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MEMORANDUM

THE WHITE HOUSE
WASHINGTON

REQUEST FOR PERSONNEL ACTION

Date: March 2, 1976

FROM: The First Lady
(Name and Title)

Name of Employee: Elizabeth M. O'Neill

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

Such action will change

FROM: Staff Assistant to the President

TO: Director of Correspondence for Mrs. Ford

Desired effective date: Immediately

Justification for requested action: _____

Remarks:

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


Elizabeth B. Ford
(Signature of Requesting Official)



THE WHITE HOUSE

WASHINGTON

April 9, 1976

FOR: MRS. FORD
FROM: MARIA DOWNS 
RE: Upcoming Events

PFC Reception - April 12, 1976

The PFC Reception for volunteers and staff scheduled for Monday, April 12, is well on track. I have been told by many that the invitation has engendered a great deal of excitement at the PFC. Secretary Hills, Secretary Simon and Secretary Kleppe will be attending and we are waiting to hear back from Secretary Richardson and Secretary Usery. The other members of the Cabinet who were invited as well as the Vice President will not be in town.

Senate Ladies Luncheon - May 3, 1976

We are working on the invitations now and they will be in the mail Monday or Tuesday of next week. The Shelburn Museum in Vermont is lending us part of their famous collection of dolls which we plan to use for the theme. It has been brought to my attention that there was entertainment provided by The Colonial Singers and Players at the last luncheon. The only thing that comes to mind that would seem appropriate would be a group out of New York (non-professional) who play music of 200 year old vintage. They have the instruments used 200 years ago and have even researched the music that was played at that time. My reservation would be that it might be too heavy for a luncheon. If you are interested, I can contact their conductor and explore the possibility. A film clip of one of their performances was shown on CBS-AM several months ago.

We are looking into possible gifts to be given to the ladies -- and I will be back to you when we have something firm.

Queen Margrethe's Luncheon - May 11, 1976

You have the guest list for this event and I am holding space for your suggestions on guests.

Although this is not a State visit, the luncheon and arrival are of the formal nature we discussed with a brief Yellow Oval Room visit and official photo. The Danes have requested a 12:30 p. m. starting time because of her afternoon schedule and the buffet and Kennedy Center performances that evening. Is this



agreeable with you? I would like to suggest that we use only flowers for decorations rather than going into a theme for the centerpieces. I feel your theme idea for centerpieces should be kept for the State Dinners only -- giving the State Dinners alone that added dimension. Bill Dove does such a beautiful job with flowers that with your concurrence I would like to call and ask him to assist us with this luncheon.



SOCIAL SECRETARY
(Maria Downs)

Assistant to the Social Secretary
(Pat Howard)

Secretary
(Linda Baker)

Social Entertainments Ofc. Chief
(Russell Armentrout)

Assistant Chief
(William T. Gemmell)

Assistant Chief
(Janice M. Intersoll)

Calligrapher-Graphic Designer
(John J. Scarfone)

Illustrator-Calligrapher
(Kathleen McCann)

Illustrator
(Alexander B. Schiavoni)

Secretary
(Barbara A. Besednik)

PRESS SECRETARY
(Sheila Weidenfeld)

Assistant to the Press Secretary
(Patti Matson)

Speechwriter, Research & Messages
(Kaye Pullen)

Secretary
(Fran Paris)

Secretary
(Sally Quenneville)

CORRESPONDENCE SECRETARY
(Elizabeth O'Neill)

Asst. to Dir. of Correspondence & Mail Analyst
(Tom McCoy)

Asst. in the Ofc. of the Director of Correspondence
(Fred Jefferson)

Assistant to the Correspondence Secretary
(Katherine Goltra)

Correspondence Assistant-Drafter
(Ann Haas)

Correspondence Assistant-Drafter
(Susan Amchan)

