

The original documents are located in Box 23, folder “White House Summer Intern Program” of the Robert T. Hartmann Files at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE

WASHINGTON

November 12, 1974

MEMORANDUM FOR: ROBERT T. HARTMANN
FROM: PAM POWELL *PJP*
SUBJECT: White House Summer Intern
Information Request.

Pursuant to a discussion I had earlier with Bill Walker, he asked me to forward to you all the relevant information pertaining to the White House Summer Intern Program. It is my understanding that Congressman John Rhodes's daughter is interested in applying for the 1975 program.

I have enclosed a fact sheet along with all the necessary forms that must be filled out and returned to me before April 1, 1975. If you have need for any additional information, please do not hesitate to contact me on extension 6767.

Attachment

*(do not need to send
the attached to applicants)*

Just send other form + standard form 171.



THE WHITE HOUSE

FACT SHEET

THE 1974 WHITE HOUSE SUMMER INTERN PROGRAM

Background

The White House Summer Intern Program was established under the Nixon Administration in 1969 for the purpose of giving outstanding young people the opportunity to view firsthand the Executive Branch of the Federal Government for a three month period. Interns are selected on the basis of demonstrated leadership ability through involvement in extracurricular activities and academic standing. The program includes full-time work in the staff office to which the Intern is assigned as well as a seminar series with leading government officials. The 1974 White House Summer Interns were selected from a record number of more than 350 applications from all fifty (50) states, the District of Columbia and the Territories. Office assignments are based solely on the requirements of the participating office matched against the applicant's qualifications.

1974 Interns

- This summer the White House is employing thirty-seven (37) outstanding undergraduate and graduate students between the ages of 18 and 24, in the largest Intern program ever conducted in the White House under any Administration.
- The thirty-seven (37) Interns are from twenty-three (23) states and the District of Columbia.
- There are nineteen (19) female and eighteen (18) male Interns.
- All Interns are assigned to staff offices within the White House complex and all Interns perform substantive tasks as well as some clerical duties under the direction of the staff member in charge of the office.

- In addition to their regular office assignments, the Interns attend and participate in seminar sessions designed to give them a broad perspective of the Federal Government. This summer, for example, the Interns have met on an informal basis with the Vice President; the Secretary of Health, Education and Welfare, Caspar W. Weinberger; the Secretary of Agriculture, Earl L. Butz; Counsellor to the President, Anne Armstrong; Special Assistant to the Director of Action, Dolf Droge; Special Assistant to the President for Minority Affairs, Stanley S. Scott; Deputy Special Assistant to the President, Bruce Herschensohn; Special Consultant to the President, William J. Baroody, Jr.; Senator Barry Goldwater and several other members of the Congress.

- Scheduled to meet with the Interns in the next several weeks are the Secretary of Labor, Peter J. Brennan; the Secretary of the Interior, Rogers C. B. Morton; the Chairman of the Environmental Protection Agency, Russell Train; the Administrator of the Federal Energy Administration, John Sawhill, several additional members of Congress of both parties and representatives of the Supreme Court. Last year the President met with the 1973 White House Summer Interns, and a similar meeting has been requested.

- The 1974 White House Summer Intern Program began on June 3 and will conclude on August 30.

- The White House Summer Interns are salaried employees, receiving \$125 or \$150 per week depending upon their status as undergraduate or graduate students respectively. Several Interns included in this total number are being paid by their sponsoring college or university in cooperation with the White House.

- Internships are available during the summer months only.

THE WHITE HOUSE

WASHINGTON

November 21, 1974

MEMO FOR: NETA MESSERSMITH

FROM: PAM POWELL

FYI _____

For appropriate handling _____

Remarks:

Per your request, attached is information on the White House Summer Intern Program.



PERSONAL QUALIFICATIONS STATEMENT

IMPORTANT

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR STATEMENT

All requested information must be furnished. The information you give will be used to determine your qualifications for employment.

It is **IMPORTANT** that you answer all questions on your Statement *fully and accurately*; failure to do so may delay its consideration and could mean loss of employment opportunities.

If an item does not apply to you, or if there is no information to be given, please write in the letters "N.A." for Not Applicable.

GENERAL INSTRUCTIONS

- Use typewriter if available. Otherwise, write legibly or print clearly in dark ink.
- If you are applying for a specific civil service examination, follow exactly the directions in the examination announcement as well as the instructions for filling out this form.
- For a written examination, the admission card tells you what to do with this Statement.
- If the examination involves no written test, mail this Statement to the office named in the examination announcement. Be sure to mail to the same office any other forms required in the announcement.
- Notify the office with which you file this Statement of any change in your name or address.

INSTRUCTION RELATING TO SPECIFIC ITEMS

ITEM 13. LOWEST GRADE OR SALARY

- Enter the lowest grade **OR** the lowest salary you will accept. You

will not be considered for any lower grade or salary; you *will* be considered for higher grades or salary. If you enter grade, do not enter salary.

