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## WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Resume	Margaret Engebretson (1 page)	Unknown	C

File Location:

Betty Ford: White House Papers, Box 45, Staff-East Wing (1)

## RESTRICTION CODES

JNN 2/22/18

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 (B) Closed by statute or by the agency which originated the document.  
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Frank

Attached is a brief job description which you requested. Nancy Chirton and I are both Personal Secretary to Mrs. Ford.

Carolyn Porembka and Nancy Chirton,  
Personal Secretaries to Mrs. Ford

1. Liaison between the First Lady and staff members.
2. Arranges personal appointments
3. Travels with the First Lady on all trips.
4. Responsibilities require daily contact with the First Lady.



(Gwen King)  
Director of Correspondence  
and Administrative Assistant  
to First Lady (Personal  
Mail)

(Carol Sampson)  
Assistant to the Director  
and Drafter for Social  
Office

(Tom McCoy)  
Assistant to Director  
of Correspondence &  
Mail Analyst

(Fred Jefferson)  
Assistant in the  
Offices of the Social  
Secretary & the Dir-  
ector of Correspondence

(Ann Haas)  
Drafter

(Mary Owens)  
Drafter

(Susan Amchan)  
First Lady's Auto-  
graphing (Photos &  
Greeting Cards)

(Cindy Vander Heuvel)  
Secretary to Nixon  
Girls (wrote Julie's  
speeches also)

(Margaret Paterson)  
Magnetic Typewriter  
Operator

(Joan Crotty)  
Magnetic Type-  
writer Operator





Director of Correspondence

Secretary to Ford Children  
& Pets (Charlene von Pawel)

Assistant (Nancy Hall)

Speechwriter, Messages &  
Research (Kaye Pullen)

Assistant to Director  
of Correspondence &  
Mail Analyst

(Tom McCoy)

Assistant in the office  
of the Director of  
Correspondence

(Fred Jefferson)

Drafter  
(Ann Haas)

Drafter  
(Susan Amchan)

(Margaret Patterson)  
Magnetic Type-  
writer Operator

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Gov't Form	SF 171, Personal Qualification Statement-Jacqueline D. Headen (4 pages)	2/1974	C

File Location:  
Betty Ford: White House Papers, Box 45, Staff-East Wing (1)

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Discuss w/ Mrs. Ford

M. Steketee - Ella -

ot - 17.41

Margaret - E - 13,34 (11,606) GS-6-6

Jackie D. 8712, 7576-1136 GS3-3

Becky Borelsky - 12-13000<sup>GS 9-4</sup>  
17,055 - 14,829 - 2026,

Edith Peruso - 14,000.

17,055 - 14,829 - 2026 -

need good typist.

9066 -

Sam -

Marg  
Ann

39 -

81 -

80 per day -



Harrison Kinder →

Marion Stekited

Cal Goebel -

Eller Weed -

Mary Bethon Capital Hill moved →

Mina Babcock -





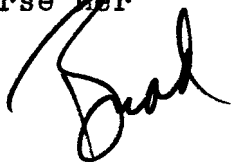
THE WHITE HOUSE

WASHINGTON

October 22, 1974

1. Nancy
2. Mrs. Ford

I respect Charlene's  
judgment here and endorse her  
recommendation.



Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

TO: Brad Patterson

DATE: October 22, 1974

FROM: Charlene von Pawel CP

SUBJECT: Help!

It has become increasingly evident during the past two weeks that the volume of mail for the four Ford children is more than one person can adequately handle. To me the children are a very important link in maintaining the new Administration's fresh, open and honest attitude. They all have expressed their satisfaction with the personal approach to answering their mail, and I want to do whatever possible to continue this means of access to the American people.

In order to stay relatively current, a minimum of 30 to 35 letters a day must be written in addition to handling other areas of responsibility that relate to the children's official mail and activities...such as: opening and sorting the letters, gathering materials and information for special requests, photograph orders, filing and maintaining records, and packaging all the mail that is sent to the boys.

So far the content of mail hasn't lent itself very well to the use of form letters. "Issues" mail has been extremely light, and the rest has all been very individual in scope. Answering what few letters that do fall into categories by the MCST machine would take more time than dashing off a short reply by hand.

At this time, however, I do not see a need to have two people working full-time on the children's mail. It is for this reason I would like to request that Joan Crotty be allowed to assist me for an indefinite period of time. Joan's three-day working schedule would lend itself very well to this particular situation. Her flexibility would be especially accommodating when fluctuations in mail occur and when the children's schedules otherwise demand extra assistance.

For the past several days Joan has been helping me get out from underneath a heavy backlog, and her work has been impressively excellent. Joan's large family background and former work experience with children and their mail have made her well suited to answering the type of mail that comes in for the "Younger Fords." I have found Joan bright, diligent and very reliable and feel that her help would be invaluable in maintaining the Ford's fresh, open and honest attitude as I mentioned above.

cc: Mrs. Ford, Michael, Jack, Steven, Susan, Nancy Howe, Marba Perrott,  
Joan Crotty

GERALD R. FORD LIBRARY

THE WHITE HOUSE

WASHINGTON

October 24

Dick -

While Lucy Winchester realizes that her 30-day separation period began October 9 when Don met with her, Helen Smith apparently does not. She is there on duty until November 1 when Sheila Weidenfeld comes on, and apparently believes that her, Helen's 30 day period will begin then.

Personnel office says the period can begin any time you and Don specify. Also says that both Lucy and Helen do require a letter (I drafted one for Don's signature -- which Jerry Jones now has) if they are to be eligible for severance pay, which is their right. (Neither is a Presidential Appointment, so the usual exchange of letters would not apply, nor did either resign, since resignation would cut them off from severance pay.)

When do you want Helen's separation period to begin:

October 9 \_\_\_\_\_

November 1  \_\_\_\_\_

Other \_\_\_\_\_

Assume you and Jerry Jones will handle the letter matter.

*Helen notified  
11:35 AM 10/25/74 [initials]*

*Boad*



THE WHITE HOUSE  
WASHINGTON

October 25, 1974

NOTE TO JIM ROGERS

Mr. Rumsfeld has determined that Helen Smith's 30-day notice period is to begin November 1, 1974. Since Terry Ivey in that office is leaving for the same reason, and, like Helen, has been on duty there in the press office and will be until November 1, I think they should be treated alike in this respect and will set the same date for her. I am suggesting they use EOB Room 472½ after November 1 for 30 days.

*Brad Patterson*  
Assistant for Staff  
Coordination

cc: Mr. Hoopes  
Terry Ivey  
Helen Smith  
Nancy Howe



# NANCY LAMMERDING

## RESUME

### Academic

A.B. Trinity College, Washington, D.C.  
M.A. Columbia University, New York  
University of Santander, Spain and University of  
Puerto Rico, Rio Piedras for advanced Spanish studies.

### Career

Protocol Specialist for the President, Vice President  
and the Secretary of State, June 1970 to present.

Researches, suggests, and procures the State gifts  
the President and the First Lady present to Heads  
of State.

Recommends, develops and executes plans for luncheons,  
dinners, receptions and other official entertainment  
for visiting Heads of State at Blair House, the State  
Department and other government residences. Directed  
the largest white tie Diplomatic Dinner ever given by  
the Secretary of State for 123 foreign Ambassadors  
and their Wives. The Dinner was called the "Party of  
the Year" by the New York Times and "Extravaganza" by  
the Washington Star News. (see attached clipping)

Staff Aide to Mr. Paul Keyes and Mr. Roger Ailes,  
Media Advisers to the President, Office of the Press  
Secretary, February 1969 to May 1970.

"On Camera" remedial reading television teacher in  
Spanish, New York University; Publicity Director and  
fashion coordinator for the Dupont Corporation, San  
Juan, Puerto Rico and New York.



# NANCY LAMMERDING

## REFERENCES

The Chief Justice and Mrs. Burger

The Secretary of State and Mrs. Kissinger

His Excellency Ardeshir Zahedi, Ambassador of Iran

His Excellency the Ambassador of the Hashemite  
Kingdom of Jordan and Mrs. Salah

The Honorable John Marsh

The Honorable William P. Rogers and Mrs. Rogers

The Honorable the Chief of Protocol and Mrs. Catto

The Honorable the American Ambassador-designate to  
Spain and Mrs. Flanigan

The Honorable Bryce N. Harlow

The Honorable Emil Mosbacher, Jr. and Mrs. Mosbacher

Mr. J. Carter Brown

Mr. and Mrs. Winston Lord

Miss Helen Thomas



### Church and Community

Member of Junior League; Volunteer, Harkness Pavilion, New York; "Cover Girl" for National Volunteer Assn. Manual; Member, Museum of Modern Art and the Corcoran Gallery of Art; Member, Pablo Casals Festival Committee; Past President, Trinity College Alumnae Assn.; National Director, Trinity College Executive Board; Member, Republican Women's Federal Forum

### Special Areas of Expertise

Accomplished harpist and pianist; fluency in French and Spanish; Championships in swimming, tennis and water skiing; Oil painting awards, Newark Museum of Art and the Prado Museum, Madrid; Extensive world travel; Cited by Life Magazine, Vogue Magazine, United Press International and the Washington Star News for creative ability in both personal and professional endeavors.