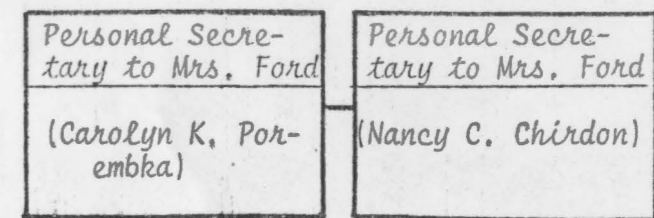
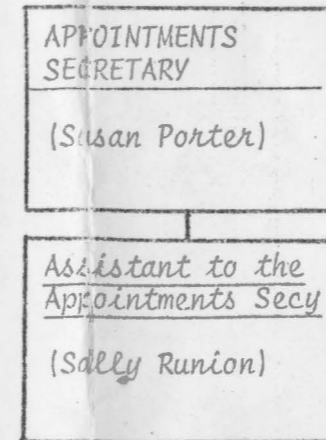
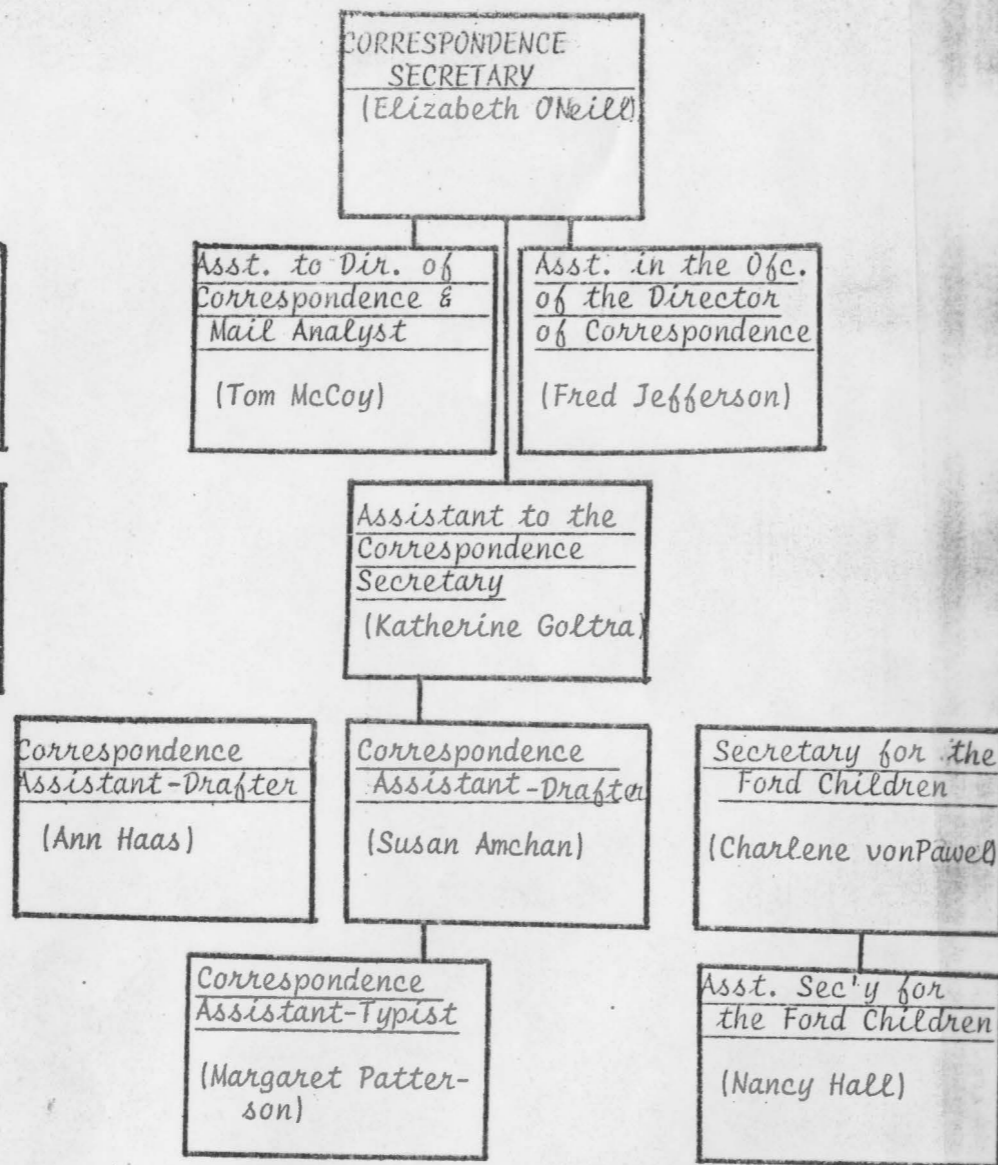
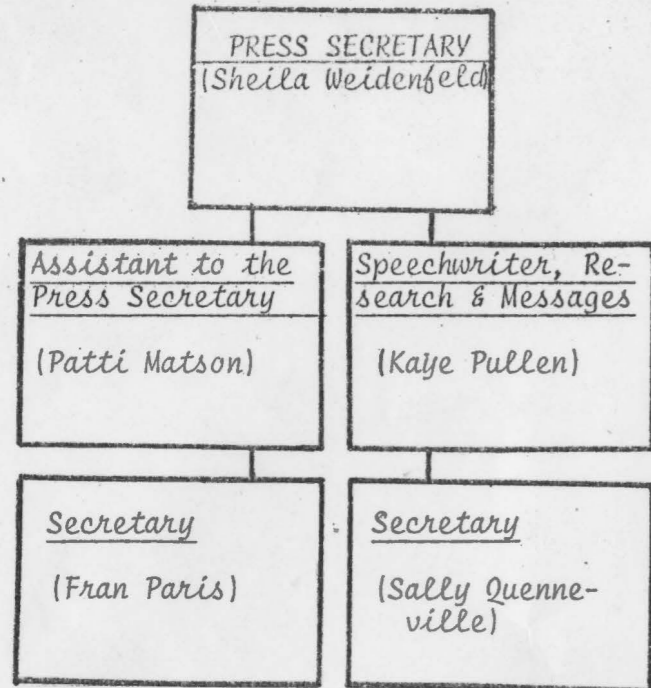
Secretary for the Ford Children
(Charlene vonPawel)

