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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Presidential Libraries Withdrawal Sheet

WITHDRAWAL ID 02004

REASON FOR WITHDRAWAL Donor restriction
TYPE OF MATERIAL Certificate
DESCRIPTION Re a citation commending a Clemency
Board staff member
CREATION DATE 09/1975?
COLLECTION/SERIES/FOLDER ID . 019300069
COLLECTION TITLE Charles Goodell Papers
BOX NUMBER 9
FOLDER TITLE Personnel Matters (1)-(2)
DATE WITHDRAWN 11/20/1990
WITHDRAWING ARCHIVIST WHM



SCHEDULE OF ANNUAL SALARY RATES BY GRADE
GENERAL SCHEDULE

Grade	Rates Within Grades and Waiting Period for Next Step Increase										Amount of Within Grade Increase
	52 Weeks			104 Weeks			156 Weeks				
	1	2	3	4	5	6	7	8	9	10	
1	\$4,798	\$4,958	\$5,118	\$5,278	\$5,438	\$5,598	\$5,758	\$5,918	\$6,078	\$6,238	\$160
2	5,432	5,613	5,794	5,975	6,156	6,337	6,518	6,699	6,880	7,061	181
3	6,123	6,332	6,536	6,740	6,944	7,148	7,352	7,556	7,760	7,964	204
4	6,882	7,111	7,340	7,569	7,798	8,027	8,256	8,485	8,714	8,943	229
5	7,694	7,951	8,208	8,465	8,722	8,979	9,236	9,493	9,750	10,007	257
6	8,572	8,858	9,144	9,430	9,716	10,002	10,288	10,574	10,860	11,146	286
7	9,520	9,837	10,154	10,471	10,788	11,105	11,422	11,739	12,056	12,373	317
8	10,528	10,879	11,230	11,581	11,932	12,283	12,634	12,985	13,336	13,687	351
9	11,614	12,001	12,388	12,775	13,162	13,549	13,936	14,323	14,710	15,097	387
10	12,775	13,201	13,627	14,053	14,479	14,905	15,331	15,757	16,183	16,609	426
11	13,936	14,462	14,928	15,394	15,860	16,326	16,792	17,258	17,724	18,190	466
12	16,682	17,238	17,794	18,350	18,906	19,462	20,018	20,574	21,130	21,686	556
13	19,700	20,357	21,014	21,671	22,328	22,985	23,642	24,299	24,956	25,613	657
14	23,088	23,858	24,628	25,398	26,168	26,938	27,708	28,478	29,248	30,018	770
15	26,898	27,795	28,692	29,589	30,486	31,383	32,280	33,177	34,074	34,971	897
16	31,203	32,243	33,283	34,323	35,363	*36,403	*37,443	*38,483	*39,523		1,040
17	*36,103	*37,306	*38,509	*39,712	*40,915						1,203
18	*41,734										

*The rate of basic pay for employees at these rates is limited by section 5309 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 salary adjustment, \$36,000).

GENERAL SERVICES ADMINISTRATION
OFFICE OF ADMINISTRATION
OFFICE OF PERSONNEL

PAY INFORMATION 1975

PAY PERIOD		
Beginning	Ending	Pay Days
Dec 8/74	- Dec 21/74	Dec 31/74
Dec 22/74	- Jan 4/75	Jan 15/75
Jan 5/75	- Jan 18/75	Jan 29/75
Jan 19/75	- Feb 1/75	Feb 12/75
Feb 2/75	- Feb 15/75	Feb 26/75
Feb 16/75	- Mar 1/75	Mar 12/75
Mar 2/75	- Mar 15/75	Mar 26/75
Mar 16/75	- Mar 29/75	Apr 9/75
Mar 30/75	- Apr 12/75	Apr 23/75
Apr 13/75	- Apr 26/75	May 7/75
Apr 27/75	- May 10/75	May 21/75
May 11/75	- May 24/75	Jun 4/75
May 25/75	- Jun 7/75	Jun 18/75
Jun 8/75	- Jun 21/75	Jul 2/75
Jun 22/75	- Jul 5/75	Jul 16/75
Jul 6/75	- Jul 19/75	Jul 30/75
Jul 20/75	- Aug 2/75	Aug 13/75
Aug 3/75	- Aug 16/75	Aug 27/75
Aug 17/75	- Aug 30/75	Sep 10/75
Aug 31/75	- Sep 13/75	Sep 24/75
Sep 14/75	- Sep 27/75	Oct 8/75
Sep 28/75	- Oct 11/75	Oct 22/75
Oct 12/75	- Oct 25/75	Nov 5/75
Oct 26/75	- Nov 8/75	Nov 19/75
Nov 9/75	- Nov 22/75	Dec 3/75
Nov 23/75	- Dec 6/75	Dec 17/75
Dec 7/75	- Dec 20/75	Dec 31/75
Dec 21/75	- Jan 3/76	Jan 14/76



Sen. Bordell

PRESIDENTIAL CLEMENCY BOARD

PERSONNEL

	<u>Room</u>
GOODELL, Charles E. Chairman	360 E. O. B.
AYERS, Candy	460 E. O. B.
BASKIR, Lawrence	358 E. O. B.
BRODER, H. Neil	4008 A N. E. O. B.
BROWN, Gertrude C.	360 E. O. B.
BUCK, Richard S. IV.	4002 D N. E. O. B.
CHANEY, Larry Omer	4002 E N. E. O. B.
CRAIG, Charles	458 E. O. B.
DANCHECK, Leonard H.	4002 F N. E. O. B.
DIMONT, Bertha	458 E. O. B.
EULER, John Captain	4104 N. E. O. B.
GORDON, Jonathan Captain	4104 N. E. O. B.
HANDWERGER, Gretchen	460 E. O. B.
HAUSMAN, Ruth	4002 N. E. O. B.
HICKMAN, David	4104 N. E. O. B.
HORN, Robert	460 E. O. B.
HORTON, Patricia Sue	4002 N. E. O. B.
KLEIN, William	458 E. O. B.
KNISELY, Robert	360 E. O. B.
LIPSCOMBE, Gloria	4002 N. E. O. B.
LOHFF, John	458 E. O. B.
MEINKING, Marilyn A.	360 E. O. B.
MITCHELL, Ray	460 E. O. B.
MOTT, Charles	294 E. O. B.
NICKOLAS, Nia	460 E. O. B.
O'HARE, Thomas	458 E. O. B.
PACINI, Gloria M. USMC	458 E. O. B.
POOLE, James H.	458 E. O. B.



RUSH, Madelyn

4002 N. E. O. B.

SCOTT, Fred

4104 N. E. O. B.

TROPP, Richard

360 E. O. B.

Telephone Numbers:

Rooms 358-360 (202) 456-2135

456-2361

Rooms 458-460 (202) 456-2954

456-6476

Room 4002 N. E. O. B. (202) 456-2110

456-2948

Am: Goodell

HOME

ADAMS, Ralph, Dr.
110 McKinley Drive
Troy, Alabama 36081
(H) (205) 566-0541

DOUGOVITO, James, Mr.
1040 Halliday
L'Anse, Michigan 49946
(H) (906) 524-6919

FINCH, Robert H., Honorable
1449 St. Albans Road
San Marino, California 91108
(H) (213) 796-6262

GOODELL, Charles E., Honorable
2823 Q Street, N.W.
Washington, D.C. 20007
(H) 337-1506
(H) 965-3007

HESBURGH, Father
Corby Hall
South Bend, Indiana
(H) (219) 283-7325

JORDAN, Vernon E.
14 Barnaby Lane
Hartsdale, NY 10530
(H) (914) 428-7649

MAYE, James, Mr.
13821 Bonsal Lane
Silver Spring, Maryland 20906
(H) 871-8435

O'CONNOR, Aida Casanas, Mrs.
1 Woodland Terrace
Orangeberg, New York, 10962
(H) (914) 359-5211 (Unlisted)

WALT, Lewis W., Gen., USMC(Ret)
3220 Austin Drive
Colorado Springs, Colorado 80909
(H) (303) 591-0655

OFFICE

President
Troy State University
Troy, Alabama 36081
(O) (205) 566-3000

Instructor
Michigan Tech University
Department of Applied Science
Houghton, Michigan 48219
(O) (906) 524-7236
McKenna, Fitting & Finch
3435 Wilshire Boulevard
Los Angeles, California 90010
(H) (213) 388-9321

Suite 601
1225 19th St., NW
Washington, DC 20036
(O) 659-3650

President
University of Notre Dame
South Bend, Indiana
(O) (219) 283-6383

Executive Director
National Urban League
55 East 52nd Street
New York, New York 10022
(O) (212) PL1-0300

National Service Director
Paralyzed Veterans of America, Inc
7315 Wisconsin Avenue
Suite 301-W
Washington, D.C. 20014
(O) 652-3464

Attorney, Division of Housing and
Community Renewal
Two World Trade Center - 58th Floor
New York, New York 10047
(212) 488-7074



310	Adams	321	Farrell	279	Letendre	208	Rustand
302	Ainsworth	318	Fazio	421	Lichenstein	412	Sardo
203	Areeda	314	Fee	301	Linder	324	Savage
311	Armstrong	296	Fenton	433	Lindh	237	Schleede
422	Ash	415	Friedersdorf	504	Loen	289	Schulhof
220	Bakshian	223	Friedman	431	Lowitz	219	Scott, S.
236	Baroody	295	Fry	307	Lukash	239	Scott, W.
411	Barrett	252	Garment	217	Marik	502	Scowcroft
332	Buckles	319	Goldwin	339	Marrs	228	Semerad
227	Buchen	215	Goodell	317	Matson	248	Shaw
287	Burch	420	Gulley	281	May	513	Shepard
247	Burke	429	Guthrie	330	McFarlane	512	Slight
298	Calhoun	216	Hartmann	213	Mead	409	Speakes
233	Carlson	224	Hendricks	316	Miltich	312	Splane
426	Casselman	232	Henkel	229	Moore	276	Theis
320	Casserly	230	Holland	440	Morgan	322	Thompson
291	Cavanaugh	331	Hoopes	283	Needham	262	Timmons
434	Cavaney	345	Howe	402	Nessen	300	Todd
343	Chapman	251	Hullin	313	Nicholson	265	Valis
273	Cheney	508	Hushen	257	Nidecker	280	Vickerman
323	Clower	413	Janka	271	Niehuss	309	Waldron
509	Cole	278	Jones	250	O'Donnell, P.	246	Walker
277	Cook	303	Keiser	506	O'Donnell, T.	284	Wardell
243	Debaca	282	Kelly	226	Ogilvie	329	Warden
293	DeCair	202	Kennedy	242	O'Neill	288	Warren
254	Denend	231	Kerr	286	Orben	221	Webster
441	Downs	500	Kissinger	260	Patterson	275	Weidenfeld
241	Dunn	400	Korologos	270	Porter	259	West Wing Lobby
442	Duval	200	Lammerding	255	Powell	430	Wheat
447	Eberle	266	Lamont	301	Ratchford	419	Williams
263	Ebner	503	Lawson	327	Roberts	438	Wood
285	Elliott	261	Lazarus	336	Ross	306	Woods
515	Eves	225	Lebedev	268	Roth	294	Zarb
256	Falk	325	Leonard	304	Rumsfeld	8 November 1974	

PRESIDENTIAL CLEMENCY BOARD PERSONNEL

GOODELL, Senator Charles E.