### Residence

700 New Hampshire Ave., NW  
Washington, D.C. 20037

### Office

Office of the Chief of  
Protocol, Dept. of  
State, Room 1238  
Washington, D.C. 20520



Mrs. Gerald Ford



October 29, 1974

**FOR: JERRY JONES**  
**FROM: NANCY LAMMERDING**  
**SUBJECT: Promotion for Patricia K. Howard**

I would like to submit a formal request that Patricia K. Howard be promoted from GS 9 to GS 11, effective beginning the next pay period.

With the exception of an eight month interval, Mrs. Howard has been on the White House staff since February 1966, and has been in the Social Secretary's office since April 1971. I have asked her to remain in my office as my assistant (her title is the Assistant to the Social Secretary).

This promotion will adequately recognize her level of performance in her position and at the same time will make her salary commensurate with her duties and responsibilities.

Thank you very much.

CC: Brad Patterson ✓



THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ASSIGNMENT

Date: October 30, 1974

FROM: Bradley H. Patterson, Jr. - on behalf of the First Lady

Name of Proposed Employee: <sup>(Miss)</sup>  
<sup>(Mrs.)</sup> Sheila Rabb Weidenfeld  
<sup>(Mr.)</sup>

Position: (a) Position title: Press Secretary to the First Lady

(b) Grade and Salary: \$26,200 UNCL

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

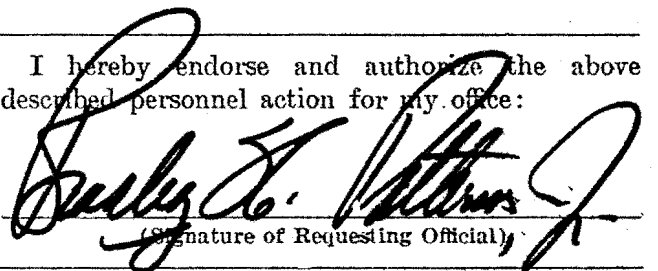
Length of Assignment (check one):  
 Temporary (No. of Months \_\_\_\_\_ or  
\_\_\_\_\_) (Not to exceed \_\_\_\_\_)  
 Indefinite  
 Permanent

Desired effective date: November 1, 1974

Justification for assignment: To replace Helen Smith. Appointment has the  
concurrence of the First Lady and has been  
announced by the White House.

Present place of employment or assignment: East Wing

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

  
(Signature of Requesting Official)

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



WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Gov't Form	WH-PE 50, Notification of Personnel Action-Howe, Nancy M. [Photocopy] (1 page)	11/1974	C

File Location:  
Betty Ford: White House Papers, Box 45, Staff-East Wing (1)

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FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Gov't Form	WH-PE 50, Notification of Personnel Action-Howe, Nancy M. [Original, Employee Copy] (2 pages)	8/1974, 11/1974	C

File Location:

Betty Ford: White House Papers, Box 45, Staff-East Wing (1)

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FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Gov't Form, Memo	WH-PE 50, Notification of Personnel Action-Howe, Nancy M. [Photocopy] (2 pages)	11/1974	C

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Name	Title	Employing Agency	Grade Salary Date	Overtime	Total Annual Salary	Personnel Benefits	Projected Requirements to FY End
Nancy M. Howe	Personal Secretary to the First Lady	WHO (S/A)	UNCL \$27,600 10/13/74	N/A	\$27,600	\$2,208	\$16,036
Nancy Lammerding	Social Secretary	WHO (S/A)	UNCL \$26,200 10/16/74	N/A	26,200	2,096	15,221
✓ Lucy A. Winchester	Social Secretary	WHO (S/A)	UNCL \$26,200 10/14/73	N/A	26,200	2,096	15,221
✓ Helen McCain Smith <i>De 1</i>	Press Secretary for Mrs. Ford	WHO (S/A)	UNCL \$26,200 10/14/73	N/A	26,200	2,096	-
• Patricia J. Matson	Assistant to the Press Secretary for Mrs. Ford	WHO (S/A)	UNCL \$21,700 10/13/74	N/A	21,700	1,736	12,609
Susan Anne Porter	Appointments Secretary	WHO (S/A)	UNCL \$18,463 - 10/13/74	\$2,120	20,583	1,477	11,959
Patricia K. Howard	Assistant to the Social Secretary	WHO	GS-9/4 \$14,125 **10/13/74	2,120	16,245	1,130	9,438
Nancy Chirdon	Secretary (Mrs. Howe)	WHO	GS-9/1 \$12,841 10/27/74	1,926	14,767	1,027	8,577
✓ Terry L. Ivey <i>De 7-</i>	Secretary (Miss Porter)	WHO	GS-7/2 \$10,871 9/29/74	1,633	12,504	870	7,263
Sally B. Runion	Secretary (Miss Porter)	WHO	GS-6/1 \$9,473 10/15/74	1,421	10,894	758	6,327

\*\*Within-Grade Increase



Name	Title	Employing Agency	Grade Salary Date	Overtime	Total Annual Salary	Personnel Benefits	Projected Requirements to FY End
Thomas R. McCoy	Asst. to the Director of Correspondence for Mrs. Ford	WHO	GS-9/8 \$15,837 7/23/72	\$2,120	\$17,957	\$1,266	\$10,434
Fred E. Jefferson	Correspondence Assistant	WHO	GS-8/8 \$14,356 ***3/31/74	2,120	16,476	1,148	9,573
Carolyn K. Porembka	Secretary	WHO (S/A)	UNCL \$15,059 10/13/74	2,120	17,179	1,205	9,981
Mary A. Owens	Correspondence Assistant	WHO	GS-7/2 \$10,871 **3/31/74	1,633	12,504	870	7,263
Mary Ann Haas	Correspondence Assistant	WHO	GS-7/1 \$10,520 4/1/74	1,579	12,099	842	7,022
Susan L. Amchan	Correspondence Clerk	WHO	GS-6/2 \$9,787 **3/3/74	1,471	11,258	783	6,538
Margaret L. Boyce	Correspondence Clerk	WHO	GS-5/3 \$9,066 **11/24/74	1,360	10,426	725	6,055
Sanford L. Fox	Administrative Officer, Head of Social Entertainment Office	WHO	GS-15/5 \$33,794 6/10/73	2,120	35,914	2,704	20,853
William T. Gemmell	Asst. Chief Social Entertainment Office	WHO	GS-12/5 \$20,923 9/30/73	2,120	23,043	1,674	13,379

\*\*\*Quality Increase

\*\*Within-Grade Increase



Name	Title	Employing Agency	Grade Salary Date	Overtime	Total Annual Salary	Personnel Benefits	Projected Requirements to FY End
Janice M. Ingersoll	Asst. In Social Office	WHO	GS-11/8 \$19,093 **5/27/73	\$2,120	\$21,213	\$1,527	\$12,322
John S. Scarfone	Graphic Designer Calligrapher	WHO	GS-11/6 \$18,061 **7/7/74	2,120	20,181	1,445	11,718
Kathleen M. Beery	Illustrator	WHO	GS-10/4 \$15,530 **11/24/74	2,120	17,650	1,242	10,253
Alexander B. Schiavoni	Illustrator	WHO	GS-9/4 \$14,125 **5/27/73	2,120	16,245	1,130	9,438
Nancy J. O'Brien <i>Leaving</i>	Secretary (Mr. Fox)	WHO	GS-8/1 \$11,640 2/3/74	1,747	13,387	931	7,777
Barbara A. Besednik	Clerical Assistant	WHO	GS-6/1 \$9,473 1/2/74	1,421	10,894	758	6,327
		25	\$421,808	\$37,511	\$459,319	\$33,744	\$251,584

Part Time Employee

Joan F. Crotty	Correspondence Clerk	WHO	\$4.71ph 9/29/74				
<u>Consultant W. A. E.</u>							
Sheila R. Weidenfeld	Consultant	WHO (S/A)	\$100.80 pd. 11/1/74				

