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WORKLOAD AND PERSONNEL ESTIMATE

Task #	Task	Present Load	15 Sep. Load	Pers. Now	Pers. 16 Sep.	Termination Date
1	Presidential Packets	10,500	4,000	75	75	1 Oct.
2	Agency Notification	13,100	5,000	13	9	7 Oct.
3	Individual Notification	15,500	5,000	13	9	7 Oct.
4	Appeals	12	500	0	12	7 Nov.
5	Reconsiderations	800	200	18	5	1 Nov.
6	Hard Cases	600	400	50	0	
7	Case File Return	19,000	4,000	12	12	1 Oct.
8	Routine Correspondence	15/day		3	1	1 Nov.
9	Address Search (undeliverable)	550	1,500	2	6	1 Nov.
10	Case Correspondence	250	500	2	5	1 Nov.
11	Information & Review			2	6)	1 Nov.
12	Instructional Materials			7)	1 Oct.
13	Administrative Clean-up					
14	National Archives			2	3	
15	Leadership to DOJ					
16	Regulations/E.Q. Changes					
17	Budget			2	(2)	15 Oct.
18	Physical Clean-up			2	1	1 Nov.
19	Personnel			4	2	1 Nov.

1. This is labor intensive
2. & Dependent on Presidential acting assuming two weeks for signature on Oct. 1/8hour turnaround
- 3.
4. Estimate appeals .2% + 5% no clemency.
5. 4,000 summaries mailed after August 15. 5% produce responses, and 40% require Board review.
6. Represents cases with late files or insufficient information. Post Sept. 15 workload depends on policy determinations.
7. 0
8. Will continue indefinitely.
9. 0
10. 0
11. Questions on Board decisions, case status, effort of PCB action and requirements of alternative service. Will increase as bulk of dispositions are approved. Will continue indefinitely.
13. Performed by retained personnel.
14. Represents a discrete task.
15. Represents 8 top and general supervisors, plus 3 secretaries.
19. Personnel control plus out-processing.

R H Lamer

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

Office of Administration
Washington, D.C. 20405



AUG 11 1975

Honorable Charles E. Goodell
Chairman, Presidential Clemency Board
2033 M Street, NW, Ninth Floor
Washington, DC 20036



Dear Mr. Goodell:

In order that the Board may be terminated in an orderly fashion, the following advice and procedures are offered for your guidance:

1. Personnel

Standard Form 52, Request for Personnel Action, showing separation or departure date for all Board members should be prepared and submitted to the Agency Liaison Division, Personnel Support Activity. These forms should not be prepared all at one time but progressively as departure date of the members become known.

At least five working days prior to the member's departure, GSA Form 1655, Employee Clearance Statement, should be prepared and processed in accordance with the instructions on the reverse side of the form. Insertion on this form of the member's address after separation is most important.

2. Payroll

GSA Form 856B Time and Attendance Record, should be completed to show attendance through the last day of duty status and submitted to the Payroll Processing Branch.

GSA Form 1655, Employee Clearance Statement, should be completed.

3. Official Files

You are required by law to dispose of your official records in accordance with the standards and procedures set forth in Title 44, USC and related regulations (FPMR 101-11.4).

Any information required for the appropriate disposition of your official files may be obtained from the Director of the Records Appraisal Division, National Archives and Records Service on Code 13, ext. 26956.

2.

4. Property and Office Space

The Chief of our regional Management Services Division should be contacted relative to the proper method of handling all property and equipment presently in use by your Board, both owned and on loan. He will also assist in coordinating the release of space and telephone equipment presently utilized by your staff and assist in the preparation of all necessary documentation. The property and space should be declared excess or released progressively as your needs diminish.

5. Accounts

Undoubtedly, upon termination of your activities, there will be certain assets and liabilities left for disposition or liquidation. For this reason, we suggest that you delegate authority to GSA to pay any outstanding invoices, make collections of any accounts due, prepare and file with the Office of Management and Budget and the Department of the Treasury required final financial reports, and perform such other tasks as may be necessary for the orderly liquidation of all assets and liabilities.

