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| | <p>1. <u>Neta to ? re Christmas is Coming</u></p> <p>1a. Description Description of the two children needing assistance</p> | <p>Undated (ca. 12/75)</p> | <p>C</p> |

FILE LOCATION

Charles Leppert Files
 General Subject File
 Congressional Relations Office

Box 5

RESTRICTION CODES

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WHM, 3/20/84

OFFICE OF LEGISLATIVE AFFAIRS

John O. Marsh, Jr. 456-6585
Counsellor to the President
for Legislative and Public Affairs

Russell Rourke 456-6690
Staff Assistant to
Counsellor Marsh

Max L. Friedersdorf 456-2230
Assistant to the President
for Legislative Affairs

Robert K Wolthuis 456-2702
Staff Assistant to
Assistant Friedersdorf

HOUSE

Vernon C. Loen 456-2591
Deputy Assistant to the President
for Legislative Affairs

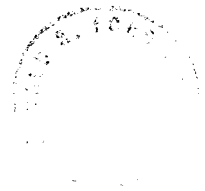
Charles Leppert, Jr. 456-2140
Special Assistant for
Legislative Affairs

Douglas P. Bennett 456-2717
Special Assistant for
Legislative Affairs

SENATE

William T. Kendall 456-2711
Deputy Assistant to the President
for Legislative Affairs

Patrick E. O'Donnell 456-2757
Special Assistant for
Legislative Affairs



CONGRESSIONAL RELATIONS
AGENCIES/DEPARTMENTS

| | | | |
|---------------------|----------------------------|----------|---------|
| ACTION | Carlton Kammerer | 254-8070 | |
| AGRICULTURE | John Foltz | 447-7977 | |
| AID | Matthew Harvey | 632-8264 | |
| CIA | George Cary | 351-6121 | |
| COMMERCE | Jim Sparling/Bob Reintsema | 967-3663 | |
| DEFENSE | John Maury | OX7-6210 | |
| DRUG ABUSE | Marilyn Dexheimer | 456-6722 | |
| EPA | Robert Ryan | 755-2930 | |
| FEA | Paul Cyr | 961-8637 | |
| GSA | Ken Duberstein | 343-7709 | |
| HEW | Stephen Kurzman | 245-7627 | |
| HUD | Sol Mosher | 755-7380 | (X5005) |
| INTERIOR | John Kyl | 343-7261 | (X3783) |
| JUSTICE | Mitchell McConnell | 739-2141 | |
| LABOR | Ben Brown | 961-2057 | |
| NASA | Gerald Griffin | 755-8344 | |
| OEO | Leighton Sattler | 254-6010 | |
| SBA | Hal Griffin | 382-4785 | |
| STATE | Robert J. McCloskey | 632-1048 | |
| TRANSPORTATION | John Snow | 426-4563 | |
| TREASURY | Fred Webber | 964-2038 | |
| USIA | Edward Hidalgo | 632-6686 | |
| U.S. POSTAL SERVICE | Norman Halliday | 245-4180 | |
| VETERANS ADMIN. | Ed Arnold | 389-3924 | |
| ERDA | Holly Cantus | 245-3404 | |

August 13, 1974

Max

MEMORANDUM FOR: GEN. ALEXANDER HAIG
FROM: WILLIAM E. TIMMONS
SUBJECT: Legislative meetings

I recommend the President meet with the whole legislative team once a week, preferably Monday mornings for fifteen minutes to brief him on the week's congressional activity, problem areas, etc.

In addition, I recommend Bill Timmons meet four days a week with the President for five minutes to update him on legislative developments.



October 7, 1974

MEMORANDUM FOR: HON. DONALD RUMSFELD
FROM: WILLIAM E. TIMMONS
SUBJECT: Daily Meetings

Representatives of this office attend four daily meetings:

- (1) 7:30 a.m. Domestic Council (Cole). Most WH sections have personnel on the deputy level at this meeting to discuss policy issues, make recommendations and give assignments for staff work.
- (2) 8:00 a.m. Senior Staff (Rumsfeld). Section chiefs report on daily activities within their jurisdiction. Information exchanged.
- (3) 8:30 a.m. Legislative Staff (Timmons). Plan tactics and make assignments for daily legislative workload.
- (4) In addition this office participates, as an average, in one structured meeting with other WH sections (OMB, NSC, Domestic Council, CIEP, Economic Committee, etc) each day on a specific issue.

It is my view that the legislative staff holds the 7:30 a.m. meeting together, passing out much more information than we receive. In fact, these meetings are usually cancelled when Max or Tom do not attend while Congress is in recess. It is almost impossible for this group to make policy decisions or articulate positions already decided because it is a meeting without all principals and is too large to be effective.



The 8:00 meeting is interesting but seldom productive from a substantive point of view. It is too large to delve into program details and time is too short for full discussions.

WH staff seem to fall into two categories - those that have daily operational responsibilities and those that have longer-range consulting roles. The former must act, the latter must think. While not technically a line versus staff difference, the analogy is not dissimilar.

From my parochial interest, it would be helpful to have you chair a morning meeting with heads of the operational arms of the WH: Legislative, NSC, Domestic Council and Press Office. Following that this group should meet briefly with the President to inform him of activities and receive his guidance on key issues.

This would replace both the 7:30 and 8:00 meetings and principals could return for their own staff meetings with "marching orders".

It may be that you would want to have a separate meeting with the President's advisory heads: Economic Committee, CEA, Energy Committee, CIEP, Counsel, Counsellors, etc.



October 9, 1974

MEMORANDUM FOR: DONALD RUMSFELD
FROM: WILLIAM E. TIMMONS
SUBJECT: Presidential Press Conferences

As a suggestion, you may want to include the President's Assistant for Legislative Affairs in briefings for the President before any press conferences.

While the WH press corps seldom ask questions on legislation, there is always the possibility the President could be embarrassed by failing to properly respond to tough questions on measures he should know about.

For example:

- Mansfield's new legislation on Turkish aid cut-off**
- Campaign Reform**
- Cargo Preference**
- Surface Mining**
- Freedom of Information**
- Privacy legislation**
- Continuing Resolution status**
- Nixon tapes bill status**
- ERDA conference report**
- Veterans Education**

and so forth.

Also the President should always be alert to opportunities at press conferences to mention good works of Republican Congressmen (Dole, Cook, Bellmon, for example). The Administration so far is a handicap to most GOP Members and a few good words could help. For instance, the requirement for legislation to carry an inflation impact statement was originally Bob Dole's and while the President didn't give him credit in the congressional speech he could give him a plug in the press conference.



Gene A

THE WHITE HOUSE
WASHINGTON

November 1, 1974

MEMORANDUM FOR THE WHITE HOUSE STAFF

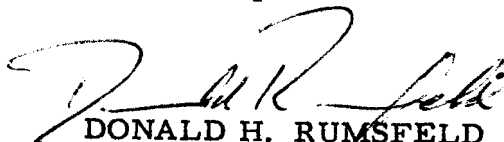
SUBJECT: Safeguarding Classified and Sensitive Information

Each staff office is requested to establish adequate internal procedures to assure that classified and sensitive documents and related materials are protected at all times. A specific person in each office should be given this responsibility, but it should be made clear that the last person in an office assumes the responsibility for the security of classified material.

