

The original documents are located in Box 13, folder “Office - Personnel Matters (2)” of the Robert T. Hartmann Files at the Gerald R. Ford Presidential Library.

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WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Form	Personnel form for David W. Boorstin, 2 pages	3/26/1976	C

File Location:

Robert T. Hartmann Files, Box 13, "Office - Personnel (2)" SMD - 6/5/2015

RESTRICTION CODES

- (A) Closed by applicable Executive order governing access to national security information.
(B) Closed by statute or by the agency which originated the document.
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THE WHITE HOUSE

WASHINGTON

April 1, 1976

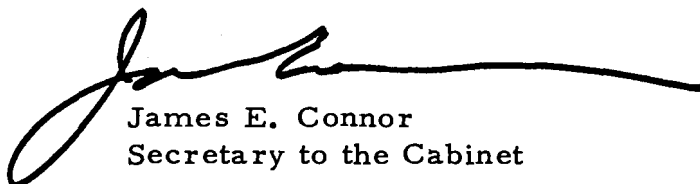
Dear Mr. Johnson:

I have been authorized to extend your services as a Consultant through July 2 , 1976, with compensation in the amount of \$84.61 per day for such services when actually performed.

Your acceptance of such payment will not cause you to become an employee of the Government.

If this is agreeable to you, please sign the original and one copy of this letter in the space indicated below and send them at your earliest convenience to the White House Personnel Office, Room 6, Executive Office Building.

Sincerely,



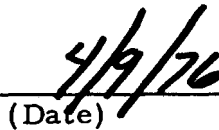
James E. Connor
Secretary to the Cabinet

Mr. Michael S. Johnson
2764 Springer Road
Galesburg, Illinois 61401

(Do Not Detach)

AGREED:


(Signature)


(Date)

UP-058

R B

(ADVANCE MAN)

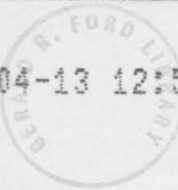
WASHINGTON (UPI) -- DOUGLAS BLASER OF LOGAN, UTAH, WHO PREVIOUSLY HEADED SPIRO AGNEW'S POLITICAL ADVANCE TEAM, TODAY BEGAN HIS NEW JOB AS DIRECTOR OF PRESIDENT FORD'S ADVANCE OFFICE.

BLASER, 33, A REPUBLICAN, WAS AN ADVANCE MAN FOR BOTH RICHARD NIXON AND AGNEW IN THE 1970 AND 1972 CAMPAIGNS.

HE REPLACES ERIC ROSENBERGER, POPULAR CHIEF PRESS ADVANCE MAN, WHO IS LEAVING THE WHITE HOUSE STAFF TO JOIN A FAMILY BUSINESS IN MASSACHUSETTS.

BLASER WILL HAVE CHARGE OF PRESS ARRANGEMENTS ON FORD'S CAMPAIGN TRIPS.

UPI 04-13 12:59 PES



*Looks like
Press is leaving.
gave even info. 2.*

THE WHITE HOUSE
WASHINGTON

April 15, 1976

MEMORANDUM FOR: MR. ORBEN
MRS. ANDERSON
MR. ELLIOTT

FROM: ROBERT T. HARTMANN

SUBJECT: PERSONNEL ACTIONS

All requests for changes in the status or assignment of staff personnel should be directed to my office via your respective offices. I should be informed of any recommendations for staff additions, pay raises, changes in job title or job assignments and requests for leave or vacation requests for in excess of three (3) days. No commitments on any of these matters should be finalized until I have approved your recommended action.

I have requested Mr. Smith to make a survey of staff personnel under my direction and to report to me the accumulated leave and accumulated compensatory time for which present personnel are eligible. It is my desire that regular rest periods for all personnel be encouraged so that everyone will be kept at maximum efficiency during the long and difficult election year before us. Each of you should attempt to schedule leave and vacation periods for your staff so that necessary work can be accomplished, at the same time taking into account the need for rest. More frequent, briefer vacation periods are encouraged and extended leave periods should be avoided where possible.

As soon as possible you should direct to Mr. Smith your recommendations and preferences as to vacation periods.