\*\*Within-Grade Increase





Effective October 1, 1974

SCHEDULE OF ANNUAL SALARY RATES BY GRADE, INCLUDING OVER-TIME AT THE RATE OF 8 HOURS PER PAY PERIOD											
	In Grade Steps	1	2	3	4	5	6	7	8	9	10
GS-1	Annual	5294	5370	5646	5822	5998	6174	6350	6526	6702	6878
	O/T	797	822	847	874	899	928	953	980	1005	1034
	Total	6091	6292	6493	6696	6897	7102	7303	7506	7707	7912
GS-2	Annual	5996	6196	6396	6596	6796	6996	7196	7396	7596	7796
	O/T	899	930	961	990	1021	1048	1080	1111	1140	1171
	Total	6895	7126	7357	7586	7817	8044	8276	8507	8736	8967
GS-3	Annual	6764	6989	7214	7439	7664	7889	8114	8339	8564	8789
	O/T	1015	1048	1084	1117	1148	1183	1216	1252	1285	1321
	Total	7779	8037	8298	8556	8812	9072	9330	9591	9849	10110
GS-4	Annual	7596	7849	8102	8355	8608	8861	9114	9367	9620	9873
	O/T	1140	1177	1216	1254	1292	1329	1367	1404	1446	1483
	Total	8736	9026	9318	9609	9900	10190	10481	10771	11066	11356
GS-5	Annual	8500	8783	9066	9349	9632	9915	10198	10481	10764	11047
	O/T	1277	1317	1360	1402	1446	1489	1529	1572	1616	1658
	Total	9777	10100	10426	10751	11078	11404	11727	12053	12380	12705
GS-6	Annual	9473	9789	10105	10421	10737	11053	11369	11685	12001	12317
	O/T	1421	1471	1516	1564	1610	1658	1708	1753	1801	1847
	Total	10894	11260	11621	11985	12347	12711	13077	13438	13802	14164
GS-7	Annual	10520	10871	11222	11573	11924	12275	12626	12977	13328	13679
	O/T	1579	1633	1685	1735	1789	1841	1895	1947	2001	2053
	Total	12099	12504	12907	13308	13713	14116	14521	14924	15329	15732
GS-8	Annual	11640	12028	12416	12804	13192	13580	13968	14356	14744	15132
	O/T	1747	1803	1864	1922	1978	2038	2097	2120	2120	2120
	Total	13387	13831	14280	14726	15170	15618	16065	16476	16864	17252
GS-9	Annual	12841	13269	13697	14125	14553	14981	15409	15837	16265	16693
	O/T	1926	1995	2057	2120	2120	2120	2120	2120	2120	2120
	Total	14767	15264	15754	16245	16673	17101	17529	17957	18385	18813
GS-10	Annual	14117	14588	15059	15530	16001	16472	16943	17414	17885	18356
	O/T	2120	2120	2120	2120	2120	2120	2120	2120	2120	2120
	Total	16237	16708	17179	17650	18121	18592	19063	19534	20005	20476
GS-11	Annual	15481	15997	16513	17029	17545	18061	18577	19093	19609	20125
	O/T	2120	2120	2120	2120	2120	2120	2120	2120	2120	2120
	Total	17601	18117	18633	19149	19665	20181	20697	21213	21729	22245
GS-12	Annual	18463	19078	19693	20308	20923	21538	22153	22768	23383	23998
	O/T	2120	2120	2120	2120	2120	2120	2120	2120	2120	2120
	Total	20583	21198	21813	22428	23043	23658	24273	24888	25503	26118
GS-13	Annual	21816	22543	23270	23997	24724	25451	26178	26905	27632	28359
	O/T	2120	2120	2120	2120	2120	2120	2120	2120	2120	2120
	Total	23936	24663	25390	26117	26844	27571	28298	29025	29752	30479
GS-14	Annual	25581	26434	27287	28140	28993	29846	30699	31552	32405	33258
	O/T	2120	2120	2120	2120	2120	2120	2120	2120	2120	2120
	Total	27701	28554	29407	30260	31113	31966	32819	33672	34525378	35378
GS-15	Annual	29818	30812	31806	32800	33794	34788	35782	*36776	*37770	*38764
	O/T	2120	2120	2120	2120	2120	2120	218			
	Total	31938	32932	33926	34920	35914	36000	36000			
GS-16	Annual	34607	35761	*36915	*38069	*39223	*40377	*41531	*42685	*43839	-
	O/T	1393	239								
	Total	36000	36000								
GS-17	Annual	*40062	*41397	*42732	*44067	*45402	-	-	-	-	-
	O/T										
	Total										
GS-18	Annual	*46336	-	-	-	-	-	-	-	-	-
	O/T										
	Total										

\*The rate of basic pay for employees at these rates is limited by Section 5308 of title 5 of the United States Code to the rate of Level V of the Executive Schedule (currently \$36,000).



## Title 3—The President

## EXECUTIVE ORDER 11811

## Adjusting Rates of Pay for Certain Statutory Pay Systems

By virtue of the authority vested in me by subchapter I of chapter 53 of title 5 of the United States Code, it is hereby ordered as follows:

General Schedule

Section 1. The rates of basic pay in the General Schedule contained in section 5332(a) of title 5 of the United States Code are adjusted as follows:

"GENERAL SCHEDULE

"Grade	"Annual rates and steps									
	1	2	3	4	5	6	7	8	9	10
GS-1	\$5,294	\$5,470	\$5,646	\$5,822	\$5,998	\$6,174	\$6,350	\$6,526	\$6,702	\$6,878
GS-2	5,996	6,196	6,396	6,596	6,796	6,996	7,196	7,396	7,596	7,796
GS-3	6,764	6,989	7,214	7,439	7,664	7,889	8,114	8,339	8,564	8,789
GS-4	7,596	7,849	8,102	8,355	8,608	8,861	9,114	9,367	9,620	9,873
GS-5	8,500	8,783	9,066	9,349	9,632	9,915	10,198	10,481	10,764	11,047
GS-6	9,473	9,789	10,105	10,421	10,737	11,053	11,369	11,685	12,001	12,317
GS-7	10,520	10,871	11,222	11,573	11,924	12,275	12,626	12,977	13,328	13,679
GS-8	11,640	12,028	12,416	12,804	13,192	13,580	13,968	14,356	14,744	15,132
GS-9	12,841	13,269	13,697	14,125	14,553	14,981	15,409	15,837	16,265	16,693
GS-10	14,117	14,588	15,059	15,530	16,001	16,472	16,943	17,414	17,885	18,356
GS-11	15,481	15,997	16,513	17,029	17,545	18,061	18,577	19,093	19,609	20,125
GS-12	18,463	19,078	19,693	20,308	20,923	21,538	22,153	22,768	23,383	23,998
GS-13	21,816	22,543	23,270	23,997	24,724	25,451	26,178	26,905	27,632	28,359
GS-14	25,581	26,434	27,287	28,140	28,993	29,846	30,699	31,552	32,405	33,258
GS-15	29,818	30,812	31,806	32,800	33,794	34,788	35,782	36,776*	37,770*	38,764*
GS-16	34,607	35,761	36,915*	38,069*	39,223*	40,377*	41,531*	42,685*	43,839*	
GS-17	40,062*	41,397*	42,732*	44,067*	45,402*					
GS-18	46,336*									

"\*The rate of basic pay for employees at these rates is limited by section 5308 of title 5 of the United States Code to the rate for level V of the Executive Schedule (as of the effective date of this pay adjustment, \$36,000)."



WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Gov't Form	WH-PE 50, Notification of Personnel Action-Porter, Susan A. [Photocopies] (2 pages)	11/197 <del>4</del> <sup>5</sup>	C

File Location:

Betty Ford: White House Papers, Box 45, Staff-East Wing (1)

RESTRICTION CODES

JNN 2/22/18

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

THE WHITE HOUSE  
WASHINGTON

January 6, 1975

Dear Mrs. Ford,

Attached is Linda Baker's biography for your review.  
Would it be convenient for you to meet Linda tomorrow?

Yes \_\_\_\_\_ Time \_\_\_\_\_

No \_\_\_\_\_

Thank you.

Nancy L.



BIOGRAPHY: LINDA LEE BAKER

Mrs. Baker is a native of Washington, D. C., and has lived most of her life in the Washington Metropolitan area. She attended Walt Whitman High School in Bethesda, Maryland, where she was an honors student and participant in the National Honor Society, Mu Alpha Theta, the Student Government Association, and Keyettes. She completed a four-year liberal arts education at Smith College in Northampton, Massachusetts, and received a Bachelor of Arts degree in music in 1971. She was a Dean's List student in 1968, 1970, and 1971 and was a member of the Smith College Gold Key.

Her father is Ernest F. Hom, retired Chief Administrative Law Judge of the U. S. Department of the Interior. Her father's career as an attorney in government and Mrs. Baker's upbringing amidst the political environment of Washington served to encourage her interest in government work. Among the summer jobs she held during her college years were clerical and statistical positions with the Social Security Administration, the U. S. Employment Service, the Department of Agriculture, the Bureau of National Affairs, Inc., and the National Aeronautics and Space Administration. In October 1971 she began clerical work in the personnel office of the Department of State. After several months, she became a Protocol Specialist in the Office of the Chief of Protocol, a position she has held for the past two and a half years.

Most of Mrs. Baker's extracurricular activities have centered around her main interest: music and the performing arts. Her mother's occupation of piano teacher and accompanist and the attendant involvement in different aspects of the cultural arts undoubtedly influenced Mrs. Baker's similar interest and participation. She performed as a member of a Chinese folk-dancing troupe in 1966-67 in various Washington functions. She studied the piano for several years and was pianist for church youth fellowship services, accompanist for choruses and instrumentalists in high school concerts and auditions, and in 1967 participating soloist with the National Symphony Orchestra in the "Music for Young America" concert series. Membership and officer positions in choral and other musical groups included church youth (president) and chancel choirs; high school girls' choir, concert choir, and madrigals; "Modern Music Masters" (the national music honor society) (chapter secretary-treasurer); and college choirs (secretary), glee club (secretary), and Chamber Singers (secretary). She was also a member of the Smith-Princeton Chamber Chorus which toured South America in the summer of 1971.