The Executive Protective Service officers have been instructed to conduct a thorough after-hours security inspection of each staff office in the White House and Executive Office Building (EOB) on a nightly basis. Their authority to inspect extends to all exposed classified or sensitive documents, as well as all other related materials not properly secured. Classified material to be destroyed should be handled in the manner prescribed below. All other classified material should never be left unattended on desks. When an office is closed or unattended, materials should be locked in a secure cabinet. In the event of a serious security violation, the Executive Protective Service will file a formal report with the office concerned.

All classified and sensitive materials to be destroyed should be separated from other office trash and waste materials and placed in a specific container designated for this purpose. At present, paper bags marked "BURN" are available from the White House Supply Room and can be ordered along with other office supplies. Burnbags are collected under Executive Protective Service supervision and are disposed of in the secure macerator located in the EOB. Since the macerator has a limited capacity, all nonclassified and nonsensitive waste materials are collected and disposed of by the regular GSA cleaning force.

The provisions of the memorandum do not apply to the Situation Room since, because of the volume, separate disposal procedures are required.


DONALD H. RUMSFELD
Assistant to the President



THE WHITE HOUSE
WASHINGTON

~~Leppert~~

~~Loen~~

~~Loeffler~~

~~Hannigan~~

Dinse *nd*

~~Kendall~~

~~O'Donnell~~

~~Andrukitis~~

~~DeSouza~~

~~Olsen~~

~~Friedersdorf~~

Wolthuis

~~Kennedy~~

~~Greenleaf~~

Brown



Jan. 1975?

PROJECT HAPPY for 1975 was the most successful yet. We provided a Merry Christmas for 106 children, and in many cases, this included their parents, guardians and older brothers and sisters. According to the Salvation Army, more gifts were collected this year than any year since Project Happy was started. Each child received several gifts (as you all know, what we provided was their Christmas).

PROJECT HAPPY could not be successful without your help. I want to thank each one of you for all your help (not only providing Christmas for the children, but shopping, and wrapping gifts, contributing money), and for your loving concern for these children less fortunate than us.

I am hopeful that next year we will be able to provide for an even larger number of children. With your help, we will.

Best wishes for a happy and successful New Year to each of you.

Bobbie Butler



United States Senate

WASHINGTON, D.C. 20510

OFFICIAL BUSINESS

James A. McClure
U.S.S.



Nita Brown

The White House

Washington, D.C.

THE WHITE HOUSE

WASHINGTON

January 14, 1975

MEMORANDUM FOR:

MAX FRIEDERSDORF

THRU:

VERN LOEN

FROM:

CHARLES LEPPERT, JR. *CLJ.*

SUBJECT:

Miscellaneous Matters

1. Ted Kazy of the House Post Office and Civil Service Committee anticipates that Bill Irvine, former staff member of the same committee will be proposed as a nominee for the Board of Governors of the Post Office Department with strong support from the Hill.
2. Conferred with Rep. Mo. Udall today and he stated that he had introduced the strip mining bill as passed by the House in the closing days of the 93rd Congress (S. 425 Conference Report). I asked Mo to let us work with him on that bill and correct some of the problems. Udall stated he would be happy to work with the Administration but also stated if he made a deal it had to be a deal and not one which the Administration could back out of or walk away from at any time.

THE WHITE HOUSE

WASHINGTON

January 14, 1975

MEMORANDUM FOR: MAX FRIEDERSDORF
THRU: VERN LOEN
FROM: CHARLES LEPPERT, JR. *CLJ.*
SUBJECT: Congressional Relations

A long time A/A indicated to me serious concern over the state of the White House Congressional Relations with GOP Members of the House and their staffs. This A/A expresses concern over the "grumblings" he has heard not only between GOP Members but also among the GOP Steering Committee people and a group of A/A's whom he considers are expressing the complaints and erosion of good will as stated by their "Bosses."

These complaints range all the way from the "snub" as disclosed in the attached newspaper article which I am told is actively being discussed among GOP House Members to complaints about W/H treatment in general including telephone manners and responses.

The sincerity and magnitude of this complaint illustrates that if the newspaper article is receiving that kind of play, coupled with the wounds and bruises lingering from the Nixon days, the Pardon furor, and the economic message (surtax) just prior to election, plus general vasillation by the Ford Administration in the closing days of the 93rd Congress, there is a lot of fence mending to be done with House GOP Members to establish better Congressional Relations. This is a block of 144 votes that the President should be able to count on in crucial situations. At the present, it appears the President cannot count on that kind of support from GOP Members of the House.

Recommendations:

1. That Jack Marsh, Max Friedersdorf and staff meet with all House GOP Members or the Freshman separately to determine what CR problems there are and set out to correct them.
2. The President, Marsh and Friedersdorf meet with all House GOP Members some evening for approximately one hour in a give and take session to determine any CR problems, or meet with the freshmen Members only to determine the same.
3. Let things coast along.

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.

WITH OWN HOUSE MEMBERS

Ford Has Party Problems

By George Embrey

Chief, Dispatch Washington Bureau

President Ford is going to have to make a special effort with Republican members of the new 94th Congress.

A check of Ohio congressional staff veterans shows that while Ford still enjoys a deep well of



boys" in Republican congressional circles.

GOP congressmen and older members of the solidly voting Republican bloc held a meeting, at a suburban Washington motel.

Ford's top congressional liaison team was invited along with several other key White House staffers.

NOT ONE of the Ford men an-

DEEP GRUMBLINGS among Republican congressmen that Ford is playing things too much as "business as usual," have been voiced.

Several years ago, when the Vietnam War and other foreign policy matters headed the nation's priority list, the late President Lyndon B. Johnson took economic issues out of the yearly state of the union address

January 21, 1975

MEMORANDUM FOR:

MAX FRIEDERSDORF

THRU:

VERN LOEN

FROM:

CHARLIE LEPPERT

SUBJECT:

Birthday Letters to Members of Congress

Max, it has been brought to my attention that in the Kennedy-Johnson Administrations a function of the CR staff was to send congratulatory birthday letters to all Members of Congress signed by the President.

I am advised that this is not being done now on a regular basis. I would like to suggest that we do send congratulatory birthday letters to the Members signed by the President on a regular basis.



THE WHITE HOUSE
WASHINGTON

January 23, 1975

MEMORANDUM FOR: ROBERT D. LINDER
FROM: ROBERT K WOLTHUIS *rkw*
SUBJECT: Revised Distribution System for
Presidential Messages to the Senate
and House of Representatives

Distribution of Presidential Messages, Statements, etc., to the Senate and House of Representatives should be conducted in the following sequence and manner:

SENATE

Stop No.