THE WHITE HOUSE

WASHINGTON

April 19, 1976

MEMORANDUM FOR: MR. ORBEN
MRS. ANDERSON
MR. ELLIOTT

FROM: ROBERT T. HARTMANN *RTH*

SUBJECT: PERSONNEL GUIDELINES

Although I have been successful in retaining an overall personnel ceiling for the staff under my supervision at the present figure of 41, it appears unlikely that any additions will be approved in the immediate future.

It is evident to me that workload among the staff sections under my supervision is still not equitably divided, and that some individuals are working hours well beyond the limits of efficient performance. While such dedication to duty is commendable and appreciated, the remainder of this year is going to be grueling and difficult and there will not be, following the election, the usual holiday lull before work begins on a new legislative year. Instead there will be the additional burdens of an inaugural.

For both reasons, it is my policy that regular rest periods be scheduled for all personnel throughout the summer and fall, roughly on the basis of one week per quarter, and that leave not be permitted to pile up for prolonged vacations at the end of the year. Of course, reasonable exceptions may be made.

I have asked my deputy, Mr. Smith, to make a survey of each individual under my supervision and to report to me the accumulated leave and compensatory time currently accrued for all eligible personnel. He will work with you in scheduling periodic rest breaks for your section with the dual purpose of keeping all functions properly manned and maintaining the health and sustained effort of every individual.

In this process it will be necessary to maintain for a time accurate weekly records of assignments and requests processed and individual hours worked, not in the sense of requiring

anyone to punch a time clock but in order to ensure that our limited staff is apportioned equitably among the several functions for which we have responsibility.

All requests for changes in the status or assignment of staff personnel will be directed to me via the above supervisory addressees, whose recommendations and/or comments should be added before forwarding. This includes proposed additions or replacements, pay adjustments, job titles or functions, and requests for leave or compensatory time off in excess of one week. No final commitments should be made in these matters without my prior approval or, in my absence, that of my deputy.

I would like to have a tentative schedule of preferred vacation periods submitted to me through Mr. Smith by May 1. Thank you for your cooperation.

April 19, 1976

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Drafted for signature by RTH & GAA.
(not signed)

THE WHITE HOUSE
WASHINGTON

May 10, 1976

MEMORANDUM TO: COUNSELLOR ROBERT T. HARTMANN

VIA: MRS. GWEN A. ANDERSON
MISS AGNES M. WALDRON

FROM: GERALD J. POPEO

I am writing to inform you of my decision to terminate my employment at The White House.

In an effort to allow for coordination of personnel, I am informing you at the earliest possible date that my future plans necessitate that I resign from my position. As you know, my career objectives require that I devote my full efforts to a study of the law.

I will always look upon my two years of service to the President with great pride. Furthermore, I will be forever grateful for the opportunity I have had to develop lasting friendships with some outstanding individuals at the White House. I am particularly honored to have had the good fortune to be professionally associated with you.

THE WHITE HOUSE

WASHINGTON

May 10, 1976

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VIA: MRS. GWEN A. ANDERSON
MISS AGNES M. WALDRON

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78: RTH
V.A. Byers
FROM
THE WHITE HOUSE
WASHINGTON

May 10, 1976

~~Dear Agnes:~~

I am writing to inform you of my decision to terminate my employment at The White House, effective July 16, 1976. ~~at a certain date~~

In an effort to allow for coordination of personnel, I am informing you at the earliest possible date that my future plans necessitate that I resign from my position. As you know, my career objectives require that I devote my full efforts to a study of the law.

I will always look upon my two years of service to the President with great pride. Furthermore, I will be forever grateful for the opportunity I have had to develop lasting friendships with some outstanding individuals at the White House. I am particularly honored to have had the good fortune to be professionally associated with you.