Correspondence Assistant-Typist
(Margaret Patterson)

Asst. Sec'y for the Ford Children
(Nancy Hall)

APPOINTMENTS SECRETARY
(Susan Porter)

Assistant to the Appointments Secy
(Sally Runion)



ORGANIZATION CHART
FIRST LADY'S STAFF
May 3, 1976





THE WHITE HOUSE

5-9-76

MEMORANDUM TO: JAMES E. CONNOR
FROM: MRS. FORD
SUBJECT: Salary increase for
Susan Porter

Pursuant to your initial conversation with Susan Porter, this is to request an increase in Susan's salary to \$28000.00 effective at that time.

Thank you.



THE WHITE HOUSE


MEMORANDUM TO: JAMES E. CONNOR

FROM: MRS. FORD

SUBJECT: Mess privileges for
Susan Porter

As a senior member of my staff and whose responsibilities would be facilitated by this, this is to request Mess privileges for Susan Porter of my staff.

Thank you.



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FROM: MRS. FORD

SUBJECT: Mess privileges for
Susan Porter

As a senior member of my staff and whose responsibilities would be facilitated by this, this is to request Mess privileges for Susan Porter of my staff.

Thank you.





THE WHITE HOUSE
WASHINGTON

November 22, 1976

MEMORANDUM FOR: THE FIRST LADY

FROM: JACK MARSH *Jmk*

Attached is the list of the Office of the First Lady Staff which I mentioned I would send to you last evening on the plane.

