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OFFICE OF THE VICE PRESIDENT

WASHINGTON, D.C.

NOT DATED

not sent

XEROX COPIES OF RTH AND CANFIELD BUSINESS CARDS ATTACHED.

COPY OF NEW STAFF ROSTER ATTACHED.

Check with Rth as to exactly who should receive this memo.

*Rth says
ok.*

*until
Monday
8/5*

*Memo
never
sent
nm*





OFFICE OF THE VICE PRESIDENT
WASHINGTON

INFORMATION MEMORANDUM

TO: SENIOR AND PROFESSIONAL STAFF
FROM: ROBERT T. HARTMANN *RTH*
SUBJECT: BUSINESS CARDS

I have had inquiries about business cards for the use of Vice Presidential staff.

I am advised by our Legal Counsel that the special Coat of Arms of the Vice President is restricted in its use to the Vice President under an Executive Order which is more restrictive than that of the Presidential or Congressional Coat of Arms. In order to avoid any question of propriety and to standardize procedure for staff members on the Executive and Senatorial payrolls, the Coat of Arms of the United States, which has traditionally been used by Congressional and Executive Branch officials, will be used by eligible members of the Vice Presidential staff. The Vice Presidential device will only be used by the Vice President himself.

Use of the U.S. Coat of Arms on staff business cards will be limited to Senior and Professional members of the Vice President's staff. These should be used with discretion only in the course of official business and social contacts which are proper and can in no way reflect discredit upon the Office of the Vice President. The staff member should be identified by his full position title as listed on our current staff roster as in the attached samples.

Engraved cards may be purchased through the Senate Stationery Room by arrangement with Mr. Mote's office at approximately 10¢ apiece, plus an initial plate charge. Less expensive printed or embossed cards may also be ordered through Tom Lankford in the House Minority Room. Any questions on the proper format of the card should be directed to Mr. Casselman.



ROBERT T. HARTMANN

**CHIEF OF STAFF TO
THE VICE PRESIDENT**



H. SPOFFORD CANFIELD

**LEGISLATIVE ASSISTANT TO
THE PRESIDENT OF THE SENATE**

(202) 225-8391



August 1, 1974

VICE PRESIDENTIAL STAFF

Chief of Staff
to the Vice President

Staff Assistant
Personal Secretary
Secretary

Mr. Robert T. Hartmann

Mrs. Joann L. Wilson
Mrs. Neta C. Messersmith
Miss Gail A. Raiman

Personal Assistant
to the Vice President

Staff Assistant

Miss Mildred Leonard

Mrs. Dorothy E. Cavanaugh

Personal Secretary
to the Vice President

Mrs. Dorothy E. Downton

Assistant to the Vice President
for Administration and Services

Secretary to Mr. Seidman

Mr. L. William Seidman

Mrs. Ruth M. Kilmer

Deputy Assistant for Administration

Secretary
Secretary
Staff Assistant for
Correspondence and Mail
Assistant for Mail Analysis
Mail Clerk
Clerk/Messenger
File Clerk
File Clerk
Staff Assistant for Correspondence
Correspondence
Correspondence
Correspondence
Correspondence
Staff Assistant for Office Services
Office Services
Office Services
Staff Assistant for Budget and
Accounting

Mr. Frank R. Pagnotta

Miss Mary E. Donahue
Mrs. Marjorie E. Holloway

Mr. George W. Willis
Mr. George C. Ter Horst
Mr. Thomas A. Gorham
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Miss Edna F. Matthias
Miss Kathleen E. McCarthy
Miss Susan J. Gregory
Mr. James Brown
Mr. Frank A. Townsend
Mr. James L. Barrow

Mr. Richard E. King



Deputy Assistant for Non-Governmental
Organizations

Staff Assistant
Secretary

Mrs. Gwen A. Anderson

Miss Susan J. Hosmer
Miss Judith D. Morton

Deputy Assistant for
Scheduling and Appointments

Staff Assistant
Secretary
Secretary
Secretary
Advanceman
Advanceman
Secretary

Mr. Warren Rustand

Mrs. Marba Perrott
Mrs. Sally A. Quenneville
Mrs. Lillian Cottmeyer
Mrs. Patsy R. Kelley
Mr. Robin B. Martin
Mr. James W. Brock
Miss Nia Nickolas

Press Secretary to the Vice President
and Deputy Assistant for Media Affairs

Assistant Press Secretary
Secretary
Secretary
Clerk

Mr. Paul A. Miltich

Mr. J. William Roberts
Miss Vera A. Dowhan
Miss Jill E. McAulay
Mr. Joel J. Bergsma

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Secretary

Mr. Milton A. Friedman

Miss Patricia G. Petrone

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Secretary to Mr. Marsh

Mr. John O. Marsh, Jr.

Miss Nancy C. Chirdon

Military Assistants

Army
Navy
Marine
Air Force
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Secretary

Col. Jack A. Walker
Cdr. Howard J. Kerr
Lt. Col. Americo A. Sardo
Lt. Col. Robert E. Blake
Miss Sue Cockrell
Miss Barbara I. Martin



Staff Assistant for Travel
Transportation, Log and
Communications

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Staff Assistant

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Driver

T/Sgt. Ralph S. Hopkins, USAF

Driver

Sgt. Darrell S. Riffle, USAF

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Legislation and Domestic Affairs

Mr. Richard T. Burress

Secretary to Mr. Burress

Mrs. Margaret O'Neill

Legal Counsel to the Vice President
and Deputy Assistant for Executive
Branch Liaison

Mr. William E. Casselman, II

Staff Assistant

Mr. Barry N. Roth

Secretary

Mrs. Brenda K. Wilson

Assistant to the President of the Senate

Mr. Walter L. Mote

Legislative Assistant

Mr. H. Spofford Canfield

Legislative Secretary

Mrs. Josephine E. Wilson

Staff Assistant

Mrs. Charlene C. vonPawel

Receptionist

Miss Anne F. Kamstra

Secretary

Mrs. Elizabeth L. Macbeth

Clerk/Typist

Miss Susan E. Stover

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Mrs. Nancy M. Howe

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Mr. Richard D. Frazier

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H. SPOFFORD CANFIELD

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(202) 225-8391



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August 1, 1974

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Secretary

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for Administration and Services

