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December 7, 1974

TO: CHARLES E. GOODELL
 FROM: GRETCHEN M. HANDWERGER
 SUBJECT: Some Budget Figures

Cost of Three-Day Board Meeting:

PCB Salaries	\$138.	x 9	x 3	=	\$3726.
Transportation	250.	x 7		=	1750.
Per Diem	40.	x 7	x 3	=	840.
					<hr/>
					\$6316.

Cost of Two-Day Board Meeting:

PCB Salaries:	\$138.	x 9	x 2	=	\$2484.
Transportation	250.	x 7		=	1750.
Per Diem	40.	x 7	x 2	=	560.
					<hr/>
					\$4794.

Cost of One-Day Board Meeting:

PCB Salaries	\$138	x 9	x 1	=	\$1242.
Transportation	250	x 7		=	1750.
Per Diem	40	x 7		=	280.
					<hr/>
					\$3272.



Assuming 30 cases decided a day and 900 cases to decide, we would need:

10	3-day Board meetings	=	\$63,160.
15	2-day Board meetings	=	71,910.
30	1-day Board meetings	=	98,160.

Original Budget of \$85,000.

THE WHITE HOUSE
WASHINGTON

2/24/75

Senator Goodell:

This is what OMB sent to
the President for the meeting
today.

Rick

MEMORANDUM FOR THE PRESIDENT

SUBJECT: Clemency Board Funding Estimates

White House

Mr. French of your Counsel's Office's has asked us to prepare preliminary estimates of the cost of operating the

Presidential Clemency Board ("Board") based on the following

assumptions that he presented. *It should be noted that the Board staff differs with these assumptions and estimates that staff requirements would be 280 and 105 for assumptions A & B respectively. In addition the Board staff suggests an increase of 5 and 1 Board members for each assumption respectively.*

Alternative A: Assumptions:

(will approximate)

(1) The total number of cases ~~10,500~~ *10,500* the expiration of the program on March 1, 1975. *To date 200 cases have been completed.*

(2) The Board ~~substantially~~ *would drastically* revised its current procedures* of reviewing cases in an attempt to conclude operations by June 30, 1975 (the end of the FY 75).



(3) Forty (40) additional nonreimbursable detailees are provided (25 lawyers and 15 secretarial/clerical)

(4) Board meetings are increased from ~~50~~ *twice a month to weekly meetings* per month and case review is increased from ~~200~~ *200* cases to ~~2600~~ *2600* cases per month.

Estimated cost \$ 95,000

Source: Unanticipated Personnel Needs Fund.

Alternative B: Assumptions:

(1) Same as A above.

(2) The Board ~~substantially~~ *partially* revises its current procedures of reviewing cases in an attempt to conclude operations by January 31, 1976. *Detailees would continue and unanticipated funds would be utilized until June 30, 1975. The end of FY '75*

(3) Fifteen (15) additional ~~paid~~ *nonreimbursable* staff are provided (10 lawyers and 5 secretarial/clerical) *until end of FY 75. FY 76 appropriations would be requested for the period from 7/1/75 to 12/31/76 to cover all costs associated with the Board operations including reimbursement of detailee salaries and administrative expenses heretofore assumed by other agencies.*

(4) Board meetings are increased from ^{bi-monthly meetings} 1 to ^{weekly meeting} per month
and case review is increased from 200 cases to 950 cases
per month.

Estimated cost \$ 95000 Remainder FY 75 Source want fund
1,000,000 7/1/75 - 1/31 1976 Congressional
appropriations

Weldon H. Latham
Assistant General Counsel

* abandons case by case approach - staff suggests that
some Board members would object to this ^{inception it was} approach tantamount
to blanket amnesty; others would object because it breaches due process

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

Office of Administration
Washington, D.C. 20405



JUN 12 1975

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

Dear Mr. Chairman:

It is the responsibility of the General Services Administration to advise organizations for which we provide administrative support of potential financial problems. The Antideficiency Act (31 U.S.C. 665) provides severe penalties when obligations are incurred in excess of the fund or appropriation available.

A review of our accounting reports of the obligations incurred by the Presidential Clemency Board as of May 31, 1975, and conversations with Mr. Robert Horn, the Executive Secretary, concerning expenses that he expects to incur, indicate that the unobligated balance of \$122,000 will not be sufficient to prevent a violation of the Antideficiency Act.