A sample copy of a delegation of authority letter is enclosed.

If any additional information or assistance is desired, please feel free to have any member of your staff call upon Mr. LeMay of the Agency Liaison Division on Code 183, ext. 4795.

Sincerely,



G. C. GARDNER

Assistant Administrator for Administration

Enclosure

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

Office of Administration
Washington, D.C. 20403



Mr. G. C. Gardner
Assistant Administrator for
Administration
General Services Administration
Washington, DC 20405

Dear Mr. Gardner:

The National Commission on Water Facilities will terminate its activities on July 5, 1972. Upon termination there will be certain assets and liabilities for appropriate disposition and liquidation.

Upon acceptance of this termination, the General Services Administration is authorized to:

1. Make final salary payments to employees of the Commission;
2. Pay any outstanding invoices;
3. Make any collections of amounts due the United States Government;
4. Dispose of personal property;
5. Prepare and file with the Office of Management and Budget and the Department of Treasury required final financial reports;
6. Perform such other tasks as may be necessary for orderly liquidation of all assets and liabilities.

Should any questions arise about any matters pertaining to the Commission business, you should contact John W. Stone, Executive Director, National Commission on Water Facilities, 2025 15th Street, NW, Washington, DC 20035, telephone 531-4805.

Sincerely,

JOHN W. DOE
Chairman

SAMPLE

PRESIDENTIAL CLEMENCY BOARD

August 15, 1975



MEMORANDUM FOR: PHILIP BUCHEN
FROM: CHARLES E. GOODELL
SUBJECT: Presidential Clemency Board's Final
Recommendations

Under section 9 of Executive Order 11803 ("Establishing a Clemency Board..."), the Presidential Clemency Board is charged to "submit its final recommendations to the President not later than December 31, 1976". Since the Board contemplates a completion of its caseload by September 15, we are preparing a final report to the President to be submitted by that date.

That report will describe to the President what kinds of people applied to the Board and what kinds of problems generated their offense, the procedure by which the Board reached its recommendations on clemency applications, some broad problems which we have learned about as we see patterns emerging from the cases, and some recommendations as to what the President might do to remedy those broad problems.

It is the President's prerogative, not the Board's, to release or to elect not to release all or part of the Board's final recommendations to him. On that assumption, I envision submitting those recommendations in a two-part package:

- (1) A final report written in a form appropriate for public release, in contemplation of its release by the White House very shortly after submission to the President. The Board itself will submit the report to the President, and will not publicly release anything. Although the existence of a report will obviously be known to the press, the President will retain the option of releasing it or not.
- (2) An options memorandum forwarding the Board's recommendations for action by the President. This memorandum will not be released to the public.

To avoid confusion about who will publicly release what materials at what time, we should establish procedural ground rules well before the Board's recommendations are formulated. Please let me know whether you concur on the procedure which I propose, and, if not, what alternatives you proffer.

cc.: DONALD RUMSFELD

RTropp:mm

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE

WASHINGTON, D.C. 20500

August 21, 1975

MEMORANDUM

TO : Charles E. Goodell
Chairman

FROM : Robert A. Knisely *RAK*
Deputy General Counsel



Apart from the final typing of summaries, which will be completed by COB Friday, 22Aug75, and the activities related to the presentation of cases to panels, the special panel, and the full board, there remain the following tasks:

1. Processing of appeals
2. Processing of reconsideration cases
3. Presidential packet preparation
4. Agency notifications of clemency actions
5. Individual notifications of clemency actions and no jurisdiction determinations
6. The return of files to originating agencies
7. The so-called "unwritable" or hard cases
8. The final report
9. Routine correspondence
10. Establishment of an ombudsman function to oversee the SSS.
11. The preparation and dissemination of instructional materials to contact agencies
12. A general administrative clean-up
13. A transfer of active files to the DOJ
14. A transfer of inactive files to the Records Center in Suitland
15. A transfer of selected files to the National Archives
16. A transfer of leadership to the DOJ
17. Any necessary changes to our regulations or the Executive Order
18. Any necessary budgetary matters
19. A physical cleanup, checkout, and return of facilities and equipment to GSA.

