

The original documents are located in Box 24, folder “Press Office - Job Descriptions” of the Ron Nessen Papers at the Gerald R. Ford Presidential Library.

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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

September 23, 1974

MEMORANDUM FOR:

RON NESSEN

FROM:

PAUL MILTICH *PM*

SUBJECT:

Miltich Duties

Ron, you asked last Friday what the people on the Press Office staff do. A listing of my responsibilities is attached. In addition to those listed, I handle a number of queries from reporters and columnists who find they cannot get through to anybody in the White House Press Office proper. I also find that other individuals are contacting me as a liaison person.

If there is any way I can be helpful to you, just let me know. I think you will find you have more to do than time permits.

Enc.

August 24, 1974

PAUL MILTICH

- I. Writing for Executive departments and agencies.
 - A. Speech inserts on major issues for officials who may not have expertise in the area.
 - B. Position papers for Presidential spokesmen and talking papers (for interviews) for Executive branch officials.
- II. Op-Ed Program -- organize and maintain continuing program of coordinating, editing and placing Op-Ed pieces in dailies.
- III. Correspondence.
 - A. Responses to Press Office and Presidential mail and other inquiries.
 - B. Limited number of Presidential appreciation notes for good stories and editorials, critical stories and editorials should receive response from departments and agencies -- not from the White House.
- IV. Liaison and frequent contact with editors and publishers of medium and small circulation dailies and weeklies. (terHorst will try to keep in touch with editors and publishers of major dailies).
- V. News Summary -- overall supervision of the operation, which will function under the direct supervision of an editor, who must be brought aboard quickly.
- VI. Working through ^{Nessen} ~~Hart~~ and Hartmann to assist in preparation for Presidential press conferences.
- VII. Maintain contact with Vice Presidential staff so that we are aware of what the Vice President says and positions he takes.

August 24, 1974

Kelly

PAUL MILTICH

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August 24, 1974

JIM HOLLAND

I. Liaison with Department and Agency PIO's.

- A. Coordination of position and statements on issues through PIO meetings and briefings. Carlson continues as the day-to day liaison, providing input into terHorst briefings and output from briefings to PIO's.
- ? B. Coordinate scheduling of announcements, news conferences and interviews. terHorst will handle television appearances, especially of White House and related staff.
- C. Coordinate media exposure for Cabinet and other Administration officials when they are traveling.
- D. Monitor -- but don't shape -- Executive Branch public statements.
- E. Encourage informal press sessions in the Departments.
- F. Monitor Spotmaster radio service.

Watch this { II. Working through terHorst, hold occasional, but not regularly scheduled briefings for small groups in Room 160. No "cocktails" sessions yet. Room also available to Paul.

III. Major one-day seminars in Room 450 on specialized subjects.

IV. Assist reporters in getting interviews with Administration officials *working thru appropriate persons in the dept. PA offices.*

V. Advertising Council liaison work.

VI. With Domestic Council coordinate our input into New Federalism seminars to be held across the country.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

September 23, 1974

*Ron - problem of Mead
+ Roberts overlap
must be dealt with.
Tan*

MEMORANDUM FOR RON NESSEN

FROM: BILL ROBERTS

JWR

SUBJECT: JOB DESCRIPTION

Main responsibilities have been in Radio-TV and still photo areas. This includes working with network and photographers on planning photo coverage of White House events, and with the White House Advance Office for handling of Radio-TV on Presidential appearances and speeches in the D. C. area.

I handle most of the phone and in-person queries (both technical and informational) from Radio-TV and photogs, and some queries from the wire and print media.

Escort photo and press groups for White House photo sessions and pool coverage events, and serve as press officer for pool trips as needed.

Occasionally write messages for the President for film or radio tape use.

Occasionally draft press releases, notices to the press, and other informational material for posting, and information for staff use in answering phone queries.

Alert network pool chairman for coverage of events and for pool assignments.

On request, I advise the East Wing Press Office on press coverage problems, usually dealing with Radio-TV or photo coverage.