In light of these circumstances, the remaining funds of the Board should be monitored carefully and steps taken to obtain an additional allocation.

Members of your staff should continue to work closely with the External Services Branch of my office in monitoring the fund balance.

Sincerely,

A handwritten signature in cursive script, appearing to read "Paul S. Carter".

PAUL S. CARTER
Director of Finance



PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE

WASHINGTON, D.C. 20500

13 June 1975

MEMORANDUM TO : CHARLES E. GOODELL
CHAIRMAN
FROM : ROBERT J. HORN 
EXECUTIVE SECRETARY
SUBJECT : PCB Financial Status

This is a follow-up of our conversation of today. I met with Nat Scurry, our Budget Examiner, and informed him there was a distinct possibility that the PCB will be in a deficit posture at the end of this fiscal year unless we are able to get some additional funds. As I told you before, when we first prepared budget estimates, GSA suggested that we needed approximately \$355,000 for an agency comprised of 600 employees. We received only \$240,000.

In the middle of April, we submitted another budget to OMB. There it was estimated that Board expenses for the remaining portion of FY '75 would amount to approximately \$99,288 (including \$1,000 in FY '75 for use in the preparation of the financial report). This figure was based on the Board working five days a week, and did not allow for reading time. As you are aware, many of the Board members now work six and seven days a week, thus putting a strain on the budget allocations. In addition, the Chairman has not submitted his salary vouchers for the past 2-1/2 months, and we anticipate the cost of this expense to equal approximately \$10,000. We also have not gotten a bill from the telephone company covering the telephone expenses for the last two months. Finally, the cost of the Olsten typists will amount to roughly \$10,000.

As of last Monday, we had approximately \$122,000 in our account at GSA. I have obligated another \$14,000 for incurred expenses, leaving us \$108,000. I have guesstimated that Board salaries could exceed \$104,000, giving us a deficit of approximately \$40,000.*

When I talked with Nat Scurry I told him you might be calling Paul O'Neill to alert him to the problem. We will have better figures by Thursday of next week, after the Board Members have submitted all of their outstanding pay vouchers. I will keep you informed as better information becomes available.

cc: Lawrence M. Baskir, General Counsel
Robert Knisely, Deputy General Counsel
Gretchen Handwerger, Administrator

* This is an "off-the-wall" guesstimate. We won't have better figures available until the Board submits its vouchers.

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE

WASHINGTON, D.C. 20500

June 11, 1975

Memorandum

TO: Charles E. Goodell and Lawrence M. Baskir

FROM: Michael J. Remington

THROUGH: William Strauss

SUBJECT: F.B.I. Identification Checks of PCB Applicants *

The foundation for the National Crime Information Center (NCIC) is laid in 28 U.S.C. §534:

- "(a) The Attorney General shall:
- (1) acquire, collect, classify, and preserve identification, crime, and other records; and
 - (2) exchange these records with, and for the official use of authorized officials of the Federal Government, the States, cities, and penal and other institutions.
- (b) The exchange of records authorized by subsection (a)(2) of this section is subject to cancellation if dissemination is made outside the receiving departments or related agencies."

Several important questions arise at to referral of PCB applicants' names to the FBI crime information and identification sections. They will be discussed below in a question and answer format.

QUESTION #1: Is Senator Goodell an "authorized official of the Federal Government" falling within the provisions of §534?

This is definitely at issue. Robert Conger, Computer Systems Section, responded affirmatively, but added that should the need arise, certification could be immediately granted by the Attorney General. Frank Still, Identification Section, answered in the negative, and stated that "authorization" means "express, written authorization". He warned that obtaining this might not be easy.

QUESTION # 2: What identification information would the PCB be required to provide the FBI to insure an accurate check?

* Information for this memorandum was obtained from the following individuals at the Federal Bureau of Investigation: Richard Taylor (324-2120), Legal Analysis Section; Frank Still (324-2518), Identification Section; and Andrew Decker (324-3000), Computer Systems Section.

The Computer Systems and Identification Section people would need the applicant's name, social security number, date of birth, race, sex, military identification number, and selective service number. Even with all this information, total accuracy could not be guaranteed and the FBI would stamp each rap-sheet with "Not Responsible for Accuracy; Identification Not Made on the Basis of Fingerprints".