1 ALEXIS, Ralph R. III
2 AMBOT, Joanne L.
AYERS, Candy

12 RUSH, Madelyn

SCOTT, Fred

BASKIR, Lawrence

TROPP, Richard

3 BRODER, H. Neil (L.W.)

BROWN, Gertrude C.

4 BUCK, Richard S. IV. Major (career) [ARMY]

5 CHANEY, Larry Omer Major (career) [A.F.]
CRAIG, Charles

6 DANCHECK, Leonard H. Major (career) [ARMY]
DIMONT, Bertha

EULER, John Capt.

GORDON, Jonathan Cpt.

8 HAUSMAN, Ruth

HICKMAN, David

HORIV, Robert

HORTON, Patricia Sue

Eighty Grace

KLEIN, William

KNISLEY, Robert

MEINKING, Marilyn

MITCHELL, Ray

MOTT, Charles

NICKOLAS, Nia

NIEDERMEIER, Jerry

O'HARE, Thomas

10 PACINI, Gloria M. USMC

11 POOLE, James H.



R. S. Smith

PRESIDENTIAL CLEMENCY BOARD PERSONNEL

GOODELL, Senator Charles E.

ALEXIS, Ralph R. III
AMBOT, Joanne L.
AYERS, Candy

RUSH, Madelyn

SCOTT, Fred

BASKIR, Lawrence
BRODER, H. Neil
BROWN, Gertrude C.
BUCK, Richard S. IV.

TROPP, Richard



CHANEY, Larry Omer
CRAIG, Charles

DANCHECK, Leonard H.
DIMONT, Bertha

EULER, John Capt.

GORDON, Jonathan Cpt.

HAUSMAN, Ruth
HICKMAN, David
HORIV, Robert
HORTON, Patricia Sue

KLEIN, William
KNISLEY, Robert

MEINKING, Marilyn
MITCHELL, Ray
MOTT, Charles

NICKOLAS, Nia
NIEDERMEIER, Jerry

O'HARE, Thomas

PACINI, Gloria M. USMC
POOLE, James H.

3/26/75

PRESIDENTIAL CLEMENCY BOARD PERSONNEL

<u>NAME</u>	<u>ROOM NO.</u>	<u>EXT. NO.</u>	<u>HOME TELEPHONE NO.</u>
Allen, Michael	460 EOB	6476	362-8132
Arnold, Marie J.	4002 NEOB	2110	529-5822
Artis, Mildred H.	460 EOB	6476	
Barnes, Ernest G.	4002 NEOB	2110	622-3544
Baskir, Lawrence M.	358 EOB	2361	022-1458
Benson, O. G.	4002 NEOB	6237	229-5748
Berkman, Sigmund	460 EOB	6476	652-4073
Blakey, Carl	460 EOB	6476	561-0965
Botts, Jeri	4002 NEOB	2110	521-8515
Briscoe, Johnnie M.	4002 NEOB	2110	No Phone
Briscoe, Sharon	4002 NEOB	2110	529-5375
Broder, Neil	4002 NEOB	6241	820-8389
Brown, Reginald	4002 NEOB	2110	471-4629
Brown, Trudy	460 EOB	6476	829-1798
Chambers, Candy	460 EOB	6476	340-7938
Chazen, Leona	460 EOB	6476	965-2468
Clay, Harriett	460 EOB	6476	270-1590
Coffelt, Louis D.	4002 NEOB	2110	430-1623
Craig, Charles S.	460 EOB	6476	362-6928
Dancheck, Leonard	4002 NEOB	6256	836-2069
Day, Elinor	460 EOB	6476	735-0572
Fallon, James	4002 NEOB	2761	622-0565
Foote, John	4002 NEOB	2110	532-3604
Fornoff, Harold	4002 NEOB	2110	620-9790
Gallo, William	4002 NEOB	2110	292-9475



Gerst, Roger	357 EOB	2791	243-0694
Goodell, Charles	360 EOB	2135	-
Goon, Lyman	4002 NEOB	2110	933-0327
Graham, Charles	460 EOB	6476	337-6446
Greenfield, Rita	460 EOB	6476	832-3792
Gruitz, Don	4002 NEOB	2110	No Phone
Haberman, Eugene	460 EOB	6476	483-5400
Hamer, Brenda	460 EOB	6476	488-4549
Handwerger, Gretchen	460 EOB	6476	966-3826
Hansen, Fred	4002 NEOB	6448	338-7398
Harbachewski, Marg	357 EOB	2916	249-6679
Harris, Evelyn	460 EOB	6476	630-3647
Hartle, Janet A.	460 EOB	6476	554-4385
Hastings, James	4002 NEOB	2110	820-7515
Hausman, Ruth	4002 NEOB	2110	336-3744
Heitz, Bruce	4002 NEOB	6496	703/221/2657
Heller, Rose A.	4002 NEOB	2110	420-8077
Hickman, David	4002 NEOB	6235	265-6610
Hiland, Jan	4002 NEOB	2110	979-1504
Hoile, Ronald	4002 NEOB	6440	532-3017
Horn, Robert J.	357 EOB	2791	337-8193
Horton, Patricia	460 EOB	6476	466-2894
Ketema, Vera	460 EOB	6476	387-3841
Kirchoff, Frank	4002 NEOB	2110	333-6512
Klein, William	4002 NEOB	2948	938-2287
Knisely, Robert	357 EOB	2916	546-0887
Knudson, Harvey	4002 NEOB	2328	765-7748

Kodak, Robert	4002 NEOB	6204	454-1678
Kulik, Joseph P.	4002 NEOB	2110	451-8131
Lang, Joan	4002 NEOB	2110	244-8958
Lawhead, Bruce	460 EOB	6476	656-9444
LeGrand, Ralph H. Jr.	4002 NEOB	2110	726-5417
Liekweg, Mary	460 EOB	6476	530-5375
Lipscombe, Gloria	4002 NEOB	2110	773-2479
Lichtenfels, Beth Ann	460 EOB	6476	203/523-0685
Lohff, John	4002 NEOB	6486	941-1220
Loigman, Larry	460 EOB	6476	293-5445
Long, Harold	460 EOB	6476	529-2411
Lowery, Lamanna	460 EOB	6476	561-1969
McCarger, Eveyln	(Senator's personal secretary at Law Firm)		
Meinking, Marilyn	360 EOB	2135	871-8456
Miller, Mark	460 EOB	6476	765-0937
Mitchell, Ray	4002 NEOB	2399	543-7321
Neustadt, Carol J.	4002 NEOB	2110	547-0395
Nickolas, Nia	460 EOB	6476	790-0270
Norby, Floy	360 EOB	2135	256-8577
O'Hare, Tom	4002 NEOB	6541	683-0121
O'Neill, Nancy	460 EOB	6476	949-4674
Owen, March C.	4002 NEOB	2110	979-1184
Pacini, Gloria M.	4002 NEON	2110	920-6654
Peacock, Thomas A.	460 EOB	6476	387-2316
Petrantis, Helene	4002 NEON	2110	941-7317
Poole, James H.	4002 NEON	6408	536-8019

Price, Minnie Pearl	460 EOB	6476	833-2560
Puller, Lewis	460 EOB	6476	765-8860
Rinehart, Jacqueline	4002 NEOB	2110	581-5322
Robinson, Barry	4002 NEOB	2984	546-9856
Rush, Madelyn	4002 NEOB	2110	462-0426
Russell, Cathy	4002 NEOB	2110	370-8497
Sharp, Wes	4002 NEOB	2110	301/721-3678
Silen, Arthur A.	4002 NEOB	2110	926-6243
Simon, Vita A.	4002 NEOB	2110	931-0188
Slattery, Mary	4002 NEOB	6439	451-3420
Smith, Geraldine	4002 NEOB	2110	522-5897 or 525-5520
Starek, Roscoe	4002 NEOB	6444	656-7148
Stewart, Daniel L.	4002 NEOB	6785	569-1512
Strauss, William	460 EOB	6476	534-0946
Strother, Shirley	460 EOB	6476	396-3093
Sturgill, Stephen	460 EOB	6476	735-5519
Thompson, Charles	460 EOB	6476	543-6845
Tropp, Richard	360 EOB	2135	484-1063
Wetherbee, Stephen C.	4002 NEOB	2110	(No phone)
Wethington, Donna	460 EOB	6476	(No Phone)
Whitmarsh, Everett W.	4002 NEOB	2110	223-4527
Wright, Martini	4002 NEOB	2110	332-2495
Vinson, Joan	357 EOB	2791	780-4126
Zani, Jane M.	357 EOB	2916	920-7531
Zottely, John	4002 NEOB	2110	379-7146

Comm Bd.
Ths. 3/27

1. Space & Apr 1st goal. 80 people
370 people, 7/3 attys,
by Apr 24.

* 2. Bd expansion - Memo to Pres,
Marrs -

3. Press Conf.
Further expansion
Success?
Bd. expansion
Personnel expansion



4. Training prog.

5. Next C.B. mtg.

6. Sel. Serv. - A/s credit.

7. Rumsfeld - Bd expansion
OMB - FSA - Paul O'Neill
Perqs. - Rich & Larry. Cars, Passes, Meas.

8. Contact Hoffman or Adm. Asst. Secy/Def.
re mtg w/ Bd - 3.

THE PRESIDENTIAL CLEMENCY BOARD

OLD EXECUTIVE OFFICE BUILDING
WASHINGTON, D.C. 20500

BOARD MEMBERS

Charles E. Goodell, *Chairman*
Ralph W. Adams
James P. Dougovito
Robert H. Finch
Theodore M. Hesburgh, C.S.C.
Vernon E. Jordan
James A. Maye
Aida Casanas O'Connor
Lewis W. Walt

