

The original documents are located in Box C32, folder “Presidential Handwriting 11/25/1975” of the Presidential Handwriting File at the Gerald R. Ford Presidential Library.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Gerald Ford donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections. Works prepared by U.S. Government employees as part of their official duties are in the public domain. The copyrights to materials written by other individuals or organizations are presumed to remain with them. If you think any of the information displayed in the PDF is subject to a valid copyright claim, please contact the Gerald R. Ford Presidential Library.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 25, 1975

MEMORANDUM FOR: DICK CHENEY

FROM: JIM CONNOR

SUBJECT: White House Office Budget
for FY 1977

Preliminary budget figures have been prepared for operation of the White House Office for FY 1977 (October 1, 1976 through September 30, 1977). Before a final budget can be prepared and given to OMB for printing, the following items will need decisions:

Personnel level

The authorized level of full-time permanent employees for FY 1976 is 500 people and a total budget of \$16,763K. However, we have internally targeted for 485 people this year. Budget estimates for three different levels in FY 1977 are shown at Tabs A, B, and C and may be summarized as follows:

495 / 485 people and a total budget of \$16,866K _____.

470 people and a total budget of \$16,504K _____.

450 people and a total budget of \$16,024K _____.

The total dollar figures shown above will be adjusted, depending upon the decisions on the items which follow.

Pay supplemental

The pay increase that went into effect in October 1975 will cost \$356,892 for the rest of FY 1976 and \$118,962 for the transition period of July 1, 1976 to October 1, 1976. Present projections show that these estimates can be absorbed without going to the

Congress for a pay supplemental if GSA and personnel costs do not increase above present spending levels. OMB has instructed all agencies to absorb the increased pay costs to the maximum extent possible.

Absorb the pay costs 9/27.

Prepare a supplemental request _____.

Travel costs

President's travel has been funded at \$100,000 for the past three years and a like amount has been included in the 1977 estimates. Staff travel, listed as "Travel and transportation of persons", is budgeted as follows:

<u>1975</u>	<u>1976</u>	<u>1977</u>
\$200,000	\$190,000	\$175,000

We have spent to the limit in past years and our projections show that 1976 will be a tight year. In addition, government per diem allowances have been increased, making each trip more expensive. If the 1977 amount is reduced to \$175,000, stringent controls over staff travel will have to be exercised. The amount appropriated in the budget is a ceiling that may not be exceeded and no other funds can be transferred into this account.

Approve President travel at \$100,000
and staff travel at \$175,000 _____.

Other \$190.

GSA Building Costs

Of the \$3,784K shown in the line item for Rent, communications, and utilities, \$3,165K is GSA costs for building rental, cleaning, alterations, furniture and other services. The GSA amounts include approximately \$500,000 for rental of areas in EOB which are used by one or more other tenants, but over which the White House has

first priority in most cases. In addition, we are also paying approximately \$60,000 for rental at 712 and 716 Jackson Place and the space occupied by the Citizens' Action Committee (formerly the WIN Group) in the New Executive Office Building. These two lists are at Tab D.

The reason we have budgeted for these items in the past is to keep control over the space and have it readily available when needed.

The estimates for these two lists were prepared last April and are probably soft. We are getting up-dated figures. If you decide that these items should not be funded in the White House budget, we could probably reduce the totals by \$500,000 -- the exact figure would depend on the new estimates from GSA. GSA would have to be informed of your decision and provide the necessary funds in their own budget.

Reduce White House budget
for space identified in
Tab D and inform GSA _____.

Keep present arrangements _____.

Other MR_____.