Suggest possible questions for upcoming Presidential press conferences, and for the Press Secretary's briefings.

Occasionally accompany press on Presidential trips.

Try to read Washington Post, Star, New York Times, Baltimore Sun, the wire summary and the News Summary each day, and three news magazines--Time, Newsweek and U.S. News each week.

THE WHITE HOUSE

WASHINGTON

September 23, 1974

MEMORANDUM FOR RON NESSEN

FROM: LARRY SPEAKES *LS*

SUBJECT: MY DUTIES AND RESPONSIBILITIES

The major duties of those who sit on the "firing line" in the White House Press Room are:

Inquiries from the Press

This responsibility includes providing quick, competent answers to all press inquiries concerning Presidential, White House and Administration activities. During the workday, these come on a non-stop basis from (1) those who regularly cover the White House making in person inquiries, and (2) Washington reporters who make telephone inquiries, and (3) from the press outside Washington who telephone the White House for answers to their questions.

- To properly perform this duty, we must be able to deal with the press on a basis that instills confidence, provides satisfactory response and remains consistent with the role of a Presidential spokesman.
- To be able to respond, we must keep abreast of breaking news, be informed on White House policies and positions-- and when we do not have the information, know where in the White House or the Administration to go for the proper and correct answer. Above all, we must be kept informed on developments and pending actions from within the White House.
- A final and most important function in this area is that we



serve as the "eyes and ears" of the Press Secretary. Questions from the press are the clearest indicator of what will be the major thrust of the regular Briefing-- or at the next Presidential Press Conference. In addition, suggestions from the Press on ways to improve coverage often are a basis for a policy change in our handling of the media. And finally, when the President is involved in an adversary role--such as pushing a major bill through Congress--we can perform an "intelligence" role, because reporters' inquiries often telegraph the pending maneuvers of the "the other side."

Role in Daily Briefings of the Press Secretary

Along with those who brief the Press Secretary on foreign and domestic questions, I consider it my responsibility to keep the Press Secretary abreast of breaking news. This involves a thorough reading of the overnight wires, a close look at the morning newspapers and an up-date on the wires at briefing time--as well as utilizing Press Room questions as a basis of anticipating questions which will come in the briefing. Possible questions, together with suggested answers and guidance, are provided the Press Secretary in written form prior to the briefing.

General Operation of the Press Room

This responsibility includes keeping the Press Room operating smoothly in order to convey an image of professional responsibility, responsiveness and competence.

- Preparation, posting and announcement of Presidential appointments, signed bills, resolutions and proclamations, Presidential statements and schedules.
- The selection, assignment and posting of pools, both for the Oval Office and Cabinet Room and for Presidential travel.
- The coordination of coverage with the reporters and networks, including pool assignments, lighting and mult requirements.



- General information for the press throughout the day over the Press Room speaker system. This particularly involves information affecting the coverage of Presidential activities.

Presidential Travel

Travel on the Press plane on all Presidential trips. This involves distribution of advance speech texts, reports from Air Force One; the establishment and operation of a Press Room and Staff Office at a speech site; ensuring full and proper coverage of the Presidential events; answering inquiries and alerting the Press Secretary as to any potential problems indicated by these inquiries; supervision and distribution of the "as delivered" text, and the closing down of the press operation and return Press plane flight.

Specific Areas of Involvement

There are some areas which I have been involved in as Press Office liaison. These are:

- Swimming Pool. Press Office representative on the White House Committee on the President's pool. (See separate memo.)
- Legal liaison. Liaison with the Office of Counsel to the President on current questions concerning Watergate litigation, tapes and documents and related matters.