PHONE: (202) 456-6476

October 31, 1974



Senator Goodell,

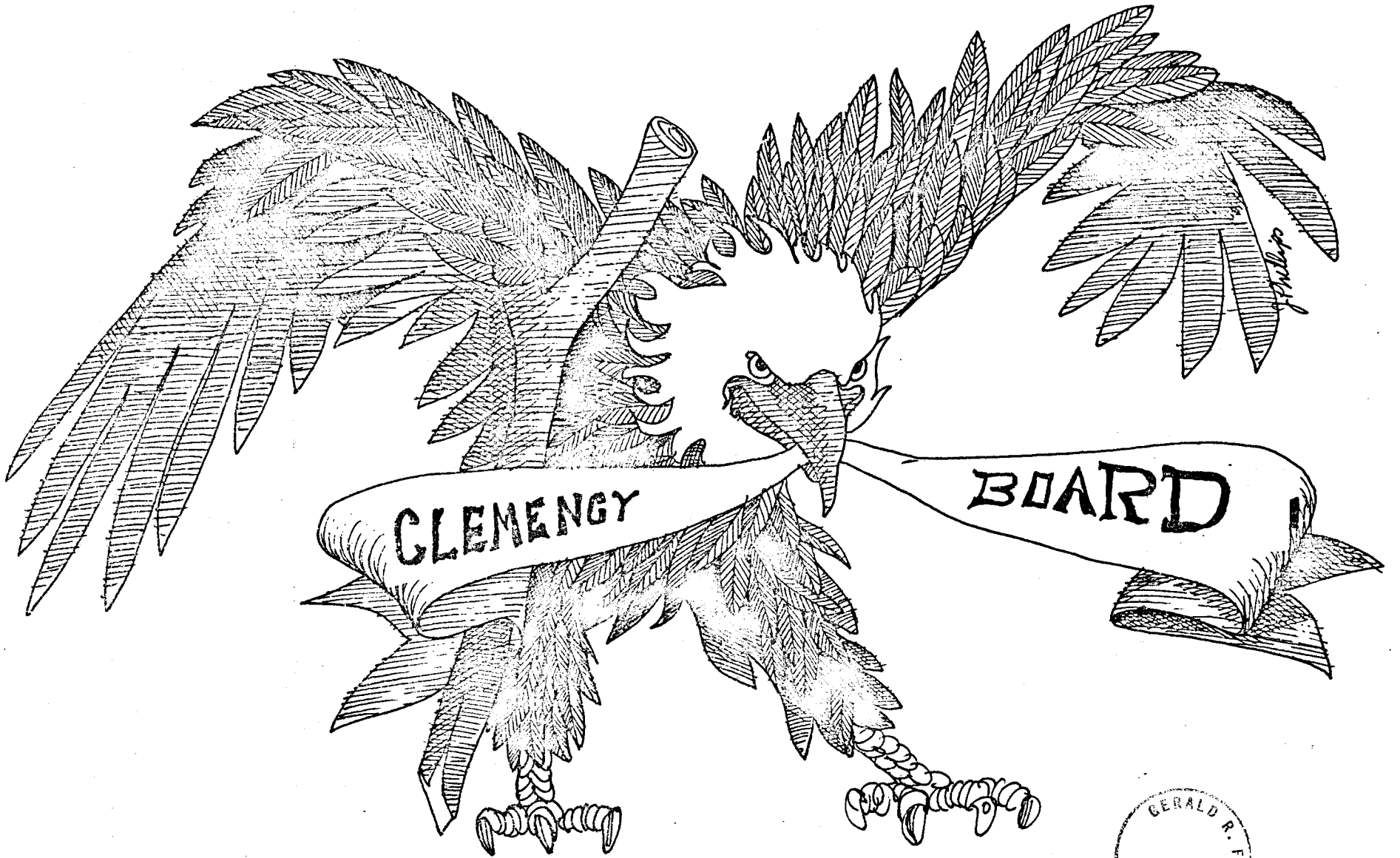
The following are things which should be brought to your attention.

- 1) Staff positions
 - a) General Counsel - GS-18
 - b) Deputy General Counsel - GS-16
 - c) Deputy Executive Secretary - GS- 14/15 *
 - d) Public Information Officer - GS-13
- * Gretchen Handwerger was a GS-15 in her last job.
- 2) Access to White House Transportation Unit
- 3) Additional Parking Spaces for the following:
 - a) Bill Klein
 - b) Ray Mitchell
 - c) Gretchen Handwerger
 - d) Deputy General Counsel (when appointed)

Thanks.


Bowen

P. S. I just learned that Jerry Jones is only providing our new people with 30 day access to this building instead of clearing them through in a regular manner. This means that they still haven't acknowledged our permanent presence in this building.



"ON A WING AND A PRAYER"



CEG

PRESIDENTIAL CLEMENCY BOARD
TELEPHONE DIRECTORY

April 1975

NAME	ROOM	PHONE
AISLTOCK, Charles A.	1206 N.H.	634-4648
ALAYON, Monserrat B.	3201	456-6569
ANDERSON, Camille D.	1206 N.H.	634-4630
ANDERSON, Daphne M.	1206 N. H.	634-4610
ARTIS, Mildred H.	459 OEOB	456-6476
ARNOLD, Marie Joslin	4020	456-2259
ARONOFF, Judith W.	1206 N.H.	634-4394
ARSENAULT, Gertrude M.	1206 N.H.	634-4654
ASPER, Joseph	4001-C	456-6409
BABARIK, Don E.	1206 N.H.	634-4661
BANKS, Darlene L.	4001	456-6475
BANTHER, Debbie K.	3215	456-6579
BARNES, Ernest G.	1206 N.H.	634-4616
BARRINGER, Leney L.	1206 N.H.	634-4621
BASKIR, Lawrence M.	358 OEOB	456-2361
BENSON, O. G.	4002-E	456-6237
BERKMAN, Sigmund	460 OEOB	456-6476
BERNSTEIN, Michael J.	1206 N.H.	634-4654
BILLIG, Ronda L.	3201-E	456-2628
BLAGG, Benjamin V.	3215-C	456-6429
BLAKEY, Carl	1206 N.H.	634-4364
BODAY, Donald J.	4001-I	456-6496
BONDS, Linda	1206 N.H.	634-4651
BOTT, Jeri	1206 N.H.	634-4624
BRACKETT, William D.	1206 N.H.	634-4650
BRABHAM, Louise P.	4008	456-2110

NAME	ROOM	PHONE
BRANDENBURG, Guy F.	3215	456-6524
BRANDER, John M.		
BRATTER, Diane M.	1206 N.H.	634-4622
BRISCOE, Sharon V.	1206 N.H.	634-4648
BRODER, H. Neil	1206 N.H.	634-4611
BROWN, Charlene L.	1206 N.H.	634-4651
BROWN, Fasper C.		
BROWN, Reggie B.	1206 N.H.	634-4364
BROWN, Trudy	460 OEOB	456-6476
BRUMBAUGH, Karen R.	4001-B	456-6475
BUNN, Alma L.	3201-D	456-6577
BURKE, Melvin G.	4020	456-2559
BURR, Ralph E.	4013-A	456-6535
BURSTEIN, Maurice I.	1206 N.H.	634-4608
BURSTYN, Lee J.	1206 N.H.	634-4641
CASSEDY, William P.	1206 N.H.	634-4610
CHADWICK, Robert	3201-D	456-6456
CHAMBERS, Candy	460 OEOB	456-6476
HAZEN, Leona	460 OEOB	456-6476
CHRISTIE, Chros J.	1206 N.H.	634-4649
CHRISTENSON, David J.	3223-A	456-6582
CLAY, Harriett	458 OEOB	456-6476
CLINTON, Calvin K.	4020	456-2559
CLUSSEKATH, Thomas	3215-A	456-6581
COBERLY, Jeanne C.	1206 N.H.	634-4649
COCKRELL, William F.	3215-D	456-2170
COFFELT, Louis D.	4001-H	456-6498

<u>NAME</u>	<u>ROOM</u>	<u>PHONE</u>
COHEN, Edward S.	1206 N.H.	634-4625
COHEN, Ernest	3215-A	456-6581
CONWAY, Thomas H.	1206 N.H.	634-4395
COREY, Janice R.	1206 N.H.	
CRAIG, Charles S.	3215-E	456-2770
CRAW, Nicholas W.		
CRENSHAW, Craig	1206 N.H.	634-4630
CROASMUN, Linda E.	1206 N.H.	634-4353
CRUMLISH, Joseph D.	1206 N.H.	634-4625
DAHLIQUIST, Charles W.	1206 N.H.	
DALE, Kennith	1206 N.H.	634-4656
DALTON, C. Diane	459 OEOB	456-6476
DALTON, John D.	3215-B	456-6513
DANCHECK, Leonard H.	4002-F	456-6256
DANIELS, Rose	3223	456-6622
DAVIS, Sharron T.	3201	456-6569
DAWSON, Marilyn D.	4001	456-6475
DAY, Elinor	459 OEOB	456-6476
DAYSH, Harrison J	4001-A	456-6439
DEAS, Georgianna	3201	456-6569
DePOULD, Diane	1206 N.H.	634-4653
DICKERSON, Marian	1206 N.H.	634-4606
DICKSON, Kenneth W.	4013-G	456-2802
DOTTS, Debra A.	1206 N.H.	634-4351
DURDEN, Chauncey W.	1206 N.H.	634-4619
EARLE, John H.	4001-A	456-6439
EDWARDS, John Bruce	1206 N.H.	634-4650