QUESTION #3: How would the FBI identification-check work for PCB applicants?

The required information would be forwarded by the PCB to the FBI on separate sheets of paper prepared by Col. Benson's staff. The FBI would run the information through its computerized system (NCIC) and then through its identification section. The former, which reveals information on fugitives and crime statistics for several states, could be accomplished very quickly. The latter, which involves the search of an alphabetical file, a fingerprint classification file, and a personal history file, takes much more time. At the end of this process, the FBI clerk ultimately arrives at the individual's rap-sheet (if it exists).

Frank Still described the whole process as somewhat "difficult". He provided the following example. Applicant's name is John Smith. In the FBI's alphabetical file there are 21,000,000 names, of which there are 17,000 John Smiths. Many of these individuals were born on the same day and they often do not have social security numbers. Without fingerprints, identification of the proper John Smith becomes very difficult.†

QUESTION #4: How much time would the identification check take?

About two weeks, provided that "authorization" is obtained under §534 and the FBI is immediately provided with the necessary information. Note: there is presently a personnel shortage in the Identification Section and the PCB could not be given priority over the everyday fingerprint checks. 7

QUESTION # 5: Would the information conveyed to the FBI be used to the applicant's detriment?

Since the applicant's address will not be submitted, the FBI will not immediately become aware of the individual's whereabouts. It should be presumed, however, that if one of the PCB applicants is presently a fugitive, the FBI will subsequently ask for his address.

QUESTION # 6: Could the PCB send the applicant's rap-sheet to him (along with his case summary)?

This is a very difficult question. The FBI normally allows an individual to procure his own rap-sheet, upon payment of \$5.00 and submission of his fingerprints (to insure accuracy). The Bureau of Prisons sometimes sends-out rap-sheets, but only when this would benefit the individual such as in a parole or probation proceeding. The principal problem with sending rap-sheets to PCB applicants is that of mistakes. A mistake as to a rap-sheet could represent a serious infringement of an individual's liberty. Note: there is a case pending in a D.C. Federal District Court concerning a

NCIC mistake.⁷

It should also be reiterated that §534(b) states that "...exchange of records authorized by subsection (a)(2) of this section is subject to cancellation if dissemination is made outside the receiving... agencies." It appears that this would prohibit sending the rap-sheet to the applicant. The question thus becomes how can the PCB insure to the applicant, especially if the FBI will not, that a mistake as to rap-sheet will not be made. I cannot answer this.

QUESTION # 7: What should the PCB do to immediately commence a crime identification check for all applicants?

First, Senator Goodell should get immediate "authorization". Second, letters should be written and either hand-delivered to Asst. Director Andrew Decker, Room 7222, Computer Systems (NCIC), or Frank Still, Identification Section, asking for immediate cooperation in this matter. In the alternative, a letter could be sent directly to Director Clarence Kelly, through Mr. Nick Callahan (because of Mr. Kelly's illness). This letter would formally request a NCIC and Identification check for PCB applicants. Some provision should be made for a personal meeting between one or two members of the PCB staff and several representatives of the FBI. This meeting would be used to establish a working relationship between the two organizations. Third, the PCB should implement a Standard Operating Procedure to provide the FBI with the necessary information. Fourth, immediate thought should be given to the "accuracy" problem.

⁺ A sample of the alphabetical index of PCB applicants reveals that there are several common names. For example, there are 7 individuals who are named John Smith. Other common names are Michael Smith (8), John Davis (6), William Davis (5), James Jones (6), James Taylor (9), John Johnson (7), William Williams (6), and William Brown (9).

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE
WASHINGTON, D.C. 20500

June 24, 1975

MEMORANDUM TO : NAT SCURRY
FROM : ROBERT J. HORN
EXECUTIVE SECRETARY
SUBJECT : PCB FINANCIAL STATUS

This is a follow-up to our discussion of yesterday, June 23d, and my memo of June 11th.

The Board Members have submitted pay vouchers through June 13th. With the exception of Senator Goodell, the Clemency Board has incurred obligations of \$26,089.95.

