

**The original documents are located in Box 23, folder “Press Office - Administrative Matters (2)” of the Ron Nessen Papers at the Gerald R. Ford Presidential Library.**

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FOR IMMEDIATE RELEASE

November 13, 1974

Office of the White House Press Secretary

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THE WHITE HOUSE

Robert A. Kelly was today appointed Assistant Press Secretary.

From 1971 to 1974 he was Director of Communications for the Department of Interior. From 1962 to 1971 he served as Director of Public Relations for the Pepsi-Cola Company, after serving as Industrial Editor for Sales Management Magazine from 1958 to 1962. From 1956 to 1958 he was Assistant Editor of Motor Club News.

Mr. Kelly was born on May 3, 1931 in Weehawken, New Jersey. He received his B.S. degree from Columbia University in 1965. He served in the United States Army from 1951 to 1953.

Mr. Kelly is married to the former Patricia Banks and they have three children. They reside in Falls Church, Virginia.

# # #

Office of the White House Press Secretary

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THE WHITE HOUSE

J. W. Roberts, of Falls Church, Virginia, was appointed today as Assistant Press Secretary.

He served as Deputy Press Secretary to the Vice President from December, 1973 to August, 1974.

From June, 1972 until joining the Vice President's staff, Roberts was Washington Bureau Chief for the television stations owned by McGraw-Hill. Roberts came to Washington in 1958 to open the first Washington Bureau for the radio and television stations in the Time-Life Broadcast group, and continued as head of that organization's Washington bureau until 1972.

Prior to 1958, Roberts was an anchorman and reporter for WMT-TV in Cedar Rapids, Iowa and WOC, in Davenport, Iowa.

Mr. Roberts served as President of the Radio Television News Directors Association in 1969-1970, and was Chairman of the Freedom of Information Committee of that organization for several years prior to 1969.

In 1966 Mr. Roberts was elected President of the Radio Television Correspondents Gallery Association and served for nine years as a member of the Executive Committee of the Gallery.

Mr. Roberts was born in Fort Atkinson, Wisconsin, March 21, 1919, and graduated from Ripon College, Ripon, Wisconsin (B.A. degree) in 1941.

He is married to the former Helen West of Silvis, Illinois. They reside in Falls Church, Virginia.

# # #

November 13, 1974

Office of the White House Press Secretary

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THE WHITE HOUSE

GERALD L. WARREN  
BIOGRAPHICAL DATA

Gerald L. Warren has been Deputy Press Secretary since January 22, 1969. In 1968 he became Assistant Managing Editor of the San Diego Union after serving as City Editor from 1963 to 1968. From 1961 to 1963 he was a traveling representative for Copley News Service. In 1956 he became a reporter and later Assistant City Editor, serving until 1961.

Mr. Warren was born on August 17, 1930, in Hastings, Nebraska. He received his B. A. degree from the University of Nebraska in 1952. He was Editor of the Daily Nebraskan while attending the University of Nebraska. He served in the United States Navy as a pilot from 1952 to 1956.

He is married to the former Euphemia Brownell of San Diego, California and they have two children. They reside in Washington, D. C.

# # #



FOR IMMEDIATE RELEASE

November 13, 1974

Office of the White House Press Secretary

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THE WHITE HOUSE

Larry Speakes of Washington, D. C. was appointed today as Assistant Press Secretary. He has served as Staff Assistant since May 18, 1974.

Mr. Speakes was born in Cleveland, Mississippi, September 13, 1939, and attended the University of Mississippi, where he majored in Journalism.

He was a staff writer for United Press International's Memphis Bureau and a reporter for the Jackson (Miss.) State Times before becoming News Editor of the Oxford (Miss.) Eagle in 1961. He was named News Editor of The Bolivar Commercial at Cleveland, Mississippi in 1962 and became Managing Editor in 1965.

Speakes was named Editor and General Manager of Progress Publishers at Leland, Mississippi in 1966 and served there until 1968. The firm published newspapers at Leland, Hollandale, Drew and Rosedale, Mississippi.

He was appointed Press Secretary to Senator James O. Eastland of Mississippi August 1, 1968. He handled Senator Eastland's press relations, served as spokesman for the Senate Judiciary Committee and was a coordinator in Senator Eastland's 1972 re-election campaign.

Speakes is married to the former Laura Crawford and they have a son. They reside in the District of Columbia.

# # #

Office of the White House Press Secretary

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THE WHITE HOUSE

Louis M. Thompson, Jr., of Ames, Iowa was appointed today as Assistant Press Secretary (Administration).

Mr. Thompson joined in September the staff of the American Enterprise Institute for Public Policy Research in Washington, D.C. following his resignation from the United States Army.

He served in the Army from 1961-74 during which time he was a press spokesman for the U. S. Command in Vietnam and served from 1971-74 as Military Assistant to the Assistant Secretary of Defense (Public Affairs). In that assignment he regularly accompanied the Secretary of Defense to all NATO ministerial meetings and worked daily with the White House and State Department coordinating public affairs policy on national security issues. Mr. Thompson was awarded, in that capacity, the Legion of Merit for exceptionally meritorious service.

Born in Bryan, Texas on September 21, 1938, Mr. Thompson received a B.S. degree in Journalism from Iowa State University, Ames, Iowa, where he was television news editor and anchorman for WOI-TV from 1960-61. Later he returned to Iowa State University where he earned his M.S. degree in Journalism and Mass Communication and was graduated in 1969 with high honors.

Mr. Thompson was elected in 1968 to Phi Kappa Phi, national scholastic honor society and is a member of Sigma Delta Chi. He was named in 1973 one of the Outstanding Young Men in America.

He is married to the former Anne Marie Strand of Ames, Iowa and they have five children - Tom, 12, Eric, 10, Chris, 8, Mary Margaret and Mary Elizabeth, both 5. The Thompsons reside in Springfield, Virginia.

# # #

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 16, 1974

MEMORANDUM FOR: RON NESSEN

FROM: BILL GULLY *BG*

Request that the Office of the Military Assistant to the President be put on distribution for six (6) each copies of the daily Press Conferences.

Thank you.

*How many now? 2*

*per  
Mr. Parker*

*ok give them 3 (total).*

Office of the White House Press Secretary

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THE WHITE HOUSE  
GERALD L. WARREN  
Biographical Data

Gerald L. Warren has been Deputy Press Secretary since April 21, 1969, and was appointed Deputy Press Secretary for Public Information Liaison on December 2, 1974. In 1968 he became Assistant Managing Editor of the San Diego Union after serving as City Editor from 1963 to 1968. From 1961 to 1963 he was a traveling representative for Copley News Service. In 1956 he became a reporter and later Assistant City Editor, serving until 1961.

Mr. Warren was born on August 17, 1930, in Hastings, Nebraska. He received his B. A. degree from the University of Nebraska in 1952. He was Editor of the Daily Nebraskan while attending the University of Nebraska. He served in the United States Navy as a pilot from 1952 to 1956.

He is married to the former Euphemia Brownell of San Diego, California and they have two children. They reside in Washington, D. C.

# # #

DECEMBER 18, 1974

Office of the White House Press Secretary

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THE WHITE HOUSE

JOHN W. HUSHEN  
Biographical Data

John W. Hushen of Detroit, Michigan, has been Deputy Press Secretary to the President since August 17, 1974. From June, 1970, until his appointment, Mr. Hushen was Director of Public Information of the Department of Justice and Special Assistant to the Attorney General.

From 1966 to 1970 he was Press Secretary to Senator Robert P. Griffin after serving as his campaign press secretary during 1966. From 1959 to 1966 he was a reporter with the Detroit News. During high school and college he was a copy boy with the Detroit Free Press and a reporter with the Flint Journal.

He was born on July 28, 1935, in Detroit, Michigan. After attending Detroit public schools and the Capitol Page School in Washington, D. C., he attended Wayne State University, where he was editor of the Daily Collegian. He received his B. A. degree in journalism in 1958.

Mr. Hushen and his wife Margaret have three children and reside in Bethesda, Maryland.

# # #

FOR IMMEDIATE RELEASE

DECEMBER 18, 1974

Office of the White House Press Secretary

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THE WHITE HOUSE

PAUL A. MILTICH  
Biographical Data

Paul A. Miltich, of Silver Spring, Maryland has been Special Assistant to the President since August 16, 1974.