1. Republican Leader's Office
S-230, The Capitol
75 copies
2. The Vice President's Office
S-212, The Capitol
50 copies
3. Senate Republican Policy Committee
335 Russell Senate Office Building
15 copies
4. William Hildenbrand
S-337 The Capitol
15 copies
5. Senator Robert Griffin
S-229 The Capitol
15 copies
6. Senator Hugh Scott
260 Russell Senate Office Building
2 copies

Stop No.

7. Senator Carl Curtis
2213 Dirksen Senate Office Building
2 copies
8. Senator John Tower
142 Russell Senate Office Building
2 copies
9. Senator Ted Stevens
411 Russell Senate Office Building
2 copies
10. Senator Robert Stafford
5215 Dirksen Senate Office Building
2 copies
11. Stanley Kimmitt
Secretary for the Majority
S-309 The Capitol
2 copies
12. Majority Leader's Office
S-208 The Capitol
2 copies
13. Senator Robert Byrd
105 Russell Senate Office Building
2 copies
14. All other Senators to receive copies by regular Senate
mail delivered to the Senate Post Office.
15. Senate Post Office
c/o Pete Olsen, Minority Postmaster
B-321 Dirksen Senate Office Building
100 copies (bulk - no envelopes)

HOUSEStop No.

1. Honorable John Rhodes
Minority Leader
H-230 The Capitol
40 copies
2. Jack Anderson
H-230 The Capitol
1 copy

Stop No.

3. Dennis Taylor
H-228 The Capitol
150 copies
4. Honorable Robert H. Michel
2306 Rayburn House Office Building
Attn: Ralph Vinovich
250 copies
5. Honorable Thomas P. O'Neill
Majority Leader
2231 Rayburn House Office Building
2 copies
6. The Honorable
The Speaker
H-209 The Capitol
295 copies
7. Honorable Thomas P. O'Neill
Majority Leader
H-148 The Capitol
1 copy
8. Honorable John McFall
H-109 The Capitol
1 copy
9. Robert Berry
H-324 The Capitol
1 copy
10. Charles Hackney
H-324 The Capitol
1 copy
11. William H. Brown
H-209 The Capitol
1 copy
12. Lewis Deschler
H-209 The Capitol
1 copy
13. Martha Phillips
House Republican Policy Committee
1616 Longworth House Office Building
20 copies

Stop No.

14. Honorable John Anderson
1101 Longworth House Office Building
1 copy

For your information, the following subsequent distributions will be made by the parties listed above:

- (a) Joe Bartlett 50 copies to the Minority Clerk
for Floor distribution
- (b) Ralph Vinovich Copies to Minority Members and staffs
of affected Committees; all Republican
Members' offices.

cc: Jack Marsh
Max Friedersdorf
Vern Loen
Bill Kendall
Pat O'Donnell
Charles Leppert
Doug Bennett
Russ Rourke

ADDITION

Honorable Joe Waggoner
Attn: Bob Pittner
314 House Office Building Annex (old Congressional Hotel)
5 copies

THE WHITE HOUSE

WASHINGTON

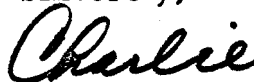
January 28, 1975

Dear Mr. Brown:

I would very much appreciate if you could furnish me with a copy of Deschler's Procedure in the U. S. House of Representatives, A Summary of the Modern Precedents and Practices of the U. S. House of Representatives, the 86th-93rd Congress.

This printing would help me tremendously in my day-to-day legislative processes and I thank you for your consideration.

Sincerely,



Charles Leppert, Jr.
Special Assistant for
Legislative Affairs

Mr. William Brown
House Parliamentarian
U. S. House of Representatives
Washington, D. C. 20515

THE WHITE HOUSE
WASHINGTON

Date 1-28-75

TO: NETA

FROM: CHARLES LEPPERT

Please Handle

For Your Information _____

Per Our Conversation _____

Other: ^{COMPOSE +} PLEASE TYPE UP A
LETTER TO Wm. Brown
HOUSE PARLIAMENTARIAN ASKING
IF HE WOULD PLEASE FURNISH
ME A COPY OF THE ATTACHED
BOOK. TK @MAS.

UNITED STATES CONGRESS
COMMITTEE ON
INTERIOR AND INSULAR AFFAIRS
HOUSE OF REPRESENTATIVES

....., 19.....

DESCHLER'S
PROCEDURE IN THE
U.S. HOUSE OF REP.
A Summary of the Modern
Precedents & Practices of
the U.S. H of R.

86-92nd Congress

THE WHITE HOUSE

WASHINGTON

February 3, 1975

MEMORANDUM FOR:

JACK MARSH
MAX FRIEDERSDORF

THRU:

VERN LOEN

FROM:

CHARLIE LEPPERT *CL*

SUBJECT:

Congressional Relations

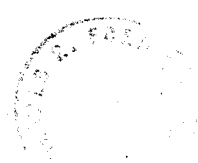
The 7:30 a. m. staff meetings have indicated that there will be future Presidential Messages being sent to the Congress. These separate messages are in the drafting stages at this time and will most likely involve general revenue sharing, land use, transportation, legislation in support of the President's budget and proposals on legislation that is expiring by operation of law.

In order to establish and maintain the best possible relationship with the Congress it is suggested that Members of Congress of both parties, especially those who have demonstrated an expertise or because of their leadership position on Committees, Subcommittees or otherwise, be consulted and given an opportunity to express their views on the subject or matter.

Such consultation should take place after the Administration has considered the over-all program, the problems involved and prior to a final position being taken by the Administration. The manner of consultation should outline the program from the Administration's view point, identify problems or needs with the program and the options available.

The Member or Members with whom the Administration is consulting should then be asked his judgment or opinion on a series of options presented to him on paper at that meeting. The Member or Members should then be given an opportunity to express any other views they may want to suggest for further consideration by the Administration both orally or in writing.

The above consultative procedure should be started, if it is not being done. My experience on the Hill and association with Members of Congress establishes the lack of consultation as the primary reason for confrontation between the Administration and the Congress.



It is suggested that this procedure be started at the Department or Agency level or at the OMB-Domestic Council level which ever is more appropriate but more meaningful in terms of Congressional relations. This procedure in my judgment would clearly establish a two-way street for consultation between the Administration and Congress. It will provide the Members of Congress with the kind of opportunity they want to make an input into the decision-making process. In some cases, but limited, this will involve a pet project of the program in which the Member or Members are involved. In the final analysis it gives the Members the opportunity to act like decision makers, get their pet peeves off their chest, and remove the primary complaint that they are not consulted with a fait accompli which they are asked to support blindly.

The establishment of some kind of consultative procedure in the Ford Administration with Members of Congress will coincide with the changes occurring in the decision making process on the Hill, i. e. changes ranging from Committee Chairman and Ranking Minority Members, to Subcommittees and King Caucus rule.

A consultative procedure with the Members of Congress will permit the Administration to gain quick insight into the make-up of the new 94th Congress, provide the basis for communication, consultation, cooperation and compromise as expressed and extended by the President, and result in Congressional approval of the President's program to a greater extent that has been achieved in the past with an opposition Congress.