This figure includes salaries for Messrs. Carter and Kauffman, although the President has not signed their Commissions as yet. So far Carter and Kauffman have submitted vouchers in the amounts of \$554.00 and \$2,164.06 respectively. In addition, I have also calculated the salary of Senator Goodell from his last submission of 3/1 through 6/13, amounting to 8,448.50; that amounts, as of 6/13/75, to a total salary expense of 34,538.45.

However, this figure does not include an amended voucher from Mrs. O'Connor, which may increase the total by perhaps another \$1,000.00. I have also projected a salary expense for the remaining 17 days of this month of \$37,672.00. This was arrived at by multiplying 17 days by an average of 16 members X \$138.50.

That gives us a projected total of salary expense of 72,210.45. GSA informs me that they normally add 6% for employee benefits, or 4,332.63. This gives us a total projected PCB salary expense through June 30th of 76,543.08.

As you are aware, the last information we received from GSA indicated that we had on account \$122,022.19 \$122,022.19
I have submitted bills in the amount of 13,919.56
which leaves 108,102.63.
I also intend to submit, today, 7,531.10,
leaving \$100,571.53,
and subtracting projected salary expenses for the Board of 76,543.08,
leaving 24,028.45.



\$24,028.45

Assuming \$10,000 remaining in unpaid bills for supplies and services, that leaves 10,000.00
14,028.45.

To date we calculated \$3,867.08 for Board and staff travel and per diem expenses through 6/13/75. I expect that figure to climb to 7,500.00
by June 30th, leaving a total of 6,528.45
remaining in our account.

As you are aware, the exigencies of our time deadline required us to hire temporary secretarial services from Olsten, Inc., in order to eliminate a backlog of cases so that they could be presented to the Board. To date we have incurred approximately \$10,000.00 in expenses for these services. For accounting purposes, however, Olsten, Inc. has agreed to defer billing us for these services until July 1, 1975. Secondly, the only other unknown remaining is the communications costs. To date we have not received, and are unable to obtain, any information about the amount of that cost. Since GSA absorbed the cost of installing telephones, I would expect it would be logical that they could also absorb the actual communications expenses. As you are also aware, this matter has to be resolved immediately because of a possible PCB deficiency and the little time remaining in this fiscal year.

I would appreciate your arranging a meeting with Dave Bray and/or Cal Collier in order to discuss this matter. As you are aware, time is of the essence.

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE

WASHINGTON, D.C. 20500

June 25, 1975

Projection of Obligations

	July 1 - Sept. 15	Sept. 15 - Oct. 15
<u>Permanent positions</u>	no cost	no cost
<u>Positions other than permanent</u>		
19 Board members x 77 days x 138.50	202,625.50	
19 Board members x 10 days x 138.50		26,315.
<u>Overtime and holiday pay</u>	no cost	no cost
<u>Reimbursable details</u>	none	none
<u>Personnel Benefits</u>		
for Board members @ 6% of pay	12,157.53	1,578.90
<u>Travel</u>		
9 Board members x 8 trips x \$200.	14,400	
9 Board members x 2 trips x \$200		3,600.
<u>Per Diem</u>		
9 Board members x 77 days x \$40.	27,720.	
9 Board members x 10 days x \$40.		3,600.
X <u>Space rental (GSA)</u>		
1206 N. Hampshire Ave. (per Glenda Prouty 183-5494)	29,835.40	11,934.11
22,624 sq.ft. @ \$6.33		
2033 "M" St. (per L. Ship)	56,117.14	22,446.77
44,376 sq. ft. @ \$6.07		
<u>Equipment rental</u>		
4 "3600" Xerox copiers @ 2000/mo	20,000.	8,000.
1 labelling machine @ 300/mo.	750.	300.
X <u>Communications (per Doug McCrum ADTS 962-7693) - (GSA)</u>		
<u>Telephone local</u>		
<u>Installation - 350 phones</u>	absorbed by GSA	
<u>Monthly Charge (local)</u>		
\$13.50 per phone, \$4,725 per mo.	11,812.50 (GSA)	4,725. (GSA)
<u>Long distance FTS</u>		
Computed on basis of 234 phones, 5 calls per day per phone, 30 day month, 90¢ per call	78,975 (GSA)	31,590. (GSA)