We will soon begin reporting to you on these individual areas, since the pipeline is no longer a meaningful management tool.



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

August 26, 1975

AGENDA

Phase-Out of Presidential Clemency Board

Date: Thursday, August 28, 1975

Time: 2:30 PM

Location: Room 248, Old Executive Office Building



I. INTRODUCTION

Fernando Oaxaca/
OMB

- purpose of meeting
- introduction of people attending

II. MAJOR TRANSITIONAL ISSUES - Discussion led by Clemency Board with OMB, DOD, GSA, DOJ, Selective Service participation.

A. Current Status Report of Phase-Out Activities

B. Transition After September 15, 1975

- Executive Order modification
- Role of Agencies
- Disposition of Hard Cases
- Alternative service

C. Close-Out Administrative Issues

- Documents, Records, Disposal
- Personnel, (Return to Agency)
- Space, furniture, phones, etc.
- Close-out Budget
- Follow up after President signs Master Warrants

D. Final Report to President/Congress

- Status of Report

III. Summary and Assignment of Action - OMB

August 29, 1975

PLEASE NOTIFY MR. FREEZE
202-395-3477 UPON RECEIPT.
OF THIS LETTER.

MEMORANDUM FOR CHARLES GOODELL

Subject: Presidential Clemency Board



A concern has been expressed by the office of the White House Counsel that in the concentrated effort of the immediate future to forward all Board recommendations to the President by September 15, special steps be taken to insure adequate attention and review of these recommendations, particularly on difficult cases. Accordingly, it is requested that the Board implement immediately the following measures:

- a. provide separate master pardon warrants and a case summary for all cases in which the applicant has been convicted of a felony prior and/or subsequent to the commission of an offense for which he is now recommended for clemency;
- b. provide separate master pardon warrants for all cases in which written applications were received after the March 31, 1975 deadline, and provide for each such case a statement of the basis of the Board's jurisdiction;
- c. provide separate master pardon warrants for all cases which were considered by more than one panel of the Board or which were considered by the Board and one or more panels of the Board, and provide the recommendation of each such panel of the Board for every case.

For each of these categories, as well as for other categories, an appropriate certification should be provided by the Board's Executive Secretary that the persons listed have been properly classified and that the recommended decision

THE WHITE HOUSE

WASHINGTON

September 2, 1975

MEMORANDUM FOR THE HONORABLE EDWARD H. LEVI
Attorney General
Department of Justice

FROM: CHARLES E. GOODELL
Chairman
Presidential Clemency Board

SUBJECT: Transfer of Residual Presidential Clemency
Board Functions to the Department of Justice

Since it is supported by the Unanticipated Personnel Needs Fund of the White House Office, the Presidential Clemency Board (PCB) is statutorily barred from entering into new obligations after September 15, one year from the date of its creation. The President has directed that the Board complete the disposition of clemency applications by September 15, and the Board will meet that target. We will have processed 15,500 cases and 5,000 ineligible applications.

Although the Board will have completed case disposition by September 15, several residual functions remain. Our staffs and that of OMB have agreed that those functions should be transferred to the Department of Justice. A number of open questions with respect to the transition remain, however, and you and I need to reach a resolution of those questions.

I. Exercise of Residual Discretion in Reconsideration
Cases Triggered by Presentation of New Facts

Under the PCB regulations, an applicant has the right to petition for reconsideration of his case for thirty days after Board disposition, should the applicant present new facts material to the disposition of his application and not previously available to the Board. The Board's recommendations are not forwarded to the President until after that thirty-day period has run.

An applicant also is granted, by the regulations, entitlement to reconsideration within thirty days after the President's decision on his case, provided that the applicant presents new material facts not previously available for good cause.