THE WHITE HOUSE

WASHINGTON

February 28, 1975

Dear Don:

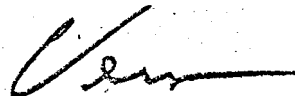
With further reference to your letter to the President of January 31, you will recall suggesting that the President designate a member of his staff who could discuss matters of mutual interest on a continuing basis with the Committee on Public Works and Transportation.

The President has designated Charles Leppert of our House Congressional Liaison staff to serve in a general liaison capacity. The resource person that would be involved in most matters of this type would be John Hill, Associate Director of the Office of Management and Budget.

Of course, it goes without saying that Max Friedersdorf, Doug Bennett and I, also stand ready to assist in any way.

With kind personal regards, I am

Sincerely yours,



Vernon C. Loen
Deputy Assistant
to the President

Honorable Don Clausen
House of Representatives
Washington, D. C. 20515

Congr Misc

THE WHITE HOUSE
WASHINGTON

February 13, 1975

MEMORANDUM FOR: JAMES H. CAVANAUGH

THRU: MAX FRIEDERSDORF
VERN LOEN

FROM: CHARLES LEPPERT, JR. *CLJ.*

SUBJECT: Briefing of McMurry College Department
of Political Science, Abilene, Texas

Enclosed is a copy of a letter I received from Cong. Burleson in which he asks for a group tour of the White House for students at McMurry College, Department of Political Science. This has been arranged for May 6th at 8:00 a. m.

I will be meeting with the group (approximately 12 students) about 8:45 or 9:00 a. m. in the Theatre. I would appreciate it if you could arrange for someone from the Domestic Council to be in the Theatre about the same time to answer questions dealing with domestic matters.

Would appreciate your response designating the individual from the Domestic Council as soon as possible for a reply to Cong. Burleson.



MRS. JUDITH CURTIS
ADMINISTRATIVE ASSISTANT

Congress of the United States

House of Representatives

Washington, D.C. 20515

January 29, 1975

JAN 30 1975

Mr. Charles Leppert, Jr.
Special Assistant
for Legislative Affairs
White House
Washington, D. C.

Dear Mr. Leppert:

The McMurry College Department of Political Science, Abilene, Texas, is planning a May Term course in Washington, D. C. to allow students to gain college credit for their experiences in Washington. It is anticipated twelve students will participate in the course. Dr. Mike El-Attrache, Chairman of the Department of Political Science, will accompany the group.

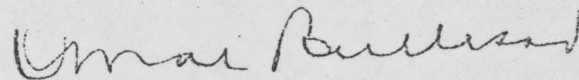
In past years I have arranged for briefings for this course and it has been a very practical learning experience for these students to visit the various Federal agencies and departments to learn first-hand of the workings of Government.

The class would like to tour the White House, followed by a visit to the Executive Office to be briefed and lectured by selected staff members on Executive policy, in domestic affairs with emphasis on national economy, "wage and price control," National security, and intergovernmental relations. They wish to do this on the morning of Tuesday, May 6.

Your assistance to me in setting up these arrangements will be deeply appreciated.

With many thanks and kindest regards, I remain

Sincerely yours,



Omar Burleson

OB:C/r



THE WHITE HOUSE

WASHINGTON

February 20, 1975

MEMORANDUM FOR:

MAX FRIEDERSDORF

THRU:

VERN LOEN

FROM:

CHARLES LEPPERT, JR. *CLJ*

SUBJECT:

C. R. Items

- (1) Attached are the resumes of Charlie Freburg and Lou Kriser as possibilities for Department or Agency C. R. positions.
- (2) Phil Buchen at the reception for Freshmen GOP Members of the 94th Congress asked me to bring two points to your attention:
 - (a) Silberman keeps calling Buchen on the status of his STR nomination and Buchen asks that our CR shop keep Silberman informed.
 - (b) Buchen states that A. G. Levi has made a selection for his deputy. Buchen requests that the C. R. shop be careful in the handling of his nomination on the Hill.

Courtesy Calls -- Tuesday, March 11

| | | |
|-------|---|--------------|
| 10:30 | | |
| 11:00 | | |
| 11:30 | | |
| 12:00 | | |
| 12:30 | | |
| 1:00 | | |
| 1:30 | | |
| 2:00 | | |
| 2:30 | | |
| 3:00 | Richard Weizman | |
| 3:30 | Sen. Magnuson | Rm. 127-050B |
| 4:00 | Senator Askey | Rm. 442-050B |
| 4:30 | Sen. Kennedy | Rm. 431 |
| 5:00 | Thomas Desman - Chief Counsel Steven Bruer - Special Counsel Phil Baker - Asst. Counsel (Administration Practice and Procedure Subcommittee) | |
| 5:30 | | |

WEDNESDAY, MARCH 12



| | | |
|-------|-----------------------|----------------|
| 9:05 | Johnson McFall - Whip | H 107 Capitol |
| 9:30 | | |
| 10:00 | Sen. Weicker | Rm. 342-050B |
| 10:30 | Rep. Devine | 2206 Rayburn |
| 11:00 | Gen. Snyder | 2330 Rayburn |
| 11:30 | Glenn Anderson | 1730 Longworth |

11:15 - Conte 239 Cannon

12:30 plane

JOHN E. ROBSON

Personal: Home: Chicago, Illinois. Age 44. Married, two sons (ages 12 and 9).

Education: Winnetka, Illinois public schools. Yale University (B.A. 1952), Harvard Law School (L.L.B. 1955).

Military: U.S. Army 1955-57 (enlisted man). Honorable discharge.

Professional: Senior partner in Chicago law firm of Sidley & Austin.

Government

Experience: 1. Federal. Under Secretary of Transportation (1968-69); General Counsel, U.S. Department of Transportation (1967-68); Interim Administrator, Urban Mass Transportation Administration (1968); Special Consultant to the Director of the Bureau of the Budget (1966); Chairman, National Advisory Council on Economic Opportunity (1970-72); Member, DOT Urban Transportation Advisory Council (1970-74); Miscellaneous consultancies (1969-74).

2. State. Transportation Counsel to Governor Richard Ogilvie of Illinois (1969-73); Chairman, Governor's Commission to Organize the Illinois Department of Transportation (1971).

Political:

Registered Republican, Chicago, Illinois; National Co-Chairman, Lawyers Committee to Re-elect the President (1972); Member, Executive Committee, Illinois Committee to Re-elect the President (1972); Executive Secretary, Illinois Republican State Platform Committee (1964); Campaign advisor in campaigns of Donald Rumsfeld, Charles Percy and participant in numerous other campaigns of Illinois Republican candidates for Federal, State and local office (1961 to present).

Civic: Trustee, St. John's College, Annapolis, Md.; Rector, Transportation Faculty, Lincoln Academy of Illinois.