We were requested to give Mrs. Carter a list of the staff positions and attached is a copy of the list furnished to her. You will note the information on her list does not indicate the names of the persons, the period of service or grade.

Attachments



OFFICE OF FIRST LADY'S STAFF

AS OF 1 NOV 1976

NAME	TITLE	OFFICE	EOD DATE	GRADE/DATE	SALARY	OVTIME	TOTAL
WEIDENFELD, SHEILA R. (W.H.C.)	PRESS SECRETARY TO THE FIRST LADY	WHO(S/A)	01 NOV 74	UNCL 10 OCT 76	\$30,991		\$30,991
DOWNES, MARIA (W.H.C.)	SOCIAL SECRETARY	WHO(S/A)	06 OCT 75	UNCL 10 OCT 76	\$30,991		\$30,991
PORTER, SUSAN ANNE (W.H.C.)	APPOINTMENTS SECRETARY TO THE FIRST LADY	WHO(S/A)	01 JUN 71	UNCL 10 OCT 76	\$26,660		\$26,660
ONEILL, ELIZABETH M. <i>2977</i> (W.H.C.)	DIRECTOR OF CORRESPONDENCE FOR MRS. FORD	WHO	06 MAR 72	GS-13/01 08 MAR 76	\$24,308	\$2,328	\$26,636
PULLEN, FRANCES KAYE (W.H.C.)	STAFF ASSISTANT	WHO	01 DEC 74	GS-12/07 27 APR 75	\$24,528 ****		\$24,528
MATSON, PATRICIA JO	ASSISTANT TO THE PRESS SECRETARY FOR THE FIRST LADY	WHO	29 MAY 73	GS-13/03 10 OCT 76	\$25,928		\$25,928
POREMBKA, CAROLYN K.	PERSONAL SECRETARY TO MRS. FORD	WHO	18 AUG 74	GS-12/01 06 JUL 76	\$20,442	\$2,328	\$22,770
HOWARD, PATRICIA K.	ASSISTANT TO THE SOCIAL SECRETARY	WHO	22 APR 71	GS-11/03 20 JUN 76	\$18,194	\$2,328	\$20,522
CHIRDON, NANCY C.	PERSONAL SECRETARY TO MRS. FORD	WHO	27 OCT 74	GS-11/03 06 JUL 76	\$18,194	\$2,328	\$20,522
VON PAWEL, CHARLENE C.	CORRESPONDENCE ASSISTANT	WHO	22 DEC 74	GS-10/04 25 APR 76	\$17,075 **	\$2,328	\$19,403
PARIS, FRANCES J.	SECRETARY (MRS. WEIDENFELD)	WHO	25 MAY 75	GS-10/03 29 FEB 76	\$16,558 **	\$2,328	\$18,886
BAKER, LINDA LEE	ASSISTANT TO THE SOCIAL SECRETARY	WHO	15 JAN 75	GS-10/02 20 JUN 76	\$16,041	\$2,328	\$18,369
MCCOY, THOMAS R.	ASSISTANT TO THE DIRECTOR OF CORRESP. FOR THE FIRST LADY	WHO	18 FEB 62	GS-09/09 06 JUL 75	\$17,857 **	\$2,328	\$20,185
QUENNEVILLE, SALLY A.	SECRETARY (MRS. WEIDENFELD)	WHO	22 DEC 74	GS-09/04 22 DEC 74	\$15,507 **	\$2,322	\$17,829
JEFFERSON, FRED E.	ASSISTANT TO THE SOCIAL SECRETARY	WHO	01 AUG 54	GS-08/10 12 SEP 76	\$16,588 ***	\$2,328	\$18,916