Those two reconsideration periods will not have run by September 15, and the administrative processing of applications will therefore not be complete.

If it would be helpful to you, the Board has indicated its willingness to meet, as unpaid consultants to you, to resolve reconsideration petitions. Such a meeting probably would be for one day, and could take place immediately prior to November 1. If the Board members themselves resolve these residual cases, the President will be assured that decisions are made with maximum consistency with prior cases.

II. Certification of Completion of Alternative Service

The critical remaining exercise of discretion after September 15 will relate to cases in which a local Selective Service board rules that an applicant either has not completed the prescribed period of alternative service, or did not make a good faith effort to find an alternative service job, and in which the applicant alleges either that he did indeed complete the period or did make a good faith effort. The question presented then is whether, notwithstanding that Selective Service alleges failure to complete alternative service for no good cause, the conditions attached to the President's grant of conditional clemency will be considered by the Department to have been met.

This is much more than a ministerial function. The Department must elect either to certify or not to certify the applicant as deserving of the pardon which the President has granted him conditionally. The Board has faced several such cases already.

The Board is very concerned that this exercise of discretion be informed by careful attention to each individual case in which a conflict arises between the applicant and his local board, and that the officials who make the discretionary decisions on your behalf have the organizational strength and resources to override the determination of a local board if the facts of a particular case warrant that.

We would feel most reassured on this point if you chose to place this residual discretionary authority--and the appropriate staff to work on such cases--in the Immediate Office of the Attorney General, rather than in the Office of the Pardon Attorney. I expect that the number of such cases will be small, and that the exercise of this function can be organizationally divorced from completion of the residual administrative tasks if you choose to house those in the Office of the Pardon Attorney.

III. Processing of the Paperwork

Because the two reconsideration periods will not have run until shortly before November 1, the Department will inherit a residual function of processing correspondence with applicants, including the final notification to applicants of the President's decisions. Files on most cases cannot be returned to the originating Department until final notification.

The Board proposes that you retain as many of its top staff as necessary--until November 1, under the supervision of your Immediate Office, in order to complete this series of administrative tasks without interruption.

IV. Cases for Which Files are Discovered After September 15

There will also probably be an indeterminate number of cases with respect to which the military services will not discover files until after September 15. Since such individuals have filed a timely application for clemency, we owe them consideration of their cases. You may wish to consider employing a small panel of former Board members as consultants at infrequent intervals in order to reach recommendations to the President on batches of such cases.

I will be pleased to discuss these issues with you at your convenience, should you find that helpful. Once we have reached resolution of them, I would suggest that we forward a joint information memorandum to the President outlining the salient features of the transition.

CEG

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE

WASHINGTON, D.C. 20500

September 11, 1975



MEMORANDUM FOR: Donald Rumsfeld

FROM: *Charles E. Goodell*
Charles E. Goodell, Chairman

SUBJECT: Statement for the President to Issue upon the Expiration
of the Presidential Clemency Board.

Attached is my proposed statement for the President to issue
on Monday in connection with the Presidential Clemency Board's
completion of its work.

cc: Philip W. Buchen
John O Marsh
Ronald Nessen
James Connor

Draft Statement for the President

I am today signing an Executive Order terminating the Presidential Clemency Board, which has completed its consideration of all applications for clemency made to it. The Board has worked day and night for the past 5 months in order to meet the target of September 15 which I set for it, and it has made recommendations to me on approximately 15,500 cases. 5,000 applications to it proved to be from people ineligible for consideration under the Proclamation which established the clemency program.

One year ago tomorrow, I established the Presidential Clemency Board as a temporary organization within the White House, in order to carefully consider on a case-by-case basis whether applicants to it ought to be granted clemency, and on what terms. As I had intended, the Board gave careful attention to each individual case, and did not simply recommend blanket amnesty for whole categories of applicants.