Mr. Miltich was Press Secretary to Vice President Ford from December 1973. In June 1946 he became a member of the staff of the Saginaw News in Saginaw, Michigan. In October of 1958, he was named Washington correspondent for the Booth Newspapers. In March of 1966, he was named Press Secretary to the House Minority Leader Gerald R. Ford after having served as a member of the Standing Committee of Correspondents.

He was born on October 30, 1919, in Virginia, Minnesota. He received his B. A. degree from the University of Minnesota in 1941 with highest distinction. He taught English at the Breck School for Boys in St. Paul, Minnesota before entering the Army in 1942. Mr. Miltich taught school in 1946 in Saginaw, Michigan, and served as Deputy Commissioner of Saginaw County Schools before joining the Saginaw News.

Mr. Miltich is married to the former Sylvia S. Schumann and they have two children.

# # #

Office of the White House Press Secretary

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THE WHITE HOUSERONALD H. NESSEN  
Biographical Data

Ronald H. Nessen has been Press Secretary to the President since September 20, 1974. Mr. Nessen joined the staff of United Press International in Washington in 1956, working there until 1962, when he joined the National Broadcasting Company.

His first NBC assignment was in Washington, where he served from 1962 to 1965 as a White House correspondent during the term of President Johnson. He was assigned to Southeast Asia by NBC in 1965 and covered Vietnam until he was wounded by a grenade fragment in 1966. He returned to Washington and later that year was assigned to New York, where he anchored a weekly Vietnam television report and a five minute daily Vietnam report on the "Today" show.

In 1967, Mr. Nessen received a series of foreign assignments from NBC, covering Latin America, Asia, Africa and then London. He returned to the United States, where he covered the Presidential campaign of 1968. After that, he was based in Washington, specializing in urban affairs. When Gerald Ford became Vice President, Mr. Nessen was assigned to cover most of the 118,000 miles traveled by the Vice President. When President Ford took office in August, 1974, Mr. Nessen became NBC's White House correspondent.

He was born in Washington, D. C., May 25, 1934. Mr. Nessen attended American University, where he majored in history.

He is married to the former Young Hi Song of Seoul, South Korea, and has two children, Edward, 1 1/2 and Caren, 18. The Nesses live in Bethesda, Maryland.

# # #

THE WHITE HOUSE  
WASHINGTON

Tues. + Thursday

Judy England.





**THE WHITE HOUSE**  
**WASHINGTON**

Lou,

I'd like to have

Thurs, Fri & Saturday  
26, 27, & 28

Patty

THE WHITE HOUSE

WASHINGTON

LOU:

Per our conversation and Jack's  
I am will be off:

Tues.

Wed..

Thus.

Fri.

and returning on Saturday.....

I am hopeful that I can get out of  
her some time ~~xxxx~~Monday afternoon  
in order to start driving to Ohio,  
only after I have gotten my announcemnts  
out for the day.

thym

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

12.19.74

Lou-

Regarding time off holidays...

Haven't done a thing yet, so of course would prefer to get away Christmas Eve at a decent hour.... maybe a few hours on Monday...

I have guests in this weekend, and wonder if there is any way I could work next Saturday so another girl doesn't have to come in, and take this Sat. morning off -- my guests leave from Dulles at 3:30 and I have to take them to the airport if I can arrange that. I could come in here after that I guess... Otherwise, I'll have to have them make their own plans this Saturday.

I really don't need any time over New Years, but sometime around the 8th of January would like a little extra time if possible. I'd rather work more hours over the holidays and take some when I need it later.

Judith Ann

THE WHITE HOUSE

WASHINGTON

December 26, 1974

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: DICK CHENEY

FROM: LOU THOMPSON

SUBJECT: Margita White

After a very extensive search for a woman Assistant Press Secretary to be Jerry Warren's principal assistant, Ron Nessen, Jerry Warren and I have concluded that Margita White is by far the most experienced, qualified candidate for the position.

Of primary concern is that the person filling this position is one who can attain the respect and trust of both the public information officials throughout the Executive Branch and the editors and publishers across the nation. Margita has already accomplished this through her previous work here under Herb Klein. She left two years ago to be the Assistant Director of the USIA for Public Information. She built this into a super-grade position where she earns \$36,000 a year. She is also well regarded and noted throughout the circle of professional women where she is a charter member of Executive Women in Government and is also a member of the National Press Club.

As you know, the search for a woman to serve as Assistant Press Secretary has gained considerable public visibility. Consequently, there is considerable interest in who will be selected and many in the press will be watching to see if this is a serious position.

Margita would be working with all the top public information officials in the Executive Branch in a position from which she must speak with the authority of the President's Press Secretary. While Jerry is being very cautious to ensure that his office works in a liaison capacity with the departments and agencies and is not directive about its work, there is nevertheless the perception of the authority of the White House and we want to be selective about whom exercises that authority.

Moreover, Margita would be taking some speaking engagements that Ron and Jerry do not have time to fulfill.

With the State of the Union message coming soon and all the implication

of that for Jerry Warren's office, we clearly need someone who can "hit the ground running." We simply do not have time to take someone through the process of educating them on the operations of the federal government and the fundamentals of how to get information across to the press both here and around the country. Margita has the requisite experience and knowledge to move right in and accomplish a timely flow of information about the numerous programs which will be in the State of the Union message.

Ron requests that Margita be hired at a salary of \$36,000 with a commissioned title of Assistant Press Secretary to the President. Currently, there are four commissioned people in the Press Office. With the possibility of Paul Militch leaving, there would be three. Paul is also the only Assistant Press Secretary to the President. More importantly, however, the functions Margita would fulfill call for the status and authority of the Presidential commission. Furthermore, she will be one of the top three women on the President's staff and with that visibility along with the press interest already attendant to the search for a woman candidate, it would be a plus to give Margita a Presidential commission upon assuming her duties and responsibilities.

The White House organization has been questioned because of the lack of women in senior positions. Our next appointment will be scrutinized to see if we are practicing "tokenism" and a Presidential commission for Margita would show that special interest group that her talents have been recognized and that she has been promoted.

Ron, Jerry and I respectfully request that you discuss this matter with Don Rumsfeld. Attached is a copy of Margita's resume.

THE WHITE HOUSE

WASHINGTON

December 26, 1974

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: DICK CHENEY  
FROM: LOU THOMPSON  
SUBJECT: Margita White

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Ron, Jerry and I respectfully request that you discuss this matter with Don Rumsfeld. Attached is a copy of Margita's resume.

THE WHITE HOUSE

WASHINGTON

January 13, 1975

MEMO FOR RON

FROM: TOM

SUBJECT: Office Organization Preliminary Session

Although it is rather soon after the State of the Union, I recommend we try to get together this Saturday for as long as it takes, to begin to get at the issues, questions and problems facing us as a press office.

If acceptable to you and to the others, I'd suggest the following participants: Nessen, Hushen, Warren, Thompson, DeCair, Chiles and Gerrard. Later, when the issues are clearer--and also as we seek ideas for solutions and changes--others would be brought into the act.

Basically, I think this meeting should be one in which we try to IDENTIFY what the areas of inquiry should be. Then a coordinator should be named. Then we (or the coordinator) should go to others for ideas, both general and specific. For example, those who should be consulted are Joe Laitin, Larry, Bill, Judy O., Gay, Patty. As they are concerned, we should also be in touch with Jerry Jones, GSA, WHCA, EPS and others as necessary.

NOTE: The coordinator should be knowledgeable about the operation and also a non-holdover so as not to be biased toward existing systems. In the absence of any such person, it should probably be Lou.

Hopefully, by week's end I will be able to provide you some guidelines on paper of just what it is that we must get at. Isn't it fun being Press Secretary to the Free World?



unif

Jan 18, 1975  
Staff Meeting

1 person to keep boards.  
+ subject index  
- o -

Statement of everybody's duties,  
who to call, etc. for use on  
vacations, when someone is  
off, etc. "Book of Procedures"  
Map of where things are.  
- o -

Pat files on computer.  
- o -

Orientation course  
- o -

[ Memo to switchboard re Baroody.  
Memo to Baroody.  
- o -

Telephone survey. guy.  
- o -

Short course on journalism  
Deadline, PM & AM deadlines, TV deadlines.  
- o -

Wires for Roberts.  
- o -

Resummation of announcements.