A

OBJECT CLASSIFICATION (in thousands of dollars)

Identification code	19 75 actual	19 76 estimate	19 77 estimate
Personnel compensation:			
11.1 Permanent positions.....	9,233	9,399	9,574
11.3 Positions other than permanent.....	459	300	468
11.5 Other personnel compensation.....	755	725	769
11.8 Special personal services payments.....	167	140	175
Total personnel compensation.....	10,614	10,564	10,986
Personnel benefits:			
12.1 Civilian.....	820	811	868
13.0 Benefits for former personnel.....	-	-	-
Travel of the President	100	100	100
21.0 Travel and transportation of persons.....	200	190	175
22.0 Transportation of things.....	7	5	7
23.0 Rent, communications, and utilities.....	2,556	4,125	3,784
24.0 Printing and reproduction.....	730	660	600
25.0 Other services.....	91	50	70
26.0 Supplies and materials.....	230	210	231
31.0 Equipment.....	40	38	35
32.0 Lands and structures.....			
33.0 Investments and loans.....			
41.0 Grants, subsidies, and contributions.....			
42.0 Insurance claims and indemnities.....			
43.0 Interest and dividends.....			
44.0 Refunds.....			
Official Entertainment	10	10	10
99.0 Total obligations.....	15,398	16,763	16,866

The White House Office Salaries and Expenses

Identification code	19 75 actual	19 76 estimate	19 77 estimate
GRADE			
Executive Level II \$44,600	13	13	14
Ungraded	80	74	69
GS - 18	-	1	1
GS - 17	1	-	-
GS - 16	2	2	2
GS - 15	7	7	7
GS - 14	14	14	14
GS - 13	15	17	16
GS - 12	25	25	24
GS - 11	34	35	34
GS - 10	42	36	35
GS - 9	47	47	47
GS - 8	51	51	48
GS - 7	71	69	68
GS - 6	68	61	60
GS - 5	39	29	28
GS - 4	18	12	11
GS - 3	6	7	7
Total Permanent Positions	533	500	485
(Mono cast: 21.5)	(Mono cast: 5)	(Mono cast: 5)	(Mono cast: 4.9)

The White House Office Salaries and Expenses

Identification code	1975 actual	1976 estimate	1977 estimate
03-10-0110-0-1-802			
Total number of positions	533	500	485
Full time equivalent of other positions	15	15	15
Average paid employment	529	500	485
Average GS Grade	8.3	8.4	8.4
Average GS Salary	12,909	13,788	13,758
(Mono cast: 21.5)	(Mono cast: 5)	(Mono cast: 5)	(Mono cast: 4.9)

B

OBJECT CLASSIFICATION (in thousands of dollars)

Identification code	19 75 actual	19 76 estimate	19 77 estimate
Personnel compensation:			
11.1 Permanent positions.....	9,233	9,399	9,277
11.3 Positions other than permanent.....	459	300	453
11.5 Other personnel compensation.....	755	725	745
11.8 Special personal services payments.....	167	140	175
Total personnel compensation.....	10,614	10,564	10,650
Personnel benefits:			
12.1 Civilian.....	820	811	842
13.0 Benefits for former personnel.....	-	-	-
Travel of the President.....	100	100	100
21.0 Travel and transportation of persons.....	200	190	175
22.0 Transportation of things.....	7	5	7
23.0 Rent, communications, and utilities.....	2,556	4,125	3,784
24.0 Printing and reproduction.....	730	660	600
25.0 Other services.....	91	50	70
26.0 Supplies and materials.....	230	210	231
31.0 Equipment.....	40	38	35
32.0 Lands and structures.....			
33.0 Investments and loans.....			
41.0 Grants, subsidies, and contributions.....			
42.0 Insurance claims and indemnities.....			
43.0 Interest and dividends.....			
44.0 Refunds.....			
Official Entertainment.....	10	10	10
Total obligations.....	15,398	16,763	16,504

The White House Office
Salaries and Expenses

No. Employees 470

Identification code	19 75 actual	19 76 estimate	19 77 estimate
GRADE			
Executive Level II \$44,600	13	13	14
Ungraded	80	74	64
GS - 18	-	1	1
GS - 17	1	-	-
GS - 16	2	2	2
GS - 15	7	7	7
GS - 14	14	14	14
GS - 13	15	17	15
GS - 12	25	22	23
GS - 11	34	35	33
GS - 10	42	36	34
GS - 9	47	50	46
GS - 8	51	51	47
GS - 7	71	69	67
GS - 6	68	61	59
GS - 5	39	29	27
GS - 4	18	12	10
GS - 3	6	7	7
Total Permanent Positions	533	500	470
(Mono cast: 21.5)	(Mono cast: 5)	(Mono cast: 5)	(Mono cast: 4.9)