Secretary to Mr. Seidman

Deputy Assistant for Administration

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Secretary
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Assistant for Mail Analysis
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Clerk/Messenger
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Miss Susan J. Gregory
Mr. James Brown
Mr. Frank A. Townsend
Mr. James L. Barrow

Mr. Richard E. King



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Staff Assistant
Secretary

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Miss Susan J. Hosmer
Miss Judith D. Morton

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Secretary
Secretary
Secretary
Advanceman
Advanceman
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Mrs. Lillian Cottmeyer
Mrs. Patsy R. Kelley
Mr. Robin B. Martin
Mr. James W. Brock
Miss Nia Nickolas

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Assistant Press Secretary
Secretary
Secretary
Clerk

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Mr. J. William Roberts
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Miss Jill E. McAulay
Mr. Joel J. Bergsma

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Secretary

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Miss Patricia G. Petrone

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Secretary to Mr. Marsh

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Miss Nancy C. Chirdon

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Marine
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Secretary
Secretary

Col. Jack A. Walker
Cdr. Howard J. Kerr
Lt. Col. Americo A. Sardo
Lt. Col. Robert E. Blake
Miss Sue Cockrell
Miss Barbara I. Martin



Staff Assistant for Travel
Transportation, Log and
Communications

Staff Assistant

Driver
Driver
Driver

Assistant to the Vice President for
Legislation and Domestic Affairs

Secretary to Mr. Burress

Legal Counsel to the Vice President
and Deputy Assistant for Executive
Branch Liaison

Staff Assistant
Secretary

Assistant to the President of the Senate

Legislative Assistant
Legislative Secretary
Staff Assistant
Receptionist
Secretary
Clerk/Typist

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Sgt. Darrell S. Riffle, USAF

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Mr. H. Spofford Canfield
Mrs. Josephine E. Wilson
Mrs. Charlene C. vonPawel
Miss Anne F. Kamstra
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Staff Assistant
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OFFICE OF THE VICE PRESIDENT
WASHINGTON, D.C.

To: Mr. Hartmann

From: Mr. Pagnotta

Date: July 25, 1974

[Handwritten signature]
Time 2:20

a.m.
p.m.

Attached is a Vice Presidential staff listing submitted for your approval. Please note that the receptionist position shows vacant. Also, moved Ann Kamstra under the Senate listing. You may have other questions and I will be happy to discuss them with you.

*7/29 - Returned to
Mr. Pagnotta.*

RECEPTION

VICE PRESIDENTIAL STAFF

Chief of Staff
to the Vice President

Staff Assistant
Personal Secretary
Secretary

Mr. Robert T. Hartmann

Mrs. Joann L. Wilson
Mrs. Neta C. Messersmith
Miss Gail A. Raiman

Personal Assistant
to the Vice President

Staff Assistant

Miss Mildred Leonard

Mrs. Dorothy E. Cavanaugh

Personal Secretary
to the Vice President

Mrs. Dorothy E. Downton

Chief of Staff
to the Vice President

Hutton

~~Staff~~ Assistant
Personal Secretary
→ Secretary

Wilson

Messer

Karim

Personal Assistant
to the Vice President

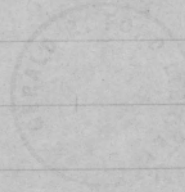
Leonard

Staff Assistant

Cavanah

Personal Secretary
to the Vice President

Powton



July 20, 1974

VICE PRESIDENTIAL STAFF

The Vice President

Personal Assistant
Personal Secretary
Staff Assistant to Miss Leonard

Miss Mildred Leonard
Mrs. Dorothy E. Downton
Mrs. Dorothy E. Cavanaugh

Chief of Staff

Personal Secretary
Secretary
Receptionist

Mr. Robert T. Hartmann
Mrs. Neta C. Messersmith
Miss Gail A. Raiman

Assistant to the Vice President for Administration
and Services

Secretary to Mr. Seidman

Mr. L. William Seidman

Mrs. Ruth M. Kilmer

Deputy Assistant for Administration

Secretary
Secretary
Staff Assistant for Correspondence and Mail
Assistant for Mail Analysis
Mail Clerk
Clerk / Messenger
File Clerk
File Clerk
Staff Assistant for Correspondence
Correspondence
Correspondence
Correspondence
Staff Assistant for Office Services
Office Services
Office Services
Staff Assistant for Budget and Accounting

Mr. Frank R. Pagnotta

Miss Mary E. Donahue
Mrs. Marjorie E. Holloway
Mr. George W. Willis
Mr. George C. Ter Horst
Mr. Thomas A. Gorham
Mr. John Y. McInnis
Mrs. Jacqueline E. Headen
Miss Hallie Jane Willoughby
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Miss Edna F. Matthias
Miss Kathleen E. McCarthy
Mr. James Brown
Mr. Frank A. Townsend
Mr. James L. Barrow
Mr. Richard E. King

Deputy Assistant for Non-Governmental
Organizations

Secretary
Staff Assistant

Mrs. Gwen A. Anderson

Miss Judith D. Morton
Miss Susan J. Hosmer



Deputy Assistant for Scheduling and Appointments

- Secretary
- Staff Assistant
- Secretary
- Secretary
- Advanceman
- Advanceman
- Secretary

Mr. Warren Rustand

- Mrs. Sally A. Quenneville
- Mrs. Marba Perrott
- Mrs. Lillian Cottmeyer
- Mrs. Patsy R. Kelley
- Mr. Robin B. Martin
- Mr. James W. Brock
- Miss Nia Nickolas

Press Secretary to the Vice President and Deputy Assistant for Media Affairs

- Secretary *Press Secretary*
- Assistant Deputy for Media Affairs
- Secretary
- Clerk

Mr. Paul A. Miltich

- Miss Vera A. Dowhan
- Mr. J. William Roberts
- Miss Jill E. McAulay
- Mr. Joel J. Bergsma

Deputy Assistant for Research

- Secretary
- ~~Staff Assistant~~

Mr. Milton A. Friedman

- Miss Patricia G. Petrone
- ~~Mrs. Joann L. Wilson~~

Assistant to the Vice President for Defense and International Affairs

- Secretary *to Mr. Marsh*
- Secretary
- Secretary

Mr. John O. Marsh, Jr.

