

**The original documents are located in Box 14, folder “Personnel - Position Specification Sheets” of the Robert T. Hartmann Files at the Gerald R. Ford Presidential Library.**

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MEMORANDUM TO Robert Off from J Calkin  
re: O'Gorman, Frank

January 30, 1975

MEMORANDUM TO: Presidential Personnel Office  
Attention: Robert Off

FROM: Jack Calkins

RE: Your memo of January 24 to Counsellor Hartmann's  
office concerning legislative affairs officer  
positions at ERDA.

Mr. Francis O'Gorman currently Administrative Assistant to  
Rep. Joseph McDade of Pennsylvania is seriously interested  
in becoming a legislative liason officer with ERDA. Mr.  
O'Gorman has made his desires known to Mr. Hollister Cantius  
of ERDA.

I have known O'Gorman for several years in both a professional,  
social and foreign travel capacity. He is a highly intelligent  
and remarkably personable individual who I believe would  
make an excellent representative for any agency or department's  
legislative program. While I am somewhat surprised that  
he wants to leave his post with McDade I imagine he feels  
the need for a change after a dozen years on the same job.  
I recommend him highly and would appreciate your contact  
with Cantius or whomever at ERDA in O'Gorman's behalf.

Because presumably Cantius already has O'Gorman's biographical  
material I have not included it with this memo but he is  
listed in the Congressional Staff Directory biographical  
section should you wish to consult.

bcc: Mr. Frank O'Gorman  
cc: Mr. Max Friedlander



THE WHITE HOUSE

WASHINGTON

January 24, 1975

MEMORANDUM FOR: COUNSELLOR HARTMANN'S OFFICE  
FROM: PRESIDENTIAL PERSONNEL OFFICE  
SUBJECT: Position Specification Sheet

The attached position specification sheet for the following position is sent to you for your suggestions of candidates:

Legislative Affairs Officer - 3 positions  
Energy Research and Development Administration

Please note the closing date for suggestions and the prompt transmittal of as complete biographical data as possible will be greatly appreciated to expedite our search efforts.

Don't hesitate to give Robert Off a call if you need further information concerning the nature of the assignment.



POSITION

SPECIFICATION SHEET

- |                                 |   |
|---------------------------------|---|
| 1. Title                        | Legislative Affairs Officer<br>Three positions<br>Energy Research and Development<br>Administration<br>GS-15<br>\$29,815  |
| 2. Summary of Responsibilities  | Responsible for normal Congressional activities relating to ERDA  |
| 3. Criteria for Selection       | 1) Experience on Capitol Hill<br>2) Working knowledge of energy and related areas desired but not necessary<br>3) Experience with germane committees would be helpful |
| 4. Assignment Responsibility    | J. Curtis Fee<br>456-2343   |
| 5. Closing Date for Suggestions | February 10, 1975   |

*Handwritten notes:*  
1/27  
idea  
W

THE WHITE HOUSE  
WASHINGTON

January 30, 1975

MEMORANDUM FOR: COUNSELLOR HARTMANN'S OFFICE  
FROM: PRESIDENTIAL PERSONNEL OFFICE  
SUBJECT: Position Specification Sheet

The attached position specification sheet for the following positions is sent to you for your suggestions of candidates:

National Study Commission on Records and Documents  
of Federal Officials

Please note the closing date for suggestions. The prompt transmittal of as complete biographical data as possible will be greatly appreciated to expedite our search efforts.

Don't hesitate to call Linda Folks with Robin West of this office (456-6206) if you need further information concerning the nature of the assignment.

cc: PPO Director  
Deputy Director  
Associate Directors  
Assistant Directors

*Handwritten notes:*  
meta  
Jack we should set up file of jobs to applicants & try to match them with good GOP people  
RHH



POSITION  
SPECIFICATION SHEET

Title National Study Commission on Records and Documents of Federal Officials (new)  
1 PA - WOC Member  
3 PAS - WOC Members

Summary of Responsibilities Members of the Commission meet at the call of the Chairman or of a majority of the members to study problems and questions with respect to the control, disposition, and preservation of records and documents produced by or on behalf of Federal officials. The study is conducted with a view toward developing appropriate legislative and other recommendations regarding rules and procedures for control, disposition, and preservation. Members serve for the life of the Commission which terminates no later than May 31, 1976.