ITEM 19. ACTIVE MILITARY SERVICE AND VETERAN PREFERENCE

- Five-point preference is granted to veterans if they are honorably separated from the armed forces; (a) after active duty during the periods April 6, 1917, to July 2, 1921, or December 7, 1941, to July 1, 1955; (b) after more than 180 consecutive days of active duty after January 31, 1955 (not counting service under an initial period of active duty for training under the "6-month" Reserve or National Guard programs); or (c) after service in a campaign for which a campaign badge has been authorized.
- If you claim five-point preference, you are not required to furnish records to support your claim until the time of appointment.
- Ten-point preference is granted in some cases to disabled veterans, including veterans awarded the Purple Heart, to widows of veterans, to wives of disabled veterans, and to mothers of deceased or disabled veterans. See Standard Form 15, Claim for 10-Point Veteran Preference.
- If you claim ten-point preference, complete Standard Form 15 and attach it, together with the proof called for in that form, to this Statement.

ITEM 20. EXPERIENCE

- Take time to fill in these experience blocks carefully and completely. Your qualifications rating depends in a large part on your experience and employment history. *Failure to give complete details may delay consideration of your Statement.* Answers given in this item may be verified with former employers.
- When the block contains experience in more than one type of work (examples: carpentry and painting, or personnel and budget) estimate and indicate the approximate percentage of time spent in each type of work. Place these percentages in parentheses at the end of the description of the duties.

PLEASE READ ADDITIONAL INSTRUCTIONS ON BACK OF THIS SHEET

ITEM 20. EXPERIENCE—(Continued)

- **Block 1**—Describe your present position in this block. Indicate in this block if you are now unemployed or if you have never been employed.
- **Blocks 2 and 3**—Describe in Block 2 the position you held just before your present position, and continue to work backwards using Block 3.
- **Need for additional blocks**—If you need more experience blocks, use Standard Form 171-A, Continuation Sheet, or a plain piece of paper. If you use plain paper, each experience block must contain all of the information requested in Item 20 of the printed Statement. If there is not enough space in any of the experience blocks to describe the positions held, continue the description on a plain piece of paper. Identify each plain sheet at the top by showing your name, birth date, examination or position title, and the block under Item 20 from which the description is continued. Attach these supplemental sheets to the top of page 3 at place marked, "Attach Supplemental Sheets or Forms Here."
- **Description of duties, responsibilities, and accomplishments**—Describe each job briefly, including required skills and abilities. Include description of any specialties and special assignments; your authority and responsibility; your relationships to others; accomplishments; and any other factors which help describe the job.
- **General Information**—If supervision over other employees was one of your duties, be sure to indicate the number and kind (and grades, if Federal Government) of employees supervised by you, and explain your duties as a supervisor under description of duties.
- Indicate in each block of Item 20 the name under which you were employed if it was different from the name in Item 4 of this Statement. Show former name in parentheses after "Description of duties and accomplishments in your work."
- Use separate blocks if your duties, responsibilities, or salary level changed materially while working for the same employer. Treat each such change as a separate position.
- Include your military or merchant marine service in separate blocks in its proper order and describe major duty assignments.
- Experience acquired more than 15 years ago may be summarized in one block if it is not applicable to the type of position applied for.
- Account for periods of unemployment in separate blocks in order.
- Indicate estimated number of hours worked per week in the space provided if you were on part-time work.

- Section 3311 of title 5, United States Code, provides that in examinations in which experience is a factor, credit will be granted for any pertinent religious, civic, welfare, service, and organizational activity which you have performed either with or without compensation. You may, if you wish, report such experience at the end of your employment history if you feel that it represents qualifying experience for the position(s) for which you are applying. Show actual time spent in such activity.

ITEMS 27 AND 28. MEMBERSHIP IN ORGANIZATIONS

- Answer these questions carefully. Admitted past membership and participation in an organization of the type to which this question refers does not by itself disqualify you for Government employment. Consideration will be given to the nature of the organization, the extent of your participation, and any other relevant facts and circumstances.

ITEMS 34 AND 35. RELATIVES EMPLOYED BY THE UNITED STATES GOVERNMENT

- A Federal official (civilian or military) may not appoint any of his relatives or recommend them for appointment in his agency, and a relative who is appointed in violation of this restriction can not be paid. Thus it is necessary to have information about your relatives who are working for the Government. In listing relative(s) in answer to question 34 include: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.
- Question 35 is needed because of restrictions in making a career or career-conditional appointment in the competitive service when a person is not entitled to veteran preference and two or more members of his family are already serving in the competitive service under a career or career-conditional appointment.

CERTIFICATION

- Be careful that you have answered all questions on your Statement correctly and considered all statements fully so that your eligibility can be decided on all the facts. Read the certification carefully before you sign and date your Statement.
- Sign your name in ink.
- Use one given name, initial or initials, and surname.

PERSONAL QUALIFICATIONS STATEMENT

A. Kind of position (job) you are filing for (or title of announcement)		B. Announcement No.
C. Options for which you wish to be considered (if listed in announcement)		
D. Primary place(s) you wish to be employed		
2. Home phone (including Area Code)	3. Office phone (including Area Code)	
4. Name (Last) (First) (Middle) (Maiden, if any) <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. and Address (Number, Street, City, State and ZIP Code)		
5. Legal or voting residence (State)		
6. Height without shoes ____ Feet ____ Inches	7. Weight	
8. Birthplace (City and State, or foreign country)		
9. Birth date (Month, day, year)	10. Social Security Account Number	

**DO NOT WRITE IN THIS BLOCK
FOR USE OF EXAMINING OFFICE ONLY**

<input type="checkbox"/> Appor.	Material <input type="checkbox"/> Submitted	Entered Register:	ANNOUNCEMENT NO.	
<input type="checkbox"/> Nonappor.	<input type="checkbox"/> Returned			
Notations:			STATEMENT NO.	
Form Reviewed:				
Form Approved:				
Option	Grade	Earned Rating		Preference
				<input type="checkbox"/> 5 points (Tent.)
				<input type="checkbox"/> 10 Points Comp. Dis.
			<input type="checkbox"/> Other 10 Points	
			<input type="checkbox"/> Disal.	
			<input type="checkbox"/> Being Investigated	
Initials and Date				

11. If you have ever been employed by the Federal Government as a civilian, give your last classification series, grade, and job title.