The Board considered its cases under a set of regulations which guaranteed scrupulous fairness and due process for each applicant. At the same time, in its overall pattern of decisions, the Board has ensured that the decisions of the military justice system were respected and that military discipline has been maintained. Constantly, in thinking about every application it faced, the Board remembered the sacrifices made by our veterans who went into combat in Vietnam, who died, and who suffered grievous wounds for their country.

I am proud that the Board is breaking governmental precedent by getting its job done and going out of existence within the deadline set for it.

It seems to me critical that the American people understand that although there are cases of clemency which have been granted to those who conscientiously opposed the war in Vietnam, most of the clemency cases have turned out to have nothing to do with opposition to the war. By and large, they involve family hardship cases and cases in which former servicemen fought well in Vietnam, and then cracked under the strain after they had completed their duty in the combat zone. They were generally unsophisticated, uneducated, inarticulate people who just did not know the proper channels when they ran into dying parents, sick children, deserting spouses, or just plain emotional problems.

These are not at all the kind of people whom, we, as a nation, pictured as the stereotype draft evader or deserter. These are, rather, unfortunates who have shown that they are willing to fulfill their obligation to their country by doing alternative service, and whom we should accept back into their communities. Where they are former servicemen with a Clemency Discharge, I hope that neighbors and employers will treat them as ordinary people who have earned their re-entry into their community, who have earned the privilege of being treated just the same as anyone else.

I ask the business community, particularly the small businessmen and the manufacturers who will employ most of these people, for their help in this.

I am gratified to note that the recent Gallup Poll shows, consistently with other surveys, that 85% of the American people will welcome back into their communities those who have earned re-entry under the clemency program. I am especially pleased to note that veterans in general, and Vietnam veterans in particular, have overwhelmingly indicated that they intend to accept clemency recipients back.

It is this generous reaction of the American people, and particularly of those most intimately acquainted with the Vietnam war, which will make the clemency program a success in healing the divisions generated by the war, and in consigning the clemency/amnesty issue to the pages of history.

PRESIDENTIAL CLEMENCY BOARD
THE WHITE HOUSE
WASHINGTON, D.C. 20500
September 12, 1975

MEMORANDUM FOR: HONORABLE JAMES T. LYNN
Director, OMB

FROM: CHARLES E. GOODELL
Chairman

SUBJECT: Your Memorandum of August 29, 1975 on
Recommendations by the Presidential
Clemency Board



With respect to the three categories of Board recommendations specified in your memorandum of August 29, the Board will take the following actions:

- a. As we had already been doing prior to your memorandum, per oral agreement between Phil Buchen and me, we will provide case summaries for all cases in which an applicant has been convicted of a felony in addition to the offense with respect to which clemency is recommended. We will also provide separate master warrants for those cases.
- b. No cases are sent to the President if application was received after the March 31, 1975 deadline. The Board has ruled that applications will be construed to have been made prior to the deadline if an oral application was made prior to that date, followed by a written one. We will not provide separate master warrants for cases in which oral application was made prior to March 31 but written application did not arrive until after the deadline. The Board sees no distinction between this class of applicants and all others.
- c. We will not provide separate master warrants for cases which have been considered by more than one panel of the Board, but we will provide memoranda noting which of the cases on a warrant are in this category, together with reasons for double consideration and for the disposition recommended to the President. We will not provide separate master warrants for cases considered by the full Board upon referral from a panel.

There are hundreds of such cases, and we find them not materially different than those in which a recommended disposition was reached by a panel without referral to the full Board.

These conclusions have been discussed orally with, and approved by, the Counsel to the President. Pursuant to that conversation, the master warrants which were returned to the Board have been sent back to his office.