	July 1 - Sept. 15	Sept. 15 - Oct. 15
<u>Printing</u>	10,500.	3,500.
Final Report	20,000.	5,000
<u>Other services</u>		
Reimbursement to GSA (for administrative services)		
Staff Travel	10,000	3,333
Final report	10,000	-
Bulk purchase secretarial services	20,000	5,000
Security guard service,) typewriter maintenance,) alterations to space, medical)	absorbed by GSA	
HEW Health Unit	1,200	300
Supplies and materials		
Office supplies, paper for xerox copiers, \$5000 per month	12,500.	5,000.
	<hr/>	<hr/>
	371,103.03*1	65,226.90
 *1 Excludes GSA costs to the extent known.		
Space rental	85,952.54	34,380.88
Communications	90,787.50	36,316.00
	<hr/>	<hr/>
	547,843.07	135,923.78

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

June 26, 1975

MEMORANDUM TO : PAUL O'NEILL, DEPUTY DIRECTOR
OFFICE OF MANAGEMENT AND BUDGET

FROM : CHARLES E. GOODELL

SUBJECT : PCB Financial Status

We have a problem which only you can resolve. At the end of the fiscal year it appears that the PCB will be in a deficiency situation. The reason for this deficiency is that GSA has not absorbed many of the costs that we expected they would absorb, and the original projections regarding the PCB expenditures under-estimated the actual costs incurred. These increased costs resulted from the dramatic increase in PCB production requirements.

Increased PCB Expenditures

1. Board Expenses

When the original budget was prepared in April, we budgeted that the Board Members would meet for a maximum of 20 days in the month of June. As you are aware, with reading time, many of them are now working a seven-day week, or 30 days during June. This increased workload has also affected the cost of travel and per diem for our non-resident Board Members.

2. Clerical Temporaries

As you know, because of the delays resulting from the failure of clericals to report on time, the PCB was forced to incur an additional expense of \$10,000 to obtain the services of temporary secretarial help.

3. Reconditioned Typewriters

When we made our original projections, we assumed the Board would require 100 reconditioned typewriters, costing approximately \$19,000, to service approximately 125 clerical people. Since then, we have requested and tapped an additional 100 clerical people, requiring another 100 reconditioned typewriters. Yesterday, June 25th, we received a bill from GSA amounting to \$31,565, covering the cost of typewriter renovations.

4. Xerox Machines

Originally, we also anticipated the PCB would require three large Xerox machines. This proved inadequate, and a fourth one was obtained. It was expected that GSA would absorb the costs of this equipment. Because it became impossible to determine whether in fact this would occur, the PCB paid the bills for the Xerox machines when they became due, in order to retain the services. (See below in the Background section for further explanation of this decision).



5. Other Costs

Printing, supplies, and material costs have also increased in proportion to the increases in staff. We were provided with only \$9600 from the Department of Justice to cover supplies. This figure has likewise proven to be inadequate.

6. Background

As you are aware, when the Clemency Board was organized last September, it received \$85,000 from the President's Unanticipated Personnel Needs Fund. That initial allocation was supplemented by two additional installments of \$100,000 and \$55,000; totalling \$240,000 allocated for Board operations during FY 1975. An additional \$9600 was given to us by the Department of Justice for supplies and materials. ~~\$250,000~~

On March 31st, Nathaniel Scurry of your Treasury-Justice Branch requested that we prepare, with the assistance of GSA, a budget which would project our expenses through June 30th. At that time GSA projected \$351,500 to cover expenses for a staff of 600 employees. Subsequently, with OMB's help, these figures were refined, and a budget was prepared which allocated Board expenses between the PCB and GSA. Discussions were held between OMB and GSA, and our staff believed that GSA would assume the expenses allocated to it in the budget prepared by OMB (see Attachment A).

The PCB moved into its new quarters on or about May 2d. Since that time GSA has not billed the Clemency Board for any of the expenses that the Board assumed that GSA would absorb. Several inquiries were made GSA's Office of Presidential Commission Liaison, and the response each time was that the issue was resolved at higher levels.