Criteria for Selection 1 person employed by the Executive Office of the President or the White House Office, appointed by the President.

3 persons appointed by the President, by and with the advice and consent of the Senate, from the non-government sector who are specially qualified to serve by virtue of their education, training, or experience. The Chairman is to be designated by the President from among these 3 members. No more than 2 may be from the same party.

(Also serving under other appointment authority are 2 Members of the House of Representatives, 2 Members of the Senate, 1 Supreme Court Justice, Representatives of the Departments of State, Defense, and Justice, the Administrator of GSA or his delegate, the Librarian of Congress, 1 member from the American Historical Association, and 1 member of the Organization of American Historians.)

Assignment Responsibility J. Robinson West  
Room 149 EOB  
456-2950

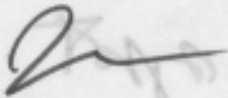
Closing Date for Suggestions February 7, 1975

THE WHITE HOUSE  
WASHINGTON

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RTH - see also  
my memo on rear  
of file. you have  
any candidates?

hope  
RTH



2/14

THE WHITE HOUSE  
WASHINGTON

Gail - attach  
cc of the 2  
memos I sent  
Walburn TVA  
spot.

J



THE WHITE HOUSE  
WASHINGTON

February 7, 1975

MEMORANDUM FOR: COUNSELLOR HARTMANN'S OFFICE  
FROM: PRESIDENTIAL PERSONNEL OFFICE  
SUBJECT: Position Specification Sheet

The attached position specification sheet for the following position is sent to you for your suggestions of candidates:

Member, Tennessee Valley Authority  
Board of Directors

Please note the closing date for suggestions and the prompt transmittal of as complete biographical data as possible will be greatly appreciated to expedite our search efforts.

Don't hesitate to give Robert Off a call if you need further information concerning the nature of the assignment.

Attachment



POSITION

SPECIFICATION SHEET

1. Title  
Member, Tennessee Valley Authority  
Board of Directors  
Level IV PAS - nine-year term  
\$38,000
2. Summary of Responsibilities  
This three-man Board is responsible for overseeing the entire TVA. Their budget is in excess of \$935 million and they operate in parts of Kentucky, Tennessee, Mississippi, Arkansas, Missouri, and Illinois. Today the TVA is faced with problems of environmental impact of future growth, energy conservation, rate increases, and nuclear plant expansion.
3. Criteria for Selection  
Candidates can be of any party, but should be from a participating state other than Tennessee since the Board already has two members from that state. The candidates should have a working knowledge of the power industry and be familiar with the economic and social problems of the Tennessee Valley area. Candidates should have a conservative attitude with regard to the Federal Government's public utilities.
4. Assignment Responsibility  
J. Curtis Fee  
Robert Off  
(456-2343)
5. Closing Date for Suggestions  
February 20, 1975

February 5, 1975

MEMORANDUM TO: Bill Walker  
FROM: Jack Calkins  
RE: Board of Directors, Tennessee Valley Authority

Enclosed is information complete with endorsements of their respective state parties on Mr. James Hooper of Mississippi and Mr. Thomas L. Longshore of Alabama each of whom seeks appointment to the TVA Board vice Donald McBride who as I understand it will retire at the end of his term.

I do not personally know Mr. Hooper though I have known his wife Virginia (who is Republican National Committeewoman from Mississippi) for several years. Clearly however his career profile indicates serious consideration for the appointment.

I met Mr. Longshore at the Republican State Chairmen's Meeting in January in Chicago. He was in the company of Alabama State Republican Chairman, J. Richard Bennett whose endorsement letter is enclosed. His background also would seem to warrant serious consideration.

Because these two candidates seem to be covering all bases I have no doubt that you already have bulging files on each of them but I am forwarding the material which was submitted to me in order to make sure that nothing slips between the cracks.

JTC: gar



THE WHITE HOUSE

WASHINGTON

February 21, 1975

MEMORANDUM FOR: ROBERT T. HARTMANN  
FROM: PRESIDENTIAL PERSONNEL OFFICE  
SUBJECT: Position Specification Sheets

The attached position specification sheets for the following positions are sent to you for your suggestions of candidates:

Executive Director, Nuclear Regulatory Commission  
Director of Congressional Affairs, Nuclear Regulatory  
Commission

Please note the closing date for suggestions and the prompt transmittal of as complete biographical data as possible will be greatly appreciated to expedite our search efforts.

