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WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
1. Memo	Ron Nessen to Bill Casselman re personal matter	10/1/75	C
2. Memo	Bill Casselman to Ron Nessen responding to item 1	10/4/75	C

FILE LOCATION

Nessen Papers
 WH Memoranda
 Casselman, Bill

Box 127

RESTRICTION CODES

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WHM, 2/28/85

September 28, 1974

MEMORANDUM FOR BILL CASSELMAN

FROM: RON NESSEN

Bill - I have been asked to write a letter of recommendation for my brother-in-law, who is interested in changing employment.

Naturally I want to help him if I can. But I do not want to do anything that would be construed as improper conduct of my office.

Can you look over the attached letter of introduction which I have prepared for him and tell me if you see any problems?

Thanks very much.



To Whom It May Concern:

This will introduce my brother-in-law, Mr. Tong Ho Song, who would like to talk to you about a job for your organization.

Mr. Song came to the United States in 1970 from South Korea where he was a trusted employee for many years with the American forces there. Since he came to the United States, he has received praise for his work as a bartender at the Black Greco, and at the Port of Georgetown.

Mr. Song has three wonderful children. He is anxious to change his line of work so that he can spend more time with his family. He would appreciate any consideration you can give him.

I have known Mr. Song for 8 years and have always found him to be industrious, trustworthy and capable. And I know that his former employees have found him to be the same.

I think you would find him to be a valuable employee.

Sincerely,

Ronald H. Nessen




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This form marks the file location of item number 1 as listed
on the pink form (GSA form 7122, Withdrawal Sheet) at the front of the folder.

THE WHITE HOUSE
WASHINGTON

October 2, 1974

MEMORANDUM FOR: Ron Nessen
FROM: Bill Casselman 

In response to your request, I have reviewed your proposed letter of recommendation for your brother-in-law and I find it to be appropriate. You should use either your personal letterhead or blank letterhead, and not official stationary when the letter is prepared in final form.

If your brother-in-law is applying to a Federal agency, it would probably be best for him to list you as a reference only on the SF-171, rather than use this general letter. Any agency would, of course, be free to contact you, as they would any personal reference that is normally provided by an applicant, at which time your description of his excellent qualities would be perfectly proper.

Enclosure



10 copies

To Whom It May Concern:

This will introduce my brother-in-law, Mr. Tong Ho Song, who would like to talk to you about a job ~~for~~^{with} your organization.

Mr. Song came to the United States in 1970 from South Korea where he was a trusted employee for many years with the American forces there. Since he came to the United States, he has received praise for his work as a bartender at the Black Greco, and at the Port of Georgetown.

Mr. Song has three ~~women~~ children. He is anxious to change his line of work so that he can spend more time with his family. He would appreciate any consideration you can give him.

I have known Mr. Song for 8 years and have always found him to be industrious, trustworthy and capable. And I know that his former employers have found him to be the same.

I think you would find him to be a valuable employee.

Sincerely,

Ronald H. Nessen



GERALD R. FORD LIBRARY

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October 7, 1974

MEMORANDUM FOR BILL CASELMAN

FROM: RON NESSEN

I hate to plague you with another question about embarrassing situations, but someone sent a case of Scotch to my house the other day. I don't recognize his name and I don't drink that much Scotch anyway. I don't want to be in a possibly embarrassing position in the future if he is a PR man and a lobbyist. I don't know how to get in touch with him.

I also received two heavy terry cloth bathrobes from a casual friend who happens to own the George V Hotel in Paris, and who is a big international banker.

Could you give me guidance on how to handle these two situations, and some guidelines on a general policy on such things?

Thanks, Bill.

RN/cg



THE WHITE HOUSE

WASHINGTON

October 17, 1974

MEMORANDUM FOR: RON NESSEN

FROM: BILL CASSELMAN *BC*

In terms of a general policy, members of the White House staff may not solicit or accept a gift, favor, entertainment, loan or any other thing of monetary value from any corporation or person who has or is seeking contractual or business dealings with any department or agency in the Executive Branch, or who conducts activities which are regulated by any department or agency in the Executive Branch, or who has any interests which may be substantially affected by the performance of your job. There are, of course, exceptions to these prohibitions in cases of reasonable gifts from a close friend or relative, where it is clear that the motivation is the personal relationship concerned. Even so, employees should be careful to avoid even the appearance of a conflict of interest in the acceptance of such gifts.

With respect to the specific problems you have raised, it is advised that the gifts be returned to the donor, accompanied by a written explanation of the reasons for its return (a copy of which should be retained for your personal files). When the return of a gift is not possible for any reason, it should be forwarded to the Office of the Counsel to the President with a written explanation of the infeasibility for its return. The gift will then be donated to an appropriate charity. In the case of liquor, this has in the past been turned over to the Department of State for official entertainment uses.

For your own information, the problem of how to make the entire White House staff aware of the various policies with respect to conflicts of interest is under discussion, and I expect that material will be circulated to everyone in the near future.



DEAR RON,

found out who he is
1/31 NMA to re
- 204 10 me

Many Thanks For The Way
you Treated Archie Gale's Son.
He was most Appreciative.

My Best Wishes in
your new post.

12/22
12-71

Neil Weinreb

October 18, 1974

MEMORANDUM FOR: BILL CASSELMAN

FROM: RON NESSEN

This is to notify you of an unsolicited gift to me from a man named Neil Weinreb. It was delivered by messenger to my house while I was at work, within a week after I was appointed Press Secretary. There was no address or identifying symbol on the case of Dewar's White Label Scotch.

Since that time, I have attempted through the White House facilities to find out who Mr. Weinreb is. His name is not totally unfamiliar. I may have met him at some time but cannot recall when or where, if I did. I thought perhaps he was in the public relations field, but a check of the Washington Public Relations firms, and also of those in Manhattan, failed to produce Mr. Weinreb's name or any information about him.

I am hereby transferring the case of liquor to you for disposition in a manner which you deem appropriate, and which is consistent with the procedures of such matters by White House employees.

Thank you.



THE WHITE HOUSE
WASHINGTON

February 14, 1975

MEMORANDUM FOR: BILL CASSELMAN

FROM: RON NESSEN *RHN*

As you are aware, Helen Collins, a Staff Assistant in my office, has been summoned for jury duty with the U.S. District Court in Baltimore for a three-month period beginning March 3.

I would appreciate your efforts in having her jury duty status postponed for an indefinite period.

Miss Collins' duties involve:

Total coordination between the White House and networks on Presidential television appearances.

Responsible for overall coordination of filmed Presidential events for the National Archives.

Maintains Presidential film library.

Coordinates filming with independent producers with White House locations, as well as electronic and film interviews with the President.

Handles requests for White House film from commercial enterprises and government agencies for inclusion in various productions.



THE WHITE HOUSE
WASHINGTON

March 5, 1975

MEMORANDUM FOR: HELEN COLLINS
FROM: BILL CASSELMAN

I am returning herewith your summons for jury service and related materials. As I advised you last week, the Clerk of the United States District Court (District of Maryland) has agreed to defer your service until the fall. As I also indicated to you, the Administrative Office of the United States Courts construes all White House employees as being eligible for jury service except commission holders or others who are exempt from jury service by reason of statute (e. g. members of the Armed Forces, policemen, etc).

cc: Ron Nessen