- Miss Nancy C. Chirdon
- Miss Sue Cockrell
- Miss Barbara I. Martin

Military Assistants

- Army
- Navy
- Marine
- Air Force

- Col. Jack A. Walker
- Cdr. Howard J. Kerr
- Lt. Col. Americo A. Sardo
- Lt. Col. Robert E. Blake

Staff Assistant for Travel, Transportation, Log, and Communications

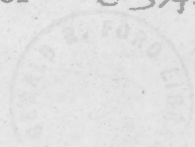
Staff Assistant

Mr. Ralph E. Martin

YNC (SS) Richard J. Williams

- Driver - ~~USAF~~
- Driver - ~~USAF~~
- Driver - ~~USAF~~

- M/Sgt Ulysses A. Owens *USAF*
- T/Sgt Ralph S. Hopkins *USAF*
- Sgt. Darrell S. Riffel *USAF*



Assistant to the Vice President for Legislation
and Domestic Affairs

Secretary *To Mr. Burress*

to the Vice President
Legal Counsel and Deputy Assistant for
Executive Branch Liaison

Secretary
Staff Assistant

Assistant to the President of the Senate

Legislative Assistant
Legislative Secretary
Staff Assistant
Receptionist
Secretary
Clerk/Typist

Mrs. Ford's Staff

Staff Assistant
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Mr. Richard T. Burress

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Mrs. Elizabeth L. Macbeth

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Mrs. Nancy M. Howe

Mr. Richard D. Frazier

Mrs. Carolyn K. Porembka



OFFICE OF THE VICE PRESIDENT
WASHINGTON, D.C.

WERE YOU GOING TO MAKE CHANGES
BEFORE THIS NEW STAFF ROSTER
GOES OUT?

*Rth Says Hold until
Monday
8/5*

August 1, 1974

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Deputy Assistant for Administration

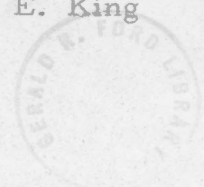
Secretary
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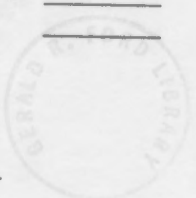
OFFICE OF THE VICE PRESIDENT
WASHINGTON, D.C.

TO: Professional Staff Members
Listed Below

FROM: Robert T. Hartmann

Mrs. Gwen Anderson _____
 Mr. Richard T. Burress _____
 Mr. William E. Casselman _____
 Mr. Milton A. Friedman _____
 Miss Mildred Leonard _____
 Mr. John O. Marsh, Jr. _____
 Mr. Paul A. Miltich _____
 Mr. Walter L. Mote _____
 Mr. Frank R. Pagnotta _____
 Mr. J. William Roberts _____
 Mr. L. William Seidman _____
 Mr. George Willis _____
 Mrs. Joann Wilson _____

FOR:
 Info. and File _____
 Info. and Disposal _____



OFFICE OF THE VICE PRESIDENT
WASHINGTON, D.C.

Date: _____

TO:
 Mrs. Gwen Anderson _____
 Mr. Richard T. Burress _____
 Mr. William E. Casselman _____
 Mr. Milton A. Friedman _____
 Miss Mildred Leonard _____
 Mr. John O. Marsh, Jr. _____
 Mr. Paul A. Miltich _____
 Mr. Walter L. Mote _____
 Mr. Frank R. Pagnotta _____
 Mr. J. William Roberts _____
 Mr. L. William Seidman _____
 Mr. George Willis _____
 Mrs. Joann Wilson _____

Info. and File _____
 Info. and Disposal _____



ROBERT TO HARTMANN

OFFICE OF THE VICE PRESIDENT

Date: 7-15-74

TO	Action	Info
Mr. Robert T. Hartmann	✓	_____
Mrs. Gwen Anderson	_____	_____
Mr. Richard T. Burress	✓	_____
Mr. Wm. E. Casselman	✓	_____
Mr. Milton A. Friedman	_____	_____
Miss Mildred Leonard	_____	_____
Mr. John O. Marsh, Jr.	_____	_____
Mr. Paul A. Miltich	_____	_____
Mr. Walter L. Mote	_____	_____
Mr. Wm. J. Roberts	_____	_____
Mr. Wm. L. Seidman	✓	_____

RETURN FOR:

FRP Files _____
 Library _____
 Other _____



FRP
 Frank R. Pagnotta

OFFICE OF THE VICE PRESIDENT
WASHINGTON

*Many
out my file
v.p. Staff Meeting
29*

TO: Professional Staff Members -- (Listed Below)

FROM: Warren Rustand

DATE: July 15, 1974

SUBJECT: Professional Staff Meeting - 3:15 PM

- | | | |
|-----------------|-------------------|----------------|
| - Mrs. Anderson | Mr. Hartmann | - Mr. Pagnotta |
| LCol. Blake | - Miss Hosmer | - Mr. Roberts |
| Mr. Brock | Cdr. Kerr | Mr. Roth |
| Mr. Brown | Mr. King | Mr. Rustand |
| Mr. Buchen | - Miss Leonard | LCol. Sardo |
| - Mr. Burress | - Mr. Marsh | - Mr. Seidman |
| Mr. Canfield | Mr. Martin, Ralph | Col. Walker |
| - Mr. Casselman | Mr. Martin, Robin | - Mr. Willis |
| - Mr. Friedman | - Mr. Miltich | - Mrs. Wilson |
| Miss Gorry | - Mr. Mote | |



