

The original documents are located in Box 41, folder “Parking - Mrs. Ford's Staff” of the Betty Ford White House Papers, 1973-1977 at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE

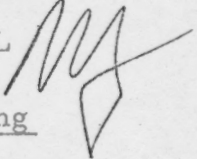
WASHINGTON

February 24, 1975

MEMORANDUM FOR:

NANCY HOWE

FROM:

MICHAEL J. FARRELL 

SUBJECT:

Redistribution of Parking

To provide a fair distribution of parking permits among all departments as a result of the reorganization, new quotas will be established for each department within the White House.

I would very much appreciate your listing on the attached sheet the names of all members of your staff located in the White House or OEOB who require parking in order of priority. This should include those members of your staff who presently have permits. Please indicate the location of the permit (State Place, Ellipse, etc.) and if it is a car pool. Also include in your list any unfilled staff positions. It would also be helpful if you would note at the bottom of your list those members of your staff with West Executive Avenue or South Court parking.

If the attached sheet is insufficient, please make copies and continue your list in priority order. It would be helpful if you would return the list to my attention by close of business March 7, 1975.

In the interest of safety we will continue to provide parking for as many women as possible in the State Place area. Again, the priority you establish will be important. Please also indicate any medical problems (men or women) which necessitates State Place parking.

As changes take place on your staff in the future, you will be asking for permits to be reassigned for replacements, etc. If you intend to delegate this responsibility, please indicate on the attached form the staff member to whom you will assign this responsibility.

SPECIAL NOTE: We will continue to give top priority to car pools. Members of your staff who are physically located in the White House or OEOB are eligible for a car pool permit if they drive to and from work with at least one other individual.

Thank you for your cooperation.

Attachment (1)



THE WHITE HOUSE
WASHINGTON

TO: MICHAEL J. FARRELL

FROM: _____

SUBJECT: Request for Parking Permits

The following personnel in my office request parking permits for State Place, East Executive Avenue, or the Ellipse Areas, subject to the rules and regulations governing parking in these areas:

	<u>NAME</u>	<u>LICENSE TAG NO. & STATE</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

(Continue on Additional Forms)

I certify the above named persons work in the White House or Executive Office Building, and are the registered owner of an automobile to which a White House Parking Decal will be assigned.

Signed: _____
Department Head Date

Or: _____
Staff Member Date
Authorized to handle
Parking



THE WHITE HOUSE
WASHINGTON

EAST EXECUTIVE

- ① SHEILA WEIDENFELD
- ② NANCY RUWE
- ③ PATTY MATSON
- ④ NANCY CHIRDON
- ⑥ CAROLYN POREMBKA
- ⑦ PAT HOWARD
- ⑧ LINDA BAKER ⑤
- ⑨ JAN INGERSOLL-SUSAN PORTER
- ⑩ MARBA PERROTT
- ⑪ CHARLENE VON PAWEL

⑫ Fred Jefferson
⑬ Tom McCoy

⑭ Barbara Besednik

Ann Haas

Sally Runion

Bill
John
Alex
Kathy



Personal Secretaries

Carolyn Porembka - East Executive
Nancy Chirdon - East Executive

Social Office

Maria Downs - East Executive
Pat Howard - East Executive
Linda Baker - East Executive
Russell Armentrout - East Executive
William Gemmell *
Janice Ingersoll - East Executive
John Scarfone *
Kathleen McCann - East Executive
Alexander Schiavone *
Barbara Besednick - East Executive

Appointments

Susan Porter - East Executive
Sally B. Runion - East Executive

Press

Sheila Weidenfeld - East Executive
Patricia Matson - East Executive
Fran Parris - East Executive

Correspondence

Marba Perrott - East Executive
Charlene von Pawel - East Executive
Thomas R. McCoy *
Frederick E. Jefferson *
Ann Haas
Margaret Patterson
Susan Amchan
Margaret Engebretson
Jacqueline Headen
Nancy Hall

(In a conversation with Marba Perrott, she indicated she does not feel any of her girls require East Executive parking because their hours are 8:30 to 5:30 regularly. Of those requiring parking, Margaret Patterson has been here the longest with Ann Haas next. Both girls currently have East Executive parking. Margaret Engebretson requests East Executive parking on Saturday only. Nancy Hall has requested parking on the Elipse.)

* I understand male staff members are assigned parking on the Elipse.