THE WHITE HOUSE  
WASHINGTON

[Feb. 1975?]

RON:

Items to be dealt with:

1. Raise (ask for 35 or 36, say Tom'll probably settle for 34) to ~~effective~~ be effective on day Miltich leaves.
2. No announcement. In response to Qs when you announce PM's new job, you can say that Jerry and Tom will be picking up PM's duties. If specifically asked about Tom, say that he'll be moving to EOB and will be overseeing news summary and continuing to do special projects and long-range planning (those were in original announcement last fall).
3. West Exec. parking place by the time I get back from vacation March 1.
4. Office space. Jerry won't move into PM's office (160) since it might appear he forced PM out. Do you want me to move in there?

tom

PS--I'll be leaving Friday for Florida and will be gone 2 weeks. If PM thing moves faster let me know and I'll consider coming back sooner if needed.



THE WHITE HOUSE

WASHINGTON

February 12, 1975

Ron:

Attached is the current Press Office organization chart and a revised one that I worked on Tuesday. The revised one would go into effect on or about March 1 when Paul Miltich leaves.

This, of course, is subject to your approval, but I think it generally fits your concept. There are several points which you may want to consider before making any final decisions on the organization.

- 1) Paul's departure gives us a vacancy to work with. Jerry Warren wants to hire a writer to prepare op-ed pieces, fact sheets and would have a number of other writing responsibilities. That person would also supervise Liz O'Neill's operation.
- 2) If you decide to move Jack Hushen up to Tom's old office, you may want to use that vacancy <sup>(Miltich)</sup> for a third Assistant Press Secretary. (Incidentally, Jane Denison of UPI is still very much interested, or she was two weeks ago, in serving here in some capacity.) Jack thinks there is too much work for two people downstairs.
- 3) If you decide to bring on a woman Assistant Press Secretary, do you move Bill Roberts in to Jack's office from the cubby hole he is currently in and put the new APS in that space? (some image problems could result from doing that, yet it would be hard to justify to Bill that the new person (man or woman) should go into the more spacious office.)
- 4) Also, if you move Jack upstairs---and there are some very good reasons for doing that --- what happens to Judy O'Neil? She will undoubtedly want to come up with Jack. Where does she go? I'm sure Joy and Patty will not want to go downstairs. Judy could take the desk which Judy Gagliardi uses in the afternoon. But where do we put Judy? Also, if Judy O'Neil comes up here, we have to hire someone to replace her. We could do that with the slot vacated by Carol Montague in Liz's office, but then we have to made the choice between using the Miltich vacancy for a writer for Jerry or a third Asst Press Secretary. As a result of some preliminary discussions with Dave Hoopes and Jerry Jones, we could hire a writer with the

Miltich vacancy and an Asst Press Secretary with the Carol Montague vacancy (converting it from a secretarial to a professional slot which, of course, would cost us about \$20,000 more in annual salary.)

5) If you bring Jack upstairs, you may get some criticism that you are decreasing his accessibility. That should, however, be ameliorated somewhat if a third Asst Press Secretary is brought on. Also, if you consider Jack your principal deputy, there's a lot to say for having him up here close to you to help supervise the whole press office operation, not just things downstairs. (I'm not sure how Jerry Warren will feel about that. Maybe you have a feel for Jerry's reaction. My guess is that Jerry would feel that the Deputy should be "out front" downstairs. Also, I think Jerry feels that he works directly for you.)

6) You'll notice under the old organization chart that Bob Mead was, for organizational purposes, under me. Bob, of course, normally works directly with and for you. So, in the new chart, I made that a direct line of responsibility between you and Jack and Bob.

7) Among other things including the preparation of the President's briefing book which you assigned Tom, I also understand you want him to supervise the News Summary operation. That is also indicated on the new chart.

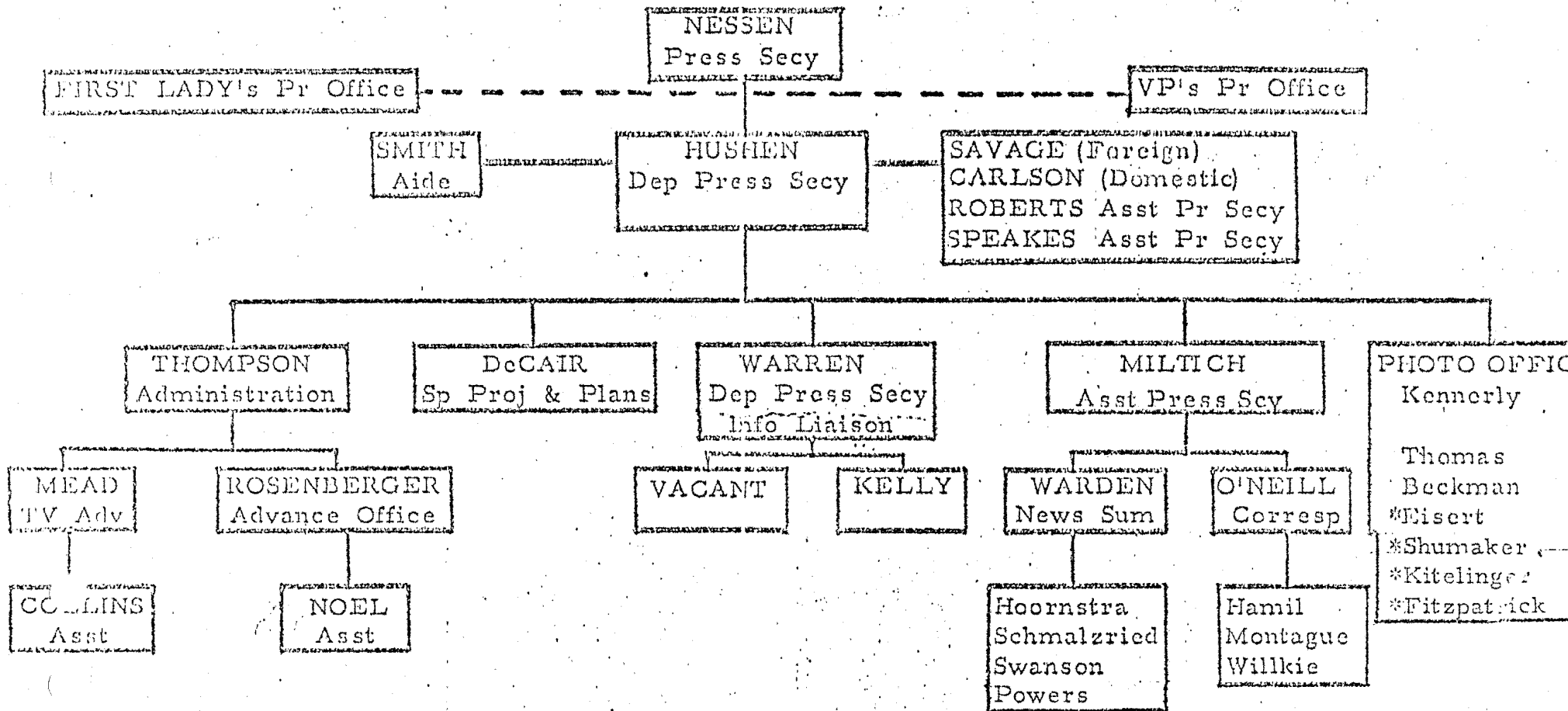
8) I assume, that with Tom moving over to Jerry's office, that I am to pick up his responsibilities for preparing your briefing announcements daily and will work with Eric as the point of contact here on the advance office operations when Eric and Pappy are out on the road.

9) What would you think about making Connie a Staff Assistant to you? That way we could unclassify her and you could have her paid more if you so desire. You could then make Patty your secretary and perhaps let Patty take more of the phone load off Connie and allow Connie to do more writing etc. for you. (Of course, I have not mentioned anything about this to either Connie or Patty, so I don't know how they would react to the change.) Patty is very pleased with her raise. My guess is that we will keep Patty despite her occasional desire to move on. She won't find much around here at the GS-11/3 level.