In June 1973, she married George Barnard Baker of South Milwaukee, Wisconsin, a 1971 graduate of Wesleyan University, a former Revenue Officer for the Internal Revenue Service, and presently a first-year law student at the Boston University School of Law.

February 5, 1975

MEMO TO: Mrs. Ford and Nancy Howe

FROM: Marba

Somehow it always seems painful to discuss salaries, but in light of events of the last few weeks, here goes:

When I went to work for Congressman Ford in April, 1972 my beginning salary was \$10,000.00 and it was a slight reduction from working for the Republican Party because I lost my expense account; however, I planned to work for two years and then retire with Glen. I transferred to the Vice President's staff (with an increase for Washington living) at 12,500 (I had been raised to 11,500 during my tenure on the Congressman's staff). I received a cost of living increase with all government workers and Bob Hartmann and Bill Seidman recommended \$1,000.00 because they liked what I was able to do on the VP staff.

When Col. Sardo was evaluating salaries on the First Lady's staff he stated that I should receive an increase in salary and Nancy suggested that it would be up to \$17,000.00. When I went over to the personnel office in January on behalf of Margaret Egebretson, I was queried about my "low" salary, but I have never requested an increase. Nancy suggested that after I was transferred to the President's payroll (December 22) that I record over time. My pay check dated pay period ending 1/04/75 recorded over time pay as \$81.52, with a net amount of \$52.31, but the pay period ending 1/18/75 reflected zero. I called and was informed that with my present job description I am NOT eligible for over time pay and the 1/04/75 pay check was in error. I am told that this job description pays in the grade of 11 to 13 which ranges from \$17,000 to \$25,000.

Now that I am a widow and have recently received a substantial rent increase it becomes necessary for me to request an evaluation of my present salary. I respectfully request that you examine either an upgrading of my pay grade from 8 to 11 or the granting of over time hours.

My present base salary is \$14,356.00.

Thank you - and if you would like to discuss this with me in person, just call.

\$ 2,000

THE WHITE HOUSE  
WASHINGTON

Overtime information  
from Jim Rogers,  
Chief of Personnel  
1-16-75

(Statement  
for the  
record)





February 5, 1975

MEMO TO: Mrs. Ford and Nancy Howe  
FROM: Marba

Somehow it always seems painful to discuss salaries, but in light of events of the last few weeks, here goes:

When I went to work for Congressman Ford in April, 1972 my beginning salary was \$10,000.00 and it was a slight reduction from working for the Republican Party because I lost my expense account; however, I planned to work for two years and then retire with Glen. I transferred to the Vice President's staff (with an increase for Washington living) at 12,500 (I had been raised to 11,500 during my tenure on the Congressman's staff). I received a cost of living increase with all government workers and Bob Hartmann and Bill Seidman recommended \$1,000.00 because they liked what I was able to do on the VP staff.

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Now that I am a widow and have recently received a substantial rent increase it becomes necessary for me to request an evaluation of my present salary. I respectfully request that you examine either an upgrading of my pay grade from 8 to 11 or the granting of over time hours.

My present base salary is \$14,356.00.

Thank you - and if you would like to discuss this with me in person, just call.

Marba has been claiming and being paid for overtime since Feb. 2, 1975. So she is being paid \$20,076. She has reported it from Feb. 2, 1975 until today's timecard.





WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Gov't Form	WH-PE 50, Notification of Personnel Action-Perrott, Marba S. [Photocopy] (1 page)	2/1975	C

File Location:  
Betty Ford: White House Papers, Box 45, Staff-East Wing (1)

RESTRICTION CODES

JNN 2/22/18

- (A) Closed by applicable Executive order governing access to national security information.
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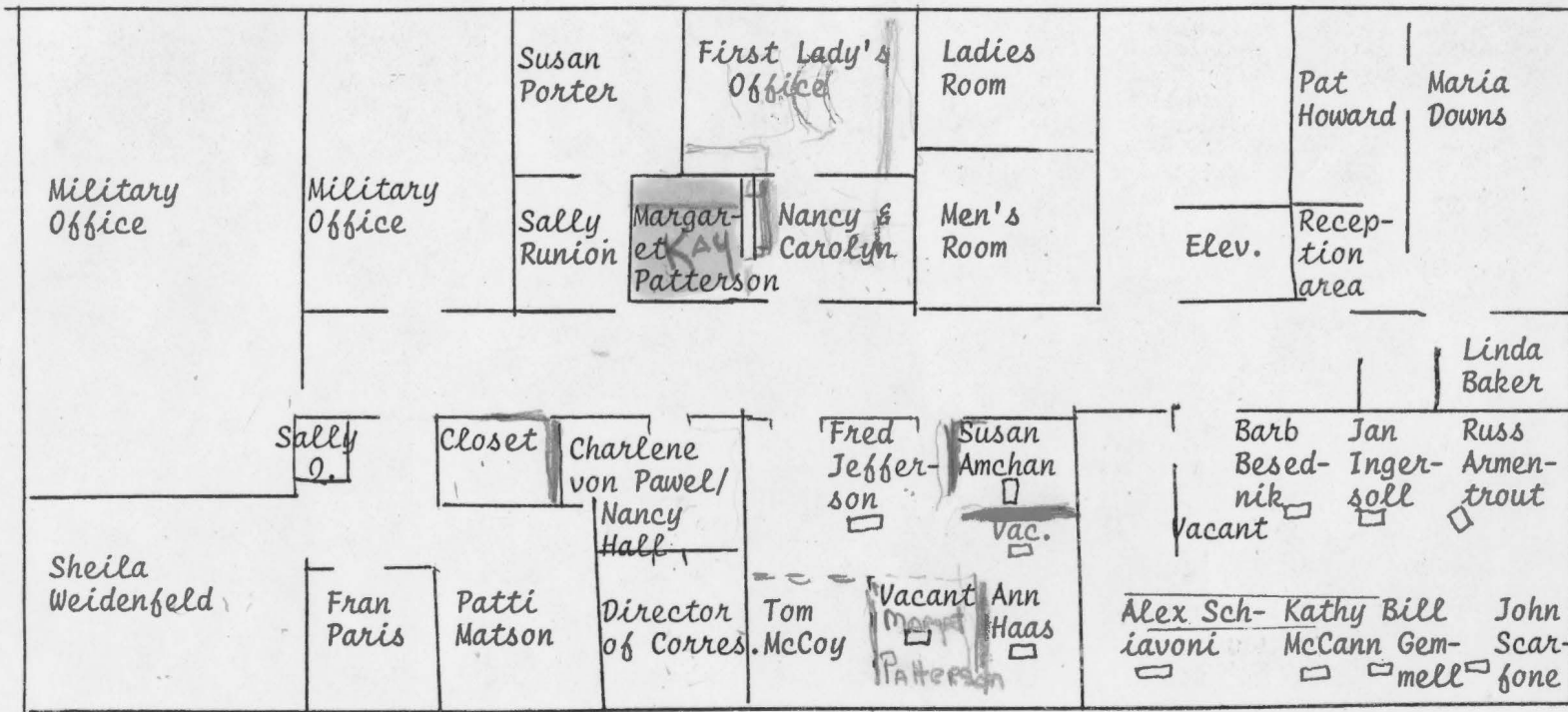
THE WHITE HOUSE  
WASHINGTON

Nancy:

In view of the expense of temporary telephone changes, perhaps Mrs. Ford would like to make Kaye's change a permanent one. Sheila recommends Kay go in Margaret Patterson's office. Margaret would then have to be moved across the hall. (She was over there for a few weeks and although I'm sure the situation was not ideal for the drafters, this is something they should be able to tolerate. Then the new Director of Correspondence can review the situation and make recommendations.