THE WHITE HOUSE

WASHINGTON

August 21, 1975

MEMORANDUM FOR: JIM CONNOR
THROUGH: MAX FRIEDERSDORF
FROM: VERN LOEN *VL*
SUBJECT: White House Tennis Court

I would appreciate it very much if Special Assistant for Legislative Affairs, Thomas G. Loeffler, in my office could be granted permission to play on the tennis courts with three other people at a convenient time on Saturday, August 23.

Also, he would like to play with one other person on either Tuesday, August 26, Thursday, August 28, or Friday, August 29.

Thank you for your attention to this matter.



THE WHITE HOUSE

WASHINGTON

September 15, 1975

MEMORANDUM FOR: JIM SHUMAN

THROUGH: MAX FRIEDERSDORF
VERN LOEN VL

FROM: TOM LOEFFLER T.L.

SUBJECT: NEWS & COMMENTS

I would appreciate it very much if my name could be added to the mailing list for the daily copies of the NEWS & COMMENTS.

I find this compilation of the daily news very helpful in keeping aware of happenings with my contacts with the Members of Congress.

Thank you for your attention to this matter.



THE WHITE HOUSE

WASHINGTON

September 15, 1975

MEMORANDUM FOR: DR. DAVID HOOPES

THROUGH: MAX FRIEDERSDORF
VERN LOEN *VL*

FROM: TOM LOEFFLER *TL*

SUBJECT: Staff Security Pin

I have recently joined the Office of Legislative Affairs and would appreciate it very much if a staff security pin could be issued to me.

Thank you for your attention to this matter.

LAW OFFICES
ROBERT E. LEE HALL
SUITE 318
1130 SEVENTEENTH STREET, N. W.
WASHINGTON, D. C. 20036

OF COUNSEL TO
McDADE AND LEE

September 16, 1975

(202) 293-5973
(202) 223-4949

Dear Mr. Leppert:

Through this letter to you, I wish to express to the President my sincerest appreciation and thanks for personally inscribing the photograph we had taken together at the National Coal Association "Political" Convention in 1966.

In no other country in the world could a citizen hope to thus capture the momentary attention of its leader. It was a gracious gesture which I deeply respect and will hereby declare myself hereinafter forever "indentured" in his service.

My thanks also to you and your staff for handling the details inherent in securing and transmitting to me this prized possession of which I am so justly proud!

Sincerely,

Robert E Lee Hall

Mr. Charles Leppert, Jr.
Special Assistant
for Legislative Affairs
The White House
Washington



LAW OFFICES
ROBERT E. LEE HALL
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Sincerely,

Robert E Lee Hall

Mr. Charles Leppert, Jr.
Special Assistant
for Legislative Affairs
The White House
Washington



THE WHITE HOUSE

WASHINGTON

October 20, 1975

MEMORANDUM FOR: BOB LINDER

THROUGH: MAX FRIEDERSDORF
VERN LOEN VL

FROM: TOM LOEFFLER T.L.

SUBJECT: Typist from Correspondence

My secretary, Nancy, will be taking a few days off in November to go back to Indiana for her sister's wedding.

I would appreciate it very much if Gertrude Brown from Correspondence could come and fill in during the days of Friday, November 7, through Wednesday, November 12. Nancy will be returning on November 13. Gertrude has substituted in our office before and is familiar with most of the procedures.

Thank you for your attention to this matter.

November 5, 1975 - Max L. Friedersdorf - Assistant to President
Congressional Relations Office - House side

Book containing Ford appointees from inception of his Presidential term until
close of the year, December 1974.

Book containing alphabetical list of Congressional letters received for personnel
positions - Ford Administration

Pages containing alphabetical list of Congressional letters received for personnel
positions - Nixon Administration

Vern C. Loen - Chron files for August, September, October, November 1974

Incoming Congressional letters from House of Rep. for personnel positions
April and May 1975

94th Congress - various information about elections to 94th and bio info

President's schedule for 1974 - Ford

Presidential Social Away - 1974 - Ford

Presidential Meetings with House of Representatives - 1974 - Ford

Presidential Trips 1974 - Ford

Leadership Meetings 1974 - Ford

Summit Conference on Inflation 1974

Congressional Social with P. Ford - 1974

Presidential Schedule Proposals - 1974 - Ford


Doug Bennett - Chron Files for March and April 1975 while he was in
Congressional Relations



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

November 13, 1975

MEMORANDUM FOR: THE WHITE HOUSE STAFF
FROM: JAMES E. CONNOR 
SUBJECT: Secretarial assistance during holidays

Many staff members are now making plans for annual leave during the Thanksgiving and Christmas holidays. This memorandum is a reminder that each office head must insure that adequate staff coverage, including secretarial assistance, is available from within his or her own office from the end of November through early January. Though we would like to be able to furnish the offices with secretarial help from the Correspondence Section, we will not be able to do so. Regrettably, this is an especially busy time for the Correspondence Section. I am sure that we can count on your cooperation in this matter.

Thank you.

THE WHITE HOUSE
WASHINGTON

November 21, 1975

MEMORANDUM FOR: MAX FRIEDERSDORF
THROUGH: VERN LOEN *VL*
FROM: TOM LOEFFLER *T.L.*
SUBJECT: Embassy Contact

For the last month and a half Mr. Lorne Clark, a representative of the Canadian Embassy, has extended several invitations to me to join him for lunch. He has now asked me for lunch Monday, November 24.

I am, therefore, informing you of this contact and await your counsel as to whether I should accept this offer.

[Dec. 1975]

CHRISTMAS IS COMING!! LET'S MAKE SOMEBODY ELSE HAPPY!!

Most of you don't know of our yearly project at Christmas. Every year we get the name of a needy family in the District and we collect money and buy gifts and food for them. This is called Project Happy and we must collect the money and buy gifts and deliver all to the Hill by the 19th of December.

Attached is a brief resume of the two children in the family. Please do what you can to help them have a nice Christmas too. Perhaps some of you with children of your own would have some clothing that could be turned over to these needy children.

We will also arrange to have the family brought in for a White House tour during the holidays.

Thanks.

Neta



GERALD R. FORD LIBRARY

This form marks the file location of item number 1a as listed
on the pink form (GSA form 7122, Withdrawal Sheet) at the front of the folder.

Nita -

You've just made my day -

God bless you all!

Deadline for gifts is 19 December -

They should be delivered to 460

Russell Building if you have a

chance.

Thanks,

Bobbi



Xmas children

THE WHITE HOUSE
WASHINGTON

Sen James Mc Clure

Bobby Butler

X 2752

Project Happy



CHRISTMAS IS COMING!! LET'S MAKE SOMEBODY ELSE HAPPY!!

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We will also arrange to have the family brought in for a White House tour during the holidays.

Thanks.