  
Lou

WHITE HOUSE PRESS OFFICE

Organization as of  
January 1, 1975



NESSEN  
Connie Gerrard  
Patty Presock  
Joy Chiles  
Judy Gagliardi

HUSHEN  
Judy O'Neill  
Gay Pirozzi  
Judith Ann Haugh

CARLSON  
Connie Thurmma

SAVAGE  
Barberi

WARREN  
A. Besecker  
G. Campbell  
S. Wisniewski

MEAD  
Grier

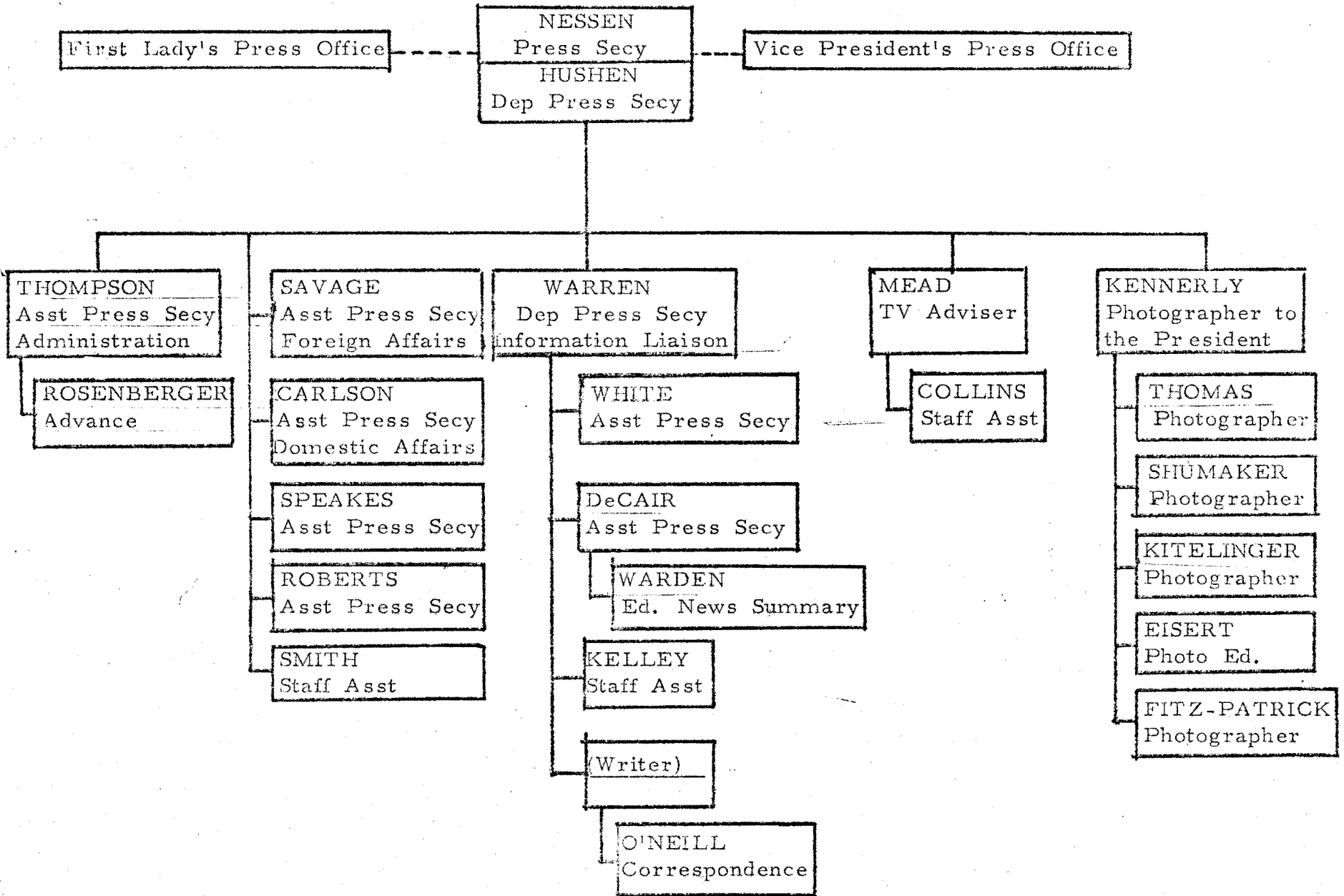
ROSENBERGER  
Kathy Koob

MILTICH  
Dowhan

SUPERVISION  
COORDINATION

WHITE HOUSE PRESS OFFICE

**PROPOSED REVISED ORGANIZATION**



Office of the White House Press Secretary

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THE WHITE HOUSE

The President today announced the appointment of Margita E. White as Assistant Press Secretary to the President.

Mrs. White served for the past two years as Assistant Director of the United States Information Agency (Public Information). She received USIA's Superior Honor Award this year.

From January, 1969 to February, 1973, Mrs. White was an assistant to Herbert G. Klein, Director of Communications for the Executive Branch. In 1967, Mrs. White was research assistant to syndicated columnist Raymond Moley. She was research assistant and writer with the Free Society Association in 1965 and 1966. In 1963 and 1964, Mrs. White was a research aide to United States Senator Barry Goldwater and research associate with the Republican National Committee. In 1963, Mrs. White served as minority press secretary, Hawaii House of Representatives. She was administrative assistant for the Honolulu office of Whitaker and Baxter Advertising Agency in 1961 and 1962.

Mrs. White was born in Sweden on June 27, 1937, and emigrated with her family to California in 1948. She became a United States citizen in 1955. In 1959, she received a B.A., magna cum laude, in Government from the University of Redlands, California, and in 1960 an M.A. in Political Science from Rutgers University, where she was a Woodrow Wilson Fellow at the Eagleton Institute of Politics. In 1974, Mrs. White received the University of Redlands Alumni Association's Distinguished Service Award.

Mrs. White is a founding member and current secretary of Executive Women in Government.

She is married to Stuart C. White, a Washington attorney, and they have two children. They reside in McLean, Virginia.

# # #

Mike Poole

THE WHITE HOUSE  
WASHINGTON

March 25, 1975

MEMORANDUM FOR: JERRY WARREN  
FROM: LOU THOMPSON *LT*  
RE: Assignment of Margaret Earl

Please have Margaret Earl fill out the attached form "Information Needed Concerning New Personnel" so I can put in the request for personnel assignment.

Would you indicate to me what you desire for her title and salary?

Attachment

*Lou:*

*I recommend Staff assistant at  
\$ 16,500*

*J*



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ASSIGNMENT

Date: April 16, 1975

FROM: White House Press Office

Name of Proposed Employee: <sup>(Miss)</sup> ~~(Mrs)~~ Margaret K. Earl  
~~(Mrs)~~

Position: (a) Position title: Staff Assistant

(b) Grade and Salary: \$16,500

Payroll (check one):  White House Office (Regular Salary & Expenses)  
 White House Office (Special Projects)  
 Other (specify: \_\_\_\_\_)

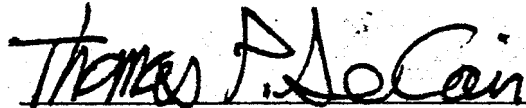
Length of Assignment (check one):  
 Temporary (No. of Months \_\_\_\_\_ or  
\_\_\_\_\_) (Not to exceed \_\_\_\_\_)  
 Indefinite  
 Permanent

Desired effective date: As soon as possible

Justification for assignment: Replacing Robert Kelley

Present place of employment or assignment: Office of Communications and Public  
Affairs, Federal Energy Administration

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



(Signature of Requesting Official)

Attachment(s) needed.—In all cases—"Information Needed Concerning New Personnel".  
For appointment other than White House rolls: SF 171, Application for Federal Employment.  
If to be appointed White House rolls it is desirable to have SF 171 furnished, preferably attached to this request. If the 171 is not available as an attachment to this request form, send it to the White House Personnel Office, Room 6, E.O.B., when completed.

INFORMATION NEEDED CONCERNING NEW PERSONNEL

NAME (as it is to appear on payroll) (Miss Mrs.) : Margaret K. Earl  
(Mr., Dr.)

RESIDENCE ADDRESS: 4000 Tunlaw Rd, N. W., Apt. 708 Washington, D. C.