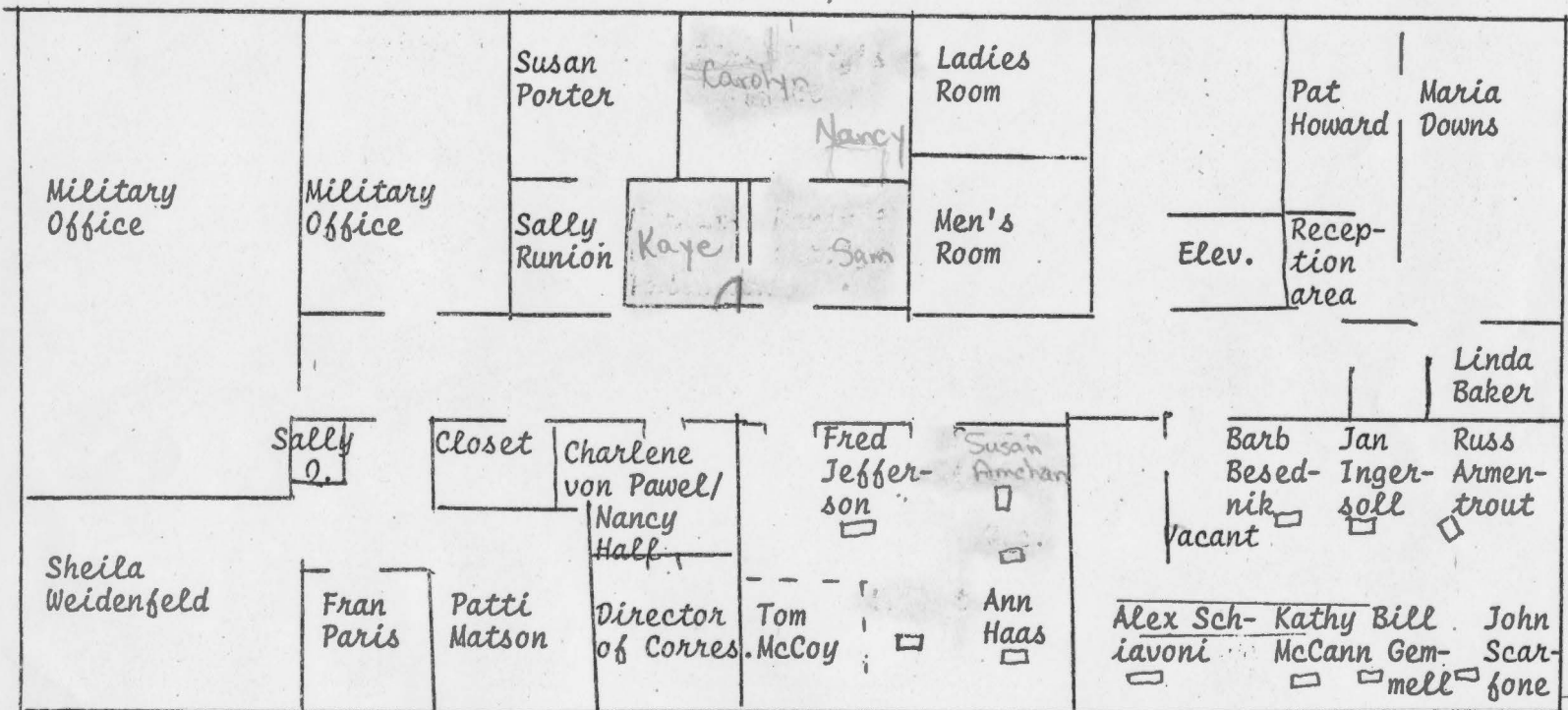
What do you think?





SUSAN





### Advantages

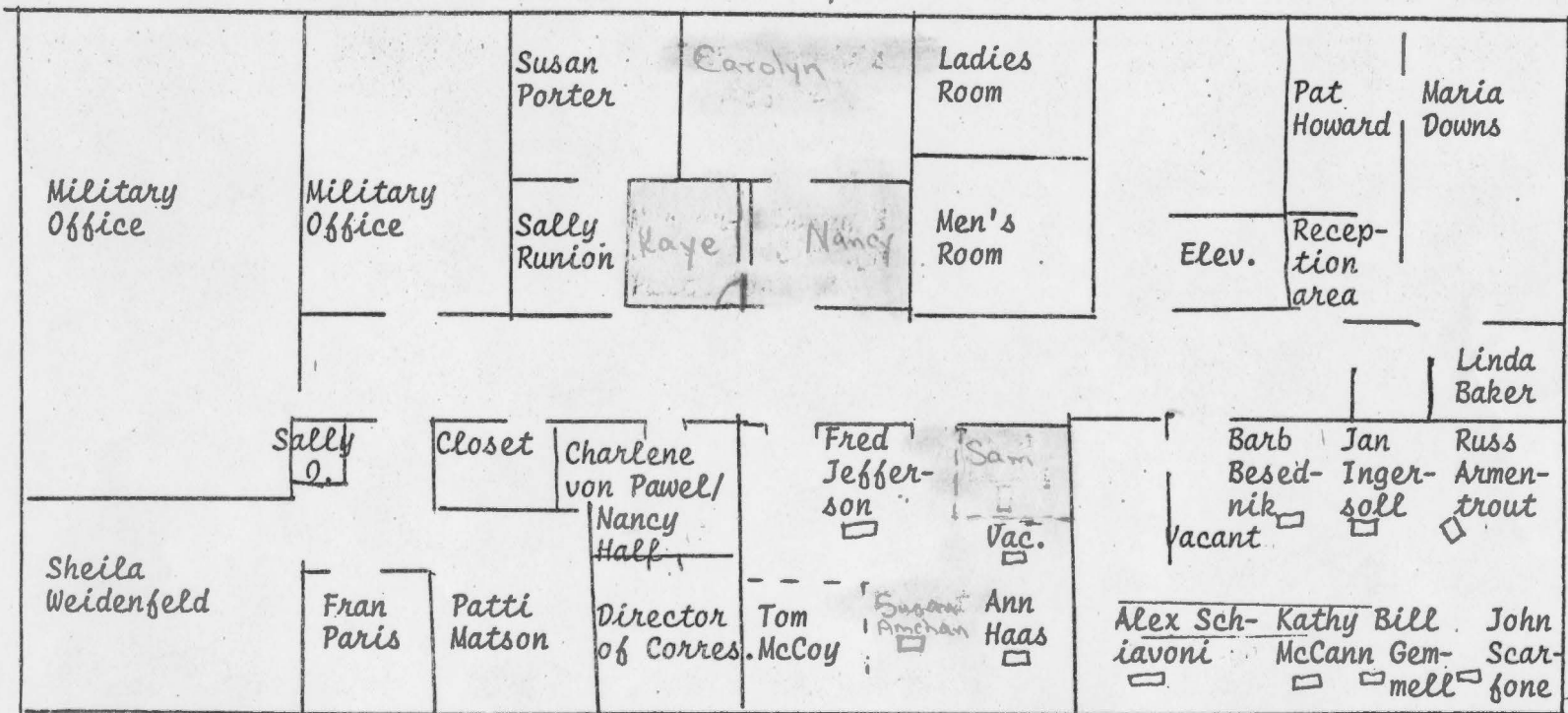
- ① Minimum of "people" moving
- ② Privacy for Kaye

### Disadvantages

- ① Mrs. Ford loses her office
- ② Not fully utilizing empty space in Correspondence Section
- ③ Kaye will have to build a door to alleviate the noise from machine.







Advantages

- ① Privacy for Kaye
- ② Office for Mrs. Ford

Disadvantages

- ① Necessary to build wall around Sam
- ② Will still have some noise



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

TO: Mrs. Ford

DATE: March 25, 1975

FROM: Charlene von Pawel *cl*

SUBJECT: Need for full-time help

If there were any way possible for me to put off sending this memo to you until you felt better, I would certainly do so. However, last Friday Joan Crotty suffered what apparently is a nervous breakdown and will no longer be able to work on the staff.

Even if this unfortunate situation had not happened, the workload for your four children has grown to such proportions that I still would have had to ask for full-time help.

So that you may have an idea through comparison of what I am up against, I have attached a copy of your weekly mail report with totals for the past four weeks. After a quick glance, I believe you will readily notice that the number of letters that land on my desk far outnumber the letters that are directed to any one of the other staff members who are already handling a heavier load than normal because of the staff having been reduced by two persons.


At this point, I can see only two alternatives:

- either hire someone to assist me in getting the children's mail out on a full-time basis... (I have done some checking and believe that a very competent person can be found for such a job at around \$9,000.)
- or respond to all the letters with a mimeographed note to the effect that the Ford children do not have anyone to help them with their mail and therefore are not able to answer their letter.

It is still my firm conviction that the children's mail is worth answering, and I would very much like to be able to continue doing that rather than having to resort to the second alternative. I've attached some samples of "Thank You's" the children have received that clearly illustrate what I mean.