Dates of service in that grade
From _____ To _____

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY
Preference has been verified through proof that the separation was under honorable conditions, and other proof as required.

5-Pt. 10-Pt. Comp. Disab. 10-Pt. Other

12. If you are currently on a list of eligibles for appointment to a Federal position, give the name of the announcement, the name of the office maintaining the list, the date on your notice of rating, and your rating.

Signature and Title

Agency _____ Date _____

13. Lowest pay or grade you will accept

PAY	GRADE
\$ _____ per _____	OR _____

14. When will you be available?

Refer for medical action

15. Will you accept temporary employment for:

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

(Acceptance or refusal of temporary employment will not affect your consideration for other appointments.)

16. Where will you accept a job?

Washington, D.C.
 Any place in the United States.
 Outside of the United States.
 Only in (specify): _____

17. Will you accept less than full time work? (Less than 40 hours per week) Yes No

18. Are you willing to travel? (Check one)

NO	SOME	OFTEN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19. VETERAN PREFERENCE. Answer all parts. If a part does not apply to you, answer "No."

A. Have you ever served on active duty in the United States military service? (Exclude tours of active duty for training as a reservist or Guardsman.)	Yes	No
B. Have you ever been discharged from the armed services under other than honorable conditions? (You may omit any such discharge changed to honorable by a Discharge Review Board or similar authority.)		
C. Do you claim 5-point preference based on active duty in the armed forces? (If "Yes," you will be required to furnish records to support your claim at the time you are appointed.)		
D. Do you claim 10-point preference? (If "Yes," check type of preference claimed and complete and attach Standard Form 15. "Claim for 10-point Veteran Preference," together with the proof called for in that form		

TYPE: Compensable disability Disability Wife Widow Mother

E. List Dates, Branch, and Serial or Service Number of All Active Service (Enter "N/A" if not applicable)

From	To	Branch of Service	Serial or Service Number

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 20

20. EXPERIENCE (Start with your PRESENT position and work back. Account for periods of unemployment in separate blocks in order.)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? Yes No
 (A "No" will not affect your consideration for employment opportunities except for HEARING EXAMINER positions.)

1	Dates of employment (month, year) From _____ To PRESENT TIME	Exact title of position	If Federal service, civilian or military grade
	Salary or earnings Starting \$ _____ per _____ Present \$ _____ per _____	Avg. hrs. per week _____ Place of employment City: _____ State: _____	Number and kind of employees supervised _____ Kind of business or organization (manufacturing, accounting, insurance, etc.)
Name of immediate supervisor		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)	
Area Code and phone No. if known			
Reason for wanting to leave			
Description of duties, responsibilities, and accomplishments			
			For agency use (skill codes, etc.)
2	Dates of employment (month, year) From _____ To _____	Exact title of position	If Federal service, civilian or military grade
	Salary or earnings Starting \$ _____ per _____ Final \$ _____ per _____	Avg. hrs. per week _____ Place of employment City: _____ State: _____	Number and kind of employees supervised _____ Kind of business or organization (manufacturing, accounting, insurance, etc.)
Name of immediate supervisor		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)	
Area Code and phone No. if known			
Reason for leaving			
Description of duties, responsibilities, and accomplishments			
			For agency use (skill codes, etc.)
3	Dates of employment (month, year) From _____ To _____	Exact title of position	If Federal service, civilian or military grade
	Salary or earnings Starting \$ _____ per _____ Final \$ _____ per _____	Avg. hrs. per week _____ Place of employment City: _____ State: _____	Number and kind of employees supervised _____ Kind of business or organization (manufacturing, accounting, insurance, etc.)
Name of immediate supervisor		Name of employer (firm, organization, etc.) and address (including ZIP Code, if known)	
Area Code and phone No. if known			
Reason for leaving			
Description of duties, responsibilities, and accomplishments			
			For agency use (skill codes, etc.)

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 171-A OR BLANK SHEETS
SEE INSTRUCTION SHEET

ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE

• ANSWER ALL QUESTIONS CORRECTLY AND FULLY

21 A. Special qualifications and skills (*skills with machines; patents or inventions; your most important publications (do not submit copies unless requested); your public speaking and publications experience; membership in professional or scientific societies; etc.*)