Sincerely,

Gerald J. Popeo
Gerald J. Popeo

Miss Agnes Waldron
Director of Research
The White House
Washington, D. C. 20500

cc: Dr. James Connor
Mr. Robert Hartman
Mr. Robert Orben
Mrs. Gwen Anderson ✓

THE WHITE HOUSE

WASHINGTON

May 10, 1976

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Sincerely,

Gerald J. Popeo
Gerald J. Popeo

Miss Agnes Waldron
Director of Research
The White House
Washington, D. C. 20500

cc: Dr. James Connor
Mr. Robert Hartman ✓
Mr. Robert Orben
Mrs. Gwen Anderson

Copy RTH
to be filedREQUEST FOR PERSONNEL ACTIONDate: May 10, 1976FROM: Counsellor Robert T. Hartmann
(Name and Title)Name of Employee: Janet LawsonRequested action: Promotion(check one) Administrative Pay Increase☒ Change in TitleReassignment

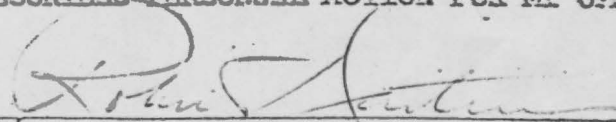
Such action will change

FROM: Research ClerkTO: Research Assistant

Desired effective date: _____

Justification for requested action: Research Department vacancy

Remarks: _____

I HEREBY ENDORSE AND AUTHORIZE THE ABOVE
DESCRIBED PERSONNEL ACTION FOR MY OFFICE:
(Signature of Requesting Official)

Cap RTN

REQUEST FOR PERSONNEL ACTION

Date: May 10, 1976

FROM: Counsellor Robert T. Hartmann
(Name and Title)

Name of Employee: Janet Lawson

Requested action: Promotion

(check one) ☒ Administrative Pay Increase

☐ Change in Title

☐ Reassignment

Such action will change

FROM: GS 5

TO: GS 6

Desired effective date: _____

Justification for requested action: Upgrade of position

Remarks: _____

I HEREBY ENDORSE AND AUTHORIZE THE ABOVE
DESCRIBED PERSONNEL ACTION FOR MY OFFICE:

[Signature]
(Signature of Requesting Official)



WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Note	From James E. Connor to Robert T. Hartmann regarding personnel request for Dr. Charles H. McCall, with attachments. (6 pages)	5/17/1976	C

File Location:

Robert T. Hartmann Files, Box 13, "Office - Personnel (2)" SMD - 6/5/2015

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WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Form	Information Needed Concerning New Personnel form for Mary Susan Philpott, 1 page. (Attached to Request for Personnel Assignment	5/26/1976	C

File Location:

Robert T. Hartmann Files, Box 13, "Office - Personnel (2)" SMD - 6/5/2015

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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 9, 1976

MEMORANDUM TO: ROBERT HARTMANN
FROM: JANET LAWSON *jl*
SUBJECT: Job Status

As you may be aware, I have been waiting almost three months now for a final decision as to a promotion and pay raise from clerk to researcher. Since November of 1975, I have assumed full researcher responsibilities which have included checking speeches, pre-advance trips in and out of town, covering the office on weekends and late nights, staff secretary action memorandums, and other various office duties. I am 25 years old, have a darn good college education, and over a year's experience researching in this office.

I would like to make an official request for a Grade 7, Step 1 and if possible, for it to be made retroactive since May 1 of this year.

I thank you for your consideration.

*Cowan — This has been put
them to Mr. Connor, the
staff secretary — Action takes
a month or two around here.*

RTD



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

REQUEST FOR PERSONNEL ACTION

Date: June 11, 1976

FROM: ROBERT T. HARTMANN, COUNSELLOR TO THE PRESIDENT
(Name and Title)

Name of Employee: Marilyn A. Meinking

Requested action: ☐ Promotion
(check one) ☐ Administrative Pay Increase
☐ Change in Title
☒ Reassignment
☐ Quality Increase

Such action will change

FROM: Office of the Press Secretary to the Vice President

TO: Office of Robert T. Hartmann, Counsellor to the
President, Speech Communications Office

Desired effective date: June 21, 1976

Justification for requested action: Replacement for Kathryn Wooten, resigned

Remarks: _____

I HEREBY ENDORSE AND AUTHORIZE THE ABOVE
DESCRIBED PERSONNEL ACTION FOR MY OFFICE:



(Signature of Requesting Official)



(Signature of Supervisor)

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ASSIGNMENT

Date: June 11, 1976

FROM: ROBERT T. HARTMANN

Name of Proposed Employee: (Miss) _____
(Mrs.) Marilyn A. Meinking
(Mr.) _____

Position: (a) Position title: Secretary

(b) Grade and Salary: 10/1 \$14,824

(c) _____ Check if proposed employee's title shall be "Consultant" for temporary period until all necessary security clearances are completed. Position title at (a) above shall be assigned after clearances are received.