R E S U M E

Mrs. Elizabeth M. O'Neill
324 No. Pitt Street
Alexandria, Virginia 22314

Telephone Numbers:
(o) 456-2977
(h) 548-5375

DATE OF BIRTH: March 16, 1942

EDUCATION: University of Alabama
Tuscaloosa, Alabama
B.S. Degree - Business Education '64

COLLEGE ACTIVITIES:

- Outstanding Senior in Business Education
- Phi Chi Theta (Commerce Honorary)
- Kappa Delta Epsilon (Education Honorary)
- Phi Mu Social Sorority, Treasurer
- Southern Education Assn., Secretary
- National Collegiate Assn. of Secretaries, President
- Representative to School of Commerce Student Council

OTHER: 1972 - Listed in Outstanding Young Women in America.
Public speaking before college students.
Memberships in various press organizations, republican clubs.

EXPERIENCE: March 1972 - Present:

(effective 2/74) Staff Assistant to the President
The White House
Washington, D.C.

In this position, I basically serve as administrative assistant in the White House Office of Communications, In addition, I assist with women's press and coordination between the White House, governmental departments and agencies and the media. I work on a daily basis with the press, arrange press briefings, seminars, receptions, interviews, editorial board backgrounders, some radio and TV placement and scheduling, as well as placement of op-eds and articles by Administration officials. I also

serve as office manager for a staff of 30. I assist with the press arrangements for top White House staff, Cabinet Members and have travelled with them to assist with their press events. I also participate with the placement of personnel in the public affairs offices in the government.

March 1970 - March 1972:

Confidential Assistant
Office of the Postmaster General,
Winton M. Blount
United States Postal Service
Washington, D.C.

In this position, I reported directly to the Assistant Postmaster General for Communications and Public Affairs. This was during the period of transition from the Post Office Department to the U.S. Postal Service. This position was a political appointment and therefore involved working closely with the Administration. I worked with the press in arranging interviews and press conferences for the Postmaster General. I performed assignments concerning various aspects of the public information program. I researched various programs and prepared replies to sensitive and confidential correspondence. I also served as office manager for a staff of 90.

July 1966 - March 1970:

Executive Secretary to the Assistant
to the President and Director of
Government Relations
Ethyl Corporation
1155 15th Street, N.W.
Washington, D.C.

I managed the Washington governmental relations office of Ethyl Corporation. I maintained liaison with congressional offices, governmental agencies and various organizations. I was in constant contact with the Chairman of the Board and the President, keeping them informed of legislation, policy, etc. in which the company would be interested. I also arranged dinners, receptions and meetings in Washington for officials of the company. I travelled to the Richmond corporate headquarters and to Ethyl's largest plant in Baton Rouge, Louisiana.

June 1964 - July 1966:

Secretary to the Press Secretary
Office of Senator John J. Sparkman
United States Senate
Washington, D.C.

I performed routine duties required of a congressional office. I wrote press releases, edited weekly newsletters, arranged radio and TV interviews for the Senator. I answered media-related and legislative correspondence and worked in the state office in Alabama during adjournment of Congress which required dealing directly with constituents and assisting with their problems.

Summers, 1962 and 1963:

Secretary
Frank M. Taylor Advertising
701 South 37th Street
Birmingham, Alabama

I worked directly for the President, Frank Taylor. I attended meetings with clients and participated in planning their advertising campaigns. I worked with radio and TV stations and the print media. I obtained talent, props, etc. for filming and taping of commercials. I assisted with the billing of clients and wrote some copy. During the University of Alabama football season, I assisted with the production of "The Bear Bryant Show" shown on Sundays following the games.

1960 - 1964, 10 hours weekly during
college semesters:

Secretary and grader to Dr. Wilson Ashby, Head of the Department of Secretarial Administration, School of Commerce and Business Administration, University of Alabama.

Summers, 1959, 1960 and 1961:

Secretary
Southeastern Metals Company
Birmingham, Alabama

I did secretarial work (shorthand, typing, etc.) for the President and one of his assistants.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

September 27, 1974

FOR: RON NESSEN

FROM: THYM SMITH

SUBJECT: JOB DESCRIPTION

My responsibilities are presently in two areas.