B. Kind of License or Certificate (<i>For example, pilot, registered nurse, lawyer, radio operator, C.P.A., etc.</i>)	C. State or other licensing authority	D. Year of first license or certificate	E. Year of latest license or certificate	F. Approximate number of words per minute: Typing Shorthand
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22. A. Did you graduate from high school, or will you graduate within the next nine months?	B. Name and location (<i>city and State</i>) of last high school attended													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 15%;">MONTH/YEAR</td> <td style="width: 5%;"></td> <td style="width: 15%;">HIGHEST GRADE COMPLETED</td> </tr> <tr> <td>YES</td> <td></td> <td>NO</td> <td></td> </tr> </table>		MONTH/YEAR		HIGHEST GRADE COMPLETED	YES		NO							
	MONTH/YEAR		HIGHEST GRADE COMPLETED											
YES		NO												
C. Name and location (<i>city, State, and ZIP Code if known</i>) of college or university. (<i>If you expect to graduate within 9 months, give MONTH and year you expect degree.</i>)	Dates attended		Years Completed		No. of credits compl.		Type of degree (<i>B.A., etc.</i>)	Year of degree						
	From	To	Day	Night	Semester hours	Quarter hours								
D. Chief undergraduate college subjects	No. of credits compl.		E. Chief graduate college subjects				No. of credits compl.							
	Semester hours	Quarter hours					Semester hours	Quarter hours						
F. Major field of study at highest level of college work														
G. Other schools or training (<i>for example, trade, vocational, armed forces, or business</i>). Give for each the name and location (<i>city, State, and ZIP Code if known</i>) of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificates, and any other pertinent data.														

23. HONORS, AWARDS, AND FELLOWSHIPS RECEIVED	24. LANGUAGES OTHER THAN ENGLISH														
	List the languages and indicate your knowledge of each by placing "X" in proper columns			Reading			Speaking			Understanding			Writing		
				Excl	Good	Fair	Excl	Good	Fair	Excl	Good	Fair	Excl	Good	Fair

25. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 20, EXPERIENCE.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (<i>Number, Street, City, State and ZIP Code</i>)	BUSINESS OR OCCUPATION

THE WHITE HOUSE

WASHINGTON

April 15, 1974

The White House Summer Intern Program was begun in 1969 to give outstanding young people an opportunity to view firsthand the Executive Branch of the Federal Government. Each summer between 15 and 25 students are placed in White House Staff offices, offices of the Vice President, the Domestic Council and the Council on International Economic Policy. Jobs range from clerical work to research and assistance in policy areas. Because the program is so limited in number, only those who have demonstrated outstanding leadership ability through involvement in extracurricular activities as well as academic standing are considered. The program includes full-time work in the staff office to which the Intern is assigned and a series of seminars with leading government officials.

The following are requirements and policies of the White House Summer Intern Program for 1975:

Age: 18 -- 23
Length of program: June 2 through August 29
Application deadline: April 1. Selection and notification will be made during the week of May 12.

No personal interviews are conducted.

Application material includes: Complete resume, latest school transcripts, Standard Form 171 (enclosed) and cover letter explaining why you are interested in becoming a White House Intern.

Recommendations are accepted but not required.

Approximate salary: \$125 per week for undergraduate students; \$150 per week for graduate students.

Applicants may not select an office. Assignments are based solely on the requirements of a participating office matched against the applicant's qualifications.

Interns must acquire their summer housing accommodations themselves.



All applications to the 1975 White House Summer Intern Program
should be sent to:

Miss Pam Powell
Staff Assistant
Room 190
Old Executive Office Building
17th and Pennsylvania Avenue, NW.
Washington, D.C. 20500

Enclosure



THE WHITE HOUSE

WASHINGTON

April 15, 1974

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Enclosure



TE HOUSE
NGTON

12/23/74

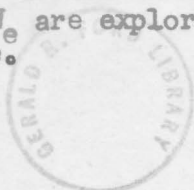
TO: Bob Hartmann

FROM: PAUL THEIS *PT*

Reminder:

Elizabeth Rhodes and Tom Fullerton will report on board Monday, Jan. 6th... and will come by your office first. They are being cleared for the West gate.

As far as responsibilities for them once on board...let's discuss when you have a few moments. We are exploring possibilities over here.



Dec. 2, 1974

Dear Mr. Hartmann,

Here is the application you asked me to fill out. Is there anything else you need from me?

I read the article by Sally Quinn in the Post about you. I'm certainly glad that those of ~~us~~^{us} who really know you realize just how biased that article was. (The wrong way I might add).

I'm looking forward to seeing you soon! Thanks again for all you're doing for me.

Sincerely,
Elizabeth



Elizabeth Rhodes
Whittier College
Box 8134
Whittier, California 90608

RHODES, Elizabeth

November 18, 1974

Dear Elizabeth:

I was glad to hear from you and to know that you are enjoying your studies at Whittier College.

I am enclosing a description of the White House Summer Intern Program which does not operate except in the summer. However, if you are only able to spend the month of January on your project I will see if I can make such an arrangement as soon as I return from the President's trip to Japan, etc.

I did get a letter from Tom Fullerton and if you will share this information with him you will save me writing another letter. I will look into the possibility for him also.

I accompanied the President to Phoenix earlier this week and we brought your father back to Washington where the weather is cooling down and the politics are warming up.

Mrs. Hartmann joins me in kind regards.

Sincerely,

ROBERT T. HARTMANN
Counsellor to the President

Miss Elizabeth Rhodes
Whittier College
Box 8134
Whittier, California 90608

P.S. Elizabeth, Mr. Hartmann dictated this last Saturday, November 16, before they left for Japan the following morning. He asked me to sign it for him. (Neta Messersmith)



THE WHITE HOUSE
WASHINGTON

From: Robert T. Hartmann

To: Mela

Date: _____ Time _____ a.m.
p.m.