I would call your attention to several procedural questions which are, I surmise unintentionally, raised by your memorandum:

1. In seeking separate warrants for all cases in which "written" applications were received after March 31, the memorandum suggests that you may consider oral applications prior to the deadline to be insufficient to trigger the Board's jurisdiction. The implicit presumption is that the Board is not the arbiter of its jurisdiction, but rather that OMB may override the Board's jurisdictional decision on this particular question.
2. In requesting separate warrants not only for cases considered by two panels but also for those referred to the full Board, the memorandum suggests that OMB intends to substantively review those several hundred cases. I am dubious as to whether the President intended such review when he directed OMB last spring to offer the Board assistance, and I am dubious as to whether you have the resources to review every such case. If some but not all such cases are reviewed, questions of unequal protection will inevitably arise. We have tried, by applying our regulations evenhandedly to all cases, to mute the pleas of unequal protection which must inevitably arise in any discretionary process.
3. With respect to cases considered by the full Board upon referral by a panel, the memorandum requests that we provide the panels' recommendations in all such cases. It seems to me, rather, that in cases for which dispositions have been reached by full Board review, panel preliminary recommendations should remain internal to the Board and should not be employed as standards to review full Board

decisions. I believe that a task force reporting to the President last August labeled such behavior "boring holes below the waterline", and that you were at one time on the other end of it.

4. The last paragraph of the memorandum indicates that OMB is returning warrants to us for modification in their form. Where hitherto the Board has reported directly to the President, submitting papers as a matter of form through the Counsel's Office, the memorandum implicitly suggests that the Board now reports to the President through OMB.

That is not the fact, and I suspect that the President intends the Department of Justice to continue to report on residual clemency recommendations directly to him, routing papers only through the Counsel's Office. Certainly clemency recommendations from the Attorney General to the President have not in the past been submitted through OMB, and have not been subject to its review.

5. Hitherto, our conditional pardon warrants, and the lists of conditions for each clemency recipient appended to the warrants, have been very closely held in order to protect the privacy of the individuals with respect to whom clemency is recommended. The Board has often expressed its intent that individuals applying to the President through it not be worse off than they were prior to their application. Routing the master warrants and lists of conditions through OMB raises questions of possible violation of applicants' privacy and of the Privacy Act.

Presuming that you did not intend these questions to be raised, nor the outcomes which follow from them, the Board will proceed pursuant to my agreement with the Counsel to the President.

You may wish to indicate to the Attorney General that he should follow the same procedure on residual clemency recommendations.

cc.: PHILIP BUCHEN

CEG

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE

WASHINGTON, D.C. 20500

September 12, 1975



MEMORANDUM FOR: HONORABLE JAMES T. LYNN
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You may wish to indicate to the Attorney General that he should follow the same procedure on residual clemency recommendations.

cc.: PHILIP BUCHEN

COB - see
conducted names
and dates.
L

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

September 12, 1975

MEMORANDUM

TO: PCB Staff
FROM: Neil Broder *Neil*
SUBJECT: Members of Carry-Over Team



The attached list includes all members of the PCB staff that will form the Carry-Over Team (except for members of the Department of Treasury - list to be announced later).

I look forward to having all of you working with me effective September 16, 1975.

September 12, 1975

<u>NAME</u>	<u>AGENCY</u>	<u>SEPARATION DATE</u>
Piczak, Walter	NLRB	10/31
Shockley, Chandra		10/31
Arriola, Sonia	EEOC	10/31
Fortinberry, Patsy		10/31
McHugh, Richard		10/31
Blackford, Mae	EPA	10/31
Chadwick, Robert		10/31
Dietrich, Barbara		10/31
Marshall, Jill		10/31
Olson, Sylvester		10/31
O'Brien, Stephen	FHLBB	9/30
Phifer, Sharon		9/30
Arsenault, Gertrude	GSA	10/31
Tkaczuk, Fred		10/31
Ebel, Will	HEW	10/23
Franklin, Wanda		10/31
Hollander, Zander		9/26
McCausland, Mary		10/15
* <u>Strauss, Bill</u>		<u>9/19</u>

