when I called him out of Mr. Cheney's office and asked him about Gwen's pay raise. He said, with sad face, that the answer was "no." I asked him "what did he mean no?" He said he would explain later after the meeting, which he said should be 15 or 20 minutes. I indicated that I would wait, which I did for 2-1/2 hours.

(MORE)



At 8:15 p.m. I met Dr. Connor in his office. After exchanging brief pleasantries, I asked him about Gwen's raise. He said the raise for her was not approved. I expressed dismay inasmuch as he had agreed readily to the lesser figure. I asked him what could be the reason for his change of mind. He said "no reason was given but I'm told that it had been disapproved at the highest level." I reiterated it was very bad policy to have a supervisor paid less than those supervised. He disagreed with that proposition and asked whether that was the right job for Gwen. I indicated that was Mr. Hartmann's business and he evidently felt that it was. I asked why the query. He mentioned that he thought there was some friction "over there." I said do you mean between Eliska and Gwen and between Agnes and Gwen? He said "Well, those are the two she supervises." I indicated that such an eventuality would not be a surprise since one purpose of the reorganization was to improve the services for which Eliska and Agnes had previously been responsible. I suggested the problem might be with them rather than with Gwen, to which he replied "Well then, you should have gotten rid of them before this." I ended this conversation by saying that I believe Mr. Hartmann had confidence in Gwen's ability. I then changed the subject to the request for Gail's change in status. He expressed surprise that there had been any problem, indicating that he had approved that on February 5. I told him that Dr. Hoopes had found some difficulties with the title and other technical problems with the change. He expressed surprise at that, stating that there would be no problem in straightening the matter out.

I then asked him about the pay raise for Elizabeth Nolan in the Correspondence Unit. He said he was not aware of any problem, and said that if I had heard nothing from his office then the pay raise had been approved.

I twice asked him if he would respond to Mr. Hartmann's written memo in writing. He avoided a direct reply and suggested I relay the decision to you as it had been relayed to me.

DJS:nm



OFFICE PERSONNEL

HOOPES, David C.

(re. termination of Cheryl Ford in
Speechwriting Department)

February 24, 1976

MEMORANDUM FOR: DAVID C. HOOPES

FROM: DOUGLAS J. SMITH

**SUBJECT: Termination of Cheryl Ford,
Speechwriting Department**

Acknowledging our telephone conversation, Cheryl Ford has given notice that she will be leaving at the end of February to accompany her husband who has been transferred to the Midwest.

Since they are planning to drive to the Midwest immediately, it would be much appreciated if the processing for her pay and other adjustments upon termination could be done prior to her leaving.

She will be leaving the government service to care for her one year old child and will, therefore, be withdrawing all of her accumulated retirement benefits.

DJS:nm

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ASSIGNMENT

Date: February 24, 1976

FROM: Counsellor Robert T. Hartmann

Name of Proposed Employee: ^(Miss) ~~Mr.~~ ~~Ms.~~ Lynn Allison Sudduth

Position: (a) Position title: Secretary-Stenographer

(b) Grade and Salary: GS 7-1 \$11,046

(c) Check if proposed employee's title shall be "Consultant" for temporary period until all necessary security clearances are completed. Position title at (a) above shall be assigned after clearances are received.

Payroll (check one): White House Office (Regular Salary & Expenses)
 White House Office (Consultant)
 Other (specify: _____)

Length of Assignment (check one):
 Temporary (No. of Months _____ or
(Not to exceed _____)
 Indefinite
 Permanent

Desired effective date: February 29, 1976

Justification for assignment: Replacement for Mrs. Jan Davis.

Present place of employment or assignment: Maritime Administration, Commerce Department

I hereby endorse and authorize the above described personnel action for my office:


(Signature of Requesting Official)

(Signature of Supervisor)

Attachment(s) needed.—In all cases—"Information Needed Concerning New Personnel".
If to be appointed White House rolls it is desirable to have SF 171 furnished, preferably attached to this request. If the SF 171 is not available as an attachment to this request form, send it to the White House Personnel Office, Room 6, EOB, when completed.