Pls find out who runs white House intern program?

Pamela Powell
190, EOB
(6767)

Tom Fullerton
901/452-2912



October 30, 1974

Dear Mr. Hartmann,

As you may remember I'm currently a student at Whittier College, majoring in political-science. (What else?). We have incorporated in our curriculum a month of intensive study in one field and this study can take the form of internship.

I was wondering if I might be able to spend my January as an intern on the White House Staff. I'd be willing to do any job you care to give me and on a purely voluntary basis. If my request should be directed to someone else I'd appreciate it if you would let me know so I may write to him.

I hope that I will be able to do this as the experience would be very valuable to my schooling.

I'm not trying to get this job purely on the basis of my friendship with you, I do feel I'm qualified. At Whittier



2.
I am a member of the Board of Governors (the elected governing body of the students), chairman of the Communications Board, a member of the Political-Science Advisory Board, and a Peer advisor. So you see I am active politically on campus and plan to pursue political-science in graduate school. I hope you will consider these factors and that I'll see you in January!

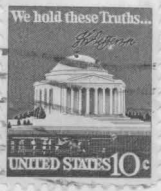
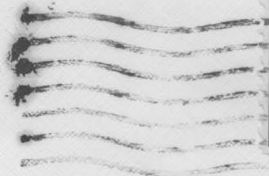
Thank you for listening to my request and I hope to hear from you soon. Say hello to Mrs. Hartmann and my Auntie Ginger for me. I'm leaving tomorrow for Arizona to stay through the election, let's hope for the best!
Thanks again Mr. Hartmann.

Sincerely,

Elizabeth Rhodes

P.S. Another Whittier student will be writing you ~~about~~ with the same request. His name is Tom Fullerton and he's very qualified. I hope you will consider him too.
Thank you.





Hon. Robert Hartmann
5001 Baltimore Avenue
Washington, D.C.

20016

Elizabeth Rhodes
Whittier College
Box # 4134
Whittier, Cal.
90608



✓ WHITE HOUSE SUMMER INTERN PROGRAM
FULLERTON, TOM
(via)RHODES, Elizabeth

November 18, 1974

Dear Elizabeth:

I was glad to hear from you and to know that you are enjoying your studies at Whittier College.

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ROBERT T. HARTMANN
Counsellor to the President

Miss Elizabeth Rhodes
Whittier College
Box 8134
Whittier, California 90608



P.S. Elizabeth, Mr. Hartmann dictated this last Saturday, November 16, before they left for Japan the following morning. He asked me to sign it for him. (Neta Messersmith)

re: White House Internship
Program

October 30, 1974

Mr. Robert Hartmann
Counselor to the President
The White House
Washington, D.C.

Dear Mr. Hartmann:

I am a Whittier College senior from Memphis, Tennessee who is interested in working for the White House during the month of January, 1975.

Through a good friend, Buffy Rhodes, daughter of Congressman John Rhodes, I have learned of a White House internship program.

In the past I have spent a summer on Capitol Hill working for Congressman Dan Kuykendall, Republican-Tenn. I also attended the 1972 Republican Convention as a Young Voter for the President, as well as volunteering countless hours of work for Republican candidates of all levels.

Could you please advise me as to the proper application procedures and the possibilities of such an opportunity?

Thank you very much for your assistance.

Yours very truly,

Tom Fullerton

Tom Fullerton

Box 8980
Whittier College
Whittier, CA. 90608



2175

1975 WHITE HOUSE SUMMER INTERNS

Andrews, Coleman	X2894	Room 200
Appleby, Jean	X2172	Room 149
Bergsma, Joel	X2310	Room 122
Brock, Larry	X2100	Ground Floor, West Wing
Chavez, Chris	X2827	Room 171
Conzelman, Jim	X7007	Ground Floor. West Wing
Garland, Teresa	X2174	Room 492
Goldfield, H.P.	X2293	Room 111
Griffin, Jim	X7050	Room 200
Hopkins, Mary	X6406	Room 191
Hodges, Scott	X6767	Room 190
Humphries, Jeff	X2757	Room 113, East Wing
Kinnard, Woody	X7007	Ground Floor, West Wing
Kozub, Diane	X7093	Room 187
Kryder, George	X2293	Room 111
Laird, David	X7092	Room 187
Larkin, Bill	X2175	Room 492
Lawson, Melanie	X2709	Room 127
Lieberman, Nancy	X2597	Room 179
Lowitz, Amy	X2890	Room 161
McClearn, Barbara	X6748	Room 128
McClure, Fred	X2667	Room 134
Morin, David	X2765	Room 4013, New EOB
Morrow, Rodger	X2310	Room 122
Norfolk, Lynn	X2716	Room 196
Oglesby, Cathy	X2591	Room 112, East Wing
Spackman, Rodney	X2174	Room 492
Smith, Becky	X2850	Room 212, East Wing
Smith, Richard	X2667	Room 134
Solak, Cri Cri	X2164	Room 208, East Wing
Spencer, Karen	X7016	Room 127
Urbaitis, Karen	X7004	Room 103
Yost, Eric	X2246	Room 139

Marquis, Debbie	X3116	Room 376A
Purcell, John	X7090	Room 183
Sands, Dave	X6441	Room 197
Willard, Greg	X7090	Room 183



THE WHITE HOUSE
WASHINGTON

Date Feb. 14, 1975

MEMO TO:

Jo Ann Wilson

FROM:

PAM POWELL

For your information _____

For appropriate handling _____

Per your request X _____



Remarks:

2/14

*RTH - I have
reiterated your interest
in John - if he is qualified.*

February 10, 1975

Dear Mr. Shannon:

Thank you for your recent letter in which you enclosed your application forms for the 1975 White House Summer Intern Program.