TELEPHONE NUMBER: (Home) (202) 333-7297; (Office) (202) 456-2897

MARITAL STATUS (Circle one) (Single) Married, Widowed, Separated, Divorced.

Name of Wife or Husband: \_\_\_\_\_

SOCIAL SECURITY ACCOUNT NUMBER: 572-88-7054

DATE OF BIRTH: June 15, 1949 PLACE OF BIRTH: Pasadena, California

LEGAL RESIDENCE: 2165 Brigden Road Pasadena, California 91104

MILITARY SERVICE: Branch: \_\_\_\_\_ Dates of service: \_\_\_\_\_

Have you established Veterans Preference? \_\_\_\_\_ 5 or 10 point? \_\_\_\_\_

SPECIAL SKILLS: Typing WPM \_\_\_\_\_ Shorthand WPM \_\_\_\_\_

GOVERNMENT SERVICE INFORMATION:

Are you now, or have you previously been employed in the Executive, Legislative, or Judicial Branch of the Federal Government, or the District of Columbia Government? Yes x No \_\_\_\_\_  
*If so, please complete the following:*

(a) Current or latest place of such employment (prior to White House assignment):  
Department or Agency: Federal Energy Administration  
Branch or Division: Office of Communications and Public Affairs

(b) Ending date of such service (if applicable): \_\_\_\_\_

(c) Type of appointment (Career-Conditional) Career, Indefinite, Excepted, or Temporary Limited: \_\_\_\_\_

(d) Position Title: Regional Liaison Grade GS-9-4 Salary \$ \_\_\_\_\_

(e) Date of (1)—last promotion or grade change: March 16, 1975 (from GS 8-5)  
(2)—last within-grade pay increase: \_\_\_\_\_

- (f) Coverages (indicate Yes or No):
- (1) Civil Service Retirement Yes (latest) ) If both at one time or another,
  - (2) Social Security (FICA) Yes ) which latest? \_\_\_\_\_
  - (3) Federal Employees Group LIFE Insurance (FEGLI): Regular \_\_\_\_\_ Optional \_\_\_\_\_ (If waived such coverage—give date of waiver: \_\_\_\_\_)
  - (4) Federal Employees HEALTH BENEFITS Insurance (FEHBP) Yes

Date of entrance on duty at White House: \_\_\_\_\_

Office to which assigned: Press Office Date of this form: March 26, 1975

April 14, 1975

Tom:

As Sara points out, there is no GS rating that is \$15,500. So you have to look at the charts etc.... and figure out what is the rating closest to the salary desired and then figure out whether she is eligible for that .... and as it seems, with her last grade change on March 16, she doesn't appear ;to be eligible for much more than maybe a step increase. Check w/ Hoopes.

joy

Sara

Have we had approval on Earl yet? <sup>mo</sup> What title and salary? If no approval yet, I guess this should be returned to DeCair for his action, and the Request for Personnel Assignment sheet being signed by Warren and Nessen. I don't remember status. What does file say?

Dave

4/14/75

**April 14, 1975**

**MEMORANDUM FOR:           JERRY JONES**  
**FROM:                        JERRY WARREN**

**Would you please take care of the paper work involved in getting a promotion for Jon Heornastra. Attached is a copy of my memo to Ron about this--his approval is noted. I would like for this to go into effect as soon as possible.**

**Thanks for your help.**

**Attachment**

**✓cc: Tom DeCair**




APR 14 1975

THE WHITE HOUSE  
WASHINGTON

April 10, 1975

CONFIDENTIAL

MEMORANDUM FOR:           RON NESSEN

FROM:                        JERRY WARREN 

In the reorganization of the News Summary Office, Jon Hoornstra will be assuming more responsibility as Director of Media Analysis.

It is customary under these circumstances to increase pay. Could he be brought from a GS 8/2 to the GS 11/2 level of approximately \$18,000, including overtime?

cc:     Lou Thompson

OK.  
Do the necessary  
paper work.  
RHH



April 16, 1975

**MEMORANDUM FOR MICHAEL FARRELL**

**FROM: TOM DeCAIR**

**Re: NBC West Executive Parking**

**Parking space #43 on West Executive Avenue is allocated to NBC for their use. The NBC technicians use the parking permit. Somehow, I am told, in the monthly change of NBC crews, the parking permit has been misplaced and a thorough search of NBC fails to turn it up.**

**The EPS at the Southwest Gate have agreed to let the NBC technicians park on West Executive Avenue this week to allow time to have the permit replaced. Would you please re-issue a parking permit to NBC for parking space #43.**

**Thank you for your help.**



April 21, 1975

MEMORANDUM FOR:

OFFICER KOZINA

FROM:

MIKE FARRELL

SUBJECT:

West Executive Avenue Parking  
Space #43 - N. B. C.

The N. B. C. technicians using West Executive Avenue parking space #43 have misplaced their permit.

Please re-issue a parking permit to N. B. C. for Space #43, marking it "Duplicate".

Thank you.

cc: Tom DeCair ✓





September 26, 1974

**MEMORANDUM FOR MICHAEL FARRELL**

**THRU: DAVID HOOPES**

**FROM: RON NESSEN**

**SUBJECT: West Executive Avenue Parking**

**As a newly-commissioned press officer, Tom DeCair should receive West Executive Avenue parking privileges.**



April 16, 1975

MEMORANDUM FOR DAVID HOOPES

FROM: TOM DeCAIR

SUBJECT: Judy Gagliardi

Judy Gagliardi is no longer working in the Press Office and will leave the White House rolls at a date to be determined. In the meantime, her State Place parking privileges should be revoked from this date forward.



April 16, 1975

MEMORANDUM FOR DAVID HOOPES

FROM: TOM DeCAIR

SUBJECT: Pat Coyle

Pat Coyle started working in the Press Office today as Bill Greener's secretary. It is my understanding that she still is on detail from HUD. Would you please take the necessary steps to transfer Pat from the HUD rolls to the White House payroll effective today -- or whenever convenient.

Pat will be arriving to work mid-mornings and staying well after the "normal" working hours, for this reason she will definitely require State Place parking.

Also, would you please make arrangements for her to receive White House Staff Mess tray privileges and issuance of a staff pin.

Thank you for your help.



April 16, 1975

MEMORANDUM FOR DAVID HOOPES

FROM: TOM DeCAIR

SUBJECT: William Greener, Deputy Press Secretary

Bill Greener joined the Press Office staff yesterday as Ron Nessen's new Deputy Press Secretary. Would you please take the necessary steps to provide him with:

West Executive Avenue parking  
'B' car list privileges  
White House Staff Mess privileges  
Commission  
Commission book  
Pageboy  
Radio and a fitted carpiece  
Weekly news magazines (Newsweek, Time, U.S. News,  
and the New Republic)  
Staff pin

Thank you for your help.





April 16, 1975

MEMORANDUM FOR JANE DANNENHAUER

FROM: TOM DeCAIR

SUBJECT: Pat Coyle

Would you please proceed with the necessary arrangements to issue a White House pass to Pat Coyle, secretary to the new Deputy Press Secretary, Bill Greener. Pat will now be located in the West Wing Press Office.

Pat Coyle  
Date of Birth: May 14, 1937  
Place of Birth: Reading, Pennsylvania  
Social Security #161-30-3445

Thank you for your help.



THE WHITE HOUSE  
WASHINGTON

NOTE FOR: Jack, Larry, Bill, Thym

FROM: TOM DECAIR

In-town travel pools can fit in two station wagons if they are held to a minimum--and they can be and should be since they are purely protective. People who really want to cover in-towners can get there on their own.

AP

UPI

AP Photo

UPI Photo

4-man net crew (camera, sound, lights,  
radio engineer

1 pooler (nets don;t always have to have a correspondent on purely protective pools; so move it around--if you don;t get volunteers, pick a net guy since they have the most people)

1 press office staff

1 WH photographer

1 Navy cameraman

1 WHCA shotgun man

TOTAL: 13

September 19, 1974

MEMORANDUM FOR TOM DECAIR

FROM: JOY CHILES

SUBJECT: White House Conference on Domestic and Economic Affairs & International Trade

Jeff Eves explained that the basic differences between Baroody's operations and the mini summits are:

I. SPONSORS

For the mini summits the White House is the sponsor of the meetings.