Thank you for your consideration, Mrs. Ford. If there is any other information I can provide you, please let me know.

cc: Mike, Jack, Steve, Susan



SUBJECT: MAIL RECEIVED FOR THE WEEK OF MAR. 14, 1975 THROUGH MAR. 20, 1975

	MAR 14-20	1975 MAR 7-13	1975 FEB 28 - MAR 6	1975 FEB 21 - 27
<u>TOTAL MAIL RECEIVED</u>	2,544	3,280	7,908	3,749
PRO: EQUAL RIGHTS AMENDMENT	685	1,178	5,195	1,911
CON: EQUAL RIGHTS AMENDMENT	406	626	1,161	610
GET WELL (CONCERN OVER ARTHRITIS)	234	131	103	37
REQUEST FOR SCARF (ONES GIVEN TO GOVERNORS WIVES)	10	22	84	59
<u>✓ INVITATIONS</u>				
ENTERTAINMENT	20	13	28	16
<u>✓ PERSONAL AND FRIENDS</u>				
READ AND FILE	6	12	66	52
<u>✓ GENERAL MAIL</u>				
FOREIGN MAIL	25	26	25	10
<u>REQUESTS FOR ACKNOWLEDGMENTS FOR BIRTHS, BIRTHDAYS, MARRIAGES, WEDDING ANNIVERSARIES, ETC.</u>	600	656	789	829
<u>REQUESTS FOR AUTOGRAPHS AND PHOTOGRAPHS</u>	84	70	89	61
<u>REQUESTS FOR RECIPES</u>	15	14	21	14
<u>REQUESTS FOR GIFTS FOR FUND RAISING EVENTS</u>	46	59	34	33
REQUESTS FOR LOANS, ASSISTANCE, REFERRALS, INFORMATION, ETC.	164	184	197	84
I.D. MAIL (MAIL SENT TO SECRET SERVICE FOR CHECKING)	9	11	12	9
MISC. PAPERS, MAGAZINES, ADS, ETC.	34	45	42	43
<u>TOTAL MAIL RECEIVED FOR THE FORD CHILDREN</u>	154	102	171	141
SUSAN	135	84	144	113
STEVE	7	6	9	3
JACK	6	10	17	23
MIKE AND GAYLE	6	2	1	2
<u>TOTAL MAIL RECEIVED ON EQUAL RIGHTS AMENDMENT TO DATE</u>	13,705			

SUSAN PORTER  
SALLY RUNION

CAROLYN POREMBKA

ANN HAAS  
MARG ENGBRETSON  
SUSAN AMCHAN  
(PART-TIME)

SUSAN AMCHAN  
(TYPES ENVELOPES  
ONLY FOR THIS  
MAIL)

CHARLENE VON PAWEL

GERALD R. FORD  
LIBRARY

March 6, 1975

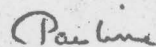
Dear Jack,

I nearly fell over, to put it mildly, when I got that huge envelope from the White House - and then I read your letter and saw that picture!!! Oh, Jack, thank you so much. I just cannot believe this. The picture, needless to say, is really dear to me and will always hold a special meaning. I want to thank you for going out of your way in helping me. After the incoherent, Beatle-maniac (in '75?!) letter I wrote to you, I wasn't expecting any other answer than perhaps being committed to a local asylum for the mentally deficient, and instead, you sent me this. I really want to deeply and sincerely thank you and wish there were some way you could know what it means to me that you did this.

I went and looked through the pictures that I have and was debating whether to send you one of him at his home or a concert picture. I finally decided that you might like the concert one better. So I am enclosing one that a friend of mine, Eliseo A. Ordaz, took of George when he played San Francisco, mainly because I really like the picture and he happens to be wearing the same shirt as he wore to the White House luncheon. Eliseo advertized these in the Rolling Stone some time ago, which is where I discovered him! (not George, Eliseo!) Anyroad, I hope you will like the picture and if you would be interested in some pictures of George at his home in Esher or at Apple, London, or EMI, London - please let me know. I know I can never get across to you how much your writing and sending me the picture means to me and I wish I could.

You have made one Beatle soul really, really happy. Thank you.

Sincerely,



Pauline Kerwath

213 1/2 East Grace Street, Apt. 2, Richmond, Virginia 23219

Jai Sri Krsna!





R. J. Kincaid, No. 66039

February 28th. 1975

Dear Susan and Family -

words can't express my appreciation for the wonderful picture of the lovely Ford family that I received today. Just "Thank you" seems so inadequate. I am thrilled, and especially cheered for I was feeling depressed today.

So many people fail to acknowledge receiving my little books (and some are people who have known me all my life) so naturally I was extra happy to receive this beautiful picture of the Nations first family. I feel like a new person, really.

Know what I did? I dropped to my knees in my teeny 4x5 office and thanked God for your kindness, and I asked Him to bless the Ford Family for this thoughtful deed.

I am so proud I'm going to frame the picture and find room on my office wall for it! Then sometime I'll photograph my "office" and send you a print



Mr. William Hoover  
115 North 5th Street  
Millville, New Jersey 08332

Dear Miss Ford,

It would be hard for me to express how shocked I was to receive a letter from the daughter of the President of the United States. Needless to say, my "following of friends" had written you without my knowledge. Their letter was, however, based on honest intentions and has been a topic of conversation in the school where I teach and they attend. It seems that it is still important to a large number of people that a person could actually receive a letter from someone connected with the presidency. Students, teachers, and, even my wife, have enjoyed the entire incident. I would like to thank you for the response to my "friends" letter, it gave them a positive feeling about you and your family.

There is another reason for my writing this letter. Thru the efforts of our District Congressman, Representative William Hughes, some of our school classes are going to be visiting Washington. We are planning to meet with Mr. Hughes at the Capitol and then visit the White House. Arrangements are being made thru his office. My "friends" will be with me on this trip, as well as a number of other students. These students range in age from 15 to 17 and are interested in the human side of being involved in government as well as the political. Thru their urgings, and a genuine desire on my part, I have written this letter to ask you if there is any way you could meet with the students during our visit, if only to say a quick word to them. I realize that you are very busy and attend school yourself, so if you cannot meet with us we will all understand. Your response to the first letter has made you a friend to the students at Millville High and it is something that they will remember for a long time.

We will be making the trip on Thursday, March 13. We are planning to be at the Capitol by 11:00 and arrangements for the time of our visit to the White House are being made by the office of Congressman Hughes. We have not been contacted about this time as of yet, but should be in the near future. If you could meet with students and I could be contacted ahead of time, I could have Congressman Hughes' office contact you about our arrival at the White House. I have enclosed a copy of your letter to me from my "friends". If you cannot meet with us, I was wondering if I could have a photo of you to share with the students.

Again, thank you for your concern and friendship shown in answering my "friends" letter. That one small act has made

Feb. 22, 1975

Dear Susan:

Thank you very much for answering Robin's letter to "Liberty". I know you must be very, very busy so I want you to know how much we appreciate your efforts. Your letter brought the President and government much closer to Robin and her friends.

She knows a real family lives in the White House and they can be reached on a person-to-person level.



I thought you would enjoy seeing our local newspaper's response to your letter.

Sincerely,  
Mrs. Mary Douglass

SEARCHED FOR



986-0777

\*\*\*\*\*

November 9, 1974

Miss Susan Ford  
The White House  
Washington, D C

Dear Miss Ford:

Thank you for your letter of October 21, 1974

However, your reply left me no alternative but to reply.

Without exception the people I spoke with said there would be no answer. They would not bother. I had enough faith that you would.

I attended a reception in honor of Cleveland Amory. (Invitation enclosed.) I showed Mr Amory your letter and it became an instant sensation.

Expressions used, incredible, unbelievable.

Also enclosed is the appeal to President Ford which is self explanatory.

Once again, thank you.

Most sincerely,

*Wm H. Haley*

encls. 2



SF-SPCA ALTERNATIVE

On Oct. 8 Supervisor Dianne Feinstein met with John Gill, Director of Marin Humane Society, and Virginia Handley, SF Coordinator of The Fund, to discuss the possibility of the Marin Humane Society building a facility in San Francisco and bidding for the SF Animal Control Contract now held by the SF-SPCA. Supervisor Feinstein indicated that any alternative would be welcome and considered. (Many of the Supervisors have received complaints about the inefficiency of the SF-SPCA. When confronted with the list of greivances compiled by Animal Switchboard and The Fund, the SF-SPCA refused any comment to the Animal Control Commission and to t

156 Geary

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Called you all together to let you know it is very important to get my correspondence out.

Looking for a new director of correspondence. It may take a while, but I want to make sure I find the right person.

In the meantime Tom will be the acting director.

My correspondence is very important to me.

Everyone put out their best work. Take pride in your work. If it means extra hours you will have to work those hours. Do the best job you can.

Don't be concerned about your jobs. The new director may have ideas of running the office differently than has been done in the past. I am confident you all will be able to work with her so we can have a smooth running, efficient office where you all can take pride in your job.



THE WHITE HOUSE  
WASHINGTON

March 27, 1975

Mrs. Ford:

Arrangements have been made for Mrs. Hall to start on Monday. \$3.00 per hour seemed to be the most appropriate rate of pay and she will be on a per diem basis - rather than a full time employee.