While we are presently in the process of compiling files on those individuals who are interested in the program, final selection will not be made until early May, 1975.

I should point out, however, that due to the limited number of positions available, the competition for these slots is very keen. I will be in touch with you again as soon as the final selections are made.

With best wishes,

Sincerely,

Pamela A. Powell
Director for Youth Affairs

Mr. John Shannon
Box 1448
Trinity College
Hartford, Connecticut 06106

PAP:beo



331 EAST 83RD STREET
NEW YORK, NEW YORK 10028

February 2, 1975

Mr. Robert Trowbridge Hartmann
The White House
Washington, D. C, 20500

Dear Mr. Hartmann:

This is to inform you that I sent in my application for a White House Internship to Miss Pam Powell, Room 190, Old Executive Office Building, on this day, the same as I sent this.

You no doubt remember that you said that you would write me a letter of reference when I had filled out the proper forms. Now that I have done so, I would appreciate it very much indeed if you would that letter to Miss Powell.

I hope to be able to thank you personally for this favor in Washington this summer and remain in the meantime,

Yours truly,

John Shannon

John Shannon

*Shannon
Follow up with
Pam Powell*

*reply letter 2/10
(decision early May)
copy being sent to RTH*





Mr Robert T. Hartmann
Counsellor to the President
The White House
Washington, D. C. 20500

Box 1448, Trinity Coll.

331 EAST 83RD STREET

NEW YORK, NEW YORK 10028

Hartford, Connecticut

06106

THE WHITE HOUSE

WASHINGTON

December 7, 1974

Mr. Shannon,

Here are the materials necessary to
apply for a White House Internship.

If you have any questions, please
feel free to contact us.

Sincerely,

Gail Ann Raiman

Gail Ann Raiman
Secretary to
Robert T. Hartmann
Counsellor to the President



WHITE HOUSE SUMMER INTERN PROGRAM

SHANNON, John

November 18, 1974

Dear John:

I will be happy to give you a good recommendation in your application for a White House Internship if you will list me as a reference. I assume you have already filled out the necessary forms, etc.

Joann gave me your letter and it has no return address so I assume this will reach you at the home of your parents.

With warm personal regards.

Sincerely,

ROBERT T. HARTMANN
Counsellor to the President

Mr. John Shannon
331 East 83rd Street
New York, N. Y. 10028



THE WHITE HOUSE
WASHINGTON

11/5/74

RTH

John Shannon
asked me to give you
the attached letter.

J



Mr. Robert Trowbridge Hartmann
Counsellor to the President
The White House
Washington, D. C. 20500

Dear Mr. Hartmann:

I hope that you won't consider me too daring to apply to you for a favor that will mean very much to me.

I am applying for a White House internship for next summer. I know that there are more people applying than there are jobs available. My father says that you are in a position to help me.

Therefore, the favor I'm asking is that you help me land a job as a White House intern. I am quite in earnest and I value any help you can give. But whatever you decide, I thank you for the attention you have given me and remain,
Sir,

Yours truly,

John Shannon
John Shannon



331 EAST 83RD STREET
NEW YORK, NEW YORK 10028

February 2, 1975

Mr. Robert Trowbridge Hartmann
The White House
Washington, D. C, 20500

Dear Mr. Hartmann:

This is to inform you that I sent in my application for a White House Internship to Miss Pam Powell, Room 190, Old Executive Office Building, on this day, the same as I sent this.

You no doubt remember that you said that you would write me a letter of reference when I had filled out the proper forms. Now that I have done so, I would appreciate it very much indeed if you would that letter to Miss Powell.

I hope to be able to thank you personally for this favor in Washington this summer and remain in the meantime,

Yours truly,

John Shannon
John Shannon

2/11/75
Joanna
Follow up with Pam Powell



WHITE HOUSE SUMMER INTERN PROGRAM
McDONALD, JOHN C.

(re: Bruce McDonald)

March 28, 1975

Dear John:

Thank you for your letter of March 18 in which you endorsed Bruce McDonald for a White House Internship. I am sure Mrs. Powell will be very glad to know of Bruce's interests and goals and will give him her most serious consideration during the selection process.

We are always looking for outstanding young people to apply for the program, and I appreciate your bringing this young man to our attention.

Sincerely,

ROBERT T. HARTMANN
Counsellor to the President

Mr. John C. McDonald, Chairman
Republican State Central Committee
1540 High Street
Des Moines, Iowa 50309

JTC:rg

cc: Pam Powell





Republican
State
Chairmen's
Advisory
Committee

March 18, 1975

CHAIRMAN

John C. McDonald
1540 High Street
Des Moines, Iowa 50309
(515) 282-8105

REGIONAL CHAIRMEN:

MIDWEST

John C. McDonald

NORTHEAST

J. Brian Gaffney
410 Asylum Street, Room 315
Hartford, Connecticut 06103
(203) 249-9661

SOUTHERN

Clarke Reed
Post Office Box 894
Greenville, Mississippi 38701
(601) 335-5822

WESTERN

Mrs. Max S. (Carla) Coray
83 Lunalilo Home Road
Honolulu, Hawaii 96825
(808) 395-2260

Mr. Robert Hartmann
Counsellor to the President
The White House
Washington, D.C. 20500

Dear Bob:

I am writing in support of the application of Bruce McDonald of Cherokee, Iowa for a White House summer internship this coming summer. Bruce is a son of our Republican State Co-Chairman, Margaret McDonald.