NAME	ROOM	PHONE
EPSTEIN, Philip E.	1206 N.H.	634-4610
ESSEX, Mary W.	460 OEOB	456-6476
FELDMAN, Elliott H.	1206 N.H.	634-4659
FELDMAN, Stanley C.	1206 N.H.	634-4608
FELDMAN, Steve J.	3215-D	456-6577
FITZGERALD, John L.	4001-F	456-6440
FLAGG, Lewis S.	1206 N.H.	634-4648
FOELAK, Morton	1206 N.H.	634-4626
FOOTE, John	1206 N.H.	634-4632
FORNOFF, Harold M.	4002	456-2112
FORTINBERRY, Patsy A.	1206 N.H.	634-4395
FRATINO, Donald L.	1206 N.H.	634-4656
FREEDMAN, Stephen	1206 N.H.	634-4642
FRIEDMAN, Colleen R.	1206 N.H.	634-4608
FRIEDMAN, Joseph	1206 N.H.	634-4660
FRIEL, Lynn	1206 N.H.	634-4351
FROST, LeBeron	4001-J	456-6486
FULLERTON, Chris L.		
FURLONG, William R.	1206 N.H.	634-4654
GAINER, Margaret	OEOB	
GAINER, Peggy L.		
GALLO, William F.	1206 N.H.	634-4646
GALLOWAY, Eva C.	1206 N.H.	634-4604
GARWOOD, Frederick	3201-C	456-6456
GEORGE, Irene B.		
GERACI, Charlene M.	4001-B	456-6475
GERST, Roger	357 OEOB	456-2791

NAME	ROOM	PHONE
GOLD, Harvey D.	1206 N.H.	
GOLDMAN, Charles D.	4008-A	456-6241
GOODELL, Charles	360 OEOB	456-2135
GOON, Lyman	4013-E	456-2765
GRAFEL, Gary F.	1206 N.H.	634-4633
GRAHAM, Charles	357 OEOB	456-6476
GRAINER, Marc	1206 N.H.	634-4652
GRAVES, Jacqueline C.	4001	456-6475
GREEN, Dorothy	4008-A	456-6241
GREENFIELD, Rita	459 OEOB	456-6476
GREENSPUN, Arnold H.	4013-E	456-2765
GUNN, Kay F.	4001	456-6475
GURITZ, Donald A.	1206 N.H.	634-4657
GURNEY, John L.	4013-F	456-2761
GUSHIN, Fredric	1206 N.H.	634-4648
HABERMAN, Eugene	458 OEOB	456-6476
HALL, Barbara F.	1206 N.H.	634-4647
HALL, Jade	3223	456-6622
HAMER, Brenda	358 OEOB	456-2361
HANDWERGER, Gretchen	460 OEOB	456-6476
HARBACHEWSKI, Marg	357 OEOB	456-2916
HARRIS, Evelyn	458 OEOB	456-6476
HARRISON, Brenda C.	1206 N.H.	634-4604
HARRISON, Roberta J.	4018	456-2673
HART, Frankye M.	4008	456-2110
HARTLE, Janet A.	460 OEOB	456-6476
HAUSMAN, Ruth M.	4002	456-2110

NAME	ROOM	PHONE
HEITZ, Bruce A.	1206 N.H.	634-4620
HELENITZ, Jeffrey A.	1206 N.H.	634-4627
HELLER, Arnold F.	3223-A	456-6582
HESCH, Jerome M.	3201-A	456-2902
HESSE, Alice P.	1206 N.H.	634-4640
HICKMAN, David	1206 N.H.	634-4360
HILBERT, Charles J.	3201-A	456-2902
HIMMELFARD, Carol L.	1206 N.H.	634-4638
HOILE, Ronald W.	4020-E	456-2281
HOOVER, Jacqueline L.		
HORN, Robert	357 OEOB	456-2791
HORTON, Patricia	458 OEOB	456-6476
HOWARD, Gwendolyn A.	1206 N.H.	634-4644
HOWELL, Dolores J.	4001	456-6475
IACONE, Frank	4020	456-2559
JACKSON, Alice A.		
JACKSON, Rose	1206 N.H.	634-4645
JAFFE, Burton H.	4013-A	456-6535
JAMES, Frederick	458 OEOB	456-6476
JONES, Barbara J.	1206 N.H.	634-4644
JONES, Marlene D.		
JONES, William L.	1206 N.H.	634-4648
JORDON, Marie E.	1206 N.H.	634-4630
KAMINSKI, Geralo F.	1206 N.H.	634-4608
KATSAINOS, Charles	4013-D	456-7686
KETEMA, Vera	459 OEOB	456-6476

NAME	ROOM	PHONE
KENNEY, Judson	3223-B	456-6588
KIMBALL, Lenora E.	4002	456-2110
KIRCHOFF, Frank A.	4001-G	456-6448
KIRR, Charles C.		
KLEIN, William R.	1206 N.H.	634-4646
KNISELY, Robert	357 OEOB	456-2916
KNUDSON, Harvey B.	4013-G	456-2328
KOCAK, Richard A.	1206 N.H.	634-4626
KODAK, Bob	4001-G	456-6448
KRAUSE, Paul D.	1206 N.H.	634-4614
KRUTER, Stuart C.	1206 N.H.	634-4640
LAFUER, James B.	1206 N.H.	634-4365
LAIR, Lawson	1206 N.H.	634-4649
LANE, Frank	1206 N.H.	634-4630
LANG, Joan	1206 N.H.	634-4606
LAWHEAD, Bruce	460 OEOB	456-6476
LEFEVERE, John F.	1206 N.H.	634-4640
LEGRAND, Ralph	1206 N.H.	634-4800
LEVIN, Jacob	4103	456-2614
LEVY, Ronald S.	4013-C	456-2328
LICHTENFELS, Beth A.	460 OEOB	456-6476
LIEKWEG, Mary	458 OEOB	456-6476
LIPSCOMB, Gloria J.	4008	456-2110
LITTLE, Richard L.	1206 N.H.	634-4648
LOHFF, John R.	1206 N.H.	634-4802
LOIGMAN, Larry	460 OEOB	456-6476
LONG, Harold G.	1206 N.H.	634-4364

NAME	ROOM	PHONE
LOPEZ, Barbara J.	1206 N.H.	634-4646
LOWERY, Lamanna	459 OEOB	456-6476
MANGUM, Sandra	1206 N.H.	634-4651
MARCACCIO, Vincent P.	3201-B	456-2878
MARK, Lance J.	1206 N.H.	
MARKEL, Joseph J.	458 OEOB	456-6476
MARSHALL, Jill M.	4013-G	456-2802
MASON, Alice	1206 N.H.	634-4647
MEAIER, William	1206 N.H.	634-4659
MEINKING, Marilyn	360 OEOB	456-2135
METCALF, Corrinna	1206 N.H.	634-4640
MILLER, Mark	458 OEOB	456-6476
MILLER, Sandra N.	1206 N.H.	634-4630
MINER, William A.		
MIRIN, Robert S.	1206 N.H.	634-4633
MITCHELL, Henry R	4002-C	456-2399
MITZ, Virginia R.	3201-C	456-6456
MONTGOMERY, James	1206 N.H.	634-4394
MOORE, Don W.	1206 N.H.	634-4633
MOORE, Michael R.	1206 N.H.	634-4662
MOSNY, Paul	460 OEOB	456-6476
MYERS, Florence B.	1206 N.H.	634-4621
MULLINS, Thomas E.	3201-A	456-2902
McCARGER, Evelyn	(Senator's Personal secretary at Law Firm)	
McCANN, Dorthy P.	1206 N.H.	634-4655
McDONALD, J. Milton	4103	456-2617
McDONALD, Linda L.	4018	456-2673

<u>NAME</u>	<u>ROOM</u>	<u>PHONE</u>
McGOWAN, Marjorie F.	4001-C	456-6409
NELSON, James A.	1206 N.H.	634-4643
NEUDORFER, Wolfgang		
NEUSTADT, Carol	1206 N.H.	634-4642
NICKOLAS, Nia	460 OEOB	456-6476
NOLAN, Richard J.	1206 N.H.	634-4396
NORRIS, Sylvia G.	1206 N.H.	634-4630
NUNN, Robinson S.	1206 N.H.	634-4630
NYSTORM, Paul E.	3223-B	456-6588
O'DONNELL, John M.	1206 N.H.	634-4608
OERTEL, Joseph	1206 N.H.	634-4643
O'HARE, Thomas A. J.	1206 N.H.	634-4647
O'KEEFE, Veronica	4008-B	456-6235
O'NEIL, Nancy	1206 N.H.	634-4632
OTHMER, Craig	1206 N.H.	634-4610
OWEN, Marc C.	4013-B	456-6541
PACINI, Gloria Marie	4001-B	456-6475
PARROTT, William T.	1206 N.H.	634-4648
PARTRIDGE, Scott F.	1206 N.H.	634-4648
PATERSON, Florence E.	3201	456-6569
PEACOCK, Thomas	460 OEOB	456-6476
PEEBLES, Grace P.	4002	456-2110
PENISTON, Iraline G.	3215-C	456-6513
PETRANTIS, Helene P.	4013	456-6541
POOLE, James H.	4002-D	456-6408
PRICE, Minnie Pearl	459 OEOB	456-6476

NAME	ROOM	PHONE
PRICE, Sharon	459 OE0B	456-6476
PRICE, Sharon A.	4001	456- 2110
PULLER, Lewis	458 OE0B	456-6476
QUARTEL, Donald R.		
RASH, Ledger	4020	456-2572
REMINGTON, Michael J.	1206 N.H.	634-4613
RINEHART, Jacqueline	1206 N.H.	634-4621
RIORDAN, Wayne D.	3201-C	456-6456
RIVERA, Luis E.	1206 N.H.	634-4629
ROBINSON, Barry K.	4008-C	456-2984
ROBINSON, Eldora C.	1206 N.H.	634-4392
ROLLINS, Richard C.	1206 N.H.	634-4613
ROSENAK, Charles B.	1206 N.H.	634-4639
ROSS, Herbert F.	3201-E	456-2628
RUNKEL, Christopher W.	3223-B	456-6588
RUSH, Madelyn V.	4002	456-2110
SALITERMAN, Richard A.	1206 N.H.	634-4661
SCHLAFFER, Mary R.		
SCHWAB, Norman K.	1206 N.H.	634-4650
SICKELS, Lavra	1206 N.H.	634-4605
SILEN, Arthur	4001	456-6440
SIMON, Vita A.	1206 N.H.	634-4622
SMITH, Geraldine	4002	456-2110
SMITH, Robert G.	4013-F	456-2761
SYNDER, Connie L.	1206 N.H.	634-4621
SPEARS, Virginia P.	459 OE0B	456-6476