August 2, 1974

(Destroy all prior listings)

VICE PRESIDENTIAL STAFF

	<u>Room</u>	<u>Telephone</u>		<u>Room</u>	<u>Telephone</u>
Anderson, Mrs. Gwen	271	395-4245	Martin, Robin	265	395-6340
Barrow, James L.	572	395-4165	Matthias, Miss Edna F.	578	395-4198
Bergsma, Joel J.	277	395-6404	McAulay, Miss Jill E.	279	456-2364
Blake, Lt. Col. Robert E.	290	395-4223	McCarthy, Miss Kathleen E.	275	395-4009
Brock, James	263	395-6340	McInnis, John Y.	577 $\frac{1}{2}$	395-4173
Brown, James	572	395-4165	Messersmith, Mrs. Neta C.	275 $\frac{1}{2}$	456-6446
Burress, Richard T.	268	456-6200	Miltich, Paul A.	281	456-2364
Canfield, H. Spofford	S-212	225-8391	Morton, Miss Judith	271	395-4245
Casselmann, William E.	282	395-4242	Mote, Walter L.	2203 NSOB	225-2424
Cavanaugh, Mrs. Dorothy	275	456-2144		S-212	225-8391
Chirdon, Miss Nancy C.	294	395-4213	Nickolas, Miss Nia	265	395-6340
Cockrell, Miss Sue	298	395-4223	O'Neill, Mrs. Margaret	268	456-6200
Cottmeyer, Mrs. Lillian	263	395-4277	Owens, M/Sgt Ulysses	572	395-4165
Donahue, Miss Mary E.	273 $\frac{1}{2}$	395-4295	Pagnotta, Frank R.	273 $\frac{1}{2}$	395-4295
Dowhan, Miss Vera A.	281	456-2364	Perrott, Mrs. Marba	263	395-4277
Downton, Mrs. Dorothy E.	275 $\frac{1}{2}$	456-2143	Petrone, Miss Patricia G.	279	395-6404
Engebretson, Mrs. Margaret	578	395-4198	Porembka, Mrs. Carolyn	572	395-4165
Frazier, Richard D.	--	751-0850	Quenneville, Mrs. Sally	263	395-4277
Friedman, Milton A.	279	395-6404	Raiman, Miss Gail A.	276	456-6446
Gorham, Thomas A.	577 $\frac{1}{2}$	395-4173	Riffle, Sgt. Darrell S.	290	395-4223
Gorry, Miss Carole J.	578	395-4140	Roberts, J. William	279	456-2364
Gregory, Miss Susan J.	578	395-4140	Roth, Barry N.	282	395-4242
Hartmann, Robert T.	276	456-6446	Rustand, Warren	263	395-4277
Headen, Mrs. Jacqueline E.	578	395-4198	Sardo, Col Americo	290	395-4223
Holloway, Mrs. Marjorie E.	273 $\frac{1}{2}$	395-4295	Seidman, L. William	268	395-4113
Hopkins, T/Sgt Ralph S.	572	395-4165	Stover, Miss Susan E.	2203 NSOB	225-2424
Hosmer, Miss Susan	271	395-4245	Ter Horst, George C.	572	395-4173
Howe, Mrs. Nancy M.	--	751-0850	Townsend, Frank A.	572	395-4165
Kamstra, Miss Anne F.	2203 NSOB		vonPawel, Mrs. Charlene	2203 NSOB	
		225-2424			225-2424
Kelley, Mrs. Patsy R.	263	456-4277	Walker, Col Jack	298	395-4223
Kerr, Cdr. Howard J.	290	395-4223	Williams, YNC Richard J.	294	395-4223
Kilmer, Mrs. Ruth M.	268	395-4113	Willis, George W.	578	395-4253
King, Richard E.	572	395-4165	Willoughby, Miss Jane	578	395-4198
Leonard, Miss Mildred	275	456-2144	Wilson, Mrs. Brenda	282	395-4242
Macbeth, Mrs. Elizabeth L.	S-212	225-8391	Wilson, Mrs. Joann L.	276	395-4009
Marsh, John O., Jr.	294	395-4213	Wilson, Mrs. Josephine	2203 NSOB	
Martin, Miss Barbara	290	395-4223			225-2424
Martin, Ralph E.	298	395-4223			

White House Police - Visitor Control - Room 060 OEOB - Extensions: 6742 & 6046
 Visitor Lists -- 3 copies -- to be handcarried to Room 060 OEOB
 Signal Board (Special Assistance Operator) -- 395-2000



July 30, 1974

VICE PRESIDENTIAL STAFF

Chief of Staff
to the Vice President

Staff Assistant
Personal Secretary
Secretary

Mr. Robert T. Hartmann

✓ Mrs. Joann L. Wilson
✓ Mrs. Neta C. Messersmith
Miss Gail A. Raiman

Personal Assistant
to the Vice President

Staff Assistant

✓ Miss Mildred Leonard

✓ Mrs. Dorothy E. Cavanaugh

Personal Secretary
to the Vice President

✓ Mrs. Dorothy E. Downton

Assistant to the Vice President
for Administration and Services

Secretary to Mr. Seidman

✓ Mr. L. William Seidman

✓ Mrs. Ruth M. Kilmer

Deputy Assistant for Administration

✓ Mr. Frank R. Pagnotta

Secretary
Secretary
Staff Assistant for
Correspondence and Mail
Assistant for Mail Analysis
Mail Clerk
Clerk/Messenger
File Clerk
File Clerk
Staff Assistant for Correspondence
Correspondence
Correspondence
Correspondence
Staff Assistant for Office Services
Office Services
Office Services
Staff Assistant for Budget and
Accounting