It is my understanding that Bruce has already forwarded the standard form 171, a complete resume, and his latest school transcripts.

Bruce is a senior at the University of Iowa where he is a member of Phi Beta Kappa as well as Omicron Delta Kappa. He has served as president of his fraternity, Phi Kappa Alpha, as well as president of the Inter-Fraternity Council at the University. Upon his graduation in May, he plans to study law.

Other extra-curricular activities include being a member of the University's champion 440-yard relay team; he is active in intramural sports; and is active in various music groups. He also organized and directed special Greek activities which raised over \$10,000 for a local muscular dystrophy campaign.

I know that Bruce would be a tremendous asset to the White House intern program, and simply wanted you to be aware of my support for him.

Sincerely,

JOHN C. McDONALD
Republican State Chairman

JCM/bh

cc: Ms. Pamela Powell
Staff Assistant



rq - ask Pam's shop if James
Cowen was selected.

THE WHITE HOUSE
WASHINGTON

W
6/6

JTC: He was not chosen

April 16

6-6-

JTC:

I called Pam Powell and gave her the ^{per attached} very strong endorsement of you and Mr. Hartmann for James Cowen. She said that no memo would be necessary.



R.T.H.

6-12-75

Pam Powell said there was no real reason she could think of that this young man wouldn't be selected.

ga.

W

Call Pam Powell. Tell her that JTC and RTH very strongly endorse James Cowen for the Intern Program and would like her to make a record of that fact for the file. See if she wants a written memo on this.

JTC has known young Cowen for 15 years and he is a very fine young man. RTH and JTC both feel that if accepted, we would like to have him assigned to this office.

Gene Cowen is a White House alumnus - Senate Liaison in 1969 and 1970.



W.H. in Fern
know Jamie? & do. He's a good kid.
RTH
American Broadcasting Company 1150 Seventeenth Street, N.W. Washington, D.C. 20036 Telephone 202 393-7700

Eugene S. Cowen, Vice President

Maybe we could get him assigned to our shop? I'd like to interview after Calif.

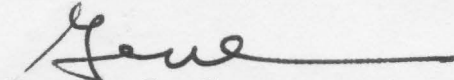
Bob Calkins
call Sam Powell with our strong endorsement -
Addr. to Cowan for my rig
RTH

Dear Bob:

My son, James, is applying for the 1975 White House Summer Intern Program, as you can see in the enclosed letter. If you could put in a good word, I would be more than grateful.

With warm regard,

Sincerely,



Eugene S. Cowen
Vice President

Honorable Robert T. Hartmann
Counsellor to the President
The White House
Washington, D. C. 20500

Enclosure

March 25, 1975



9024 Willow Valley Drive
Potomac, Maryland 20854
March 25, 1975

Miss Pamela Powell
Director for Youth Affairs
The White House
Washington, D. C. 20500

Dear Miss Powell:


This is my application for the 1975 White House Summer Intern Program. Enclosed are the required school transcripts, Standard Form 171, and the following material explaining why I am interested in becoming a White House Intern.

For many years I have worked in various levels of government and it has made me especially interested in the ability of good government to solve problems.

As you can see in the enclosed Form 171, I have worked in the Department of State, the Department of Health, Education and Welfare, and a Senate office. Through each job I acquired more knowledge and experience in handling administrative responsibilities, research techniques, and relations with other people. By far the most fascinating years were those spent in the State Department where I worked with many Congressional offices to help solve their constituents' problems.

In addition, while at Penn State University, I was involved in student legislation and administration. In my sophomore-junior year I was elected a senator of Undergraduate Student Government. In my junior-senior year I was elected president of West Halls, which consisted of 1,200 students. In that capacity I was involved in exposing and eliminating illegal transactions in a student movie business, drafting a new constitution, implementing social and educational programs, and acting

(continued)



Page - 2 -

as a liaison between the students and the administration.

Now as a law student at Catholic University, I have been introduced to a more technical but equally challenging aspect of government. Government is based on law and to understand government one must understand the law.

These three experiences, Federal government employment, student government, and law school have created in me a great interest in government generally. I now look forward to working right in the hub, the White House.

Sincerely,

James S. Cowen



THE WHITE HOUSE
WASHINGTON

To: BOB SHAW

From: Jack Calkins

For your information

Date May 30, 1975

Letter for Bob Shaw

ae

INTERFRATERNITY COUNCIL
EMORY UNIVERSITY
ATLANTA, GEORGIA 30322

W.H. Summer Intern Program

BROCK, Larry

OFFICE OF ACTIVITIES CHAIRMAN

May 27, 1975

Mr. John T. Calkins
The White House
1600 Pennsylvania Avenue
Washington, D. C.



Dear Mr. Calkins,

I would like to take this opportunity to thank you for the efforts you made on my behalf in obtaining an internship in the White House Summer Intern Program. I feel very fortunate and grateful to be given a chance to participate in this program. I am looking forward to and very excited about this coming summer. The experiences I shall gain will be invaluable. I hope I can meet you this summer and thank you personally. Thanking you once again for your time and efforts.