NAME	ROOM	PHONE
SPIES, Nancy	4013-E	456-2765
STACK, Marie L.	1206 N.H.	634-4608
STAREK, Roscoe B.	4001-D	456-6444
STEWART, Daniel L.	1206 N.H.	634-4605
STOCKMOE, Larry R.	3223-B	456-6588
STRAUSS, William	3215-E	456-2770
STROTHER, Shirley	459 OEOB	456-6476
STURGILL, Stephen	458 OEOB	456-6476
SUJAT, Frederick J.	1206 N.H.	634-4662
TATE, Gary B.	4018	456-2673
TAYLOR, Joey E.	4020	456-2572
TERRELL, Vera M. G.	3201	456-6578
TERRILL, Delbert R.	4001-I	456-6496
TESSLER, Mark H.	1206 N.H.	634-4803
THOMPSON, Charles	459 OEOB	456-6476
TKACZUK, Frederick W.	4013-D	456-2766
TRIBBITT, Henry C.	1206 N.H.	634-4639
TROPP, Richard	360 OEOB	456-2135
TRZIAN, Robert	1206 N.H.	634-4630
VINSON, Joan	357 OEOB	456-2791
VOGEL, Ruth A.	1206 N.H.	634-4392
WAGNER, David J.	1206 N.H.	
WEIDENFELD, Gil	3201-E	456-2628
WEINTRAUB, Bertram	1206 N.H.	634-4614
WEISER, Manual	1206 N.H.	634-4638
WELLS, Sally	4001-J	456-6486

<u>NAME</u>	<u>ROOM</u>	<u>PHONE</u>
WERTZ, Clara	1206 N.H.	634-4621
WETHERBEE, Stephen C.	4018	456-2673
WETHINGTON, Donna	460 OEOB	456-6476
WEXLER, Sidney A.	1206 N.H.	634-4619
WHITE, James K.	1206 N.H.	634-4616
WHITMARSH, Wayne	1206 N.H.	634-4802
WICKHAM, Dorothy T.	1206 N.H.	634-4648
WILLIAMS, Arthur	4001-D	456-6444
WILLIAMS, Robert E.	4008-B	456-6235
WOODFORD, Llewellyn W.	3215-B	456-6513
WRIGHT, Martini	4013-G	456-2802
ZANI, Jane M.	357 OEOB	456-2916

OFFICE SERVICES

Supplies, Equipment, and Telephone Problems moving information

Old Executive Office Building	Mary Likeweg.....	456-6476
New Executive Office Building	Martini Wright	456-2802
1206 New Hampshire	Reggie Brown	634-4364

Repair of typewriters

Old Executive Office Building	Mary Likeweg	456-6476
New Executive Office Building	Lanore Kimble.....	456-2110
1206 New Hampshire	Jim LaFluer.....	634-4365

Heat, Air Conditioning, and Misc. building problems

Old Executive Office Building	Bruce Lawhead.....	456-6476
New Executive Office Building	Lanore Kimble.....	456-2110
1206 New Hampshire	Reggie Brown.....	634-4364

Security Clearance for Old Executive Office Building

Jane Zani

456-2791

Soft Ball Coaches

Charlie Craig.....

456-2770

Jane Zani

456-2791

For a Good Time Call.....

844-2369

The following is the schedule that will be used by the Staff Car on it's runs between the New Executive Office Building and 1206 New Hampshire:

Leave	9:30AM	1206
Leave	9:50AM	NEOB
Leave	11:00AM	1206
Leave	11:30AM	NEOB
Leave	2:30PM	1206
Leave	2:50PM	NEOB
Leave	4:00PM	1206
Leave	4:20PM	NEOB

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Presidential Libraries Withdrawal Sheet

WITHDRAWAL ID 02005

REASON FOR WITHDRAWAL Donor restriction
TYPE OF MATERIAL Letter
CREATOR'S NAME Nia Nicholas
RECEIVER'S NAME Charles Goodell
DESCRIPTION re personnel matter
CREATION DATE 04/03/1975
COLLECTION/SERIES/FOLDER ID . 019300069
COLLECTION TITLE Charles Goodell Papers
BOX NUMBER 9
FOLDER TITLE Personnel Matters (1)-(2)
DATE WITHDRAWN 11/20/1990
WITHDRAWING ARCHIVIST WHM

PRESIDENTIAL CLEMENCY BOARD
THE WHITE HOUSE
WASHINGTON, D.C. 20500

May 22, 1975

MEMORANDUM FOR:

Charles E. Goodell

FROM:

Bob Horn 

Attached is a memorandum describing legal prohibitions that apply to any Board Member who is employed with or without compensation for a period exceeding 130 days during any period of 365 consecutive days. It was prepared by Robert Standard who has a special expertise in this area.

It appears that there is no provision in the law which permits a waiver. An alternative that might be explored, involves changing the status of the Board Members from temporary or special employees to contact.

Before doing so I would like a chance to talk to you.



PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE

WASHINGTON, D.C. 20500

May 22, 1975

Memorandum to: Charles Goodell, Chairman
Presidential Clemency Board

From : Robert Standard RS 5/22/75

Thru : Robert Horn, Executive Secretary 

All officers and employees of the United States in the executive, legislative, or judicial branch are subject to the conflict-of-interest provisions contained in 18 U.S.C. 205, which reads in pertinent part as follows:

"Whoever, being an officer or employee of the United States in the executive, legislative, or judicial branch of the Government or in agency of the United States, including the District of Columbia, otherwise than in the proper discharge of his official duties-

(1) acts as agent or attorney for prosecuting any claim against the United States, or receives any gratuity, or any share of or interest in any such claim in consideration of assistance in the prosecution of such claims, or

(2) acts as agent or attorney for anyone before any department, agency, court, court-martial, officer, or any civil, military, or naval commission in connection with any proceeding, application, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, or other particular matter in which the United States is a party or has a direct and substantial interest--

shall be fined not more than \$10,000 or imprisoned for not more than two years, or both.

A special Government employee shall be subject to the preceding paragraphs only in relation to a particular matter involving a specific party or parties (1) in which he has at any time participated personally and substantially as a Government employee or as a special Government employee through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise, or (2) which is pending in the department

or agency of the Government in which he is serving: Provided, that clause (2) shall not apply in the case of a special Government employee who has served in such department or agency no more than sixty days during the immediately preceding period of three hundred and sixty-five consecutive days."

As used in 18 U.S.C. 205, the term "special Government employee" means: "an officer or employee of the executive or legislative branch of the United States Government, any independent agency of the United States or of the District of Columbia, who is retained, designated, appointed, or employed to perform, with or without compensation, for not to exceed one hundred and thirty days during any period of three hundred and sixty-five consecutive days, temporary duties either on a full-time or intermittent basis."(18 U.S.C. 202-Emphasis added)

From a reading of the above statute, it is clear that a "special Government employee" is not subject to the same limitations as a regular Government employee. A "special government employee" is only prohibited from representing individuals before a court or Government agency in a matter in which the United States is a party or has an interest if he has at any time participated personally and substantially for the Government on the same matter. However, after the elapse of 130 days, a "special Government employee" becomes a regular officer or employee. As such, he may not represent, while he is a Government employee, anyone before a court or Government agency in any matter in which the United States is a party or has an interest.

It is interesting to note that the conflict-of-interest provisions refer only to officers or employees of the U.S. Government. Technically, a contract employee, i.e., an individual who works for the U.S. Government as an independant contractor, is not considered to be an officer or employee of the U.S. Government, and therefore, is not subject to the above cited conflict-of-interest restrictions. For this reason, it is important to note that only officers and employees of the Presidential Clemency Board are subject to the conflict-of-interest provisions. An individual who works for the Clemency Board as an independant contractor is not. He is not prohibited from representing clients before a court or Government agency in a matter in which the U.S. is a party or has an interest.

Members of the Presidential Clemency Board hold their present positions by virtue of President Fords Executive Order dated September 16, 1974.

Section 1 of the Order reads as follows:

"There is hereby established in the Executive Office of the President a board of 9 members, which shall be known as the Presidential Clemency Board. The members of the Board shall be appointed by the President, who shall also designate its Chairman."

Section 5 of the Executive Order establishes the rate of pay these members are to receive:

"Each member of the Board, except any members who then receives other compensation from the United States, may receive compensation for each day he or she is engaged upon the work of the Board at not to exceed the daily rate now or hereafter prescribed by law for persons and positions in GS-18 as authorized by law (5 U.S.C. 3109), and may also receive travel expenses, including per diem in lieu of subsistence as authorized by law (5 U.S.C. 5703) for persons in the government service employed intermittently."

5 U.S.C. 3109, cited by section 5 of the President's Executive Order, authorizes the head of an agency to procure by contract, when authorized by an appropriation or other statute,

"the temporary (not in excess of 1 year) or intermittent services of experts or consultants or an organization thereof, including stenographic reporting services."

From a reading of section 5 of the President's Executive Order, and section 3109 of title 5, United States Code, it might have been possible to appoint Board members as independent contractors, and thus any outside legal work performed by them would not violate any of the above cited conflict-of-interest provisions. In practice, however, it should be noted that most members of Presidential Boards and Commissions are hired as Government employees, since a contract employee cannot supervise Government employees. Since members of the Presidential Clemency Board took an oath of office before they started their work at the Board, they would have to be considered Government employees. Accordingly, they are subject to the above cited prohibitions on conflict-of-interest. As to whether it would be possible to rescind these appointments in order to hire all Board members as contract employees, it would probably be necessary to amend President Ford's Executive Order. This is a matter which needs additional consideration.

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE

WASHINGTON, D.C. 20500

May 29, 1975

MEMORANDUM TO: Larry Baskir
General Counsel

FROM : Sally Wells

SUBJECT : Summer Intern Program

25 Original # slots for PCB
10 Inherited from DOD 5/22
2 Inherited from DOD 5/27
37 Slots for PCB

12 Sworn in 5/21
11 Sworn in 5/23
31 8 Sworn in 5/27-28
6 Remaining open slots



Potential Summer Interns standing in the wings (they made valid acceptances).

12 Reported to PCB 5/27
1 Reported to PCB 5/28 (K. Hill)
4 Were to have reported 5/27 but we told them not to 5/24-25
17
9 Clear accepts due to Report week of 6/2 (I have told all but 2 of them the problems. One of them is enroute from Memphis, Tenn. by car)
26

The 12 people we were unable to put on a payroll 5/27 are due at the PCB at 10:30 AM tomorrow, 5/30. My recommendation is that they all be called tonight and told not to come in. To my knowledge we have nothing new to tell them.

PRESIDENTIAL CLEMENCY BOARD
THE WHITE HOUSE
WASHINGTON, D.C. 20500

May 30, 1975

TO: Staff

FROM: Cathy Russell

SUBJECT: Assignment of Support Personnel & Team Assignments

BRO DER, Neil (634-4356)

Allen, Kenneth

*Anderson, Daphne (Asst.)