Rex Scouten



3/81  
MEMORANDUM

THE WHITE HOUSE  
WASHINGTON

REQUEST FOR PERSONNEL ACTION

Date: June 24, 1975

FROM: The First Lady  
(Name and Title)

Name of Employee: Miss Nancy C. Chirton

Requested action:  Promotion

(check one)  Administrative Pay Increase

Change in Title

Reassignment

Such action will change

FROM: Secretary to Sheila Weidenfeld, GS-9/1

TO: Personal Secretary to Mrs. Ford, GS-10

Desired effective date: May 31, 1975

Justification for requested action: Resignation of Nancy M. Howe as my  
Special Assistant

Remarks:

I HEREBY ENDORSE AND AUTHORIZE THE ABOVE  
DESCRIBED PERSONNEL ACTION FOR MY OFFICE:

(Signature of Requesting Official)





June 24, 1975

MEMORANDUM FOR JERRY H. JONES

FROM: *The First Lady*

SUBJECT: *Transfer of Assignment*

*This is to notify you that as of May 6, 1975, Miss Nancy C. Chirton has been transferred from the position as Secretary to Mrs. Sheila Weidenfeld to join Mrs. Carolyn K. Porembka as Personal Secretaries on my staff.*

cp .



as of July 31

Grade Salary Date	Overtime	Total Annual Salary	Personnel Benefits
UNCL \$26,200 10/14/73	N/A	\$26,200	\$2,096
UNCL \$26,200 10/14/73	N/A	26,200	2,096
UNCL \$20,600 10/14/73	N/A	20,600	1,648
UNCL \$17,497 7/7/74	\$2,007	19,504	1,400
GS-10/2 \$13,825 11/25/73	\$2,007	15,832	1,106
GS-9/3 \$12,979 10/14/73	1,947	14,926	1,038
UNCL \$9,969 **7/22/73	1,496	11,465	798
<del>GS-6/3 \$9,573 7/21/74</del>	<del>1,433</del>	<del>11,010</del>	<del>760</del>
UNCL \$26,671 10/14/73	N/A	<del>26,671</del>	2,134
GS-9/8 \$15,009 7/23/72	2,007	17,016	1,301
UNCL \$14,271 7/18/74	2,007	16,278	1,142



14271

Office of First Lady's Staff

*No offer time  
for Staff Assistants*

Name	Title	Employing Agency
<del>Nancy M. Howe</del> X	<del>PERSONAL Secretary to THE FIRST LADY</del>	<del>WPA (CIA)</del>
Lucy A. Winchester ✓	Social Secretary	WHO (S/A)
Helen McCain Smith X	Press Secretary for Mrs. Nixon <i>FORD</i>	WHO (S/A)
Patricia J. Matson *	Assistant to the Press Secretary for Mrs. Nixon <i>FORD</i>	WHO (S/A)
Susan Anne Porter ✓	Appointments Secretary	WHO (S/A)
Susan L. Dolibois ✓	Secretary to the Social Secretary	WHO
Patricia K. Howard ✓	Assistant to the Social Secretary	WHO
<u>Terry L. Ivey</u> ✓	Secretary <del>(Miss Porter)</del> <i>(Helen Smith)</i>	WHO (S/A)
<del>Jean Kay Stevens</del>	<del>Secretary (Miss Porter)</del>	<del>WHO</del>
<u>Martha Barrett</u> ✓ <del>Charlton B. King</del>	Director of Correspondence for Mrs. Nixon <i>FORD</i>	WHO (S/A)
Thomas R. McCoy ✓	Asst. to the Director of Correspondence for Mrs. Nixon <i>FORD</i>	WHO
<u>CAROLYN K. PAREMATA</u>	SECRETARY	WHO (S/A)

\*\*Within-Grade Increase

1992

as of July 31,

Grade Salary Date	Overtime	Total Annual Salary	Personnel Benefits
GS-8/8 \$13,605 ***3/31/74	\$2,007	\$15,612	\$1,088
<del>UNCL \$12,167 2/19/74</del>	<del>1,826</del>	<del>13,993</del>	<del>973</del>
<del>UNCL \$12,167 10/14/73</del>	<del>1,826</del>	<del>13,993</del>	<del>973</del>
<del>GS-7/2 \$10,301 **3/31/74</del>	<del>1,545</del>	<del>11,846</del>	<del>824</del>
GS-7/1 \$9,969 4/1/74	1,496	11,465	798
GS-6/2 \$9,276 **3/3/74	1,392	10,668	742
GS-6/1 \$8,977 9/30/73	1,348	10,325	718
GS-5/2 \$8,323 **11/11/73	1,248	9,571	666
GS-15/5 \$32,031 6/10/73	2,007	34,038	2,562
GS-12/5 \$19,829 9/30/73	2,007	21,836	1,586





Name	Title	Employing Agency
✓ Fred E. Jefferson ✓	Correspondence Assistant	WHO
<del>Howe</del> <del>Carel B. Sampson ✓</del>	<del>Correspondence Assistant</del>	<del>WHO (S/A)</del>
<del>Cynthia A. Vanden Heuvel ✓</del>	<del>Correspondence Assistant</del>	<del>WHO (S/A)</del>
<del>Mary A. Owens ✓</del>	<del>Correspondence Assistant</del>	<del>WHO</del>
Mary Ann Haas ✓	Correspondence Assistant	WHO
Susan L. Amchan ✓	Correspondence Clerk	WHO
Joan F. Crotty ✓	Correspondence Clerk	WHO
Margaret L. Boyce ✓	Correspondence Clerk	WHO
Sanford L. Fox ✓	Administrative Officer, Head of Social Entertainment Office	WHO
William T. Gemmell ✓	Asst. Chief Social Entertainment Office	WHO

\*\*\*Quality Increase  
\*\*Within-Grade Increase



*Handwritten scribble*

pg 3

as of July 31

Grade Salary Date	Overtime	Total Annual Salary	Personnel Benefits
GS-11/8 \$18,094 **5/27/73	\$2,007	\$20,101	\$1,448
GS-11/6 \$17,116 **7/7/74	2,007	19,123	1,369
GS-10/3 \$14,271 11/25/73	2,007	16,278	1,142
GS-9/4 \$13,385 **5/27/73	2,007	15,392	1,071
GS-8/1 \$11,029 2/3/74	1,649	12,678	882
GS-6/1 \$8,977 1/2/74	1,348	10,325	718
\$398,042	\$38,626	436,668	\$31,843 \$



893

Name		Title	Employing Agency
Janico M. Ingersoll	✓	Asst. In Social Office	WHO
John S. Scarfone	✓	Graphic Designer Calligrapher	WHO
Kathleen M. Berry	✓	Illustrator	WHO
Alexander B. Schiavoni	✓	Illustrator	WHO
Nancy J. O'Brien	? ✓	Secretary (Mr. Fox)	WHO
Barbara A. Besednik	✓	Clerical Assistant	WHO

26  
25 27~~SUMMER INTERN~~

THE WHITE HOUSE  
WASHINGTON

August 7, 1975

Mrs. Ford:

Per your recent meeting with Jan Ingersoll, she indicated that she never received the promotion which you had approved. Referring back to my notes on that meeting with Nancy Ruwe I find that you also approved a promotion for Bill Gemmell. These are usually signed by the Social Secretary but I thought you might want to expedite it by signing it.





MEMORANDUM

THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ACTION

Date: August 7, 1975

FROM: The First Lady

(Name and Title)

Name of Employee: William T. Gemmell

Requested action:  Promotion

(check one)  Administrative Pay Increase

Change in Title

Reassignment

Such action will change

FROM: Assistant Chief, Social Entertainments Office, GS-12

TO: Assistant Chief, Social Entertainments Office, GS-13

Desired effective date: August 2, 1975

Justification for requested action: Time in grade

Remarks:

I HEREBY ENDORSE AND AUTHORIZE THE ABOVE  
DESCRIBED PERSONNEL ACTION FOR MY OFFICE:

Bette D. Ford  
(Signature of Requesting Official)



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ACTION

Date: August 7, 1975

FROM: The First Lady  
(Name and Title)

Name of Employee: Janice M. Ingersoll

Requested action:  Promotion

(check one)  Administrative Pay Increase

Change in Title

Reassignment

Such action will change

FROM: Assistant in the Social Office, GS-11

TO: Assistant Chief, Social Entertainments Office, GS-12

Desired effective date: August 2, 1975

Justification for requested action: Additional duties and time in grade  
since 1964

Remarks: -

I HEREBY ENDORSE AND AUTHORIZE THE ABOVE  
DESCRIBED PERSONNEL ACTION FOR MY OFFICE:

Billy D. Ford  
(Signature of Requesting Official)

MEMORANDUM

THE WHITE HOUSE  
WASHINGTON

March 26, 1975

FOR: MRS. NANCY RUWE  
FROM: JAMES R. ROGERS *JRR*  
SUBJECT: Employment Summary for William T. Gemmell  
and Janice M. Ingersoll

WILLIAM T. GEMMELL

Mr. Gemmell has served in the Social Entertainments Office since October 1962 except for a five month period in 1965. He initially came to the White House on military assignment while serving in the U. S. Army in October 1962 and continued until January 1965. After a five month absence, he was appointed to the White House rolls in June 1965, and later in October 1965 he was appointed by C.I.A., but continued his work in the Social Entertainments Office on detail. Mr. Gemmell was reappointed to the White House rolls in July 1967. He was promoted to Assistant Chief, Social Entertainments Office, as a GS-12, in October 1968 and continues to serve in that position and grade.

JANICE M. INGERSOLL

Miss Ingersoll initially came to the White House for a military assignment from November 1957 through February 1958 in the Social Entertainments Office while serving in the U. S. Navy. She returned in October 1958, was discharged from the Navy in January 1959, and was immediately appointed on the White House rolls. She has served continuously in the Social Entertainments Office and was promoted to her current position and grade, Assistant in the Social Office, GS-11 on May 1964.