When the OMB Management Team reviewed the Clemency Board's operations the budget issue was again discussed. The Team stated "There are several uncertainties regarding the allocation from the President's Unanticipated Personnel Needs Fund. . . . The Clemency Board should present revised FY 1975 and FY 1976 expense estimates to OMB by May 23, 1975, so that OMB can respond the following week with a firm allocation for FY 1975 and a planned availability for FY 1976. In addition, OMB should resolve questions regarding CB's obligation authority for emergency or minor services and supplies by May 23, 1975." (See Survey Team's Report, page 11, Subsection D).

On May 23 the PCB addressed a memo to the Survey Team. It indicated that no decision had been made regarding those costs which GSA or some other agency was scheduled to absorb. A copy of this memo was also sent to Nat Scurry at OMB. The only response to the task force recommendation was a verbal instruction from Scurry that it would be impossible to establish any contingency fund and that incidental expenses would have to be met out of the normal funds made available to the Clemency Board.

On June 11th, we notified OMB, in a memo to Nat Scurry, that there was a possibility that the PCB would be in a deficiency situation. At that time we projected Board expenses, identified the Olsten expense, and informed OMB that we had never been billed for our communications costs, and were unable to determine, either from the telephone company, or GSA, what these costs would be. On June 24, we supplied more detailed information to OMB, reiterating the impossibility of determining the communications costs. On both occasions we were informed by OMB that the Government worked on an accrual basis, not a cash basis; that costs would be debited against the fiscal year in which they were incurred, and that the PCB could not defer these costs to the next fiscal year. With respect to the communications costs we were told that the PCB had not done its staff work adequately, and that we should be able to identify communications costs. Again we went to GSA, and were told we would not be billed and that they could not determine the amount of the expense until they were billed by the telephone company and processed the appropriate paper work; a procedure that could well exceed 20 days.

Recommendations

Therefore, what is now required in order to avoid the criminal sanctions of the Anti-Deficiency Act, is that some decisions must be made immediately regarding the resolutions of the PCB's financial problems. We have convinced Olsten, Inc. to defer billing the PCB for the contracted secretarial services until after July 1. With regard to our other problems we suggest the following.

1. That GSA void their bill to us for the typewriters, and absorb that cost. * 31,565
2. That the communication costs, still unknown, either be absorbed by GSA or some other agency, or that it be deferred into the next fiscal year because we still haven't been billed.
3. That some decisions be made immediately concerning PCB appropriations for FY 1976. As of next Tuesday, July 1, no money has been made available to the PCB to continue operations.

Sen. Goodell

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE
WASHINGTON, D.C. 20500

June 30, 1975

MEMORANDUM TO : JAMES N. PURCELL, CHIEF
JUSTICE-TREASURY BRANCH
OFFICE OF MANAGEMENT AND BUDGET

FROM : ROBERT *RM* ~~SMITH~~ RN, EXECUTIVE SECRETARY

SUBJECT : PCB FINANCIAL STATUS

This is a follow-up to the PCB's previous memoes on its financial status, as well as our discussions of June 27th.

As you are aware, Board Members have submitted pay vouchers through June 13 amounting to \$ 34,538.45.

All the figures relating to salary include sub-
missions from Messrs. Carter and Kauffman,
although the President has not signed their
Commissions as yet. In addition, the Board
has also submitted salary vouchers through
June 30th amounting to 27,370.07.
That gives us a total salary expense of 61,908.52*.
GSA informs us that they normally add 6%
for employee benefits, or 3,714.51.
That gives us a total PCB salary expense
through June 30th of 65,623.03.

We have also received travel vouchers and
per diem vouchers for Board Members through
June 30th amounting to \$4,798.29. When
added to the \$3,867.08 previously reported
to you, that gives us 8,665.37

subtotal 74,288.40.

Not including the Olsten bill, the Board has
outstanding bills on hand in the amount of 10,251.83
subtotal 84,540.23.

We estimate that Board obligations for June
are 21,250.00.
Total Board obligation, excluding Olsten, 105,790.23.
The cost of the Olsten temporaries 10,000.00.
That gives us a total Board obligation of 115,790.23.