Sincerely,

Larry Brock

Larry Brock

LB:cm

Larry Brock
Box 23630
Emory University
Atlanta, Georgia 30322

FOR IMMEDIATE RELEASE

JULY 23, 1975

OFFICE FOR YOUTH AFFAIRS

THE WHITE HOUSE

DAVID WOOD KINNARD

BIOGRAPHICAL DATA

Woody Kinnard, 22, Kansas City, is serving as one of 33 White House Summer Interns for 1975.

The White House Summer Intern Program was established in 1969 for the purpose of giving outstanding graduate and undergraduate college students a firsthand view of the Executive Branch of the Federal Government. This year the interns were selected from more than 1100 applications on the basis of their proven academic ability, extracurricular involvement and demonstrated leadership potential. Kinnard is the first Missourian to serve as a White House Intern.

A student at the University of Missouri--Kansas City Law School, Kinnard is assigned to Robert T. Hartmann, Counsellor to the President, and John T. Calkins, Deputy to the Counsellor. As chief speech writer for the President, Hartmann supervises the Editorial staff and also serves as official liason between the White House and political organizations at all levels.

Since entering the White House on June 2, Kinnard has served Calkins and Hartmann as personal aide in their role as political liason. His specific responsibilities have included preparation of briefing papers and response proposals for the President concerning political issues that have arisen in recent weeks.

Prior to his appointment to The White House, Kinnard served for two years as Administrative Assistant to Lt. Governor William C. Phelps in Jefferson City. There he was actively involved in the planning and implementation of Phelps's ongoing Missouri Ombudsman program. Recently, Kinnard worked in the Kansas City office of Attorney General John C. Danforth, Consumer Affairs Division, while completing his first year of law school.

Kinnard was graduated from Westminster College, Magna Cum Laude, in 1974 where he was President of Omicron Delta Kappa national leadership fraternity. Selected to Who's Who in American Colleges and Universities, Kinnard was also one of eight to receive a national Beta Theta Pi Fraternity Founder's Fund Leadership Award.

Kinnard graduated in 1970 from high school in Portageville, Mo. where his mother, Mrs. Kathryn W. Kinnard, still resides. The family earlier lived in suburban St. Louis County.

DATE: 9-16-75

TO: _____

R.T.H.

FROM: GWEN ANDERSON

INFORMATION: _____

ACTION: _____

APPROPRIATE HANDLING: _____

OTHER: _____

COMMENTS: _____

Just wanted
you to know what
a great "face" I
am! 😊

THE WHITE HOUSE

WASHINGTON

September 5, 1975

Dear Gwen:

I am sorry I didn't get a chance to see you before I left so I could personally thank you for a wonderful summer. You are a very warm and gracious lady. I feel very lucky to have had you as my boss.

I firmly believe if there was more concerned people in government, like yourself, we would not have the problems now facing our country. I hope your example will be one others will follow.

Since you were kind enough to acquire a dollar bill for me I thought the least I could do was to get one for you. Thank you again for everything. I am looking forward to seeing you in March. I'll keep in touch. Take care of yourself.

As ever,

Jim



Sept. 3, 1975

Dear Gwen,

I wanted to take this opportunity to let you know I much appreciated being able to work with you this summer. It was a very exciting experience for me, and I learned a lot about an area of government that I had not been very familiar with. I am sorry that I wasn't able to thank you in person, but I do hope that your vacation was an enjoyable one. You and Susan really made me feel like an important part of the office, and I look forward to future association with you both.

School began yesterday and I can tell that this semester is going to be a challenging one. Since I'm trying to finish by April, most of my classes are very demanding and the competition is stiff. Time is at a premium, there never seems to be enough of it, as you will



Read

Thank you again for helping
to make this summer a very
worthwhile one for me. I look
forward to seeing you again,
hopefully at Christmas time. Thank
you, too, for the pin and charm
bracelet. I hope all is going
well for you. Love

Yours sincerely,
Murdock





Westminster College Report

Fulton, Mo. 65251, November, 1975

Westminster Receives \$96,450 in State Grants

Some items in this folder were not digitized because it contains copyrighted materials. Please contact the Gerald R. Ford Presidential Library for access to these materials.

*Not every summer intern
can call his boss,*

“Mr. President”

“The entire experience brought the government more down to earth; anymore it’s not something way up in the clouds that I can’t touch,” stated Jon Purcell, a Westminster junior, about his summer as a White House intern.

Purcell and Greg Willard, a senior

Both have returned with a positive attitude about government officials and especially Gerald Ford. “The people are very human, especially the President and Vice-President. You can just shoot the breeze with President Ford; he loves to do that; he is so friendly.” Jon

lated. “It wasn’t any big thing until later I thought about it and realized I was arguing with the Assistant to the President, Donald Rumsfeld.”

So in three short months two Westminster students were able to learn a great deal about people and govern-

*Show to Bill "Broody"
PVA*

Page 3

*sent copy
12/11/75
mm*

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Form	1975 White House Summer Intern Evaluation for Jim Conzelman, and attachment (3 pages)	1/21/1976	C

File Location:

Robert T. Hartmann Files, Box 23, "White House Interns" SMD - 6/12/2015

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