September 12, 1975

<u>NAME</u>	<u>AGENCY</u>	<u>SEPARATION DATE</u>
Alayon, Monserrat Bridge, John (slot) Broder, Neil H. Croasmun, Linda Dawson, Marilyn Hottenhaver, Richard Norbrey, Jackie Wethington, Donna Wickham, Dorothy	Navy	
Bonds, Linda Brockway, David Caldwell, Herman Carter, William Christian, Elois Dancheck, Leonard Davis, Sharon Grainer, Mark Hoile, Ronald Klejna, Dennis Kodak, Robert Lipscombe, Gloria Lohff, John Markel, Joe McDavitt, Dale Moore, Donald Robinson, Lee Terizian, Robert	Army	
Cavanaugh, James Dickson, Ken Donohue, James Horton, Patty LaFleur, James Lindquist, James Tate, Gary Thompson, John VanZwalewenberg, Dale Jones, Philip	Air Force	9/26 9/26 9/26 9/26
Iacone, Frank Krause, Paul Pacini, Jay Wetherbee, Steve	Marine Corps	
Ayers, Jean Baskir, Lawrence Friel, Lynn Horn, Robert Lynch, Altonia McGowan, Marjorie Poole, James Tessler, Mark Beck, Leland	HUD	10/31 10/10 10/31 9/19 10/31 10/31 10/31 10/31 10/31

September 12, 1975

<u>NAME</u>	<u>AGENCY</u>	<u>SEPARATION DATE</u>
Anderson, Sheila	FEA	10/31
Burr, Ralph		10/31
Knisely, Robert		9/19
Marino, Elizabeth		10/31
Price, Minnie		10/31
Russell, Kathy		10/31
Harbachewski, Marg		9/19
Bott, Geri	Justice	
Briscoe, Sharon		
Craig, Charles		
Epstein, Philip		
Foote, John		
Gordon, Steve		
Green, Dorothy		
Greenfield, Rita		
Gunn, Kay		
Hastings, James		
Hausman, Ruth		
Hickman, David		
Hilbert, Charles		
Klein, William		
Knudson, Harvey		
Mitchell, Ray		10/12
O'Hare, Thomas		
Parker, Richard		
Peebles, Grace		
Price, Sharon		
Remington, Michael		
Rinehart, Jackie		
Stewart, Daniel Lee		
Bryant, Robert	Selective Service	10/31
Miles, Barbara		10/31
Poindexter, Amber		10/31
Brackman, Robert	Defense	9/30
Djinis, Peter		9/30
Erwin, Charles		9/30
Friedman, Colleen		10/9
Higgins, Claudia		12/31
Jacobson, Phil		12/31
Lipkin, Gary		9/30
Coleman, Phyliss	Commerce	10/31
Gushin, Fred		10/31
Ketema, Vera		10/31
O'Keefe, Veronica		10/31
Ross, Herbert		10/31
Weidenfeld, Gil		10/31

September 12, 1975

<u>NAME</u>	<u>AGENCY</u>	<u>SEPARATION DATE</u>
Nicholas, Nia	DOI	10/31
Artis, Mildred		10/31
Burns, James		9/29
Hart, Hugh		10/25
Howard, Angela		10/31
Lawhead, Bruce		10/31
Swanson, Carolyn		10/8
McCargor, Evelyn		10/31
Smith, Geraldine		10/31
Berkman, Sig	Labor	9/30
Francis, Louis		9/30
Lang, Joan		10/17
Mullins, Thomas		10/31
Spencer, Jeffrey		10/15
Anger, Mary	NASA	10/31
Brown, Charlene		10/31
Dalton, Diane		10/31
Quander, Ro		10/31
Wolter, Arthur		10/31
Dalton, John	SBA	10/31
Mosny, Paul	ACTION	10/31
Bunn, Alma	Veterans Admin.	10/31
Burstyn, Lee		10/31
Hall, Barbara		10/31
Harrison, Brenda		10/31
Holohan, Leney		10/31
Hayden, Dolly		10/31
Lair, Lawson		10/31
Riordan, Wayne		10/31
Spurzem, Louise		10/31
Graham, Charlie	State	9/30
Leeth, Jack		10/31

Office of the White House Press Secretary

THE WHITE HOUSE

EXECUTIVE ORDER



ASSIGNING RESPONSIBILITIES RELATING TO ACTIVITIES
OF THE PRESIDENTIAL CLEMENCY BOARD

By virtue of the authority vested in me by the Constitution of the United States of America, and as President of the United States of America, it is hereby ordered as follows:

Section 1. Section 9 of Executive Order No. 11803 of September 16, 1974, as amended, is amended to read:

"The Board shall submit its final recommendations to the President not later than September 15, 1975, at which time it shall cease to exist."