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Form	Information Needed Concerning New Personnel form for Lynn Allison Sudduth, 2 pages. (Attached to Request for Personnel Assignment	2/23/1976	C

File Location:

Robert T. Hartmann Files, Box 13, "Office - Personnel (1)" SMD - 6/5/2015

RESTRICTION CODES

- (A) Closed by applicable Executive order governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ASSIGNMENT

Date: March 1, 1976

FROM: Counsellor Robert T. Hartmann

Name of Proposed Employee: ~~(Mrs)~~ ^(Miss) Jean Marie Saar
~~XXXX~~

Position: (a) Position title: Secretary

(b) Grade and Salary: GS-5 \$8,925

(c) Check if proposed employee's title shall be "Consultant" for temporary period until all necessary security clearances are completed. Position title at (a) above shall be assigned after clearances are received.

Payroll (check one): White House Office (Regular Salary & Expenses)
 White House Office (Consultant)
 Other (specify: _____)

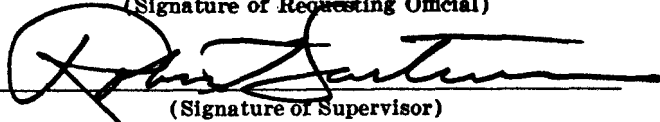
Length of Assignment (check one):
 Temporary (No. of Months _____ or (Not to exceed _____))
 Indefinite
 Permanent

Desired effective date: March 1, 1976

Justification for assignment: To replace Cheryl Ford, who resigned to leave the area.

Present place of employment or assignment: Maritime Administration, Commerce Department

I hereby endorse and authorize the above described personnel action for my office:

(Signature of Requesting Official)


(Signature of Supervisor)

Attachment(s) needed.—In all cases—"Information Needed Concerning New Personnel".
If to be appointed White House rolls it is desirable to have SF 171 furnished, preferably attached to this request. If the SF 171 is not available as an attachment to this request form, send it to the White House Personnel Office, Room 6, EOB, when completed.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ASSIGNMENT

Date: March 1, 1976

FROM: Counsellor Robert T. Hartmann

Name of Proposed Employee: ~~(Mrs.)~~ Jacquelyn M. McMahan

Position: (a) Position title: Research Assistant

(b) Grade and Salary: GS-9 (holds GS-11 rating) \$13,482

(c) Check if proposed employee's title shall be "Consultant" for temporary period until all necessary security clearances are completed. Position title at (a) above shall be assigned after clearances are received.

Payroll (check one): X White House Office (Regular Salary & Expenses)
White House Office (Consultant)
Other (specify:)

Length of Assignment (check one):
Temporary (No. of Months or (Not to exceed))
Indefinite
X Permanent

Desired effective date: March 1, 1976

Justification for assignment: Replacement for Patricia Petrone

Present place of employment or assignment: Research Office - Office of Congressman Robin L. Beard

I hereby endorse and authorize the above described personnel action for my office:

[Signature of Requesting Official]

[Signature of Supervisor]

Attachment(s) needed.—In all cases—"Information Needed Concerning New Personnel". If to be appointed White House rolls it is desirable to have SF 171 furnished, preferably attached to this request. If the SF 171 is not available as an attachment to this request form, send it to the White House Personnel Office, Room 6, EOB, when completed.

THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ASSIGNMENT

Date: March 1, 1976

FROM: Counsellor Robert T. Hartmann

Name of Proposed Employee: ~~(Miss)~~ ~~(Mrs)~~ Alpheus B. Parsons
(Mr.)

Position: (a) Position title: Speechwriter

(b) Grade and Salary: _____

Payroll (check one): White House Office (Regular Salary & Expenses)
 White House Office (Special Projects)
 Other (specify: _____)

Length of Assignment (check one):
 Temporary (No. of Months 3 or
(Not to exceed 90 days)
 Indefinite
 Permanent

Desired effective date: March 1, 1976

Justification for assignment: To fill vacant position on trial basis.