Payroll (check one): ☒ White House Office (Regular Salary & Expenses)
_____ White House Office (Consultant)
_____ Other (specify: _____)

Length of Assignment (check one):

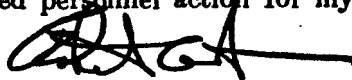
_____ Temporary (No. of Months _____ or
(Not to exceed _____))
_____ Indefinite
☒ Permanent

Desired effective date: June 21, 1976

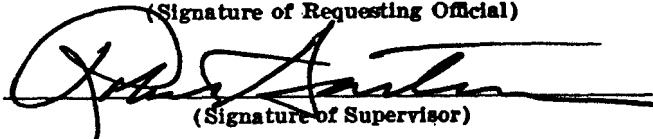
Justification for assignment: Replacement for Kathryn Wooten, resigned

Present place of employment or assignment: Office of the Press Secretary to the
Vice President

I hereby endorse and authorize the above described personnel action for my office:



(Signature of Requesting Official)



(Signature of Supervisor)

Attachment(s) needed.—In all cases—"Information Needed Concerning New Personnel".

If to be appointed White House rolls it is desirable to have SF 171 furnished, preferably attached to this request. If the SF 171 is not available as an attachment to this request form, send it to the White House Personnel Office, Room 6, EOB, when completed.

THE WHITE HOUSE
WASHINGTON

June 11, 1976

MEMORANDUM FOR:

JAMES E. CONNOR

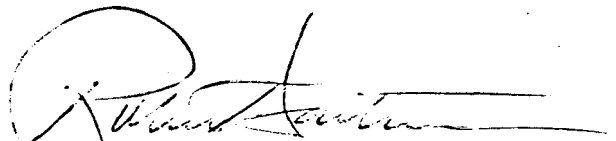
SUBJECT:

Quality Increase for Mrs. Maureen W. Brown

The Civil Service Regulations provide for the granting of additional within-grade increases in recognition of high quality performance above that ordinarily found in the type of position concerned.

Mrs. Brown has performed in a most outstanding manner the many functions assigned to her. Her work is of a high level of effectiveness and represents a devotion to duty that is exceptional. This high level has been sustained during her tenure in this office as a Research Aide and is characteristic of her day-to-day activity. Indeed, her accomplishments substantially exceed normal requirements. I am convinced that Mrs. Brown will continue to carry on her duties in an outstanding manner and I recommend her for a Quality Increase.

If you approve, this action will raise her from GS-8/4 to GS-8/5.



Robert T. Hartmann
Counsellor to the President

Staff Secretary Action:

Approved _____

Disapproved _____

June 11, 1976

MEMORANDUM FOR:

JAMES E. CONNOR


SUBJECT:

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If you approve, this action will raise her from GS-8/4 to GS-8/5.


Robert T. Hartmann
Counsellor to the President

Staff Secretary Action:

Approved _____

Disapproved _____

THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ACTION

Date: May 15, 1976

FROM: Counsellor Robert T. Hartmann
(Name and Title)

Name of Employee: Maureen Brown

Requested action: Promotion

(check one) ☒ Administrative Pay Increase

☐ Change in Title

☐ Reassignment

Such action will change

FROM: GS 8 - 4

TO: GS 8 - 5

Desired effective date: Immediately

Justification for requested action: performed well in execution of
her job duties

Remarks:

Has not had an administrative pay increase since 4-14-74.

I HEREBY ENDORSE AND AUTHORIZE THE ABOVE
DESCRIBED PERSONNEL ACTION FOR MY OFFICE:


(Signature of Requesting Official)

OK
BCH
4-11-76

OK
JCH

THE WHITE HOUSE
WASHINGTON

June 22

Here is the form that Charlene Cozart of the Personnel Office called about this morning.

They would appreciate having it completed and returned as soon as possible.

Thanks!

Neta

June 25

I called & talked to Jim Rogers. Told him this form was ready to be returned. He asked me to take it down to Dr. Connor's office & they can sign off on it and send it over to him. (nm)

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 22, 1976

MEMORANDUM FOR HON. ROBERT T. HARTMANN

FROM: James R. Rogers

Your attention is called to the fact that the appointment of Mr.
George H. Denison is limited to period ending 6/24/76.