As you are aware, we are using the following
base figure reported by GSA regarding the

*These figures are based on the actual number of hours the Board Members worked. Both Mrs. Nominee and Mrs. Gooding of CSA informed me that the Board is being paid on that basis.



amount we have on account	\$122,022.19.
We have submitted two sets of bills to GSA in the amount of	13,919.56
and	7,531.10,
leaving	100,571.53,
giving us a projected deficiency, including the Olsten	
expense, of	<u>15,218.70</u>

I was pleased to learn from you that GSA has assumed the costs of telephones and typewriter renovations. I was likewise pleased that the White House had voided its bills to the PCB for incidental services. Upon confirmation of the fact that the Justice Department will transfer \$25,000 to the PCB account, I believe we can avoid the possibility of any deficiency occurring. However, you realize that our projections regarding June's obligations are based on what we consider our best estimate of what these costs will be. Unlike other agencies, we have no previous experience to base these projections on, and we have been using such services as Xerox often on a 24-hour basis in order to meet the President's deadline of September 15. Consideration should be given to what will be done in the event that the \$10,000 amount over and above projected expenses is insufficient to meet Board obligations. Both GSA and we will keep you informed as we continue to pay bills out of FY 75 funds.

cc: David Hollar, GSA
Bruce Fitch, GSA
Senator Goodell
Lawrence M. Baskir
Gretchen Handwerger

August 22, 1975

MEMORANDUM TO : SENATOR CHARLES E. GOODELL
FROM : ROBERT J. HORN
SUBJECT : PCB BUDGET

Yesterday we received the attached letter from OMB. It contains an outline and explanation of the PCB budget for FY 1976. I believe that the budget represents a reasonable response to the request we made to OMB over six weeks ago. Due to the lateness of their response, it is essential that we either accept the OMB submission or reject it no later than by close of business today. The principal difference between OMB and ourselves is the fact that they provided only \$5,000 for the publication of the PCB Final Report. We initially requested \$18,000 for that purpose. However, as the OMB letter explains, they have budgeted for an average of 15 Board Members per Board meeting day in July and August and 20 Board Members per meeting day for the month of September. This should allow PCB some flexibility in managing the budget and spending an amount greater than the \$5,000 allocated for the Final Report. Taking all of the above into consideration, I recommend that PCB accept the OMB budget allocation and that we not appeal any of the changes made by OMB in our final budget. If you agree, please initial the appropriate line below.

Approval of OMB Budget _____ [Please initial
Disapproval of OMB Budget _____ [appropriate line

Attachment: Copy of OMB letter dated Aug. 20, 1975





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

AUG 20 1975

Mr. Robert Horn
Executive Secretary
Presidential Clemency Board
2033 M Street, N.W.
Washington, D.C. 20036

Dear Mr. Horn:

We have reviewed the Presidential Clemency Board's (PCB) budget request for the period July 1, 1975, to September 15, 1975. Based upon our analysis and discussions with you, we are prepared to recommend a PCB budget level of \$537,100 to cover Board expenses (Enclosure A).

The OMB recommendation would provide \$281,000 from the President's Unanticipated Needs account to cover:

1. Board related expenses \$222,000

We assume the Board complement will increase from 18 to 20 members; further, that at least 15 members will work every day between July 1 - August 31, 1975, and that all 20 members will work every day during the fifteen days in September.

2. Staff travel/final report \$ 3,000

We assume that there will be minimum staff travel and that the primary research associated with writing the final report will be accomplished using PCB staff.

3. Equipment Rental \$ 26,500

This provides for rental costs of 5 xerox copiers, one labeling machine, and a magnetic card selectric typewriter. PCB and OMB agree that an additional copier is not essential at this time.

4. Typewriter Maintenance \$ 2,500

Provides for normal repair and service.

5. Health Services \$ 1,200

Request approved without change.

6. GSA Administrative Service \$ 10,000

Request approved without change.

7. Supplies and materials \$ 3,000

PCB request for \$12,500 is approved as submitted. Justice has agreed to assume the remaining \$9,500.

8. Communications (local) \$ 11,800

The PCB estimate of total local rate is accepted without change. DOD has agreed to assume FTS costs.

9. Contingency \$ 1,000

The amount is provided to cover unforeseen expenses or overages in other estimates.

Total, Unanticipated Needs account \$281,000

In addition, the following Agencies have agreed to absorb \$256,100 in Board expenses.

The General Services Administration has agreed to assume \$106,100 in Board expenses to cover:

1. Space Rental \$103,100

2. Security Guard \$ 3,000

These items were approved without change.