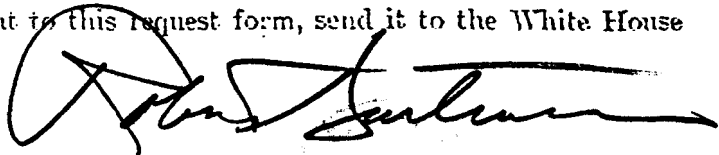
Present place of employment or assignment: Speech Communications Office

I hereby endorse and authorize the above described personnel action for my office:



(Signature of Requesting Official)

Attachment(s) needed.—In all cases—"Information Needed Concerning New Personnel".
For appointment other than White House rolls: SF 171, Application for Federal Employment.
If to be appointed White House rolls it is desirable to have SF 171 furnished, preferably attached to this request. If the 171 is not available as an attachment to this request form, send it to the White House Personnel Office, Room 6, E.O.B., when completed.



R E S U M E

Alpheus B. Parsons

Married
6 ft. 1 in. - 190
U.S. Citizen
Good Health
Born: June 6, 1932

John H. 904-877-0927

job objective To serve in media management or in a supervisory public relations capacity.

experience 1973 to present Clearwater Sun Clearwater, Florida

Investigative Reporter - Agreed to undertake short-term investigation of two local, political situations. Investigation of Congressman William Gunter (D-Orlando) forced the Congressman to file an amended 1972 contributions report in 1974. Investigation of Pinellas County Commissioner A. Oliver McEachern (R-St. Petersburg) caused the FBI to investigate Mr. McEachern, who is not seeking re-election.

1972-1973 Florida Power Corporation St. Petersburg

Second largest power company in Florida, incorporated in 1899. It now serves 32 of the 67 counties in the state.

Writer - On Dec. 1, 1972, contracted to write the company's history. A corporate history, it is also a regional history of the state. Research was done at city, county, state and federal levels, as well as through company archives, interviews and published material. Called Lightning In The Sun, it was released in May of 1974 and is included in the Library of Congress. (Reviews attached.)

1971-1972 State of Florida Tallahassee
Department of Commerce

The Department of Commerce is a division of state government with 2,800 employees.

Assistant Administrator of Public Affairs - Was in charge of editing and writing two monthly periodicals: Toward Tomorrow, circulated nationally and in Central and South America; and Commerce News.



1971-1972
(continued)

a departmental bulletin. Assisted the state and national press in their inquiries as well as writing the press releases which explained the functioning and public services of the large state department. Was one of five state employees chosen to attend Michigan State University's 1972 seminar on managerial problems sponsored by the School of Labor and Industrial Relations.

1967-1970

Freelance Writer and Editor

Mt. Dora, Fla.

From the summer of 1967 until it was sold in 1968, ran the Mt. Dora Topic. One editorial, dealing with the teachers' strike, was selected from 200,000 entries to be among "The Golden Dozen" of 1968 (attached). The international contest was judged by Robert Lasch, editor of the editorial page of the St. Louis Post-Dispatch. The weekly grew in both reputation and circulation, selling for \$30,000 more than the 1967 asking price. Invited to join the campaign staff of former Governor LeRoy Collins in his bid for the United States Senate; became chief of research and speech writer. Wrote a column for Jack Anderson about the activities of Edward Gurney's law firm and his involvement with the Commercial Bank of Apopka. Helped produce "Toward Tomorrow", a 30-minute film based on the political and private life of Collins. Wrote articles for The Florida Law Review, Accent Magazine, Florida Trend and others. In 1969, under contract to KMBC-TV, did a series of "Probes" on Jackson County, Missouri, judges and governmental corruption in Wyandotte County, Kansas. Co-authored "The Year of the Rat", an hour-long documentary about the almost insuperable problems of the urban ghetto. Aired by Metromedia Television.

1967 (1969)

KMBC-TV, Channel 9
ABC Affiliate

Kansas City, Missouri

Investigative Reporter - Reported only to the news director, Claude Dorsey. Insurance, bail bonding, patronage and corrupt practices were aired in a series of special reports. A montage of the reports was videotaped and played before the entire convention of the National Association of Broadcasters in Chicago. Spoke at the University of Kansas and Upper Iowa State University with Julian Bond and Ralph Nader.