Please indicate below what you want done about such appointment and return this to me as quickly as possible.

If you indicate that the appointment is to be allowed to end there will be additional information needed and we will promptly supply the form(s) that will provide what we will need when completed by the employee and returned.

If you indicate desire to have appointment converted to one of indefinite duration and we find that the full field investigation has not been run or is not completed, action will be taken to extend the present limited appointment for a period long enough to allow for completion of the investigation.

Please call me if you have any questions.

Check desired action - and sign below:

☒ Extend appointment for period of (one (1) months)
(Not to exceed 7/24/76)

☐ Convert appointment to one of indefinite duration.

☐ Allow appointment to come to scheduled end.

6/24/76
(Date)

[Signature]
(Signature)

THE WHITE HOUSE
WASHINGTON

June 22
11:35 a.m.

Charlene Cozart in the Personnel Office (2260) called and said they were sending another form that needs to be filled out for George Denison, since the time of his extended appointment is about to expire. She asked if I knew what action was going to be made on this matter and, of course, I did not.

They would appreciate an early response on this.

Neta

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

May 11, 1976

MEMORANDUM FOR HON. ROBERT T. HARTMANN

FROM: James R. Rogers

Your attention is called to the fact that the appointment of Mr. George H. Denison is limited to period ending 5/25/76.

Please indicate below what you want done about such appointment and return this to me as quickly as possible.

If you indicate that the appointment is to be allowed to end there will be additional information needed and we will promptly supply the form(s) that will provide what we will need when completed by the employee and returned.

If you indicate desire to have appointment converted to one of indefinite duration and we find that the full field investigation has not been run or is not completed, action will be taken to extend the present limited appointment for a period long enough to allow for completion of the investigation.

Please call me if you have any questions.

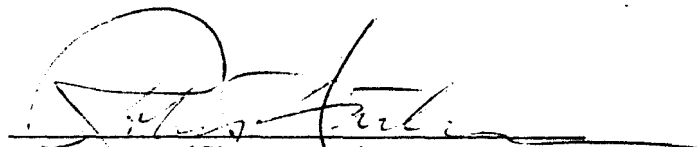
Check desired action - and sign below:

 X Extend appointment for period of (One (1) months)
(Not to exceed 6/24/76)

 Convert appointment to one of indefinite duration.

 Allow appointment to come to scheduled end.

June 8, 1976
(Date)


(Signature)

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 22, 1976

MEMORANDUM FOR HON. ROBERT T. HARTMANN

FROM: James R. Rogers

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Please indicate below what you want done about such appointment and return this to me as quickly as possible.

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(Not to exceed 7/24/76)

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☐ Allow appointment to come to scheduled end.

6/24/76
(Date)

[Signature]
(Signature)

REQUEST FOR PERSONNEL ACTIONDate: June 24, 1976FROM: Counsellor Robert T. Hartmann


(Name and Title)

Name of Employee: Michael JohnsonRequested action: Promotion(check one) Administrative Pay IncreaseChange in TitleReassignment

Such action will change

FROM: ConsultantTO: Permanent White House Office (Regular Salary & Expenses)Desired effective date: July 2, 1976Justification for requested action: To handle greatly increased volume of Presidential messages, vice Mr. Rousek, whose detail terminated 1/31/76.

Remarks:

I HEREBY ENDORSE AND AUTHORIZE THE ABOVE
DESCRIBED PERSONNEL ACTION FOR MY OFFICE:
(Signature of Requesting Official)

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Memo	Memo from Charles McCall to Dr. James E. Connor via Robert Hartmann and Gwen Anderson regarding a request for volunteer	8/5/1976	C

File Location:

Robert T. Hartmann Files, Box 13, "Office - Personnel (2)" SMD - 6/5/2015

RESTRICTION CODES

- (A) Closed by applicable Executive order governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
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O.C.

[Aug. 1976?]

The President announced today the appointment of Douglas J. Smith of Seattle, Washington as Special Assistant to the President. He will serve as Deputy to Counsellor Robert T. Hartmann.

Mr. Smith has served since November, 1975 as a consultant and acting deputy to Counsellor Hartmann.