Neta

THE WHITE HOUSE



PROJECT HAPPY

~~Vera~~
~~Nancy D.~~
~~Bobbie~~
~~Patti~~
~~Pat~~
~~Bob~~
~~Frank~~
~~Cher~~
~~Her~~
Virginia
Wolchun

mf
hanay

THE WHITE HOUSE
WASHINGTON

Nancy -

He collected \$35 so far.

you might want to include

marsh's office too

Neto

✓ they decline



THE WHITE HOUSE

WASHINGTON

December 15, 1975

MEMORANDUM TO:

JACK MARSH
MAX FRIEDERSDORF
VERN LOEN
BILL KENDALL
PAT O'DONNELL
CHARLIE LEPPERT
RUSS ROURKE
BOB WOLTHUIS

FROM:

TOM LOEFFLER *T.L.*

On Tuesday, December 16, from 5 to 7 p.m. in Room 2154, Rayburn House Office Building we are invited to a reception for Congressman Bob Casey.

As you know, the President recently nominated Bob for a seat on the Federal Maritime Commission.

THE WHITE HOUSE

WASHINGTON

Virginia --

Could we please have the attached photo autographed
by P. for Frank Polk, Minority Counsel, Comte
on the Judiciary. - per C. Leppert.

Thankx.

Neta
1/14/76

Sent 1/26/76



U.S. HOUSE OF REPRESENTATIVES
COMMITTEE ON THE JUDICIARY
WASHINGTON, D.C.

Charlie,

Thank you for your
efforts. A signed
photograph will make
baby proud of Dad!

Frank



Frank Polk B351-C Rayburn

THE WHITE HOUSE
WASHINGTON

January 5, 1976

Dear Frank:

Enclosed is the picture taken during the Signing Ceremony for the Fair Trade Act on December 12.

I am pleased to send it to you with the best wishes of the President.

With kind personal regards, I am

Sincerely yours,



Vernon C. Loen
Deputy Assistant
to the President

Mr. Frank Polk
Minority Counsel
Committee on the Judiciary
House of Representatives
Washington, D. C. 20515

DATE

1/16

TO:

VERN

Mrs suggested
that you should
see attached.

Judy

Judy Beth Berg-Hansen

THE WHITE HOUSE

WASHINGTON

January 16, 1976

CONGRESSIONAL OFFICE/
EAST WING

MEMORANDUM FOR:

THE WHITE HOUSE STAFF

FROM:

DAVID H. KENNERLY *DK*

SUBJECT:

Photo Office Contact Books

Effective Monday, January 19, 1976, this office will not be allowing anyone to look at the contact books until we get the name or names of an employee from your office designating that person to set up a convenient time to look at the contact books in Room 473 EOB. Two names will be limited to each office.

(Your reply designating the person or persons from your office should be in this office no later than Friday, January 16, 1976 at 5:30 p.m.

Thank you in advance for your cooperation.

*VL + CL
TL?*

Phoned on 1/16 and asked that all 3 men be put on the list. OK with Photo office. ND.



Current Files - as of January 19, 1976

Agriculture

Airport and Airways Development - HR 7142 and HR 9771

Animal Trapping - HR-66

Appropriations Committee

Appropriations - White House Employment

Arab Boycott Issue

Auto Emission Standards

Aviation Act of 1975 - HR 7017

Bicentennial Matters

Black Caucus

Budget

Cabinet Members

Campaign - Presidential

Central Intelligence Agency

Children Legislation

Civil Rights Legislation

Clean Air Act

Coal Policy Act

Coastal Zone Management

Commerce

Commerce Contempt Citation

Commerce "Third Flag Bill" HR 7940, Nonnational Carriers in Foreign
Commerce of U. S.

Committees - House

Common Situs Picketing HR 5900

Congressional Budget Committee

Congressional Holidays or Recesses

Congressional Mail

Congressional Ratings - Voting

Congressional Relations

Congressional Rural Caucus

Congressional Travel

Consumer Protection Agency

Continental Shelf Leases

Corps of Engineers - Cong. Ottinger Inquiry

Crime Legislation

Defense

Diego Garcia

Disaster Declarations - 1976

Domestic Council

Domestic Crude Oil Prices - Deregulation of

Drug Abuse - HR 8150

Economic Opportunity
Economic Policy Board
Economic Program 1975
Electric Utility Plants
Elk Hills - See Naval Petroleum Reserves -HR49, HR 5919, S. 2173
Energy Independence Authority - Pres. proposal 10/10/75
Energy Legislation - Schedule of Legislation
Energy Legislation - Correspondence
Energy Research, Development & Demonstration - Report to Congress
Energy Transportation Security Act
Environmental Exchange Group
Environmental Protection Agency
Environmental Study Conference
Executive Privilege

Federal Election Campaign Act Amendments - H. Res. 710
Federal Employees - Hatch Act HR 8617
Financial Institutions - S. 1267
Financial Support Fund
Fisheries Legislation - 200 Mile Limit S. 1988, HR. 200, S. 961
Food Stamp Extension, HR 1589, S. 35
Food Stamp Reform Act of 1975 - P's proposal of 10/20/75
Foreign Affairs
Foreign Assistance Programs
Friedersdorf Memos to Staff

Grant Notifications - 1976

Handgun Legislation
HEW
Highway Legislation
Highway Act, Federal Aid 1975 - S. 2711 and HR 8235
House - 94th Congress Amendment to Rules
House Rules Committee
House - List of Members - 94th Congress
House - List of Democrats and Bios
House - List of Republicans and Bios
House Democratic Caucus
House Parliamentary Summary
HUD

Immigration and Nationality Act - HR 982, HR 8713
Intelligence, House Select Committee on (See bottom drawer for addl files)
Inter-American Development Bank
Interior

Job Creation Act - HR 8053

Labor

Legislation - Key - 94th - 2nd Session

Legislation - Key - 94th - 1st Session

Legislation Pending - 94th 1st Session

Lobbying

Local Public Works Capital Development & Investment Program - HR 5247

Management and Budget, Office of

Marianas Islands - HJ Res. 549

Message Distribution

Military Assistance

Miscellaneous

Missing Persons in Southeast Asia, Select Comte on

Motor Carrier Reform Act

National Security Act of 1947, amended - S. 2350 - Vetoed 1/1/76

National Security Council

Natural Gas Emergency Standby Act of 1975 - HR 9464, S. 2310, S. 2330

Naval Petroleum Reserves - HR 49, HR 5919, S. 2173

Nixon Papers and Taxes - H. Res. 710

No Fault Insurance - HR 9650

Nuclear Fuels Assurance Act (Uranium Enrichment in separate file)

Office Equipment

Oil Pollution Liability & Compensation Act

Oil Pricing Act of 1975

Packers Bonding Bill - HR 4070

Patronage Correspondence - 1976

Penna. Avenue Development Corp. - S. 1689

Political

Postal Reorganization Act Amendments - HR 8603

Postcard Voter Registration - HR 1686

Presidential Assistance Protection Act - HR 1244

Presidential First Year

Price Reduction Act

Railroads

Railroad Revitalization & Regulatory Reform Act of 1975 - S. 2718

Railroad Rolling Stock, Temporary Rental by Foreign Corporations,
exclude from income - HR-5559 - Vetoed 12/17/75

Regulatory Reform

Republican Whips

Retirement Annuities

Revenue Sharing - General

Science and Technology, Council of

Security Assistance Program

Sinai Agreement

Sinai Support Mission, United States

Solar Energy Research

Speaking Engagements, President and Presidential Spkesmen

State Department

State of the Union - 1976

Stockpiles

Strip Mining - HR 25 - Vetoed 5/20/75

Subpoenas

Sunshine Law - S. 5 and HR 10315 (Open Comte Hearings on Hill)

Synthetic Fuels

Tax Reform Act HR 10612, H. Res. 878

Tobacco Price Support Increases - HR 9497 - Vetoed 10/1/75

Transportation

Uranium Enrichment (See bottom drawer for add'l files)

Veterans Benefits Legislation

Vetoos, List of

Vetoos, Correspondence

Vetoos, Statement by President

Vote Check (Member lists)

Whip Notices

Windfall Profits Tax

Wiretapping and Electronic Surveillance

Youth Camp Safety Act

Per Nancy K -
This does not apply to our office -
continue handling as usual.