Miss Mary E. Donahue
Mrs. Marjorie E. Holloway

✓ Mr. George W. Willis
Mr. George C. Ter Horst
Mr. Thomas A. Gorham
Mr. John Y. McInnis
Mrs. Jacqueline E. Headen
Miss Hallie Jane Willoughby
✓ Miss Carole Jan Gorry
Mrs. Margaret F. Engebretson
Miss Edna F. Matthias
Miss Kathleen E. McCarthy
✓ Mr. James Brown
Mr. Frank A. Townsend
Mr. James L. Barrow

✓ Mr. Richard E. King

Deputy Assistant for Non-Governmental Organizations

Staff Assistant
Secretary

✓ Mrs. Gwen A. Anderson
✓ Miss Susan J. Hosmer
Miss Judith D. Morton

Deputy Assistant for Scheduling and Appointments

Staff Assistant
Secretary
Secretary
Secretary
Advanceman
Advanceman
Secretary

✓ Mr. Warren Rustand

~~✓~~ Mrs. Marba Perrott
Mrs. Sally A. Quenneville
Mrs. Lillian Cottmeyer
Mrs. Patsy R. Kelley
Mr. Robin B. Martin
Mr. James W. Brock
Miss Nia Nickolas

Press Secretary to the Vice President and Deputy Assistant for Media Affairs

Assistant Press Secretary
Secretary
Secretary
Clerk

✓ Mr. Paul A. Miltich
✓ Mr. J. William Roberts
Miss Vera A. Dowhan
Miss Jill E. McAulay
Mr. Joel J. Bergsma

Deputy Assistant for Research

Secretary

✓ Mr. Milton A. Friedman
Miss Patricia G. Petrone

← Assistant to the Vice President for Defense and International Affairs

Secretary to Mr. Marsh

✓ Mr. John O. Marsh, Jr.
✓ Miss Nancy C. Chirdon

Military Assistants

Army
Navy
Marine
Air Force
Secretary
Secretary

✓ Col. Jack A. Walker
✓ Cdr. Howard J. Kerr
✓ Lt. Col. Americo A. Sardo
✓ Lt. Col. Robert E. Blake
Miss Sue Cockrell
Miss Barbara I. Martin

Staff Assistant for Travel
Transportation, Log and
Communications

✓ Mr. Ralph E. Martin

Staff Assistant

✓ YNC (SS) Richard J. Williams, USN

Driver
Driver
Driver

M/Sgt. Ulysses A. Owens, USAF
T/Sgt. Ralph S. Hopkins, USAF
Sgt. Darrell S. Riffle, USAF

Assistant to the Vice President for
Legislation and Domestic Affairs

✓ Mr. Richard T. Burress

Secretary to Mr. Burress

✓ Mrs. Margaret O'Neill

Legal Counsel to the Vice President
and Deputy Assistant for Executive
Branch Liaison

✓ Mr. William E. Casselman, II

Staff Assistant
Secretary

✓ Mr. Barry N. Roth
Mrs. Brenda K. Wilson

Assistant to the President of the Senate

✓ Mr. Walter L. Mote

Legislative Assistant
Legislative Secretary
Staff Assistant
Receptionist
Secretary
Clerk/Typist

✓ Mr. H. Spofford Canfield
✓ Mrs. Josephine E. Wilson
✓ Mrs. Charlene C. vonPawel ?
Miss Anne F. Kamstra
Mrs. Elizabeth L. Macbeth
Miss Susan E. Stover

Mrs. Ford's Staff

Staff Assistant
Staff Assistant
Secretary

✓ Mrs. Nancy M. Howe
Mr. Richard D. Frazier
Mrs. Carolyn K. Porembka

Mr. Hartmann - This was never sent out.

Mary J. [Signature]

Revised: February 5, 1974
(Destroy all prior lists)

VICE PRESIDENTIAL STAFF

The Vice President

Personal Assistant
Personal Secretary
Staff Assistant to Miss Leonard

Miss Mildred Leonard
Mrs. Dorothy E. Downton
Mrs. Dorothy K. Cavanaugh

Chief of Staff

Personal Secretary
Staff Assistant
Staff Assistant
Staff Assistant (Senate)
Secretary
Receptionist

Mr. Robert T. Hartmann

Mrs. Neta C. Messersmith
Mrs. Joann L. Wilson
Mrs. Ruth M. Kilmer
Miss Anne F. Kamstra
Miss Gail A. Raiman
Miss Mary Ann Drennan

Consultants for Legislative Affairs

Staff Assistant
Secretary

Mr. Kenneth E. BeLieu
Mr. Richard T. Burress

Miss Susan J. Hosmer
Miss Margaret C. O'Neill

Consultant for Management and Budget

Mr. L. William Seidman

Consultant for Public Affairs

Mrs. Gwen A. Anderson

Assistant to the President of the Senate

Legislative Assistant
Legislative Secretary
Staff Assistant
Secretary
Receptionist
Clerk/Typist

Mr. Walter L. Mote

Mr. H. Spofford Canfield
Mrs. Josephine E. Wilson
Mrs. Charlene C. vonPawel
Mrs. Elizabeth L. Macbeth
Miss Elizabeth J. Nutting
Miss Susan E. Stover

Legal Counsel to the Vice President

Secretary
Legal Assistant

Mr. William E. Casselman II

Mrs. Brenda K. Wilson
Mr. Barry N. Roth



Military Adviser

Personal Secretary
Marine Corps Aide
Naval Aide
Secretary
Staff Assistant
Staff Assistant
Driver
Driver
Driver
Driver/Messenger

Deputy Assistant for Scheduling and Appointments

Special Assistant
Secretary
Secretary

Deputy Assistant for Administration

Secretary
Staff Assistant, Budget and Accounting
Staff Assistant, Correspondence and Mail Analysis
Assistant for Mail Analysis
Assistant for Correspondence
Letter Drafter
Steno/Clerk/Typist
Clerk/Typist
Clerk/Typist
Clerk/Messenger
Mail Clerk
Staff Assistant, Office Equipment and Supplies