*12*  
*Both Assistant Chief - Sandy Fox recommend*



## MEMORANDUM

## THE WHITE HOUSE

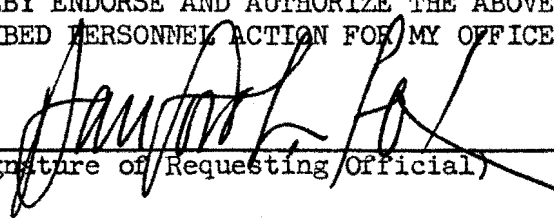
WASHINGTON

REQUEST FOR PERSONNEL ACTIONDate: December 6, 1974FROM: Sanford L. Fox, Administrative Officer  
(Name and Title)Name of Employee: Janice M. IngersollRequested action:  Promotion(check one)  Administrative Pay Increase Change in Title Reassignment

Such action will change

FROM: Assistant in the Social Office, GS-11TO: Assistant Chief, Social Entertainments Office, GS-12Desired effective date: January 1, 1975Justification for requested action: Retirement of Sanford L. Fox, effective  
December 31, 1974 and promotion of  
William T. Gemmell to Administrative  
Officer

Remarks:

I HEREBY ENDORSE AND AUTHORIZE THE ABOVE  
DESCRIBED PERSONNEL ACTION FOR MY OFFICE:  
(Signature of Requesting Official)



From  
SANFORD L FOX

Dec. 9/74

TO Nancy Howe -

The two personnel  
actions attached  
need a note of  
concurrence from  
Mrs. Ford if she  
agrees and then on  
to Jerry Jones.

Thanks,  
Sandy



THE WHITE HOUSE  
WASHINGTON

MEMORANDUM FOR: THE FIRST LADY  
THROUGH: Mrs. Nancy Howe  
FROM: Sanford L. Fox

After considerable contemplation on my part, and discussion with my wife, Lucile, I have decided to retire from my position on your staff, effective December 31, 1974. This has been a difficult decision, but one that I have been considering for over two years, so it is not made in haste. Since I am the fourth person to hold this position since 1881, I reflect with pride at the high artistic standard and integrity of this office and my predecessors who have served the Presidents and First Families since the Garfield Administration.

As I prepare to leave, I would like to respectfully suggest the following individuals to fill the vacancies created:

William T. Gemmell, GS-12, Assistant Chief, Social Entertainments Office, be promoted to GS-13, as Administrative Officer (head of the Social Entertainments Office),

Janice M. Ingersoll, GS-11, Assistant in the Social Office, be promoted to GS-12, Assistant Chief, Social Entertainments Office.

cc: Nancy Lammerding

*Sanford L. Fox*

MEMORANDUM

THE WHITE HOUSE  
WASHINGTON

REQUEST FOR PERSONNEL ACTION

Date: December 6, 1974

FROM: Sanford L. Fox, Administrative Officer  
(Name and Title)

Name of Employee: William T. Gemmell

Requested action:  Promotion  
(check one)  Administrative Pay Increase  
 Change in Title  
 Reassignment

Such action will change

FROM: Assistant Chief, Social Entertainments Office, GS-12

TO: Administrative Officer (head of Social Entertainments Office)  
GS-13

Desired effective date: January 1, 1975

Justification for requested action: Retirement of Sanford L. Fox, effective  
December 31, 1974

Remarks:

I HEREBY ENDORSE AND AUTHORIZE THE ABOVE  
DESCRIBED PERSONNEL ACTION FOR MY OFFICE:

*Sanford L. Fox*  
(Signature of Requesting Official)



THE WHITE HOUSE  
WASHINGTON

MEMORANDUM FOR: THE FIRST LADY  
THROUGH: Mrs. Nancy Howe  
FROM: Sanford L. Fox

After considerable contemplation on my part, and discussion with my wife, Lucile, I have decided to retire from my position on your staff, effective December 31, 1974. This has been a difficult decision, but one that I have been considering for over two years, so it is not made in haste. Since I am the fourth person to hold this position since 1881, I reflect with pride at the high artistic standard and integrity of this office and my predecessors who have served the Presidents and First Families since the Garfield Administration.

As I prepare to leave, I would like to respectfully suggest the following individuals to fill the vacancies created:

William T. Gemmell, GS-12, Assistant Chief, Social Entertainments Office, be promoted to GS-13, as Administrative Officer (head of the Social Entertainments Office),

Janice M. Ingersoll, GS-11, Assistant in the Social Office, be promoted to GS-12, Assistant Chief, Social Entertainments Office.

cc: Nancy Lammerding

*Sanford L. Fox*

Although you know the necessary qualifications of a Social Secretary perhaps by listing them you will find you may want to ask certain questions to get this information.

(1) She must continue Mrs. Ford's desire to have unusual and exciting state dinners. This will carry over into guest lists, menus, entertainment and decor. It is good to be publicity conscious and concerned about the press and the public's reaction.

(2) She should keep in mind Administration philosophy and activities and their thinking. This knowledge will be helpful in seating the President's guests for example at a state dinner.

(3) She must be able to be in charge of a large staff and coordinate as well as keep on top of everything. The staff is there to carry out her instructions and make necessary arrangements. I also understand the Social Office must work with almost every office in the White House (West Wing and ~~Executive~~ White House staff) and many offices in EOB. The ability to get along with both the staff and those outside the White House is most important.

Her staff consists of two assistants. Also Social Entertainments with:

Russ Armentrout - Administrative Officer (Coordinator of Protocol and Director of Graphics)

Bill Gemmell: Assistant

Jan Ingersoll: Assistant (In charge of compiling guest lists)

John Scarfone: Illustrator

Alex Schiavoni: Illustrator

Cathy McCann: Illustrator

Barbara Besednik: Secretary

(4) She must ensure a smooth and coordinated effort among all staffers in the East Wing on behalf of both the First Lady and the President.





Possible Questions:

- (1) How familiar is she with the Washington area, people, and press?
- (2) What sources or contacts would you pursue for original themes at State Dinners.
- (3) In order to get a feel for her style ask if she has any innovative ideas or thoughts about decorations, entertainment, guests, or maybe special events to host.
- (4) What particular phases of planning and executing social activities is she experienced in and to what extent. How many other people did she work with. What type of functions has she planned or become involved in and how large were they?
- (5) Has she ever been in charge of a large staff?
- (5) Talking about Christmas tree decorations and upcoming holiday entertainment may reflect her creativeness. Also about Bicentennial year activities.



THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ASSIGNMENT

Date: October 8, 1975

FROM: The First Lady

Name of Proposed Employee: ~~(Miss)~~ ~~(Mrs.)~~ Maria Downs  
~~(Mr.)~~

Position: (a) Position title: Social Secretary

(b) Grade and Salary: \$27,600 Uncl

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

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

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

Desired effective date: October 6, 1975

Justification for assignment: To replace Nancy Ruwe

Present place of employment or assignment: East Wing

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

X Elizabeth S. Ford  
(Signature of Requesting Official)

\_\_\_\_\_  
(Signature of Supervisor)

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



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ACTION

Date: September 19, 1975

FROM: THE FIRST LADY - Elizabeth B. Ford  
(Name and Title)

Name of Employee: Nancy Hall

Requested action: Promotion

(check one)  Administrative Pay Increase

Change in Title

Reassignment

Such action will change

FROM: \$3.00 per hour

TO: \$5.00 per hour

Desired effective date: Immediately

Justification for requested action: Expanded duties

Remarks:

I HEREBY ENDORSE AND AUTHORIZE THE ABOVE  
DESCRIBED PERSONNEL ACTION FOR MY OFFICE:



Elizabeth B. Ford  
(Signature of Requesting Official)

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

TO: Mrs. Ford

DATE: September 16, 1975

FROM: Charlene von Pawel *cf*

SUBJECT: Pay adjustment for Nancy Hall

When we first discussed the possibility of Nancy Hall joining your staff to help with your children's mail load, it was with the thought she would be assisting with minor duties such as typing, filing, form letters and perhaps some drafting; and with that in mind, I agreed with you that \$3.00 per hour salary was a fair figure.

Soon after Nancy helped me get rid of the backlog that had accumulated, however, all the children became even more active in the public eye and consequently their mail increased. This increase has made it necessary for Nancy to work on an equal basis as myself--though still on the part-time basis she prefers (usually 7 hours, 4 days a week).

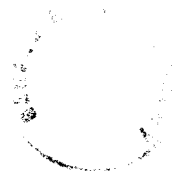
Nancy has never ceased to amaze me with her hard-working and dedicated attitude...and because of this we have been able to keep up with the volume and have been able to handle your children's correspondence in an effective and personal manner which has brought comments of approval from each of them.

Because the boys' mail has taken up most of my time as of late, Nancy has had to handle about 90 per cent of all Susan's mail herself--including researching the problems, drafting the responses, and producing the finished letter. It is for this reason I would like to request your permission to adjust Nancy's salary to more accurately reflect her responsibilities and good work...a raise to \$5.00.

I have checked with the personnel office and am told that this can be accomplished merely with my signature on a small form and was further assured that it would cause absolutely no problems as far as budget matters are concerned.

Thank you for considering my request. Please let me know if you would like me to discuss the matter further.

cc: Mike, Jack, Steve, Susan



THE WHITE HOUSE

MRS. FORD