HE SE
HH FL
ND
NB
JRH
VO

THE WHITE HOUSE

WASHINGTON

January 22, 1976

MEMORANDUM TO THE SENIOR STAFF

FROM: ROBERT T. HARTMANN

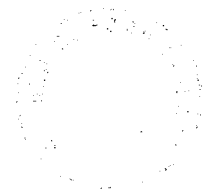
RTH

This memorandum is to inform you of changes approved by the President in the staff under my supervision.

1. Douglas Smith will serve as my Acting Executive Assistant and Deputy in the West Wing in the place of Jack Calkins, who has resigned in view of his nomination as Republican candidate for Congress in New York.
2. Robert Orben has been appointed Special Assistant to the President and Editor of the Speech Communications office.
3. Milton Friedman, the President's senior speechwriter, will continue as Deputy Editor of that office. In addition, he will serve as my special assistant.
4. Gwen Anderson will continue as my Deputy Assistant and will have administrative responsibility for the Research and Presidential Message offices.
5. Roland Elliott will continue to have responsibility for the Correspondence section.

In order to achieve greater coordination, all requests and interoffice memoranda should be addressed to me at my West Wing office and will be forwarded to the appropriate office for action. One exception to this will be urgent communications regarding Presidential speeches which may be directed to Mr. Orben in the EOB with an information copy to me.

cc: Mr. Cheney
Dr. Connor
Mr. Nessen
All staff members concerned



January 23, 1976

MEMORANDUM FOR:

CENTRAL FILES

FROM:

Neta W. Brown
Congressional Relations - House

Attached is the list of files that are to be stored in Central Files, for Congressional Relations - House, for the year 1975. The files are contained in three boxes, forwarded to you by messenger.



1975 - CONGRESSIONAL RELATIONS FILES - HOUSE
FOR STORAGE - January 23, 1976

BOX #1

Alaska Native Land Claims S. 1469
Amnesty
Arms Control and Disarmament Authority HR 7567, S. 1517 PL 94-141

Bankruptcy Act Amendments HR 10624, HR 10481 PL 94-143
Bill Signing Ceremonies - 1975
Bill Signing Ceremonies - 93rd Congress
Budget 1975

Cambodia - Mayaguez
Cattlemen, Dairymen, etc. 1974
Congressional Meetings w/President
Congressional Staff Socials - 93rd Congress

Debt Ceiling Legislation
Deferrals - Budget and Impoundments
Developmental Disabilities Services & Facilities Constr. Act. HR-4005
Disaster Declarations - 1975

Economy - 1974
Education Approp. HR 5901 - Vetoed 7/25/75 - Overrode PL 94-94

BOX #2

Emergency Petroleum Allocation Act S. 1849 - Vetoed 9/9/75, Sust. 9/10/75
HR 9524 Signed 9/29/75
Energy Conservation and Conversion Act of 1975 - HR 6860
Energy Conservation and Oil Policy Act HR 7014 - S. 622 passed in lieu
Energy Legislation - Correspondence 1975 (early)
Energy Legislation (Printed Matter)
Export-Import Bank HR 15977 - 1974

Fair Trade Law
Federal Deposits - HR 1016
Federal Pay

Grant Notifications - 1975

Health Insurance - S. 66 Vetoed - Override 7/23/75 by H. - PL 94-63
Helsinki Agreement
Highway Trust Fund and Aviation Trust Fund - HR 3786 - PL 94-30, 6/4/75
H. Res. 366 and S. 952
Homeowners Relief Act, Emergency - PL 94-50 7/2/75 - HR 5398
Home Rule

BOX #2 - Continued

Insecticide, Fungicide, Rodenticide Act -HR 8841 - PL 94-140 -11/28/75
Intergovernmental Emergency Assist. Act. (Bankruptcy-NY)-HR 10481
PL 94-143

International Development and Food Asst. Act HR 9005 -PL94-171 -12/20/75

Jones Act Waiver (fertilizer) (1974)

Land Use Policy Act

Leadership - House - 1975 (Meetings)

Legislation - Ford --1975

Legislation Pending - end of 1974.

Mideast Agreement

Migration and Refugee Assist. Act, of 1975 -HR 6755 - PL 94-23

Military Commissaries

Miscellaneous - 1975

New Federalism

Oil and Petroleum Imports -HR 1767 -Vetoed 3/4/75 O H. Ref. to Ways
& Means Comte 3/11/75

Oil Import, Increase Fee - HR 1767 (Green) Vetoed 3/4/75

Oil Import, Crude, Add'l \$1 - 6/1/75

Patronage Correspondence - 1975

Presidential Trips - 1975

Press Conferences - Presidential

Privacy Act

Public Broadcasting, Corp. for - HR 6461 - PL 94-192

Rice Act of 1974 - HR 15263

State of the Union - 1975

Swimming Pool

BOX #3

Tax Rebate - HR 9968 - PL 94-164 (Irrigation facilities Providing water
and Electricity, Industrial Development Bonds for

Tax Reduction Act - HR 9968 - PL 94-164 - 6 mos. extension of personal
income tax

Tax Reduction Act of 1975 - HR 2166 PL 94-12 - Reduction in 1975 taxes

Trade Legislation - 1973-74

Trade Legislation - 1975

Transportation - 1974

BOX #3 (continued)

Vetoos - 1974

Vietnam and Cambodia - HR 6894 - PL 94-24

HR 6755 - PL 94-23

Voting Rights Act S. 95 - PL 94-203

Patronage - Presidential appointments, clearance papers on appointments
announced

THE WHITE HOUSE

WASHINGTON

March 22, 1976

MEMORANDUM FOR:

CENTRAL FILES

FROM:

Vera Hannigan

Congressional Relations - House

Attached is the 1975 Chron file for Mr. Vernon C. Loen. The files enclosed are from January 1975 through December 1975.

These files are to be stored in Central Files.