Sec. 2. Any applications for Executive clemency, as to which the Presidential Clemency Board (established by Executive Order No. 11803) has not taken final action shall be transferred, together with the files related thereto, to the Attorney General.

Sec. 3. The Attorney General, with respect to the applications and related files transferred to him by Section 2 of this Order, shall take all actions appropriate or necessary to complete the clemency process and shall expeditiously report to the President his findings and recommendations as to whether Executive clemency should be granted or denied in any case. In performing his responsibilities under this Order, the Attorney General shall apply the relevant criteria and comply with the appropriate and applicable instructions and procedures established by Executive Order No. 11803 of September 16, 1974, as amended, Proclamation No. 4313 of September 16, 1974, as amended, Executive Order No. 11804 of September 16, 1974, and, to the extent that he deems appropriate, the regulations of the Presidential Clemency Board and the Selective Service System issued pursuant to the foregoing Executive orders.

Sec. 4. The Director of the Office of Management and Budget is hereby designated and empowered to take such action as he deems necessary to ensure the orderly and prompt termination of the activities of the Presidential Clemency Board and the assignment of responsibilities directed by this Order.

Sec. 5. Departments and agencies in the Executive branch shall, to the extent permitted by law, cooperate with and assist the Attorney General, the Director of the Selective Service and the Director of the Office of Management and Budget in the performance of their responsibilities under this Order.

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Sec. 6. The responsibilities assigned under this Order are to be completed no later than March 31, 1976, at which time the Attorney General shall submit his final recommendations to the President.

GERALD R. FORD

THE WHITE HOUSE,
SEPTEMBER 10, 1975

#

September 22, 1975

The President
The White House
Washington, D. C. 20500



Dear Mr. President:

We are concerned that a public airing of the understandable differences of opinion among the eighteen members of the Board will do unnecessary damage to the success your program has had in healing the divisions in our country. We are especially disturbed at the unwarranted attacks that have been leveled at the Chairman, the Board, and the executive staff.

On behalf of the undersigned members, we wish to commend you in your choice of Charles E. Goodell as our Chairman. Overwhelmingly, the majority of these you appointed support your choice. He was an extremely competent, dedicated, ethical, and tireless leader.

The Guidelines and procedures established by Chairman Goodell and The Board assured each applicant a democratic hearing with just and due process. The Board recommended to you clemency only for the qualifying military and draft evasion offenses of a given applicant in accordance with our charter.

Chairman Goodell and the Board carried out the intent of your program both with healing compassion and within the legal parameters you set. He, in turn, directed a highly professional and competent staff that exhibited the highest moral and ethical values and judgment. The Chairman did an excellent job in mediating extremely opposite views and proved to be a moderating force. We wish the minority members of the Board had given to us and the Chairman the opportunity to see their report before it was released to the public.

We feel the clemency program initiated by a courageous President has contributed toward healing the wounds of Vietnam. We are honored to have been asked by you to serve with Chairman Goodell in this important task.

Although we did not have the opportunity to obtain the signatures of all the people listed below, each has been contacted, and all of them personally subscribe to the contents of this letter.

Sincerely,

Robert S. Carter

John H. Kauffmann

Timothy L. Craig

James A. Maye

John Everhard

E. Frederic Morrow

W. Antoinette Ford

Lewis B. Puller

Rev. Theodore M. Hesburgh

Aida Casanas O'Connor

Vernon E. Jordan

Joan Vinson

Rev. Francis J. Lally