First, I am writing press releases announcing nominations, appointments, and other related areas. I also prepare the factual information that is provided me, for a Notice to the Press, which announces the signing of a bill by the President. This involves the constant checking and keeping on top of these personnel announcements in order that there is not a time lag between the "sign-off" and the time of our release. When we have received notification, then I assume the responsibility of assuring the proper preparation of the packets and that they are released on time at 11:00.

The other area in which of late I have found myself becoming involved in, is the moving of various pools for photos in the Oval Office, Cabinet Room, travel pools here in Washington and for South Lawn arrivals. I enjoy this work as I do everything else that I am doing and find that you have to keep moving and be able to sense when the most opportune time is for the photographers to take their shots, while at the same time, moving them around as inconspicuously as possible and with a minimal amount of confusion.

Tom is the one who has guided, instructed and educated me in these ways so that it will be done properly. To him I am most appreciative.

I will be most happy and willing to take on any other added responsibilities that you may wish for me.

Tom

THE WHITE HOUSE

WASHINGTON

September 30, 1974

MEMORANDUM FOR: RON NESSEN
FROM: BOB MEAD
SUBJECT: Requested Job Description

My job, which is appointive, is titled in personnel, Television Adviser to the President. (I hope to have some I.D. or commission book to prove that to people on the road.) I have not met the President to advise him personally, but have been successful through Terry O'Donnell and others. And, I'm sure with you, an "ex", like myself, he will continue to get good, honest and sincere advise, in this area.

Other than the obvious, the job encompasses the news conference, the speech or any event which includes radio or television. On the road, it consists of "helping" locals or networks in the mechanics of set-up, lighting, sound, etc... It is my job to provide the best forum for the President, and to ensure that his exposure is the correct one and the most beneficial for his purposes.

Thus, the office, in itself, does the following:

1. The production coordination between the White House and networks on all Presidential radio and television appearances.
2. Responsibility for overall coordination of all Presidential and First Family coverage on film -- schedule and assignment to Navy Photographic Center Personnel.
3. Maintain Presidential Film library. Catalog and screen film for present and archival use.
4. Coordination of all filming by outside packagers for exterior and interior White House locations, as well as electronic and film interviews involving the President, First Family and staff.

5. Responsible for placement of Administration spokesmen and White House staff members on national television programs such as "Face the Nation", "Meet the Press", network specials, "Today", "Tonight", etc...
(terHorst felt we should not get involved in this area, and let each individual decide. I'd like to get your thoughts on this.)
6. Responsible for placement of staff spokesmen on local and regional talk shows, in town and out, and film interviews (same as #5 above, also).
7. Handle all film requests from commercial enterprises and government agencies for inclusion in various productions.

The Ken Clawson aspect of the job terHorst envisioned has been laid to rest as we discussed. However, I have responded to the media when they were factually incorrect.

The staff consists of one administrative assistant, Helen Collins and a secretarial post, unfilled at this time.

THE WHITE HOUSE

WASHINGTON

September 30, 1974

MEMORANDUM FOR: RON NESSEN
FROM: BOB MEAD *By*
SUBJECT: Requested Job Description

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THE WHITE HOUSE

WASHINGTON

October 7, 1974

MEMORANDUM FOR: RON NESSEN

FROM: LIZ O'NEILL *LMO*

The responsibilities of this office are as follows:

CORRESPONDENCE: We handle all letters and telegrams directed to the President and the Press Secretary from the media, public relations organizations, publishing firms and the general public in addition to the Press Secretary's personal correspondence.

The public mail to the Press Secretary often entails referring to other White House offices or to agencies and departments for guidance or making calls ourselves to obtain information and material in order to reply. We write letters of commendation, congratulations and condolences, often at our own instigation. We also prepare Presidential statements to be used in various publications.

We reply to speaking engagement and interview requests for the President and the Press Secretary. The process for these requests could be more efficient and needs to be reviewed.