**WITHIN-GRADE INCREASE
***QUALITY INCREASE



OFFICE OF FIRST LADY'S STAFF

AS OF 1 NOV 1976

NAME	TITLE	OFFICE	EOD DATE	GRADE/DATE	SALARY	OVTIME	TOTAL
HAAS, MARY ANN	CORRESPONDENCE ASSISTANT	WHO	01 APR 74	GS-07/03 11 APR 76	\$12,291 **	\$1,845	\$14,136
AMCHAN, SUSAN L.	CORRESPONDENCE CLERK	WHO	20 FEB 73	GS-07/02 04 JAN 76	\$11,907	\$1,785	\$13,692
HOUK, PATRICIA I.	SECRETARY (MISS PORTER)	WHO	07 JUN 76	GS-06/01 07 JUN 76	\$10,370	\$1,558	\$11,928
PATTERSON, MARGARET B.	CORRESPONDENCE CLERK	WHO	16 NOV 72	GS-05/04 23 NOV 75	\$10,233 **	\$1,535	\$11,768
TOTAL						19	\$394,660



**WITHIN-GRADE INCREASE

OFFICE OF FIRST LADY'S STAFF

AS OF 1 NOV 1976

NAME	TITLE	OFFICE	EOD DATE	GRADE/DATE	SALARY	OVTIME	TOTAL
ARMENTROUT, RUSSELL H., JR.	ADMINISTRATIVE OFFICER (HEAD OF SOCIAL ENTERTAINMENTS OFFICE)	WHO	30 MAR 75	GS-14/04 28 MAR 76	\$31,599 **	\$2,328	\$33,927
GEMMELL, WILLIAM T.	ASSISTANT CHIEF (CALLIGRAPHY), SOCIAL ENTERTAINMENTS OFFICE	WHO	16 JUL 67	GS-13/05 26 SEP 76	\$27,548 ***	\$2,328	\$29,876
INGERSOLL, JANICE M.	ASSISTANT CHIEF (ARRANGEMENTS), SOCIAL ENTERTAINMENTS OFFICE	WHO	19 JAN 59	GS-12/05 01 AUG 76	\$23,166 ***	\$2,328	\$25,494
SCARFONE, JOHN J.	GRAPHIC DESIGNER-CALLIGRAPHER	WHO	04 OCT 70	GS-12/03 01 AUG 76	\$21,804	\$2,328	\$24,132
MCCANN, KATHLEEN S.	ILLUSTRATOR	WHO	16 APR 72	GS-11/03 01 AUG 76	\$18,194	\$2,328	\$20,522
SCIAVONI, ALEXANDER B.	ILLUSTRATOR	WHO	04 OCT 70	GS-10/04 01 AUG 76	\$17,075	\$2,328	\$19,403
BESEDNIK, BARBARA A.	CLERICAL ASSISTANT	WHO	02 JAN 74	GS-08/01 25 APR 76	\$12,763	\$1,916	\$14,679
					TOTAL	7	\$168,033

W.A.E. EMPLOYEES

COOKE, L. JULIANNE	STAFF ASSISTANT	WHO(S/A)		31 MAR 76	\$10.16 (PH)	
GOLTRA, KATHERINE	CORRESPONDENCE ASSISTANT	WHO(S/A)		10 OCT 76	\$05.14 (PH)	
SMITH, HAROLD G. <i>reg</i>	CORRESPONDENCE ASSISTANT	WHO(S/A)		10 OCT 76	\$06.14 (PH)	
HAENV, LEODORA, K. <i>Theo</i>	CORRESPONDENCE CLERK	WHO(S/A)		19 JUL 76	\$04.94 (PH)	

GRAND TOTAL 26 \$562,693

Kesley Gorog
Kalaer van Roijen



THE WHITE HOUSE
WASHINGTON

This list was furnished
to Mrs. Carter.