Starting in July, 1973, Mr. Smith served in the Pentagon in the office of the Secretary of Defense as Special Assistant to the Director, Defense Security Assistance Agency, and as Special Assistant to the Assistant Secretary of Defense for International Security Affairs.

Prior to entering government service, Mr. Smith practiced law in Seattle, Washington with the law firm of Cartano, Botzer and Chapman from 1959 to 1973. He is a graduate of Whitman College and the University of Washington Law School. He also served as Deputy Prosecuting Attorney for Yakima County, Washington from 1958 to 1959.

During the Korean conflict, Mr. Smith served with the U.S. Navy as a squadron and staff air intelligence officer aboard the U.S.S. Boxer and U.S.S. Wasp. He presently holds the rank of captain in the Naval Reserve.

Active in civic and college alumni affairs, he was for three years President of the Whitman College Alumni Association and member of the Whitman College Board of Overseers.

He is married to the former Marcia Hinderman of Whitefish, Montana. They have four children.

CONNOR, JAMES E.

(re. DJS's papers)

August 6, 1976

MEMORANDUM FOR JIM CONNOR

FROM: ROBERT T. HARTMANN

SUBJECT: DOUG SMITH

My office is advised by the Personnel Office that Doug Smith's papers are being processed for commissioning on the permanent White House staff in a different form than was approved last February by the President and reconfirmed by him at a meeting with me and Dick Cheney on April 8.

We are advised papers are being prepared listing Doug as a Special Assistant to the President and at his present detail salary of \$37,800, which would make him equal in title to two other members of my department, equal in salary to two, and below one in payscale. This will not do and I expect you will promptly correct the Personnel Office's "misunderstanding."

As reflected in my request form sent you on March 1, 1976 (copy attached) and apparently unacted upon until I resubmitted it a month ago today, Doug's approved title is to be "Deputy to the Counsellor to the President" and his salary \$39,400 per annum. Over five months' delay so far has cost him some \$700 in pay and his increase should be as retroactive as the law allows. I cannot tolerate arbitrary changes and inordinate delay in commitments I have made to my people with the express personal approval of the President of the United States.

Your cooperation will be appropriately appreciated.

RTH:nm

Memorandum for Jim Connor

From: Robert T. Hartmann

Subject: Doug Smith

My office is advised by the personnel office that Doug Smith's papers are being processed for commissioning on the permanent White House staff in a different ~~form~~ ^{January or} than was approved last February ~~by the President~~ ^{by him} and reconfirmed ~~at a meeting~~ ^{at a meeting} with me and Dick Cheney on April 8.

As reflected in my ~~request~~ request form sent you on March 1, 1976 ~~with~~ (copy attached) and apparently unacted upon until I resubmitted it ~~with~~ ^{approved} a month ago/ today. ~~approved~~, Doug's title is to be "Deputy to the Counsellor to the President" and his salary \$39,400 per annum. ^{Over five months'} ~~the~~ delay so far has cost him some \$700 ^{in pay and his increases should be as retroactive as the law allows} ~~and inordinate delay~~ ^{arbitrary} I cannot tolerate ~~changes~~ ^{changes} in commitments I have made to my personal people with the express/approval of the President of the United States.

We are advised papers are being prepared listing Doug as a Special Assistant to the President ~~and at his present detail salary of \$37,800,~~ ^{equal in title} and at his present detail salary of \$37,800, which would make him ~~equal in title~~ ^{equal in title} to two other members of my ~~staff~~ ^{department}, ~~and below~~ ^{below} salary to two, ~~and beneath~~ ^{below} one in payscale. This will not do and I expect you ~~will promptly~~ ^{will promptly} correct the personnel office's "mistunderstanding". ~~and the month of July~~

Your cooperation will be appropriately appreciated.

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Memo	Memo from Charles McCall to Dr. James E. Connor via Robert Hartmann and Gwen Anderson regarding the access list for volunteer	8/10/1976	C

File Location:

Robert T. Hartmann Files, Box 13, "Office - Personnel (2)" SMD - 6/5/2015

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WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Form	Personnel forms for John H. Mihalec, 3 pages	8/30/1976	C

File Location:

Robert T. Hartmann Files, Box 13, "Office - Personnel (2)" SMD - 6/5/2015

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