Backus, Leo

Bohannon, Edward

Brackman, Roberta

Burstein, Maurice

Caine, Patrick

Capone, John W.

Cassedy, William

Chesnik, Richard

Cohen, Edward

Cohen, Neil M.

*Epstein, Phillip (Asst.)

Evans, Mark

*Feldman, Stanley (Asst.)

Fisher, Eric A.

Fitch, Edward

Fowler, George E.

*Friedman, Colleen (Asst.)

German, Robert

Gibbs, Edward C.

Gibson, Jack P.

Greene, Kevin C.

Greenman, Joseph A.

Holmes, Gregory A.

Kaminski, Gerald

Kreykenbohm, William

Leggett, Isiah

Lewis, Walter

Markham, Arlinda

Mohrwinckel, Carl

Murphy, William

O'Donnell, Jack

Olson, Sylvester

Paul, Carl

Roberts, Eldon

Roberts, Gary O.

Ryan, Peter

Schwartz, Roni

Sforzini, Richard

Spielbaver, Thomas

Stack, Marie

Sujat, Fred

Thompson, Lewis

Weixel, Joseph

Wolter, Arthur

Wright, Lawrence

DANCHECK, Leonard (634-4826)

Ageloff, Kenneth

Beach, David

Brander, John

Cavanaugh, James R.

Christenson, David

Churchwell, Yongeui

Dalton, John

Daysh, Harrison

Diaz, Rafaela

Ervin, Charles

Fanti, Louis

Fitzgerald, John

Ford, Frederick

Garcia, Jose

Goldman, Charles

Gross, Michael E.

Heller, Arnold

Hipwell, Ian F.

Hirsch, David

Jones, Nelson

Joyce, Michael

Kenney, Judd

Kirtz, Chris

*Knudson, Harvey (Asst.)

Lynyall, Joseph T.

Lyons, Ronald E.

Marks, Roger

McDonald, J. Milton

Miles, James

Nystrom, Paul

Pensinger, John

Phillips, James

Ridenbaugh, Donald

Runckel, Chris

*Silen, Art (Asst.)

Sindaco, Joseph

Spies, Nancy

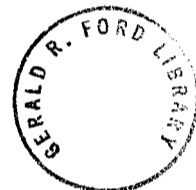
Stockmoe, Larry

Terrill, Delbert

Ulwick, James P.

Vigil, Gilbert J.

Wince, Marian



*Assistant Team Leader

KODAK, Robert (634-4620)
 Adams, Taylor
 Barnes, Greg
 Bonn, Laura
 Bott, Jeri
 Brackman, Robert
 Bratter, Diane
 Crumlish, Joseph
 Daly, Patricia A.
 Durden, Chauncey
 Feldman, Elliott
 Foelak, Martin
 Harbrecht, Carol
 Hastings, Jim
 Helewitz, Jeffrey
 Higgins, Claudia
 Jacobson, Philip
 Jordan, Jerry
 *Krause, Paul (Asst.)
 Macaluso, Christine
 McMahon, Bernard
 Minor, William
 Novak, Allen
 Powell, Robert
 Rollins, Richard
 Shain, Carolyn F.
 *Simon, Vita (Asst.)
 Singer, Toby G.
 Stewart, Lee
 Swiatek, Mark
 Tamulski, James
 Teres, Donald
 Totten, Richard G.
 Wagner, Dave
 Weintraub, Burt
 Young, Warren

HICKMAN, David (634-4631)
 Avots, Ivar E.
 Blankenheimer, Susan
 Brown, Jasper
 *Burstyn, Lee (Asst.)
 Flaherty, Mike
 Freedman, Steven
 Grafel, Gary
 Hesse, Alice
 Himmelfarb, Carol
 Klein, Jennifer
 Kruter, Stewart
 Lane, Frank
 *Langley, Robert (Asst.)
 LeFevere, John
 Manley, Douglas R.
 Mellman, Marc
 Metcalf, Corinna
 Mirin, Robert
 Moore, Donald
 *Nelson, James (Asst.)
 *Neustadt, Carol (Asst.)
 O'Connor, Stephen
 Oertel, Joseph
 Parker, Richard
 Pembroke, Donald O.
 Pieret, John
 Quinn, William
 Rosenak, Charles
 Schrufer, Norbert
 Stone, Eric
 Tribbitt, Henry
 Weiser, Manuel
 Wilhelm, Julian

KLEIN, William (634-4654)

Arsenault, Gertrude
 Brackett, William
 *Burnstein, Michael (Asst.)
 Caldwell, Herman
 Chott, John
 DePould, Diane
 Dress, Toby
 *Gallo, William (Deputy)
 Gilder, Mark A.
 Gourdine, Isaac
 Grainer, Marc
 *Gushin, Fred (Asst.)
 Hardin, Robert
 Hart, Hugh G.
 Holt, L. B.
 Jones, William
 Johnson, Bruce
 Kinland, Sherry Lee

Kinney, Douglas
 *Little, Richard (Asst.)
 *MacKenzie, Kenneth (Asst.)
 Martin, Robert C.
 Moore, Michael
 Mulcahy, Marilyn
 Parrott, Tom
 *Partridge, Scott (Asst.)
 Pedersen, Phillip M.
 Peters, Wayne E.
 Piczak, Walter
 Quander, Rohulamin
 Riggs, Howell
 Sachs, Morris
 Salmon, William G.
 Schwab, Norman
 Teare, James
 Weinstein, Jacob M.
 Winkfield, John C.

LOHFF, John (634-4802)

Anderson, Marjorree
 Ailstock, Charles
 Anderson, Ronald C.
 Appleton, Richard
 Aronoff, Judy
 Christie, Chris
 Conway, Thomas
 Edwards, Jeffrey
 Flagg, Louis
 Fortinberry, Patsy
 Gaiter, Bernard
 Gershik, Larry
 Hall, Barbara
 Howard, Angela
 Lair, Burt

ROBINSON, Barry (254-8902)

Aisenbrey, John
 Baughman, Willis
 Billig, Rhonda
 Boschwitz, Kenneth
 Carlson, Roger
 Carr, Frank
 Chadwick, Robert
 Cole, Melvin
 Cowen, James S.
 Dieringer, Eugenie
 DuComb, Anthony
 Edwards, Douglas
 Edwards, LeRoy
 Feldman, Steven
 Garwood, Fred
 Gordan, Nancy
 Gottke, Robert
 Gray, Michael
 Green, John
 Heller, Barry
 Hesch, Jerome M.

*Hilbert, Charles (Asst.)

Jaroslowsky, Alan
 Lehman, Kenneth
 Marcus, Jason
 McCann, Anthony
 McHugh, Richard
 Mitz, Virginia
 Morcaccio, Vincent
 Mullins, Thomas
 Perry, Enoch
 Prousalis, Thomas
 Ross, Herbert (Burt)
 Rundell, Edgar
 Sadler, Thomas
 Smith, Brian
 Spencer, Jeffrey
 Stone, Herbert
 Terelle, Mary
 Thompson, John D.
 Waggener, Andrew
 Weidenfeld, Gil
 Weiss, Francine

Lipkin, Gary D.
 Mamorstein, Vicki
 Matthews, Wellington
 Montgomery, James
 Moore, Michele
 Nolan, Richard
 O'Hare, Thomas
 Rock, Francesca
 Rupli, Daniel
 Saliterman, Richard
 Silverman, Samuel
 Spillane, James
 *Tessler, Mark (Asst.)
 *Vogel, Ruth (Asst.)

STAREK, Ross (634-4860)

Abrams, Stuart
 Asper, Joseph
 Bannon, Gregory C.
 Bryant, Randall H.
 Burr, Ralph
 Cohen, Ernest
 Darter, Lewie J.
 Dietrich, Barbara N.
 Flaherty, John B.
 Friedman, Joseph
 Gilbert, Richard
 Goon, Lymon
 Gurney, John
 Hanko, Kenneth
 Healey, Daniel
 Jaffe, Burton
 Johnstone, Charles C.
 Kitchings, Chester
 Klejna, Dennis
 *Kocak, Dick (Asst.)
 Kupler, Alice
 Lee, David Alan
 Levy, Ronald
 Lindquist, James
 McGowen, Marg
 McLendon, Keith
 McNally, John
 Neudorfer, Wolfgang
 O'Brien, Stephen
 O'Keefe, Veronica
 *Owen, Marc (Asst.)
 Pollack, David
 Rich, Bradford W.
 Robinson, LeRoy
 Rosen, Mark
 *Smith, Robert (Asst.)
 Symons, Dolores
 Thiel, Albert N.
 Toberer, Meinert
 Weinstein, Linda
 Woolford, Llewellyn
 Yohan, Frank

COFFELT, Lou (634-4870) QUALITY CONTROL

Bittner, Herbert
 *Blagg, Benjamin (Asst.)
 Boday, Donald
 Bunn, Alma
 Coulson, Michael
 Dale, Kenneth
 DeOrnellas, John
 Fratino, Donald
 Furlane, Mark
 Gold, Harvey
 Green, Dorothy
 *Greenspun, Arnold (Asst.)
 *Guritz, Donald (Asst.)
 Howard, Robert

Katsainos, Charles
 *Kenworthy, Thomas (Asst.)
 *Kirchoff, Frank (Asst.)
 Lawrence, Thomas
 Levin, Jacob
 McMahon, John
 Nunn, Robinson
 Riordan, Wayne
 Sabot, David
 Spaulding, Drew
 Tkaczuk, Fred
 Wakefield, June
 White, Kim
 Zaricki, John

SUPPORT PERSONNEL

BRO DER, Neil (634-4356)

Anger, Mary Ann
 Croasmun, Linda
 Dickerson, Marian
 Dotts, Debra
 Friel, Lynn
Lang, Joan (Exec. Secy.)
 Moses, Myrna
 Rustin, Barbara
 Sickels, Lora
 Smith, Gerry

KODAK, Robert (634-4620)

Barringer, Leney
 Brown, Hermeyone
 Coleman, Phyllis
 Guess, Katherine
 McCann, Dorothy
 Myers, Florence
 Plummer, Bertman
Rinehardt, Jackie (Exec. Secy.)
 Snyder, Connie
 Wertz, Clara

KLEIN, William (634-4654)

Bonds, Linda
Briscoe, Sharon (Exec. Secy.)
 Brown, Lynne
 Chilcoat, Mary
 Coberly, Jeanne
 Cypress, Barbara Ann
 Gary, Elizabeth
 Hazelock, Albert
 Hinkler, Barbara
 Mangum, Sandra
 Martini, Sarah
 Ramey, Eileen M.
 Ransom, Marie
 Schwartz, Lenore
 Walsh, Rosemary

DANCHECK, Leonard (634-4826)

Bayler, Gretchen
 Brabham, Louise
 Daniels, Rose
 Frazier, Shilea
 Hart, Frankye
Hausman, Ruth (Exec. Secy.)
 Lawton, Sherroll
 Peebles, Grace
 Plummer, Telita
 Spears, Virginia

HICKMAN, David (634-4360)

Anderson, Camille
 Bolden, Clara
 Day, Eleanor
 Gaskins, Gloria L.
 Howard, Gwen
 Jordan, Marie
 Miller, Sandra
 Norris, Sylvia
 Pitt, Dorothy

LOHFF, John (634-4802)

Franklin, Wanda
 Gainer, Peggy
 Jackson, Rose
 Johnson, Carla
 Mason, Alice
 Robinson, Eldora
 Wickham, Dorothy
 Young, Carol

SUPPORT PERSONNEL Continued

ROBINSON, Barry (254-8902)
 Alayon, Monserrat
 Ariola, Sonia
 Davis, Sharon
 Deas, Georgianna
 Harrison, Donna M.
 Marino, Elizabeth
 Miles, Barbara
 Paterson, Florence
 Phifer, Sharon
Terrell, Vera (Exec. Secy.)