1966 (1971) WJXT-TV, Channel 4 Jacksonville, Florida
CBS Affiliate

Investigative Reporter - In the course of my investigation 11 city and county officials were indicted for fraud, grand larceny, perjury, and other felony crimes. My work was recognized by The New York Times, Newsweek (attached), TV Guide, Broadcasting Magazine, The St. Petersburg Times, The Tampa Tribune, the Dean of the Graduate School of Journalism at Columbia University, and others. The station was the first in the nation to air extensive investigative reporting and won national recognition for it.

1961-1966 Tampa Tribune Tampa, Florida

Reporter and Columnist - Spent two years as the Winter Haven bureau chief. Was pulled into Tampa to cover City Hall, later Hillsborough County government. Under Virgil M. Newton Jr., former managing editor, first became an investigative reporter, looking into the problems of the Hospital and Welfare Board. Stories caused a judge to charge a grand jury and mass resignations followed. Wrote a political humor column every Sunday.

1960-1961 Oregon Journal Portland, Oregon

Reporter and Chief of Rewrite Desk - Started as police reporter, then served briefly as general assignment reporter prior to being named chief of the rewrite desk for this multiple edition daily.

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1952-1957 Majored in English at the U of W from 1952 till 1955. Member of Beta Theta Phi. Worked as a shingle weaver and gas station attendant. 1956-1957 took courses in Southwestern literature at the University of Arizona. In 1972 attended a management seminar at Michigan State University.

1972

military service Served with the United States Marine Corps in Korea, 3rd Battalion, 5th Marines, 1st Marine Division. Received five of the seven combat stars awarded.
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INFORMATION NEEDED CONCERNING NEW PERSONNEL

NAME (as it is to appear on payroll) (Miss, Mrs.) (Mr., Dr.): _____

RESIDENCE ADDRESS: _____

TELEPHONE NUMBER: (Home) _____; (Office) _____

MARITAL STATUS (Circle one): Single, Married, Widowed, Separated, Divorced.

Name of Wife or Husband: _____

SOCIAL SECURITY ACCOUNT NUMBER: _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

LEGAL RESIDENCE: _____

MILITARY SERVICE: Branch: _____ Dates of service: _____

Have you established Veterans Preference? _____ 5 or 10 point? _____

SPECIAL SKILLS: Typing WPM ____ Shorthand WPM ____

GOVERNMENT SERVICE INFORMATION:

Are you now, or have you previously been employed in the Executive, Legislative, or Judicial Branch of the Federal Government, or the District of Columbia Government? Yes ____ No ____
If so, please complete the following:

(a) Current or latest place of such employment (prior to White House assignment):
Department or Agency: _____
Branch or Division: _____

(b) Ending date of such service (if applicable): _____

(c) Type of appointment (Career-Conditional, Career, Indefinite, Excepted, or Temporary Limited): _____

(d) Position Title: _____ Grade _____ Salary \$ _____

(e) Date of (1)—last promotion or grade change: _____
(2)—last within-grade pay increase: _____

(f) Coverages (indicate Yes or No):
(1) Civil Service Retirement _____) If both at one time or another,
(2) Social Security (FICA) _____) which latest? _____
(3) Federal Employees Group LIFE Insurance (FEGLI): Regular ____ Optional ____ (If waived such coverage—give date of waiver: _____)
(4) Federal Employees HEALTH BENEFITS Insurance (FEHBP) _____

Date of entrance on duty at White House: _____

Office to which assigned: _____ Date of this form: _____

ITEM WITHDRAWAL SHEET
ITEM NUMBER 00018

Collection/Series/Folder ID No. : 001100361
Reason for Withdrawal : DR, Donor restriction
Locally Assigned Number : 1
Type of Material : COR, Correspondence
Creator's Name : John C. Petrone
Receiver's Name : Thomas M. Markey
Title :
Description :
Re Patricia Petrone's illness
Creation Date : 03/18/1976
Known Duplicates : N
New Location : CF, Donor Restriction Closed File
Date Withdrawn : 11/14/1986
Withdrawing Archivist Initials : WHM, William H. McNitt
Most Recent Rereview Date :
Rereview Archivist Initials :
Open/Declassification Date :
Open/Declass Archivist Initials :