In Baroody's area though the White House is involved, various organisations around the country are the sponsors of the meetings.

II. ATTENDEES

To the mini summits and finally the summit, the White House extends invitations to specific people involved in the area of study that the mini summit is concerned with. The number of attendees/invitees has been around 50 to each mini summit.

In Baroody's operation, the WH makes no determination of those people attending. It is up to the sponsoring organisations to make up the list of people to be invited. Usually the number in attendance is around 340.

III. SUBJECT:

The White House Conference on Inflation and those mini summits leading up to it deal specifically with one subject - economy and inflation. The mini summits in various cities around the country, like the one in Atlanta last week, deal with various aspects of this problem like housing, labor etc....



As far as Baroody's organization is concerned, a wide variety of subjects are covered at each meeting. The general subject emphasis changes from area of the country and those organizations who are sponsoring the meetings and those people the organizations have invited to attend. Roughly 1/3 of the meeting is consumed with presenting the Administration's current activity in different areas and the other 2/3 of the program is taken up with questions and answers and recommendations.

Baroody has in the works about 25 conferences to be held in as many cities. In each of the cities he and his staff meet with the sponsoring organizations and set up an agenda to fit the interests of that area of the country.





April 21, 1975

MEMORANDUM FOR GEORGE PARKER

FROM: TOM DeCAIR

SUBJECT: Nessen Briefing

Would you please add Jay French, EOB 110, to the daily distribution of Nessen briefings. His secretary informs me that she will be in touch with you regarding delivery of the transcripts. It seems that Mr. French would like the briefings as soon as possible each day -- use your best judgment in timing of the delivery to him.

Thank you for your help!



THE WHITE HOUSE

WASHINGTON

April 25, 1975

MEMORANDUM FOR DAVID C. HOOPES

FROM: TOM DeCAIR  
SUBJECT: Patricia A. Coyle

Patricia A. Coyle, a GS 11-1 secretary, is currently on the HUD payroll serving as secretary to Bill Greener.

We would like to continue her detail to the White House through June 30, 1975, and to bring her onto the White House payroll effective July 1, 1975.

Thank you for your cooperation and assistance.

April 25, 1975

MEMORANDUM FOR GENERAL ADAMS

FROM: BILL GREENER

SUBJECT: Wire Service Machines in the Press Office

We would like to alter the wire service arrangement in the Press Office in order to provide this office and other West Wing staff increased support in the form of news.

As a result of a recent change, we are now receiving the UPI WCNS City Wire and the AP A-wire, the former on a WHCA machine and the latter on a new X-Tel printer.

We would like to receive the following four services, all on the new X-Tel printers:

AP A-Wire  
AP City Wire  
UPI A-Wire  
UPI WCNS City Wire

For each of the four machines we would like three-ply paper, in order to achieve maximum distribution of the service. To easily distinguish them, we would like the paper for the different machines in different colors, if possible. In order to achieve some distribution of the current AP A-Wire service on the X-Tel printer now in our office, we request installation of three-ply paper for that machine as soon as possible.

We would ask that this expanded service be implemented as soon as possible, but understand that the order may take two weeks or so.

Thank you for your cooperation in this matter.

jc



THE WHITE HOUSE

WASHINGTON

April 25, 1975

MEMORANDUM FOR RON NESSEN

FROM: TOM DeCAIR

SUBJECT: Press Office AP-UPI Service

Current service (UPI city wire on a WHCA owned machine and AP A-wire on the new, smaller X-Tel printer) costs WHCA \$561.98 per month.

Our proposed four-wire service (city and A wires for both AP and UPI) on X-Tel printers would cost \$1036.43 per month, plus a one-time installation charge of \$450 (\$150 for each additional machine).

The new X-Tel printers are limited to three-ply paper, but I don't think it would prove to be a problem since we would be getting three sets of city wires and three sets of A-wires--and we only have six people who need wires (Nessen, Greener, Hushen, Speakes, Roberts, Ushers). (FYI: Ushers keep complete set for use of other White House staff.) Thus, three of you could get A-wires (maybe Nessen, Speakes and ~~Greener~~) and three the city wires (Hushen, ~~Ushers~~, Roberts). I think this would work out well since our office would then be monitoring all the wires--and the people who like the different wires would be getting the kind they want.

If, in light of the cost and three-ply considerations, you want to proceed with the four-wire proposal, I will sweet-talk WHCA into going ahead.

- ~~\_\_\_\_\_~~ GO AHEAD
- \_\_\_\_\_ LET'S CUT BACK A LITTLE
- \_\_\_\_\_ LET'S TALK
- \_\_\_\_\_ OTHER ( \_\_\_\_\_ )

April 28, 1975

MEMORANDUM FOR GEORGE PARKER

FROM: TOM DeCAIR

SUBJECT: Nessen Briefings

Please include Margaret Earl, EOB 157, on the daily distribution of Nessen briefings.

Thank you! Our list seems to keep growing.



April 29, 1975

MEMORANDUM FOR GEORGE PARKER

FROM: TOM DeCAIR

SUBJECT: Press Release & Nessen Briefing Distribution

Would you please put Jim Shuman, EOB 164, on the distribution list for all press releases and Nessen briefings. Mr. Shuman is in charge of the President's News Summary staff and needs all releases and briefings.

Thank you. Also, could you please provide me with an updated listing of those people who receive Nessen briefings, and how many.





April 30, 1975

MEMORANDUM FOR GENERAL ADAMS

FROM: TOM DeCAIR

SUBJECT: Wire Service Machine Cabinet

We have requested GSA to modify the wire service machine cabinet in Ron Nessen's office in order to accommodate the four new X-tel printers soon to be installed. If there are any particular specifications which should be kept in mind in re-modeling the cabinet, would you please have one of your men advise us.

Thank you for your help.



**April 30, 1975**

**MEMORANDUM FOR JERRY JONES**

**FROM: TOM DeCAIR**

**SUBJECT: Broken Desk-top Glass**

**The glass top on Joy Chiles' desk has been and needs to be replaced.**

**Thank you for your help.**





April 30, 1975

MEMORANDUM FOR JERRY JONES

FROM: TOM DeCAIR

SUBJECT: Wire Service Machine Cabinet

Would you please authorize GSA carpenters to modify the wire service machine cabinet located in Ron Nessen's office (the old press office) in order to accommodate four X-Tel printers being installed. We would appreciate the undertaking and completion of this project as soon as possible as the printers are located in the working area of the office and when they are not enclosed in a sound-proof cabinet, raise the noise level in the office considerably. We anticipate the printers will be installed within the next two weeks.

Thank you for your help.



MEMORANDUM

THE WHITE HOUSE  
WASHINGTON

REQUEST FOR PERSONNEL ACTION

Date: May 5, 1975

TO: JERRY JONES

FROM: White House Press Office

*Thomas P. DeCain*

The personnel action described below has my approval:

Name of Employee: Ann C. McGlinn

Requested action: Promotion

(check one) Administrative Pay Increase

Change in Title

Reassignment

Such action will change

FROM: Presidential Personnel Office

TO: Office of the Press Secretary

Desired effective date: May 5, 1975

Justification for requested action: Replacing departing personnel.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ACTION

Date: May 5, 1975

TO: JERRY JONES

FROM: White House Press Office

*Thomas P. DeCen*

The personnel action described below has my approval:

Name of Employee: Marie M. Willke

Requested action:  Promotion

(check one)  Administrative Pay Increase

Change in Title

Reassignment

Such action will change

FROM: GS 6-1

TO: GS 7-1 effective May 11, 1975

Desired effective date: May 11, 1975

Justification for requested action: Increasing correspondence

load with fewer people.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ACTION

Date: May 5, 1975

TO: JERRY JONES

FROM: White House Press Office

*Thomas P. DeCar*

The personnel action described below has my approval:

Name of Employee: Rebecca E. Hamill

Requested action:  Promotion

(check one)  Administrative Pay Increase

Change in Title

Reassignment

Such action will change

FROM: GS 6-1

TO: GS 7-1 effective May 11, 1975

Desired effective date: May 11, 1975

Justification for requested action: Increasing correspondence

load with fewer people.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ACTION

Date: May 5, 1975

TO: JERRY JONES

FROM: White House Press Office

*Thomas P. De Cain*

The personnel action described below has my approval:

Name of Employee: Gail Campbell

Requested action:  Promotion

(check one)  Administrative Pay Increase

Change in Title

Reassignment

Such action will change

FROM: GS 7-3

TO: GS 8-2

Desired effective date: May 11, 1975

Justification for requested action: Additional responsibilities  
in scheduling spokesmen.