The White House Office Salaries and Expenses

Identification code 03-10-0110-0-1-802	19 75 actual	19 76 estimate	19 77 estimate
Total number of positions	533	500	470
Full time equivalent of other positions	15	15	15
Average paid employment	529	500	470
Average GS Grade	8.3	8.4	8.4
Average GS Salary	12,909	13,788	13,760
(Mono cast: 21.5)	(Mono cast: 5)	(Mono cast: 5)	(Mono cast: 4.9)

OBJECT CLASSIFICATION (in thousands of dollars)

Identification code	19 75 actual	19 76 estimate	19 77 estimate
Personnel compensation:			
11.1 Permanent positions.....	9,233	9,399	8,882
11.3 Positions other than permanent.....	459	300	434
11.5 Other personnel compensation.....	755	725	714
11.8 Special personal services payments.....	167	140	175
Total personnel compensation.....	10,614	10,564	10,205
Personnel benefits:			
12.1 Civilian.....	820	811	807
13.0 Benefits for former personnel.....	-	-	-
Travel of the President	100	100	100
21.0 Travel and transportation of persons.....	200	190	175
22.0 Transportation of things.....	7	5	7
23.0 Rent, communications, and utilities.....	2,556	4,125	3,784
24.0 Printing and reproduction.....	730	660	600
25.0 Other services.....	91	50	70
26.0 Supplies and materials.....	230	210	231
31.0 Equipment.....	40	38	35
32.0 Lands and structures.....			
33.0 Investments and loans.....			
41.0 Grants, subsidies, and contributions.....			
42.0 Insurance claims and indemnities.....			
43.0 Interest and dividends.....			
44.0 Refunds.....			
Official Entertainment	10	10	10
99.0 Total obligations.....	15,398	16,763	16,024

The White House Office
Salaries and Expenses

Identification code	19 75 actual	19 76 estimate	19 77 estimate
GRADE			
Executive Level II \$44,600	13	13	14
Ungraded	80	74	54
GS - 18	-	1	1
GS - 17	1	-	-
GS - 16	2	2	2
GS - 15	7	7	7
GS - 14	14	14	14
GS - 13	15	17	15
GS - 12	25	22	22
GS - 11	34	35	32
GS - 10	42	36	33
GS - 9	47	50	45
GS - 8	51	51	46
GS - 7	71	69	66
GS - 6	68	61	58
GS - 5	39	29	26
GS - 4	18	12	10
GS - 3	6	7	5
Total Permanent Positions	533	500	450

The White House Office Salaries and Expenses

Identification code	1975 actual	1976 estimate	1977 estimate
03-10-0110-0-1-802			
Total number of positions	533	500	450
Full time equivalent of other positions	15	15	15
Average paid employment	529	500	450
Average GS Grade	8.3	8.4	8.4
Average GS Salary	12,909	13,788	13,805
(Mono cast: 21.5)	(Mono cast: 5)	(Mono cast: 5)	(Mono cast: 4.9)

Information regarding space costs for the
below indicated areas:

	<u>Sq. Ft.</u>	<u>Annual Cost</u>
Virginia Knauer	-	No charge
Parking - Outside	1,360	1,618
Inside	6,355	9,087
Executive Briefing Room	3,770	37,134
Treaty Room	1,110	10,933
* Room for Nixon Papers	8,583	84,542
Computer Room	2,952	25,949
** C & P Telephone Space		
5th Floor	15,420	135,542
6th Floor	6,254	54,973
* Library (3rd Floor with Balconies)	6,916	60,818
* W.H.C.A. (Ground & 5th Floors)	<u>9,044</u>	<u>79,496</u>
	61,764	\$500,092

* Estimated figures. Accurate figures to be furnished by
GSA Area Manager's Office.

** C & P Space is unknown at this time and whether it is
being paid by White House.

Information regarding space costs for New E.O.B. Areas:

	<u>Sq. Ft.</u>	<u>Annual Cost</u>
726 Jackson Place	3,558	27,664
716 Jackson Place	2,240	16,128
712 Jackson Place	<u>2,630</u>	<u>18,412</u>
	8,428	\$62,204