Press Secretary to the Vice President

Secretary
Deputy Press Secretary
Secretary
Speech Writer

Mrs. Ford's Staff

Staff Assistant
Staff Assistant
Secretary

Mr. John O. Marsh, Jr.
Miss Barbara J. Yano
Lt. Col. Americo A. Sardo, USMC
Cdr. Howard J. Kerr, USN
Miss Nancy C. Chirdon
Mr. Ralph E. Martin
YNCS Michael J. Shamus, Jr. USN
M/Sgt Ulysses A. Owens, Jr. USAF
T/Sgt Ralph S. Hopkins, USAF
Sgt. Darrell S. Riffel, USAF
Mr. Frank A. Townsend

(Mrs. Gwen A. Anderson)
Lt. Col. Americo A. Sardo, USMC
Mr. Warren Rustand
Mrs. Sally Ann Quenneville
Miss Elizabeth D. Whitley

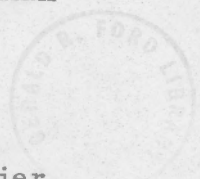
Mr. Frank R. Pagnotta
Miss Mary E. Donahue
Mr. Richard E. King

Mr. George W. Willis
Mr. James L. Barrow
Miss Carole J. Gorry
Mrs. Margaret F. Engebretson
Miss Edna F. Matthias
Miss Nia Nickolas
Miss Kathleen E. McCarthy
Mr. John Y. McInnis
Mr. Thomas A. Gorham

Mr. James Brown

Mr. Paul A. Miltich
Mrs. Patsy R. Kelley
Mr. John W. Roberts
Miss Jill E. McAulay
Mr. Milton A. Friedman

Mrs. Nancy M. Howe
Mr. Richard D. Frazier
Mrs. Carolyn K. Porembka



sent copy to

THE WHITE HOUSE

WASHINGTON

Nancy. Howe

OFFICE OF THE VICE PRESIDENT
WASHINGTON, D.C.

Mr. Pagnotta called and said

Mr. Alvin Helmick w/Walter Mote was not included for the party.

Mr. Buchen suggests the following members of the transition group should receive invitations:

Mrs. Eva Daughtrey

~~_____~~

Mr. Roger Porter

Nancy Sigurski

Mr. Jerry terHorst

Dr. Clay Whitehead

As soon as you give your o.k. he will start calling them.

OFFICE OF THE VICE PRESIDENT
WASHINGTON, D.C.

Mr. Pagnotta called and said

Mr. Alvin Helmick w/Walter Mote was not included for the party.

Mr. Buchen suggests the following members of the transition group should receive invitations:

Mrs. Eva Daughtrey

~~Mr. [REDACTED]~~

Mr. Roger Porter

Nancy Sigurski

Mr. Jerry terHorst

Dr. Clay Whitehead

As soon as you give your o.k. he will start calling them.

8/22 7:17

Called Carol

Jerry -- she will take care

of + notify Nancy Howe del



THE WHITE HOUSE

WASHINGTON

Mr. Hartmann:

Mr. Pagnotta said this list has been delivered to Gen. Haig.

Time of the reception is 6 to 8 p.m.

Gen. Haig said the Social Office would probably take care of sending invitations.

As per your instructions, Mr. Pagnotta is also having the people notified by telephone.

MR. PAGNOTTA ASKED THAT WE CALL WHEN YOU CAN SEE HIM THIS AFTERNOON.

Neta

Aug. 21
2:45 p.m.

THE WHITE HOUSE

WASHINGTON

MEMORANDUM

August 21, 1974

TO: Lucy Winchester

SUBJECT: Reception Friday Evening 6-8 p.m.

I would appreciate your adding the names of Mr. and Mrs. David P. Milanowski to the guest list for the President's Friday evening reception from 6-8 p.m.

There address is:

1508 Mount Eagle Place
Alexandria, Virginia 22302
Telephone: 548-2076

Many thanks.



Frank R. Pagnotta

cc: Mr. Robert T. Hartmann



Mr. Kenneth E. BeLieu
Executive Vice President
Gas Supply Committee
Suite 302
1725 De Sales Street
Washington, D. C. 20036
Telephone: 223-9575

1214 Westgrove
Alexandria, Virginia
Telephone: 768-0231

Mr. Gordon E. Vander Till
Room 8202
Intergovernmental Relations
Federal Energy Administration
2000 M Street, N. W.
Washington, D. C.
Telephone: 254-7534

11615 Kemp Mill Road
Silver Spring, Maryland 20902
Telephone: 649-1420

Mrs. Mary Ann Drennen Sampson
c/o Mr. and Mrs. Nash
7379 Woodridge
West Bloomfield, Michigan 48033

Miss Elizabeth D. Whitley
c/o Mr. and Mrs. Jesse Whitley
588 Larchlea
Birmingham, Michigan 48007

Miss Elizabeth Nutting
Apartment 413
4600 Duke Street
Alexandria, Virginia 22304
Telephone: 751-2125

Technical Sergeant John C. Teeler, USAF
5608 Bradley Boulevard
Alexandria, Virginia 22311
Telephone: 820-9072

Technical Sergeant James S. Green, USAF
6622 Wakefield Drive
Alexandria, Virginia 22307
Telephone: 765-0599

Miss Therese J. Turkenburg
310 Claystone Street, S. E.
Grand Rapids, Michigan 49506
Telephone: (616) 949-9006

Mr. Joel J. Bergsma
300 East Bates Avenue
Denver, Colorado 80210

Mrs. Boris Dukov
10122 Sutters Gold Lane
Sun City, Arizona 85351
Telephone: (602) 974-1731

A. BENNETT

Mr. ~~Benjamin~~ Schram
Office of The Honorable
Samuel H. Young
226 CHOB
Washington, D. C.
Telephone: 225-4835

400 Tunlaw Road
Apartment #720, N. W.
Washington, D. C.
Telephone: 337-7776

Major General Michael M. Dunn, USA (Ret.)
CIEP
Room 208 - OE0B
Washington, D. C.
Telephone: 456-2514