May 6, 1975

MEMORANDUM FOR:

JERRY JONES

FROM:

TOM DECAIR

At some point in the near future we will be having installed in our office new printers for the AP and UPI wires that should provide us better service.

I also understand that while WHCA currently provides paper for the machines, that we may absorb that responsibility in the future.

With that in mind, your supply people may want to consider negotiating with the wire services to trade in currently-used six-ply paper for the three-ply paper which can be used on the new X-Tel printers. We would like to have two or more different colors for the four new machines.

Thank you for your cooperation.

TFD/PP



May 6, 1975

MEMORANDUM FOR:

GENERAL LARRY ADAMS

FROM:

TOM DECAIR

William I. Greener has joined the staff as the principal Deputy Press Secretary to the President. He has requested a triple-TV set-up in his office with remote control.

If such a set-up exists, I would appreciate your letting me know and placing it in Mr. Greener's office as soon as possible.

Thank you for your cooperation.

TDC/pp  
ENCLOSURE



May 14, 1975

**MEMORANDUM FOR DAVID HOOPES**

**FROM: TOM DeCAIR**

**SUBJECT: Staff Pin for Bob Pasewaters**

**Bob Pasewaters will be serving as a consultant assisting in the President's upcoming European trip. Bob will be leaving with the Advance Party this weekend and will need a staff pin delivered to the Press Office no later than c. o. b. Friday, May 16.**

**Bob will return the staff pin upon completion of the President's trip.**

**Thank you for your help.**





May 14, 1975

**MEMORANDUM FOR MARGUERITE SULLIVAN**

**FROM: JOY CHILES**

**SUBJECT: Pictures of the White House Press Corps**

Things have gotten so hectic around here that I don't think I will have the few minutes to come over personally to bring the list of names that we would like to have pictures for.

I have indicated on our call sheet those names we need pictures of and also the additional list of names. I am not familiar with all the faces.... so, could you please indicate the name of the person on the back of the photo.

Thank you so much for your help!



July 25, 1975

MEMORANDUM FOR DON RUMSFELD

FROM: RON NESSEN

I have asked Margita White to get together with you while we are in Europe to resolve the problem of hiring a new person for her office to fill the vacancy created by the departure of Jerry Warren. A replacement is needed to help her carry her increasingly heavy load which will become even heavier as the campaign and election approach. I think it is vital that this position be filled quickly. Margita, frankly, is working herself to the point of illness trying to do the work of two people.

I am attaching (TAB A) Margita's rundown of just what her office does. You will see that her office performs a wide range of functions which are very important to the President, and for good relations and presentation in the press.

If there is a firm decision to reduce over-all slots in the Press Office, I want to lose slots in the Photo Office or elsewhere in order to fill this vacancy on Margita's staff.

Also I am attaching (TAB B) the resumes of two people Margita is very interested in for this position. You mentioned to me in previous conversations that you thought the job required someone with more political experience, and specifically with Presidential campaign experience. Margita is certainly open to suggestions.

As you know, Jerry Warren has left, except for closing out his office, and Margita is now performing two jobs simultaneously -- an impossible task. She will tell you herself, when you meet while we are gone, of her strong feeling that she needs someone soon to help with the very effective press briefings she has been staging on behalf of the President's programs, with the out-of-town media events which have been so useful in establishing favorable comment about the President in publications all over the country, and with the many other duties her office performs. I believe Margita's operation has an even greater impact than my immediate office in creating favorable press and public responses to the President.

cc: Margita White



THE WHITE HOUSE

WASHINGTON

August 7, 1975

MEMORANDUM FOR:

DON RUMSFELD

FROM:

RON NESSEN

SUBJECT:

PRESS OFFICE PERSONNEL

Here is a list of my anticipated staff as of approximately November 1. As you can see it numbers 39, the target you had given me and 19 fewer than when I took this job.

Attachment



IMMEDIATE OFFICE

1. Ron Nessen
2. Bill Greener
3. Jack Hushen
4. Larry Speakes ✓
5. Bill Roberts
6. John Carlson
7. Thym Smith
8. Connie Gerrard
9. Patty Presock
10. Pat Coyle
11. Jan Barberia
12. Judy O'Neil
13. Gay Pirozzi
14. Carol Montague
15. Connie Thumma

COMMUNICATIONS OFFICE

16. Margita White
17. ~~Assistant to Margita White (to be filled)~~ *Randy Woods*
18. Margaret Earl
19. Sandra Wisniewski
20. Carolyn Wimmer
21. ~~Gail Campbell~~
22. ~~Becky Hammil~~ *LIZ O'NEILL*

NEWS SUMMARY OFFICE

23. Jim Shuman
24. ~~Darlene Schmalzried~~ *Susan Merchantelli*
25. Melanie Berney
26. Megan Williams
27. Kathy Tucker
28. Ann Reilly *~~Ann Reilly~~ REX MARSHALL*

ADVANCE OFFICE

- ~~29~~ Eric Rosenberger
30. Pappy Noel
- ~~31~~ ~~Advanceman (to be filled)~~ *David Marshall*
- ~~32~~ ~~Advanceman (to be filled)~~
- 33 ~~31~~ Joy Chiles
- ~~34~~ *Ann Green*

TELEVISION OFFICE

- ~~34.~~ Bob Mead
- ~~35.~~ Helen Collins

~~36. Amy Green~~  
PHOTO OFFICE

- ~~36.~~ Dave Kennerly
- ~~37.~~ Sandra Eisert
- ~~38.~~ Mary Beckman
- ~~39.~~ William FitzPatrick

PRESS OFFICE PERSONNEL EXPECTED TO BE LEAVING:

Liz O'Neill —  
John Hornstra — Nov 24  
Ann Grier — ??  
Ricardo Thomas  
Carl Shumaker (to Mrs. Ford's staff, if desired)  
Cathy Tindle  
Tom DeCair — Dec 6.  
Dorlene Smelzer — Sept 18

45

33

33

Name	Title	Employing Agency	Grade / Date Salary Total
Ronald H. Nessen (P.C.)	Press Secretary to the President	WHO	Presidential-9/20/74 \$42,500 - \$42,500
William I. Greener, Jr. (P.C.)	Deputy Press Secretary to the President	WHO	Presidential-4/15/75 \$39,000 - \$39,000
John W. Hushen (P.C.)	Deputy Press Secretary to the President	WHO(S/A)	Presidential-8/17/74 \$38,000 - \$38,000
John G. Carlson (W.H.C.)	Assistant Press Secretary (Domestic Affairs)	WHO(S/A)	UNCL-10/13/74 \$34,300 - \$34,300
<del>Thomas P. DeCair (W.H.C.)</del>	<del>Assistant Press Secretary</del>	<del>WHO(S/A)</del>	<del>UNCL-3/6/75 \$34,500 - \$34,500</del>
Larry M. Speakes (W.H.C.)	Assistant Press Secretary	WHO(S/A)	UNCL-7/20/75 \$34,000 - \$34,000
John W. Roberts (W.H.C.)	Assistant Press Secretary	WHO(S/A)	UNCL-7/20/75 \$33,500 - \$33,500
Constance M. Gerrard	Staff Assistant	WHO	GS-13/2-7/6/75 \$22,543 *** 2,120 \$24,663
Thym S. Smith	Staff Assistant	WHO(S/A)	UNCL-7/29/75 \$18,000 - \$18,000

\*\*\*Quality Increase

Name	Title	Employing Agency	Grade / Date Salary Total
Judith C. O'Neil	Secretary (Mr. Nessen)	WHO	GS-11/3-8/31/75 \$16,513 ** 2,120 \$18,633
Patricia Presock	Secretary (Mr. Nessen)	WHO	GS-11/3-2/2/75 \$16,513 2,120 \$18,633
Patricia A. Coyle	Secretary (Mr. Greener)	WHO	GS-11/2-7/1/75 \$15,997 2,120 \$18,117
Janice A. Barbieri	Secretary (Mr. Nessen)	WHO	GS-10/3-3/16/75 \$15,059 ** 2,120 \$17,179
Gay Pirozzi	Secretary (Mr. Nessen)	WHO	GS-9/4-4/27/75 \$14,588 2,120 \$16,708
Connie L. Thumma	Secretary (Mr. Carlson)	WHO	GS-10/2-8/17/75 \$14,588 2,120 \$16,708
Carol Montague	Secretary (Mr. Nessen)	WHO	GS-7/1-4/27/75 \$10,520 1,579 \$12,099
Total		16	\$416,540

\*\*Within-Grade Increase



Office of Press Secretary

as of September 1, 1975

Name	Title	Employing Agency	Grade / Date Salary Total
<u>CONSULTANT W.O.C.</u>			
Herbert E. Klein	Consultant	W.O.C.	
<u>CONSULTANT W.A.E.</u>			
David R. Wendell	Consultant	WAE	\$59.52 p.d.