EDITORIAL ANALYSIS: We scan editorials and note opinion on particular issues. A Presidential draft is prepared for those which are pertinent and favorable. Letters are prepared for the Press Secretary responding to unfavorable editorials if they contain erroneous information. In conjunction with the analysis of editorials, we maintain a comprehensive card and file system which allows us to know the stance of practically all newspapers of any consequence as well as radio and TV stations with which we correspond. These cards note editorial position as well as dates of correspondence. During the last campaign, this office kept records of every newspaper that endorsed RN and thank-you notes were sent out. In addition, White House Assistants would often contact this office before doing an editorial board backgrounder or interview to obtain a reading on a particular publication. I am checking into a more efficient method to maintain these records and feel that computerization is the answer if this

function is to be continued. This needs to be discussed.

MISCELLANEOUS:

- Maintain complete file on major cartoonists and obtain originals requested by White House staff.
- Send letters, photographs and transcripts to out-of-town press who attended White House briefings.
- Assist in obtaining substitutes (in the White House or governmental public affairs offices) for Presidential and Press Secretary speaking invitations that have to be turned down.

We are willing to accept any other responsibilities that would be beneficial to you -- as soon as we catch up on all of this mail.

NOTE:

This staff consists of myself and Misses Becky Hamill, Carol Montague and Marie Willke. Marie was hired on a temporary basis because Correspondence could no longer do our typing. I would hope that Marie can be added permanently to the staff as she is an excellent worker. Our resumes are attached.

September 30, 1974

JOB DESCRIPTION OF: John G. Carlson

The basic function of my job is to prepare the press secretary for his daily press briefings, and to answer press queries on all domestic matters.

Other principal activities and responsibilities include:

1. Liaison with all domestic departments and agencies.

If a Cabinet officer or department is to make any major news, or say anything that would involve or affect the White House, they are to advise me prior to any such announcement.

Conversely, if we are making any announcements, appointments, etc., that would affect a department or agency, I will pre-notify them. Quite often, as an example of the announcement of a new Assistant Secretary, they would have follow-up information available, but would not release anything until we had made the initial announcement. If we are going to sign a proclamation or executive order which affects a department, I coordinate the timing with that department.

2. Liaison with the Domestic Council and Office of Management and Budget.

So that there are not several members of the press office calling Domestic Council or OMB for answers, I am the principal contact. If material is to flow from the Domestic Council or OMB to the press office, I am the funnel.

If questions of significance arise in our daily briefings involving Domestic Council, OMB, our economic area, or a department or agency, I advise the person concerned of the question and the press secretary's response.

3. Responsible for the content, accuracy, and preparation of Fact Sheets to assist the press on all major messages to Congress, on the signing of major legislation, etc.

(More)

JOB DESCRIPTION OF: John G. Carlson

4. Plan, develop, and coordinate all domestic activity which occurs in the White House briefing room.

This would include briefings by Cabinet officers or others in the briefing room on major pieces of legislation pending in Congress, on legislation signed by the President, etc. In addition, when a Cabinet officer meets with the President, the question arises, "Should this Cabinet officer brief the press following his meeting with the President?" After talking with the Domestic Council and the Secretary I would then make a recommendation to the press secretary on why he should or should not brief. If he is going to brief, I will prepare an introduction for the press secretary so that he can announce why the Cabinet officer was meeting with the President, etc.

5. Sit in on Domestic meetings held by the President when the press secretary is unable to do so. I then prepare a short report for the press secretary summarizing that meeting.
6. On International trips of the President, I have assumed the office of the deputy press secretary and ran the press office. We continued to have some regular press briefings to include several domestic briefings on key issues.
7. On all domestic trips in the United States, I accompany the press on the press plane and answer their questions and provide more in-depth information on the President's pending speech, or answer their questions on a multitude of subjects relating to domestic affairs. Also, on domestic trips, I assist in press movements, moving the pool, proofing transcripts, etc.
8. As Presidential speeches are being drafted and circulated, I review these drafts on behalf of the press secretary. The same holds true on signing statements for legislation, veto messages, etc.
9. During the period, "Cocktails with Clawson", I sat in on most of these briefings. If there was anything newsworthy, I gave the highlights to the press secretary.