2707 North Nelson Street
Arlington, Virginia 22207
Telephone: 524-7232

Miss Barbara Yano
CIEP
Room 208 - OE0B
Washington, D. C.
Telephone: 456-2514

1301 South Scott Street
Apartment 313
Arlington, Virginia 22204
Telephone: 521-1421

Mr. Michael J. Shamus
CIEP
Room 208 - OE0B
Washington, D. C.
Telephone: 456-2514

957 North Quantico Street
Arlington, Virginia 22205
Telephone: 532-5518

Mr. Robert D. Hynes, Jr.
National Broadcasting Company
1800 K Street, N. W.
Washington, D. C. 20006
Telephone 833-3600

1805 Blue Spruce Road
Reston, Virginia 22091
Telephone 860-0268

Mr. William C. Cramer
Cramer, Haber and Becker
475 L'Enfant Plaza, S. W.
Suite 4100
Washington, D. C. 20024
Telephone 554-1100

13222 Park Lane
Fort Washington, Maryland
Telephone 292-1796

Mr. Benton L. Becker
Cramer, Haber and Becker
475 L'Enfant Plaza, S. W.
Suite 4100
Washington, D. C. 20024
Telephone 554-1100

11507 Karen Drive
Potomac, Maryland 20854
Telephone 299-8903

Mr. Richard M. Haber
Cramer, Haber and Becker
475 L'Enfant Plaza, S. W.
Suite 4100
Washington, D. C. 20024
Telephone 554-1100

Route 2
Box 740
Odena, Florida 33556
Telephone 813-920-3066



Mrs. Mary Bruner
Secretary
Office of the Minority Leader
Room H-230
Telephone 225-0604

2121 P Street, N. W.
Apartment 419
Washington, D. C.
Telephone 833-8679

Mr. John J. Williams
Staff Director
Office of the Minority Leader
H-230
Telephone 225-0604

4001 47th Street, N. W.
Washington, D. C. 20016
Telephone 244-5471

The Honorable Barber B. Conable
House of Representatives
2429 RHOB
Washington, D. C.
Telephone 225-3615

5800 Kennedy Drive
Washington, D. C. 20015
Telephone 657-4090

Mr. William M. Cochran
Staff Director
Committee on Rules and Administration
305-OSOB
Washington, D. C.
Telephone 225-6352

227 A Street, N. E.
Washington, D. C. 20002
Telephone 546-1020



Mr. Michael A. Milwee
Cramer, Haber and Becker
475 L'Enfant Plaza, S. W.
Suite 4100
Washington, D. C. 20024
Telephone 554-1100

205 Pine Street
Alexandria, Virginia
Telephone 683-3392

Mr. Paul R. Yates
Professional Staff Member
Minority Staff
Subcommittee on Investigation and Review
B 375-RHOB
Telephone 225-5504

9135 Santayana Drive
Fairfax, Virginia
Telephone 280-5014

Mr. H. Allen Smith
420 North Louise
Apartment 7
Glendale, California 91286
Telephone 213-240-6616

✓ Mr. John Wells
300 New Jersey Avenue
Long Beach, California
Telephone 213-432-3509

Mr. Joseph E. O'Leary
Minority Professional Staff
305-0SOB
225-6352
Committee on Rules and Administration.

416 Underbill Place
Alexandria, Virginia
Telephone 683-2386



Mr. Philip W. Buchen
Jefferson Hotel
Washington, D. C.

Mr. Robert J. McBain
435 Old Kent Building
Grand Rapids, Michigan
Telephone 459-8257

2463 Oakwood Drive S. E.
Grand Rapids, Michigan
Telephone 949-5335



July 11, 1974

VICE PRESIDENTIAL STAFF

<u>NAME AND ADDRESS</u>	<u>OFFICE TELEPHONE</u>	<u>HOME TELEPHONE</u>
Anderson, Gwen A. (Mrs.) Apartment 326 One Washington Circle Washington, D. C. 20037	395-4245/6	(202) 833-2429 <u>Unlisted</u>
Barrow, James L. Apartment 201-A 2435 Ainger Place, SE. Washington, D. C. 20020	395-4165	(202) 889-7292
Blake, Lt. Col. Robert E. USAF 6207 Capella Avenue Burke, Virginia 22015	395-4223	(703) 455-5872
Brock, James W. 7400 Persimmon Tree Road Bethesda, Maryland 20034	395-6340	(301) 365-1769
Brown, James 2607 Virginia Avenue Hyattsville, Maryland 20785	395-4165	(301) 773-2945
Burress, Richard T. 5521 Mohican Road Bethesda, Maryland 20016	395-4226	(301) 229-3359
Canfield, H. Spofford 9308 Edmonston Road Greenbelt, Maryland 20770	225-8391	(301) 345-6192
Casselmann, William E., II 400 South Fairfax Street Alexandria, Virginia 22314	395-4242	(703) 548-8126



<u>NAME AND ADDRESS</u>	<u>OFFICE TELEPHONE</u>	<u>HOME TELEPHONE</u>
Cavanaugh, Dorothy K. (Mrs.) 830 South Highland Street Arlington, Virginia 22204	456-2144	(703) 979-3095
Chirdon, Nancy C. (Miss) 5733-A Harwick Court Alexandria, Virginia 22311	395-4213	(703) 379-1667
Cockrell, Sue (Miss) Apartment 141 5310 Knole Court Alexandria, Virginia 22311	395-4223	(703) 931-6019
Cottmeyer, Lillian H. (Mrs.) 4900 Columbia Pike Arlington, Virginia 22204	395-4277	(703) 671-0813
Donahue, Mary E. (Miss) 4545 Connecticut Avenue, NW. Washington, D. C. 20008	395-4295	(202) 966-3179
Dowhan, Vera A. (Miss) 2712 Wisconsin Avenue, NW. Washington, D. C. 20007	456-2364	(202) 965-0268
Downton, Dorothy E. (Mrs.) Apartment 902 2030 F. Street, NW. Washington, D. C. 20006	456-2143	(202) 659-9175
Engebretson, Margaret F. (Mrs.) 10230 Antietam Avenue Fairfax, Virginia 22030	395-4140	(703) 273-5583
Frazier, Richard D. Seven Appleby Court Silver Spring, Maryland 20904	751-0850	(301) 384-4271
Friedman, Milton A. 512 H. Street, SW. Washington, D. C. 20024	395-6404	(202) 554-3119