April 2, 1976

APR 2 1976

OT
PR
TL

MEMORANDUM TO: JACK MARSH
FROM: RUSS ROURKE

Jack, I had an extended discussion with Terry O'Donnell concerning the proposal relative to the seating of Members in the East Room for ceremonial occasions. In point of fact, Terry advises me that he has the principal responsibility for the control and coordination on all of these events. Every effort is made to place all appropriate MC's on the platform, and to reserve a sufficient number of front row seats for other Members of Congress.

I discussed with Terry a number of unhappy experiences we have had in this general area.

The following recommendations resulted from our discussion:

- 1) Earlier notification and coordination by our Legislative Affairs Office with Terry O'Donnell in order that a plan might be instituted as far in advance as possible.
- 2) Assure the presence of a representative of our House and Senate side types to permit immediate identification and proper seating (or platform placement) of Members of Congress.

In summary, Terry is willing to cooperate in any way possible to eliminate any and all problems relative to the attendance of MC's at East Room ceremonial functions. Any individual suggestions from our Office of Legislative Affairs can either be forwarded to me or directly to Terry.

cc: MFriedersdorf
BKendall
CLEppert ✓
TO'Donnell

RAR:cb



THE WHITE HOUSE

WASHINGTON

March 27, 1976

MEMORANDUM FOR: RUSS ROURKE

FROM: JACK MARSH 

I want to talk with you about two problems which are occurring involving Members who are visiting the White House on special occasions.

The first, and the most important, relates to their being expedited and passed through the gates. There has been a tremendous number of complaints about delay at the gates and I believe something can be done to expedite this. My suggestion would be that we bring in the Chief of the Force and discuss it with him in a cooperative way as opposed to a critical way. What's happening is that the Member once he gets to the gate is cleared rapidly; however, in many cases there is a delay in getting him to the gate and in some cases, a failure to identify him as a Member of Congress.

The second problem is of a lesser nature but it relates to the seating of Members in the East Room for ceremonial occasions. The Military Office seems to be placing non-platform Members who are guests in the back rows. I mean by this, the third and fourth rows rather than the first row. Something should be done to try and get more Members on the platform and secondly, to place in the front rows Members who are not located on the platform.

For your information, Terry O'Donnell has a big role in the platform guests, but I suspect the Military Office, Maria Downs, and Tex Scouten have the authority in the regular seating. I think the place to start is with the Military Office and with Maria. But endeavor to do this in the spirit of cooperation rather than in a spirit of criticism,

In all events, I would like to discuss it with you before you begin.

In the meantime, I think you should speak with Bill Kendall who has observed a number of the problems and I think he can sum up quite accurately the problem as it exists.

THE WHITE HOUSE

WASHINGTON

~~Charlie~~

Tom

Pat

Vera

Nancy

Nancy Kennedy called and said that anybody that wanted to go was invited to watch returns over at the President Ford Committee this evening.

Nancy

4/6

5:00 p.m.

per leadership
Cong. affairs

APR 7 1976

PAT
TOM
FILE

April 7, 1976

MEMORANDUM FOR:

BILL KENDALL
CHARLIE LEPPERT ✓

FROM:

MAX FRIEDERSDORF

SUBJECT:

Leadership Meetings

At future leadership meetings, let's have one of the CGR staff (one each from the House and Senate) sit just inside the door under the Truman portrait to assist Senators and Congressmen arriving late, and leaving early.

cc: Jack Marsh

Pat & Tom: Lets discuss a general procedure for all meetings of this type.

Max.



APR 19 1970

THE WHITE HOUSE
WASHINGTON

Date 9-19-76

TO: Chas. Deppert

FROM: Max L. Friedersdorf

For Your Information

Please Handle _____

Please See Me _____

Comments, Please _____

Other

*Bennett has been
screwing us on these &
I have spoken to him.
Let me know if this
happens again!*



THE WHITE HOUSE
WASHINGTON

April 16, 1976

~~et~~
~~lb~~
~~FL~~

MEMORANDUM FOR: MAX FRIEDERSDORF
FROM: CHARLES LEPPERT, JR. *Clg.*
SUBJECT: Notification of Members on
Patronage Appointments

Nancy Dinse has advised me that yesterday when she was making Hill notifications on the Citizens' Advisory Committee on Environmental Quality, she was informed by Congressman Cohen and Congressman Garry Brown's staff that they had already received this announcement earlier in the day from the Presidential Personnel Office.

If we, solely, are to make these notifications, would you please advise Doug Bennett not to make his calls to Members before advising us of the announcement.

4-19-76

Max: The same thing has occurred on the TVA Appointment of Longshore. What is the proper procedure? Please advise as I see no reason to have duplicate phone calls made by our files.

Charlie

File

June 15, 1976

JUN 15 1976

MEMORANDUM FOR: RON NESSEN
FROM: MAX FRIEDERSDORF
SUBJECT: J. Patrick Rowland

Pat is the newest member of the White House Congressional Liaison staff.

All of his clearances have been completed and we would appreciate a formal announcement of his appointment.

Many thanks.

cc: Jack Marsh
 Charlie Leppert
 Pat Rowland



July 8, 1976

MEMORANDUM FOR:

ROY HUGHES
PRESIDENT FORD COMMITTEE

FROM:

CHARLES LEPPERT, JR. *CLJ*

SUBJECT:

Manual on Legislative
Procedures in the U. S.
House of Representatives

Enclosed are two copies of the Manual on Legislative Procedure in the U. S. House of Representatives which we discussed.

Bob Visser has also asked if I could obtain a copy for his use prior to the convention. I would appreciate your passing along a copy to him.

cc: Dick Cheney
Jack Marsh
Max Friedersdorf

Enclosures



225-2100
225-2142

Janet Fyi.
Congressional
affairs file

THE WHITE HOUSE
WASHINGTON

Charlie:

Nancy Kennedy called with the following request
for the President "right away"

The number of days the House has been in this year
and, the number of days last year

Vera
11:45
7/19

x 2204
~~2204~~

Call Speaker of the House
Pat Dwyer — 225-2204

↳ 5

1975 - 173

1976 - 98 not until July 19



C.L. asked
Vera called this info to Nancy K.
at 12:05 - 7/19 -

Calls made by Patrick Rowland on Saturday, July 24, 1976, to Members of the House of Representatives.

Rep. Robert H. Michel

"Thank you."

Rep. Wm. S. Broomfield

"Thank you."

Rep. Elford Cederberg

Not at home.

Rep. Thomas Morgan

Not at home.

Rep. Mel Price

In East St. Louis - No answer at his hotel.

Rep. Bob Wilson

In California - No answer at his home.



THE WHITE HOUSE
WASHINGTON

OCT 6 1976

JM
~~ND~~
~~VH~~
~~RE~~
~~SP~~

October 6, 1976

MEMORANDUM FOR:

CHARLIE LEPPERT

FROM:

MAX FRIEDERSDORF

M.G.

I have instructed Judy Beth that as of the close of business Monday, October 11th, all mail that she would normally prepare for your signature should be prepared for my signature.

I would appreciate your advising your three girls to follow the same procedure.

Also, as of October 12th, the girls should be instructed to answer your telephone lines "Congressional Relations."

Many thanks.

