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THE WHITE HOUSE
WASHINGTON

May 21, 1975

JMC:

You are interviewing David
Lissy this afternoon at
3:00 p.m.

The area we are looking at
for him is Labor, Education,
and Veterans Affairs.

J Cav.



DAVID H. LISSY
353 O Street, S.W.
Washington, D.C. 20024

Telephone

Residence: (202) 484-8226
Office : (202) 245-6577

EMPLOYMENT EXPERIENCE

November 1973 -

Executive Secretary to the Department of Health, Education,
and Welfare and Special Assistant to the Secretary

As Executive Secretary, supervise a staff of over 50 in the Executive Secretariat and responsible for the effective management of the decision making process on matters requiring the attention of the Secretary or Under Secretary of the Department.

The Executive Secretariat coordinates the presentation of issues to the Secretary and Under Secretary. It is responsible for assuring that all interested elements of the Department review and comment on correspondence, decision memoranda and regulations. It is the tool used by the Secretary and Under Secretary to force issues to the surface and to monitor the implementation of decisions once they have been made.

The Executive Secretary serves both as the head of an operating office and as a member of the personal staff of the Secretary. He supervises a Deputy, four senior Assistants (Health, Education, Welfare, and Management), a Correspondence Control Unit, the Department's Regulations Officer, and a Systems and Information Group.

During the past year the Executive Secretariat has been restructured to reduce the number of elements reporting directly to the Executive Secretary and to strengthen the management capabilities of the office. Most of the substantive personnel in the office are new, reflective of the change in style and direction of the Executive Secretariat. The Systems Group has been strengthened and a new computer based correspondence and data tracking system implemented. A department-wide mechanism for monitoring the development of regulations for publication in the Federal Register has been created and the Executive Secretariat has assumed a far more active and aggressive role in identifying problems and forcing issues to the attention of the Secretary and Under Secretary.



April 1972 to September 1973

Special Assistant to Secretary of State William P. Rogers
Served as the senior Special Assistant in the immediate office of the Secretary of State. Responsible for the management of the Secretary's personal office. Responsible for and reviewed virtually all written material from within the Department, the foreign affairs community, Congress, the White House, including letters, reporting cables and intelligence material, briefing information and action memoranda directed to the Secretary. Coordinated assignment of action on materials being prepared for the Secretary and frequently participated in meetings and discussions concerning the substance of proposals being presented to the Secretary.

Responsible for coordinating the Secretary's schedule and insuring that all his needs for briefing materials were anticipated in advance and provided in a timely and concise fashion. Frequently sat in on meetings in the Secretary's office and insured that the necessary follow-up actions were taken.

Accompanied the Secretary on his domestic and foreign travel and on these trips coordinated the Secretary's schedule and insured that wherever he was, the Secretary was fully briefed on all important foreign policy developments.

Served as liaison between the Secretary and his principal assistants. Frequently served as a sounding board for ideas senior officers wanted to present to the Secretary.

Coordinated closely with the White House on senior personnel appointments at the Department and served as the principal channel through which senior officers of the Department communicated with the White House on personnel matters. Interviewed non-career candidates for high-level Department and Ambassadorial assignments.

Handled numerous assignments at the personal direction of the Secretary.

July 1970 to March 1972

Special Assistant to the Deputy Under Secretary of State for Management, William B. Macomber, Jr.

Principal responsibility was the recruitment of non-career personnel, including coordination within the Department and liaison with the White House on major personnel activities. Supervised a staff of two. Worked closely with senior officers other than the Deputy Under Secretary on personnel and related matters.



Served as an advisor to the Deputy Under Secretary on a variety of matters relating to the management of the Department. In addition to budget and personnel matters, the Deputy Under Secretary supervised the Department's Office of Security, the Bureau of Security and Consular Affairs and frequently received reports from the Department's two Inspector General offices.

May 1969 to June 1970

Staff Assistant to the President

Assigned to the staff of the Special Assistant to the President in charge of personnel matters and the task of staffing the non-career positions in the Departments and Agencies. Duties included the coordination of political and administrative aspects of the appointment process, extensive contact with Senators and Congressmen and their staffs, contact with senior officers in the Departments and Agencies, and coordination with other members of the White House staff.

Supervised the selection of students who worked as interns at the White House during the summer of 1970.

August 1968 to May 1969

Law Clerk to Honorable D. Donald Jamieson, Court of Common Pleas, Philadelphia, Pennsylvania.

PART-TIME POSITIONS

January 1967 to July 1967

Administrative Assistant for the Summer Program of the National College of State Trial Judges; in charge of program and all arrangements for 135 judges and their wives and families. The judges, representing over 40 states, were present for a month long session which was hosted by the University of Pennsylvania Law School.

January 1962 to June 1964

Field Worker and then Field Supervisor of Youth Activities for the Philadelphia Branch, United Synagogue of America.

Involved in several political campaigns since 1964.

EDUCATION

LAW SCHOOL, UNIVERSITY OF PENNSYLVANIA, PHILADELPHIA, PA.
Degree: LL.B. (May 1968)
Class Standing: First Quarter
Senior Seminar Thesis: "Perceptual Distortion and
Witness Credibility"



UNIVERSITY OF PENNSYLVANIA, PHILADELPHIA, PA,

Degree: A.B., cum laude (May 1965)

Major: Political Science

Class Standing: Top 8%

Scholarships and Awards: Phi Beta Kappa;
Dean's List, Junior and Senior Years;
Received Political Science Award at
graduation for best senior thesis.

Activities: Member, first Student Honor Board (which
administered the new school honor system);
Member, Student-Faculty Committee on Honor System;
President, John Marshall Pre-Law Honorary Society.

OTHER ACTIVITIES AND AWARDS

Appointed May 28, 1974, by President Richard Nixon to serve as one of the twelve members of the Board of Foreign Scholarships. The Board administers the Fulbright-Hays Act of 1961 and supervises the selection of students, scholars, teachers, trainees and other persons who participate in the international educational exchange programs authorized under the Act.

Selected as one of five finalists for the 1971, Philadelphia Junior Chamber of Commerce Young Man of the Year Award. Originally nominated by Senator Hugh Scott.

Member, 1968-1969, Special Study Committee on College and University Students of the Philadelphia Federation of Jewish Agencies.

Member, 1968-1969, Youth Commission, Philadelphia Branch, United Synagogue of America.

PERSONAL DATA

Date of Birth: December 16, 1943

Marital Status: Married, one child



3PM - Interview with David Lissy

Wednesday May 21, 1975

* Cap
* Bri
* Dick Cheney
* David