<u>NAME AND ADDRESS</u>	<u>OFFICE TELEPHONE</u>	<u>HOME TELEPHONE</u>
Gorham, Thomas A. 7903 Woodbury Drive Silver Spring, Maryland 20910	395-4173	(301) 587-7174
Gorry, Carole J. (Miss) 3227 Magnolia Avenue Falls Church, Virginia 22041	395-4140	(703) 671-9198
Gregory, Susan J. 5714 Belfast Lane Springfield, Virginia 22150	456-2810	(703) 451-4463
Hartmann, Robert T. 5001 Baltimore Avenue Washington, D. C. 20016	456-6446	(301) 229-7616
Headen, Jacqueline E. (Mrs.) Apartment 2 3506 Pearl Drive, SE. Suitland, Maryland 20023	395-4198	(301) 568-2492
Holloway, Marjorie E. (Mrs.) Apartment 317 8500 16th Street Silver Spring, Maryland 20910	395-4295	(301) 585-3114
Hopkins, T/Sgt Ralph S. 7908 Rolling Road West Springfield, Virginia 22153	395-4165	(703) 455-2167
Hosmer, Susan (Miss) Apartment 201 4110 Beecher Street, NW. Washington, D. C. 20007	395-4245/6	(202) 338-0124
Howe, Nancy M. (Mrs.) 3017 Cathedral Avenue, NW. Washington, D. C. 20008	751-0850	(202) 265-2933
Kamstra, Anne F. (Miss) Apartment 509 1300 South Arlington Ridge Road Arlington, Virginia 22202	225-2424	(703) 920-1557
Kelley, Patsy R. (Mrs.) 7433 Sportsman Drive Falls Church, Virginia 22043	456-2364	(703) 356-7569

<u>NAME AND ADDRESS</u>	<u>OFFICE TELEPHONE</u>	<u>HOME TELEPHONE</u>
Kerr, Cdr. Howard J., USN 1820 St. Roman Drive Vienna, Virginia 22180	395-4223	(702) 938-8909
Kilmer, Ruth M. (Mrs.) 211 South Veitch Street Arlington, Virginia 22204	395-4242	(703) 892-5419
King, Richard E. 4205 Eastern Avenue Mount Rainier, Maryland 20822	395-4165	(301) 927-9188
Leonard, Mildred (Miss) 4545 Connecticut Avenue, NW. Washington, D. C. 20008	456-2144	(202) 362-1751
MacBeth, Elizabeth L. (Mrs.) 6815 Perry Penny Drive Annandale, Virginia 22003	225-8391	(703) 256-3135
Marsh, John O., Jr. 3425 North Albermarle Street Arlington, Virginia 22207	395-4213	(703) 536-5893
Martin, Barbara I. (Miss) Apartment C-201 1400 South Joyce Street Arlington, Virginia 22202	395-4223	(703) 521-6952
Martin, Ralph E. 6909 Jarret Avenue Oxon Hill, Maryland 20021	395-4223	(301) 248-4518
Martin, Robin B. Melbourne House 1315 16th Street, NW. Washington, D. C. 20036	395-6340	(202) 234-0027
Matthias, Edna F. (Miss) 1583-B North Van Dorn Street Alexandria, Virginia 22304	395-4140	(703) 931-7271



<u>NAME AND ADDRESS</u>	<u>OFFICE TELEPHONE</u>	<u>HOME TELEPHONE</u>
McAulay, Jill 5907-A Kingsford Road Springfield, Virginia 22151	456-2364	
McCarthy, Kathleen E. (Miss) Apartment 413 4600 Duke Street Alexandria, Virginia 22304	395-4140	(703) 751-2125
McInnis, John Y. 3212 South Stafford Street Arlington, Virginia 22206	395-4173	(703) 578-0317
Messersmith, Neta C. (Mrs.) 3624 North Nelson Street Arlington, Virginia 22207	456-6446	(703) 524-0665
Miltich, Paul A. 11104 Inwood Avenue Silver Spring, Maryland 20902	456-4245/6	(301) 649-3125
Morton, Judith D. (Miss) 5055 South Chesterfield Road Arlington, Virginia 22204	395-4077	(703) 931-3418
Mote, Walter L. 5003 Yorkville Road Camp Springs, Maryland 20031	225-8391 225-2424	(301) 423-3860
Nickolas, Nia (Miss) 1644 Anderson Road McLean, Virginia 22101	395-4277	(703) 790-0270
O'Neill, Margaret C. (Mrs.) 7009 Fulton Street Chevy Chase, Maryland 20015	395-4242	(301) 652-2257



<u>NAME AND ADDRESS</u>	<u>OFFICE TELEPHONE</u>	<u>HOME TELEPHONE</u>
Owens, M/Sgt Ulysses A., Jr. 170 Clagett Street Bolling Air Force Base Washington, D. C. 20332	395-4165	(202) 563-9049
Pagnotta, Frank R. 934 Kimberwicke Road McLean, Virginia 22210	395-4295	(703) 356-5510
Perrott, Marba J. (Mrs.) 1576 Mount Eagle Place Park Fairfax Alexandria, Virginia 22302	395-4277	(703) 683-1757
Petrone, Patricia Gay Apartment 1420 2301 South Jefferson Davis Highway Arlington, Virginia 22201	456-6210	(703) 920-7735
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NOTE: Any changes, corrections, etc., should be reported
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