(More)

JOB DESCRIPTION OF:

John G. Carlson

10. Represent the press secretary at his request. During our recent sit-in at the White House by a group of Vietnam Veterans, they requested to see the press secretary so their complaints could be aired. I acted as a representative of the press secretary and met with this group.
11. Attend the 7:30 a.m. meetings every morning of the Domestic Council, OMB, and Congressional relations staffs. This meeting goes into depth on legislation that was acted on the previous day, legislation coming up that day, and determine what the Administration's position is on legislation coming up within the next few days.
12. Read several newspapers prior to my 7:30 a.m. meeting and bring to the attention of the press secretary any articles that are in the back pages that might be overlooked. (i.e., Ron Nessen on editorial page of W.S.J.)

THE WHITE HOUSE
WASHINGTON
September 30, 1974

*Also Old Rums. on term.
dated on:
RZ
McLaughlin
Clawson
Buchanan
Moore
Gergen
Price
Hansen
Buchardt*

MEMORANDUM FOR: DONALD RUMSFELD
FROM: RON NESSEN
SUBJECT: "Holdovers" on Press Office Staff

Listed below are the professionals (non-secretarial) people on the Press Office staff who were here before the August 9 transition.

1. Ronald L. Ziegler, Assistant to the President and Press Secretary, \$42,500. In San Clemente with the former President; a constant subject of press questions.
2. Ken W. Clawson, Communications Director to the President, \$40,000. One of the two major topics of press questions about holdovers who are leaving. He should leave the White House in the very near future.
3. Gerald L. Warren, Deputy Press Secretary to the President, \$36,000. Most helpful in providing precedents and counsel in difficult situations, most recently the handling of the announcement that Mrs. Ford would be hospitalized. I am in no hurry whatsoever to have Jerry leave and believe that he should be allowed to take as much time as he wants, as he will continue to be an asset until he does so.
4. Thomas P. DeCair, Assistant Press Secretary to the President, \$30,000. Tom has proved invaluable to Jerry terHorst and myself in orienting us to our job and, as a consequence, was promoted by the President to Assistant Press Secretary. I plan to retain him as a personal assistant, primarily in the areas of long-range planning and thinking and as a special projects man and troubleshooter.
5. James R. Holland, Assistant Press Secretary to the President, \$36,000. Jim is handling some of the old Clawson function and was formerly Ken's deputy. I am looking at the advisability of retaining him and have no recommendation at this time. I will advise you when I have determined more clearly his abilities and liabilities.

6. Franklin R. Gannon, Special Assistant to the President, \$35,300. In San Clemente with the former President. I am told he is an extremely bright young man and could very well be brought back. He wishes to do so. However, I am given to understand that he may be undertaking a project in California which would preclude his early return. I am told he was of particular help to Ken Cole and the speechwriters when he was here.
7. Oliver Atkins, Official White House Photographer, \$34,500. Ollie has held the photo office together administratively for the past two months since the new set-up includes a Personal Photographer to the President who does not function administratively. However, Ollie has an excellent offer from Curtis Publishing (Vice President) and will probably leave to take it if he is unable to get a handle on the whole photo operation. I urge his retention if it can be accomplished.
8. John McLaughlin, Deputy Special Assistant to the President, \$33,000. He is the major holdover problem from a public relations standpoint. There is absolutely no place for him in my operation and he must go as soon as possible.
9. John G. Carlson, Deputy Special Assistant to the President, \$32,500. John is my link with the Domestic Council and the economic people and as such is an essential element of my staff. He should remain.
10. Alvin Snyder, Staff Assistant, \$32,500. There is no place for him in my organization (he was a contact point for the networks). He is currently trying to tell people that he is unable to find time to get another job because of the work he is doing for us. You should know that he has no responsibilities from this office whatsoever. He is not a particular PR problem, but should go soon.
11. Larry M. Speakes, Staff Assistant, \$30,500. Larry will probably stay, with a possible change in duties. I will be able to discuss this more thoroughly at a later date.
12. L. Diane Sawyer, Assistant to Mr. Ziegler, \$21,000. With the former President in San Clemente. An occasional subject of press questions about White House staff members in San Clemente.