STAREK, Ross (634-4860)
 Banther, Debbie
 Brandenburg, Guy
 Cunningham, Melinda
 Dorosh, Karen
 Dudley, Joyce
 Harrison, Gloria
 Johnson, Paul Jr.
Petrantis, Helene (Exec. Secy.)
 Vaughn, Virginia

BENSON, O. G. (254-6425) RECORDS SECTION

Arnold, Marie
 Burke, Melvin
 Clinton, Calvin
 Fullerton, Chris
 Galloway, Eva
 Harrison, Brenda
 Harrison, Roberta
 Hoile, Ronald
 Iacone, Frank

Jones, Franklin P.
 Lipscombe, Gloria
 McDonald, Linda
 Peterson, Allen L.
 Rash, Ledger
 Taylor, Joey
 Wetherbee, Steve
 Wilson, Cheryl

HANDWERGER, Gretchen (254-6900)

Artis, Mildred
 Berkman, Sig
 Chazen, Leona
 Clay, Harriet
 Craw, Nick
 Dalton, Diana
 George, Irene
 Graham, Charles
 Greenfield, Rita
 Haberman, Eugene
 Hartle, Janet
 Hoover, Jackie
 Horton, Patricia
 Jackson, Alice
 James, Frederick

Jones, Marlene
 Ketema, Vera
 Leavens, Debbie
 Leeth, Jack
 Lowery, Lamanna
 Markel, Joseph
 Miller, Mark
 Mosny, Paul
 Price, Minnie P.
 Price, Sharon
 Sturgill, Steve
 Swanson, Carolyn
 Thompson, Charles
 Waters, Mary
 Wethington, Donna

STRAUSS, Bill (634-4823)

Beck, Lee
 Cockrell, Bill
 Craig, Charles
 Ebel, Will
 Quartel, Rob
 Remington, Mike
 Standard, Bob
 Terzian, Bob

Support Personnel
 Essex, Mary
 Kimball, Lenore
 Lynch, Tina

KNISELY, Robert (634-4816)
 Gerst, Roger
 Harbaehewski, Marg
 Nichols, Nia
Poole, Jim (Special Asst.)
 Russell, Cathy —

MITCHELL, Ray/FOOTE, John (634-4858)
 Dickinson, Ken
 Hall, Jade
 Marshall, Jill
 Rush, Madelyn

May 30, 1975

WELLS, Sally (254-9788)
Hunt, Rick
Shaw, Sandra

LAWHEAD, Bruce (254-6387)
Garza, Robert
Liekweg, Mary

BROWN, Reginald (634-4609)
LaFluer, James
LeGrande, Ralph

SUPPLY & MAIL
Blakely, Carl
Long, Harold

PACINI, Jay (254-9760) SUMMARY DISTRIBUTION/DOCKET

Corley, Martha
Curry, Ernestine
Dawson, Marilyn
Geraci, Charlene
Graves, Jacqueline

Gunn, Kay
Howell, Delores
Pitts, Annette
Robison, Reid A.
Tate, Gary

GOODSELL

PRESIDENTIAL CLEMENCY BOARD
THE WHITE HOUSE
WASHINGTON, D.C. 20500

June 2, 1975

MEMORANDUM

TO : PCB Staff

FROM : John F. Fode
Associate General Counsel

SUBJECT : Special Assistant



As of today, June 2, 1975, I have named Paul Krause my Special Assistant. Paul comes to me from Kodak's team, where he proved to be a most able assistant team leader.

Paul will be charged with a variety of tasks on my behalf, and I would appreciate it immensely if you would provide him with the same courtesy and attention which you have kindly given me in the past. You may assume that when he approaches you concerning some matter, he does so at my express request, and with the necessary authority to do what I have asked of him. If you have requests of me, you may assume further that conveying them to Paul is the same thing as conveying them to me.

In all things Paul may act in my stead.

Senator Goodell -

For your information (and contrary, I believe, to what Paul O'Neill told you:

1) The HEW off is not definitely ~~at~~ a GS-15, step 8 level; (it is probably for a lower step, possible as low as a 3).

2) It has no benefits, medical or otherwise, attached to it.

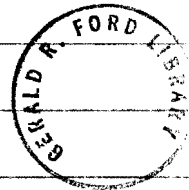
3) It would not be retroactive to the May 17 date I went off the DOT roles; it would be effective only when I actually signed on at HEW.

4) It is a 30-day appointment ONLY - with the likelihood of a second 30-day appointment but with the absolute maximum time limit of 60 days.

5) Its existence has come about NOT as a result of any efforts on the part of OMB but rather because Sally Wells in a fit of pique at my not being paid, sent my resume to HEW to see if she couldn't get me some sort of a temporary appointment while awaiting OMB action. (Apparently Feeze learned that Sally had done this and so passed the word along to O'Neill that the situation was taken care of.)

I don't know whether you feel deceived but I certainly do - as well as degraded (I meant that figuratively but I guess it's also literally true), angry and foolish. I am also most embarrassed about the whole situation - though my resentment at the delay and lack of candor usually manages to overcome my embarrassment.

Gretchen



GOODSELL

PRESIDENTIAL CLEMENCY BOARD
THE WHITE HOUSE
WASHINGTON, D.C. 20500
June 9, 1975

MEMORANDUM

TO : Bob Knisely
FROM : John Foote
SUBJECT : Olsten Clericals Report and General Comments



The following is basic information on the clerical employment this past week, with my recommendations thereon.

- 1. No. of Hours Worked 43
- 2. No. of Personnel Employed See Attachment A
- 3. No. of Summaries Typed per Day Per typist 7+
- 4. No. of Summaries Typed TOTAL 707 + (605 previous week) = 1312
- 5. Cost to the Board \$6,678

6. The employment of the typists eliminated the backlog in typing of finals. I have personally visited each of the teams at 1206 and Ray has seen those teams at 2033. It is our understanding that there are no more finals yet to be done from the previous accumulation thereof. We are, therefore, current.
* * * * *

The use of the temporary clericals was a success in terms of eliminating the summary backlog. It was even a success in terms of the relative ease with which the process of getting summaries to the clericals, and back from them, was established and worked. This was largely because of the extremely competent work of Gwen Howard, from Hickman's team, who handled the process for me.

The problems we had stemmed from deficiencies in the system which we were not able to perceive until it was tested to the extent that it was.

Once a summary is typed in final, a whole administrative process with which none of us are adequately familiar, and which has not yet been adequately streamlined, comes into play.

Once summaries are typed, they must be proofread by the teams. They are then xeroxed, along with the BA forms and the Ag/Mits. These are then returned to the teams where they are collated (or if collated at the Xerox, assembled) and forwarded to D/D.

There is a serious problem with the speed and efficiency with which we handle this part of the process. Xeroxing is time-consuming, though we have learned that with full-time operators of some skill, approximately 60 summaries, BAs and Ag/Mits can be done per hour (400 per eight hour day, assuming a steady flow of summaries to a Xerox).

There is confusion in the Xerox room because of the different sizes of paper that are used, and the fact that a set of summaries must be typed, and then a set of the other, legal sized forms done. I RECOMMEND THAT WE ALTER THE BA AND AG/MIT FORMS SO THAT THEY CAN ALL BE PLACED ON REGULAR SIZE PAPER.

xeroxed

*Monday
RAK
I don't now told
that this is
a bad idea for
the present
it bears
further con-
sideration
for*

Presently once the summaries are done in xerox, they go back to the various teams. This is so the original and several copies (generally three) can be extracted and placed in the case file. This apparently has to be done. As it stands now, the time between final xeroxing and presentation has become so short that if an attorney does not keep a copy with which to work, he will find himself before a panel without one! D/D does not return copies to teams (marked with date of mailing) in time.

Since this step appears necessary, we must do two things. First, we must increase supervision of the xerox process, to insure that it is more speedy, and more accurate than has been the case in the past. Second, we must insure that the delay between xeroxing, return to teams, and further shipping to D/D is reduced to an absolute minimum. This may mean that each team has an admin person who does this and nothing else when the need arises. It also means that frequent checks of the xerox room must be made to collect summaries once ready, or that the xerox room contacts teams when a pile of work to be done has been finished.

Once summaries are received at D/D, they are placed in packets and mailed to the applicant and any attorney involved. I have the suspicion that this portion of the process is the most understaffed for its crisis needs than anything else in the process. If we are trying to push this system into full gear, we are going to have to employ Oistens, or shift internal resources to this problem area. I think that employment of Oistens is the best, if a supervision and work distribution scheme can be worked out by Jay and Gretchen and Poole.

The point of all these comments is to note what we all know. Each time we put pressure on any part of the system, it exposes the structural weaknesses. It is imperative that we modify or mend the system from the time that summaries are proofread, to the time they are returned to the attorneys with the notice that they have been mailed.