The Department of Defense has agreed to assume \$125,000 to cover:

1. Communications (FTS long distance) \$125,000

FTS costs are calculated on the assumption that phone usage on weekends will be minimal and that most of the staff work on case preparation should be completed by August 15.

The Justice Department will assume \$25,000 in Board expenses to cover:

1. Printing \$ 15,500

The PCB estimate of total local rate is accepted without change. However, only \$5,000 is provided for printing the final report. We recommend that PCB reassess the need to print a 500-page final report and consider instead, a less grandiose report which would concisely summarize the work of the Board over the past year.

We make special note that our total recommendation for the Board, especially Board related expenses and equipment rental, provides enough leeway to cover any overages should the report exceed \$5,000.

2. Supplies and materials

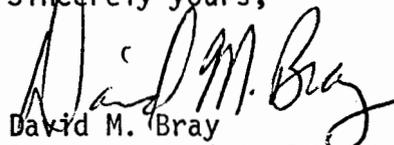
\$ 9,500

You will note that in most instances, the OMB recommendations are based on the assumption that the Board will be operating at its maximum level based on past experience. For example, equipment rental assumes maximum usage; we assumed that the two additional Board members will work every day between July 1 - September 15, 1975. I understand that the two additional Board members have not and may not be appointed. Further, I understand that PCB has also determined that the additional xerox copier is not necessary at this time although it may be during September. In both cases, we have provided full funding which should also permit sufficient flexibility within the total PCB budget recommendation to cover overages should they occur (e.g., final report). You should also note that the PCB request of \$300 for typewriter maintenance was increased to \$2,500 and that an additional \$1,000 is provided for contingencies.

If you concur with the OMB budget recommendation of \$537,100, we shall submit the request to the President for an additional allocation of \$181,000 to the PCB. We shall inform the President that OMB and PCB are in complete agreement and that the requested amount is sufficient to carry PCB through to September 15, 1975.

We need to process the allocation letter to PCB as well as formalize the agreements between GSA, DOD, and Justice immediately. Therefore, your quick response will facilitate our getting quick decisions.

Sincerely yours,



David M. Bray
Deputy Associate Director for
Economics and Government

Enclosure

PRESIDENTIAL CLEMENCY BOARD
(July 1 - September 15, 1975)

	<u>PCB Request</u>	<u>Recommendation</u>
1. Board Salaries		
20 (members) x 77 (days) x 138.50 (per day)	\$213,290	---
15 (members) x 62 (days) x 138.50 (per day)	---	128,800
20 (members) x 15 (days) x 138.50 (per day)	---	41,500
2. Personnel benefits		
\$213,290 x 6%	12,797	---
\$170,400 x 6%	---	10,200
3. Travel		
11 (members) x 12 (trips) x \$200 (per trip)	26,400	---
6 (members) x 12 (trips) x \$200 (per trip)	---	14,400
4. Per diem		
11 (members) x 77 (days) x \$42 (per day)	35,574	---
8 (members) x 62 (days) x \$42 (per day)	---	20,800
10 (members) x 15 (days) x \$42 (per day)	---	6,300
Board related expenses	288,061	222,000
5. Communications		
- Local rates	185,100	136,800
- FTS rates	(11,800)	(11,800)
. 250 (phones) x 10 (calls) x 77 (days) x \$.90 (per call)	(173,250)	---
. 250 (phones) x 10 (calls) x 55 (days) x \$.90 (per call)	---	(125,000)

6. Printing	28,500	15,500
- Regular	(10,500)	(10,500)
- Final Report	(18,000)	(5,000)
7. Other Services		
- GSA administrative	10,000	10,000
- Staff travel and final report	20,000	3,000
- Bulk purchase of secretarial services	25,000	-0-
- Space alteration for Board members	3,500	-0-
- Typewriter maintenance	300	2,500
8. Equipment Rental	31,500	26,500
9. Space Rental	103,100	103,100
- New Hampshire	(35,800)	(35,800)
- 2033 M Street	(67,300)	(67,300)
10. HEW Health Unit	1,200	1,200
11. Security Guard	3,000	3,000
12. Supplies and materials	12,500	12,500
13. Contingency	<u>-0-</u>	<u>1,000</u>
	711,761	537,100