A separate memo enumerates the "holdovers" who are the subject of press inquiries, as you learned this morning.

RESUME

Miss Rebecca Ellen Hamill
2720 Wisconsin Avenue, N.W. (#304)
Washington, D. C. 20007

Telephone Numbers
(o) 456 - 2890
(h) 965 - 1817

DATE OF BIRTH

July 11, 1951

EDUCATION

Stratford College
Danville, Virginia
B.A. Degree - History '73

COLLEGE ACTIVITIES AND OFFICES :

--President, Student Government Association '73
--Chairman, College Council
--Chairman, Executive Board
--Chairman, Elections Board
--Staff Writer, Traveller

--Listed in Who's Who in American Colleges
and Universities.

SPECIAL STUDIES

Oxford University, Christ Church College
Certificate of Summer Study - "British
Life and Institutions" Summer, 1968

Internship with Congressman M. Caldwell Butler
January, 1973

EXPERIENCE

May 1974 - Present

Correspondence Assistant to the Press Secretary
The White House
Washington, D. C.

In this position I handle and prepare replies for the Press Secretary's mail and media mail to the President. I maintain records on editorial positions taken by national newspapers, television and radio stations and columnists. I draft responses to interview requests and compile reference cards on all interview requests for future handling.

September 1973 - May 1974

Junior Mail Analyst
The White House
Washington, D. C.

In this position I analyzed incoming Presidential mail for public opinion trends,

reaction and tabulation. Analysis included where the mail should be referred for appropriate handling.

1970 - 1972 (During College)

Part time waitress
Sparks Restaurant
Danville, Virginia 24541

Summers - 1971, 1972, and 1973

Hunting Hills Country Club
Roanoke, Virginia

Involved in all types of club work and functions in this three year period.

OTHER:

September 1973 - Present

Part time work. - City Tavern Club
3206 M Street
Washington, D. C.

EXTRA CURRICULAR ACTIVITIES:

- Community Projects
- Youth leadership programs of Virginia Episcopal Churches
- Delegate, Virginia GOP State Convention '73
Alternate Delegate, 1972
- Member, Danville Virginia City Republican Committee, 1972, 1973

R E S U M E

Carol Ann Montague

PERSONAL DATA

Birthdate: December 26, 1949 Age: 24 Single

EDUCATION

9/63-6/67

Elizabeth Seton High School, Bladensburg, Md.

9/67-8/71

University of Maryland, College Park, Md. BA History

Presently accepted in Graduate program in Education at George Washington University where I will be attending part time in Spring 1975.

EXPERIENCE

4/74-Present

Correspondence Assistant to the Press Secretary, The White House, Washington, D. C.
Handle and prepare replies for public and media mail directed to the Press Secretary as well as media mail directed to the President. Prepare responses to interview requests.

3/73-4/74

Applicant Relations Assistant, Association of American Medical Colleges, 1776 Massachusetts Ave., Washington, D.C.
Public Relations - American Medical College Application Service

10/72-3/73

Secretary/Receptionist, John Erickson Associates, Inc. 1307 Prince Street, Alexandria, Va.

7/72-10/72

Travel - U.S.

8/71-7/72

Counselor/Evaluator, University of Maryland, Office of Undergraduate Admissions, College Park, Md.
Admissions Officer

3/69-8/71

Student Clerk, University of Maryland, Office of Undergraduate Admissions, College Park, Md.

Activities/Memberships

History Students Association, Senior year, college.
University of Maryland Alumni Club, current
Smithsonian Resident Associates Program
Volunteer, Smithsonian Institution, under the Curator of Pottery
Amature photographer

RESUME

Name: Marie Willke (Miss)

Address: 2233 - 39th Place, N.W.
Washington, D.C. 20007

Phone: 965-8918

Birthdate: September 28, 1950, in Cincinnati, Ohio.