Attachment

ATTACHMENT A
 Olsten Personnel Report
 June 9, 1975

COST FIGURES

<u>Date</u>	<u># Employees</u>	<u>Cost Per Hr.</u>	<u>Hrs. Worked</u>	<u>Total Cost Per Day</u>
30 May	20	\$ 5.25	4	\$ 420
31 May	32	5.25	7	1,176
1 June	30	5.25	7	1,102.50
3 June (Tues)	11	5.25	4	231
4 June (Wed)	34	5.25	7	1,249.50
5 June (Thurs)	34	5.25	7	1,249.50
6 June (Friday)	34	5.25	7	<u>1,249.50</u>
			<u>43</u>	\$6,678.00

Horn projects that this leaves us with the capacity to hire 30 people for 2 working days, bringing the total cost to \$9,177; and to hire 22 people for one more day, bringing us to a total cost of \$9,985.

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE

WASHINGTON, D.C. 20500

June 16, 1975

MEMORANDUM FOR: PRESIDENTIAL CLEMENCY BOARD STAFF
FROM: LAWRENCE M. BASKIR *LMB*
SUBJECT: LEAVE POLICY



As you all know and have heard many times, the PCB has the unusual and difficult responsibility of completing its assigned goal not later than September 15. This obligation presents us with personal burdens that ordinary government agency work doesn't have. In addition to the inconveniences and discomforts all of you must bear as detailees, I must impose yet another. The September 15 deadline means, quite obviously, that the normal leave practices and plans must defer to our work schedules. We simply can't finish if the staff disappears on leave during June, July and August. Therefore, all leave plans must be approved by your team-leader or PCB supervisor. I have asked the PCB supervisors to ensure that staff leave schedules not jeopardize our production, and they will not approve leave unless work will not suffer.

Attached to this memo is an order which OMB has sent to each agency detailing personnel to the Board. It ensures that no person will suffer any loss of leave or any other inconvenience because of being detailed here. This means at a minimum that if any of you are in the "use or lose" category of leave, you will not lose leave you cannot take.

If you have any difficulty with your home agency on the matter of leave, the appropriate provision of the FPM is Chapter 630, sub-chapter 3-4b, which states: "Annual leave provided by law is a benefit and accrues automatically. However, supervisors have the responsibility to decide when the leave may be taken. This decision will generally be made in the light of the needs of the service rather than solely on the desires of the employee."

You should quote this to your agency, as well as the OMB order. If you have any difficulties, please contact Charlie Mott or Rich Hunt in our Personnel Office for help (254-9787).

There are a few bright spots, to balance the strict leave limitations:

- (1) The PCB has been authorized a generous overtime policy for employees. We will continue to require overtime, and there should be no difficulty in getting your home agencies to approve it. If you have a problem, let Charlie Mott or Rick Hunt know promptly. Obviously, you must have it authorized by your PCB Supervisor.
- (2) Since you are now traveling to work outside your normal routes, you can be reimbursed for parking expenses while you are at the Board. See the OMB memo and our personnel office if you have any questions.
- (3) I personally want to make certain that nobody here is penalized in any way for working at the PCB. If you get any information that you may be jeopardized for a promotion or work assignment or any other job benefit because you are detailed here, please let us know, and we will take every necessary step we can to prevent it.

I want to thank all of you again for the fine job you are doing under these difficult circumstances. I hope you will let us know if there are problems we can solve, or things we can do to make working here more enjoyable.



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

MAY 23 1975

MEMORANDUM TO AGENCY CONTACTS

Subject: Presidential Clemency Board: Personnel Policy

As you are aware, the detailees from your agency to the Presidential Clemency Board are participating in an intense effort to process clemency applications. The President personally places a high priority on this program and has asked the PCB to complete its work by September 15.

Currently, a high level interagency team led by the Deputy Administrator of the Law Enforcement Administration is reviewing PCB operations with a view to making recommendations to the President on alleviating the workload, administrative and resource problems faced by the PCB.

As a result of interim discussions with the interagency team prior to their final report, I ask your cooperation regarding certain personnel policy questions. Inasmuch as this priority program is only temporary in nature and is staffed by detailees of some 23 agencies, it is important as a matter of equity and productivity that all personnel detailed to the PCB be treated in as nearly a standard a manner as agency policies and regulations permit.

There are three specific personnel topics which I would call to your attention:

1. Overtime compensation and compensatory time for detailed personnel.
 2. Annual leave for detailed personnel.
 3. Reimbursement for parking expenses.
1. Overtime Compensation and Compensatory Time.

Because of the heavy workload which the PCB staff must complete within the time frame established by the President, there will continue to be requirements for overtime work on the part of many personnel.

We request that the agencies detailing personnel provide overtime pay within available resources and in accordance with the provisions of Federal Personnel Manual Chapter 550

and agency regulations. In cases where agency policy requires the use of compensatory time in lieu of overtime pay for employees at levels above GS-10, we ask that agencies consider adjustments to the time limits within which compensatory time off is to be requested or taken. As indicated in FPM 550, the exigency of service at the PCB is a factor which agencies should consider in this regard.

2. Annual Leave.

Because of the intense workload of the PCB, some detailed employees may have to alter their scheduled annual leave plans. It is possible, of course, that some affected detailees may be able to rearrange their leave plans during the balance of the 1975 leave year once they have returned to their parent agencies, depending on the workload situation, discussions between the employee and the agency and other factors.

The provisions of Federal Personnel Manual Chapter 630 govern annual leave. Particular attention is drawn to FPM Letter 630-22 of January 11, 1974, providing guidance on the provisions of PL 93-181 which, among other things, provides for the suspension of leave forfeiture requirements under certain circumstances. Your agency has also developed policy to implement these provisions. In general, the law permits suspension of forfeiture under these conditions:

- a. To correct an administrative error.
- b. When annual leave was scheduled in advance but its use denied because of the exigencies of the public business.
- c. When the annual leave was scheduled in advance but its use was precluded because of illness or injury.

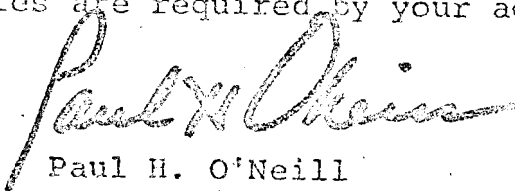
We request that you give detailees from your agency to the PCB every consideration in this regard should the exigencies of the PCB workload cause the alteration or cancellation of scheduled leave plans.

3. Reimbursement for Parking Expenses.

In some cases, detailees assigned to the PCB have faced disruptions in their normal means of traveling to and from their regular office locations. In certain instances, the parent agency of a detailee has paid for parking expenses. We would request that all agencies providing detailees to the PCB

consider those cases in which a burden has been placed on an employee in this regard and provide for appropriate reimbursement in accordance with agency practice. In making such determinations, you may also wish to refer to two decisions of the Comptroller General, 32 Comp.Gen. 235 and 36 Comp.Gen. 795 which are applicable to this situation and indicate that such reimbursements are allowable under certain circumstances.

The PCB staff will continue to maintain information concerning attendance, overtime, etc.; however, the parent agency should maintain the official records concerning each detailee to the Clemency Board. In following up on these recommendations, please contact Ms. Sally Wells 254-9787 at the PCB to arrange whatever procedures are required by your agency.



Paul H. O'Neill
Deputy Director



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

ag

JUN 17 1975



MEMORANDUM FOR SENATOR CHARLES GOODELL

Subject: Acquisition of Personnel Records for the Clemency Board

On May 22, 1975, as recommended by PCB staff to the Inter-agency Survey Team, I forwarded a letter to DoD and GSA suggesting that both agencies give a high priority status, including the assignment of additional personnel, to all requests for military personnel files and court martial records requested by the PCB. I understand that it was taking from 10 to 14 days for PCB to acquire appropriate personnel records.

Attached is a response from Dwight Ink, Deputy Administrator of GSA, concerning this subject. Mr. Ink indicates that all requests from the PCB receive priority treatment by a special staff established within the center's organizational structure to handle such urgent requests and the records center in question has an average response time of three days.

I would appreciate your staff reviewing Mr. Ink's concerns and report to me whether or not this problem is resolved. If it is no longer a problem, or if it was resolved before I forwarded my memorandum, I think we should so indicate to GSA.

Paul H. O'Neill
Deputy Director

Attachment

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

WASHINGTON, D.C. 20405



JUN 2 1975

JUN 3 10 56 AM '75

OFFICE OF
MANAGEMENT & BUDGET

Mr. Paul H. O'Neill
Deputy Director
Office of Management and Budget
Washington, DC 20503

Dear *Paul* O'Neill:

I am puzzled by the points in your memorandum of May 22, 1975, most of which differ greatly from my information concerning the General Services Administration and its handling of requests for records for use by the Presidential Clemency Board. Two of our records centers, the National Personnel Records Center in St. Louis, and the Washington National Records Center in Suitland, Maryland, were mentioned in your memorandum.

My investigation of this matter reveals quite a different situation for the one you have outlined. I believe three examples will make clear why I believe you have been provided with erroneous information.

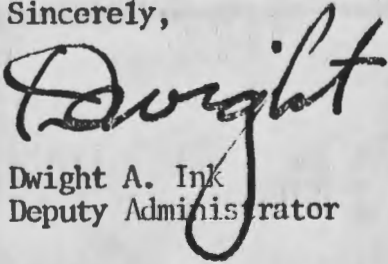
On May 27, 1975, our St. Louis Center received by regular mail, 171 requests from the Board. Eighty of the requests were dated either May 12 or May 13 -- others in the same package were dated as recently as May 23. Our Center has an average response time of three days. It is not possible to respond in three days to a request that isn't made for 10 or 11 days after it is prepared. All requests from the Board receive priority treatment by a special staff established within the Center's organizational structure to handle such urgent requests.

The actual situation at our Washington National Records Center is even more at variance with your letter. Working closely with the personnel of the Board directly involved in its operation, our Center has provided twenty-four hour service. For example, 600 requests were received on Saturday (May 17) -- the records were pulled on Sunday (May 18) and were picked up the same day. Also on May 21, 670 requests were received. These records were ready on May 22 for pickup by the Board. They were not, however, picked up until May 23.

2

I regret that you have gained such an erroneous impression of our Center operations. As in the past, all future Presidential Clemency Board cases will continue to receive priority service. If there are some specific cases where our policy of according the Presidential Clemency Board priority has failed, I suggest it might be useful for the Board to advise us of the specifics so we can deal with them.

Sincerely,

A handwritten signature in cursive script that reads "Dwight". The signature is written in dark ink and is positioned above the typed name.

Dwight A. Ink
Deputy Administrator