Don't hesitate to give Robert Off a call if you need further information concerning the nature of the assignment.

Attachment

POSITION

SPECIFICATION SHEET

1. Title Executive Director  
Nuclear Regulatory Commission  
Exec Level IV
2. Summary of Responsibilities Responsible for the day-to-day operations of NRC. Acts as the coordinator between the five Commissioners and the staff in the implementation of NRC programs and policy.
3. Criteria for Selection Candidate should have line experience in Government or the private sector. Legal skills and/or a knowledge of the nuclear energy field would be helpful, but not necessary.
4. Assignment Responsibility J. Curtis Fee  
Robert Off  
456-2343
5. Closing Date for Suggestions March 7, 1975

Craig Hosmer ?

*[Handwritten initials]*

3/11/75  
Nita phoned  
& spoke with both  
(2343) Curt Fee's office +  
Robert Off's office  
(6531)

POSITION

SPECIFICATION SHEET

1. Title Director, Congressional Affairs  
Nuclear Regulatory Commission  
GS-17
2. Summary of Responsibilities Responsible for establishing and supervising a small staff that will fulfill the normal Congressional Relations functions for the Commission.
3. Criteria for Selection Candidates should have had at least three years' working experience on The Hill, plus a knowledge of the Members on the Joint Committee on Atomic Energy. Due to the nature of the NRC task, an individual with a high partisan political profile is not desired.
4. Assignment Responsibility J. Curtis Fee  
Robert Off  
456-2343
5. Closing Date for Suggestions March 7, 1975

THE WHITE HOUSE  
WASHINGTON

March 12, 1975

MEMORANDUM FOR: ROBERT T. HARTMANN  
FROM: PRESIDENTIAL PERSONNEL OFFICE  
SUBJECT: Position Specification Sheet

The attached position specification sheets for the following positions are sent to you for your suggestions of candidates:

Director, Office of Nuclear Safety and Safeguards, NRC  
Assistant Administrator for Resource Development, FEA

Please note the closing date for suggestions and the prompt transmittal of as complete biographical data as possible will be greatly appreciated to expedite our search efforts.

Don't hesitate to give Robert Off a call if you need further information concerning the nature of the assignment.

cc: Director  
Deputy Director  
Associate Directors  
Assistant Directors

*nm  
any ideas?*

*waited to late  
to make suggestion  
nm*



POSITION

SPECIFICATION SHEET

1. Title  
Director, Office of Nuclear Safety  
and Safeguards, NRC  
Level IV  
\$38,000
2. Summary of  
Responsibilities  
Responsible for establishing and  
managing a program within NRC for the  
protection of the public from the dangers  
of nuclear materials. The Director will  
have line authority over 400-500 workers.
3. Criteria for  
Selection  
The candidate must have proven manage-  
ment experience. An educational back-  
ground in nuclear engineering or science  
would be preferable. He will be called  
upon to testify on The Hill; therefore,  
some exposure to the political process  
would be helpful.
4. Assignment  
Responsibility  
J. Curtis Fee  
Robert Off  
456-2343
5. Closing Date  
for Suggestions  
March 25, 1975



POSITION

SPECIFICATION SHEET

1. Title Assistant Administrator  
for Resource Development, FEA  
Level IV PAS  
\$38,000
2. Summary of Responsibilities Develops and implements national policies and programs to increase production and utilization of energy from domestic sources. These include coal, oil, nuclear, and the new exotic fuels. Develops policies for facilitating the siting, licensing, and construction of new energy facilities. The Assistant Administrator will have direct line authority over a staff of 250.
3. Criteria for Selection An engineering background and knowledge of the new exotic energy sources is desirable. It would be helpful for the candidate to have knowledge of the oil, natural gas, and coal industries. However, no conflict of interest with these industries must exist.
4. Assignment Responsibility J. Curtis Fee  
Robert Off  
456-2343
5. Closing Date for Suggestions March 25, 1975