Education: Graduated magna cum laude from the University of Notre Dame in May, 1972, with a B.A. in English Literature. Pre-med at G. W., 1973-74.

Work Skills: Typing 100 WPM, shorthand 90 WPM, dictaphone experience, executive and managerial ability.

Work Experience: Presently (As of Sept. 9): Office of the Press Secretary.
Research Assistant/Executive Secretary in the Press Office at the White House, February-September, 1973.

Special Assistant to Director of Invitation Control, 1973 Inaugural Committee, Executive Director's Office, December-January, 1973.

Executive Administrative Assistant for Congressman William J. Keating's re-election campaign, September-November, 1972.

Hostess at the Olympic Games in Munich, Germany, summer of 1972.

Staffer in Congressman William J. Keating's Washington Congressional office, summer of 1971.

Legal secretary at Keating, Muething & Klekamp law firm, and worked on William J. Keating's Congressional campaign, summer of 1970.

Medical secretary and receptionist in my father's doctor office during high school summers.

Other Experience:

Assisted in the researching, writing and editing of Handbook on Abortion, as well as the Marriage and Love and Sex booklets in the Time-Life series for high school students.

Taught and tutored in Head Start, Upward Bound, Montessori, and Neighborhood Study Help at Notre Dame. Lived with and counseled 20 freshmen in the Resident Advisor program.

References: On request.

THE WHITE HOUSE
WASHINGTON

To: Lew Thompson

Handwritten signature or initials, possibly 'LJ', with a horizontal line extending to the right.

From: James R. Holland

A typical Spotmaster
report.

SPOTMASTER REPORT

October 18, 1974

AGRICULTURE

Same report for all regions.

1. Wool situation report.
 - a. 16 year decline will continue
 - b. estimated 134 million lbs. for 1974
 - c. estimated 16 million head of sheep to be sheared and further decline
 - d. prices have lowered by 30% - 60-65¢ a lb.
 - e. mill use down to 80-85 million lbs.

2. A new automated dairy cattle feeding system has been developed.

Consumer - In a survey of 12,000 households, they have determined the average life expectancy of home appliances from the time they are bought new:

- a. freezers - 20 years
- b. refrigerators - 15 years
- c. clothes dryers - 13-14 years
- d. most others, including ranges, washing machines, TVs and dishwashers - 11 years

COMMERCE

Basic News - 1. GNP has declined at an annual rate of 2.9% this quarter - 3rd consecutive decrease. Prices have increased by 11½%. Secretary Dent says "proof of sluggish inflationary U.S. economy..." "reflects economic spasm related to oil embargo..."

2. Housing starts have increased slightly but still 40% lower than last year.

Feature Material - No Answer.

Minority Report - Same economic report as the above in Spanish.

HEW

No Answer.

HUD

Dr. Gloria Toote in Memphis said, "government and private sector cooperation can go along way towards the development (employment) of economically disadvantaged."

INTERIOR

Secretary Morton met with industry officials regarding energy conservation.

- a. Said "voluntary methods towards conservation can be very helpful"
- b. Short-term remedy - more efficient management of energy supplies
- c. Federal Energy Council - main purpose is to allocate responsibilities for different parts of energy conservation program to the various departments with expertise in those areas.

LABOR

Excerpt from Assistant Secretary Stender's (OSHA) speech at the 18th Annual Washington Industrial Council in Seattle.

TRANSPORTATION

A new program has been developed for the usage of cars damaged in safety testing - donated to automotive vocational schools.

VA

VA's continuing project "Outreach" has studied and analyzed the benefits of the 1,292 veterans of the Spanish-American War. In all probability, entitled to increased benefits.

FEA

A FEA report projects a moderate growth in the petrochemical industry over the next 15 months.

EPA

Philadelphia has joined Los Angeles and Atlanta in the closing of incinerators for the burning of trash - too expensive to install anti-air pollution control devices so using land-fills instead.