OFFICE OF FIRST LADY'S STAFF

AS OF 1 NOV 1976

NAME

TITLE	OFFICE	EOD DATE	GRADE/DATE	SALARY	OVERTIME	TOTAL
PRESS SECRETARY TO THE FIRST LADY	WHO(S/			\$30,991		\$30,991
SOCIAL SECRETARY	WHO(S/			\$30,991		\$30,991
APPOINTMENTS SECRETARY TO THE FIRST LADY	WHO(S/			\$26,660		\$26,660
DIRECTOR OF CORRESPONDENCE FOR MRS. FORD	WHO			\$24,308	\$2,328	\$26,636
STAFF ASSISTANT	WHO			\$24,528 ****		\$24,528
ASSISTANT TO THE PRESS SECRETARY FOR THE FIRST LADY	WHO			\$25,928		\$25,928
PERSONAL SECRETARY TO MRS. FORD	WHO			\$20,442	\$2,328	\$22,770
ASSISTANT TO THE SOCIAL SECRETARY	WHO			\$18,194	\$2,328	\$20,522
PERSONAL SECRETARY TO MRS. FORD	WHO			\$18,194	\$2,328	\$20,522
CORRESPONDENCE ASSISTANT	WHO			\$17,075 **	\$2,328	\$19,403
SECRETARY (MRS. WEIDENFIELD)	WHO			\$16,558 **	\$2,328	\$18,886
ASSISTANT TO THE SOCIAL SECRETARY	WHO			\$16,041	\$2,328	\$18,369
ASSISTANT TO THE DIRECTOR OF CORRESP. FOR THE FIRST LADY	WHO			\$17,857 **	\$2,328	\$20,185
SECRETARY (MRS. WEIDENFELD)	WHO			\$15,507 **	\$2,322	\$17,829
ASSISTANT TO THE SOCIAL SECRETARY	WHO			\$16,588 ***	\$2,328	\$18,916



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OFFICE OF FIRST LADY'S STAFF

AS OF 1 NOV 1976

NAME	TITLE	OFFICE	EOD DATE	GRADE/DATE	SALARY	OVERTIME	TOTAL
	CORRESPONDENCE ASSISTANT	WHO			\$12,291 **	\$1,845	\$14,136
	CORRESPONDENCE CLERK	WHO			\$11,907	\$1,785	\$13,692
	SECRETARY (MISS PORTER)	WHO			\$10,370	\$1,558	\$11,928
	CORRESPONDENCE CLERK	WHO			\$10,233 **	\$1,535	\$11,768
						19	\$394,650

GERALD R. YOUNG LIBRARY

OFFICE OF FIRST LADY'S STAFF

AS OF 1 NOV 1976

NAME	TITLE	OFFICE	EOD DATE	GRADE/DATE	SALARY	OVTIME	TOTAL
<p>Career Professional</p>	ADMINISTRATIVE OFFICER (HEAD OF SOCIAL ENTERTAINMENTS OFFICE)	WHO			\$31,599 **	\$2,328	\$33,927
	ASSISTANT CHIEF (CALLIGRAPHY), SOCIAL ENTERTAINMENTS OFFICE	WHO			\$27,548 ***	\$2,328	\$29,876
	ASSISTANT CHIEF (ARRANGEMENTS), SOCIAL ENTERTAINMENTS OFFICE	WHO			\$23,166 ***	\$2,328	\$25,494
	GRAPHIC DESIGNER-CALLIGRAPHER	WHO			\$21,804	\$2,328	\$24,132
	ILLUSTRATOR	WHO			\$18,194	\$2,328	\$20,522
	ILLUSTRATOR	WHO			\$17,075	\$2,328	\$19,403
	CLERICAL ASSISTANT	WHO			\$12,763	\$1,916	\$14,679
						7	\$168,033
<p>Part Time</p>	STAFF ASSISTANT	WHO(S/A)			\$10.16 (PH)		
	CORRESPONDENCE ASSISTANT	WHO(S/A)			\$05.14 (PH)		
	CORRESPONDENCE ASSISTANT	WHO(S/A)			\$06.14 (PH)		
	CORRESPONDENCE CLERK	WHO(S/A)			\$04.94 (PH)		
						26	\$562,693