Name	Title	Employing Agency	Grade / Date Salary Total
Robert Mead	Television Adviser to the President	WHO (S/A)	UNCL-10/13/74 \$34,800 - \$34,800
Helen M. Collins	Staff Assistant	WHO (S/A)	UNCL-2/2/75 \$20,583 - \$20,583
Ann Julia Grier	Secretary (Mr. Mead)	WHO	GS-9/4-4/27/75 \$14,125 ** 2,120 \$16,245
Total		3	\$71,628

\*\*Within-Grade Increase

Name	Title	Employing Agency	Grade / Date Salary Total
Elizabeth B. O'Neill	Staff Assistant	WHO	GS-12/2-2/2/75 \$19,078 ** 2,120 \$21,198
Rebecca E. Hamill	Corres. Assistant	WHO	GS-7/1-5/11/75 \$10,520 1,579 \$12,099
Total		2	\$33,297
<u>Employee W.A.E.</u>			
Catherine Goltra	Research Clerk	WHO (S/A)	\$4,36 ph.

\*\*Within-Grade Increase

Name	Title	Employing Agency	Grade / Date Salary Total
Margareta E. White (P.C.)	Assistant Press Secretary to the President	WHO(S/A)	Presidential-2/18/75 \$36,000 - \$36,000
Margaret K. Earl	Staff Assistant	WHO(S/A)	UNCL-4/27/75 \$16,500 - \$16,500
Sandra T. Wisniewski	Secretary (Mr. Warren)	WHO	GS-9/1-3/30/75 \$12,841 1,926 \$14,767
Gail M. Campbell	Secretary	WHO	GS-8/2-5/11/75 \$12,028 1,803 \$13,831
Carolyn C. Wimmer	Secretary (Mrs. White)	WHO	GS-8/1-5/1/75 \$11,640 1,747 \$13,387
Total		5	\$94,485

f1

Name	Title	Employing Agency	Grade / Date Salary Total
James B. Shuman	Editor, News Summary	WHO (S/A)	UNCL. - 8/31/75 \$28,500 - \$28,500
<del>Jonathan D. Hoornstra</del>	<del>Director, Special Projects, News Summary Office</del>	<del>WHO (S/A)</del>	<del>UNCL-7/6/75 \$18,500 - \$18,500</del> 11/29
Melanie C. Berney	Assistant to the News Summary Editor	WHO	GS-8/2-6/23/75 \$12,028 1,803 \$13,831
<del>Darlene Schmalzried</del>	<del>Secretary (Mr. Nessen)</del>	<del>WHO</del>	<del>GS-8/2-6/22/75 \$12,028 *** 1,803 \$13,831</del>
Ann Reilly	Assistant to the News Summary Editor	WHO	GS-8/1-7/14/75 \$11,640 1,747 \$13,387
Kathryn Lois Tucker	Secretary (Mr. Nessen)	WHO	GS-8/1-3/3/75 \$11,640 1,747 \$13,387
Megan Williams	Secretary (Mr. Shuman)	WHO	GS-7/1-7/6/75 \$10,520 1,579 \$12,099
Total		7	\$113,535

Name	Title	Employing Agency	Grade / Date Salary Total
David Hume Kennerly (W.H.C.)	Personal Photographer to the President	WHO (S/A)	UNCL-10/13/74 \$33,800 - \$33,800
Ricardo P. Thomas	Photographer	WHO	GS-14/2-8/31/75 \$26,434 ** - \$26,434
Karl H. Schumacher	First Lady's Photographer	WHO	GS-13/4-2/2/75 \$23,997 2,120 \$26,117
Sandra L. Eisert	White House Photo Editor	WHO	GS-13/1-2/2/75 \$21,816 2,120 \$23,936
Mary T. Beckman	Secretary (Mr. Kennerly)	WHO	GS-10/7-3/16/75 \$16,943 ** 2,120 \$19,063
William Fitz-Patrick	Official White House Photographer	WHO	GS-10/2-5/11/75 \$14,588 2,120 \$16,708
Kathleen M. Tindle	Secretary (Mr. Kennerly)	WHO (S/A)	UNCL-11/18/74 \$13,697 2,057 \$15,754
Total		7	\$161,812

\*\*Within-Grade Increase

Name	Title	Employing Agency	Grade / Date Salary Total
Eric H. Rosenberger	Staff Assistant	WHO (S/A)	UNCL-8/17/75 \$27,500 - \$27,500
Arnold C. Noel	Staff Assistant	WHO (S/A)	UNCL-7/20/75 \$25,000 - \$25,000
Joy Chiles	Secretary (Mr. Rosenberger)	WHO	GS-10/3-4/27/75 \$15,059 2,120 \$17,179
Total		3	\$69,679

Summary of Personnel

Full Time Permanent	43	\$958,665
Consultant W.O.C.	1	
Employee W.A.E.	1	

THE WHITE HOUSE

WASHINGTON

August 25, 1975

MEMORANDUM FOR:                   RON NESSEN

FROM:                                MARGITA WHITE

SUBJECT:                            Communications Office--Organization,  
Personnel and Responsibilities

Now that you have read the other two memoranda on specific areas of responsibility, I think it will be useful for you to review information on overall personnel, responsibilities and the organization of the Office of Communications.

Attached at Tab A is a list of Communications Office Staff and an outline of current and proposed responsibilities (as described in the other memoranda).

This list totals 15 positions (plus 2 hourly rate slots) which includes the 4 members of the News Summary staff, 2 correspondence assistants and the vacant secretary position for Randy Woods. As noted in my memorandum on correspondence, I believe the general correspondence can be handled by one person which would lower the total to 14. However, Woods clearly must have secretarial support. If there must be an alternative, of course we will create one by reshuffling people and offices. But I sincerely believe this would be a short-sighted approach when the pressures on our office will increase greatly in the coming year.

Attached at Tab B is an organization chart for the Office of Communications, describing the organizational structure of the office. It is self-explanatory, I hope, but I want to emphasize my recommendations that:

1. Randy Woods and Jim Shuman be considered equal, as the chart indicates. We tentatively agreed to the Associate Director titles but I wish I could come up with something better.



2. Randy Woods be considered my deputy in the day-to-day functions of the Office of Communications (he was hired with that understanding).



OFFICE OF COMMUNICATIONS

Staff and Responsibilities

Margita White

Assistant Press Secretary to the President  
Director, Office of Communications

Carolyn Wimmer, Secretary

Sandra Wisniewski, Staff Assistant to Margita White

Assist with arrangements for White House Briefings for press organizations and student groups; handle all clearances for Press Office functions in 450 OEOB

Assist with preparation of guest lists and invitations for briefers at White House and OEOB briefings; Presidential media meetings out-of town

Log schedule proposals, Press Office speaking, interviews and briefings

Assist with liaison with Ad Council, American Press Institute, American Business Press and other groups  
Staff Secretary and special projects

Randall Woods

Associate Director, Office of Communications

Liaison with public affairs officers of departments and agencies  
Coordinate PIO meetings

Coordinate invitations for Administration spokesmen

Assist White House staff with interviews, press conferences, etc.  
in 160 or 450 OEOB or during travels

Encourage placement of Op-Ed pieces

Liaison with Office of Public Liaison

Vacant, Secretary

James Shuman

Associate Director, Office of Communications

Supervision over Correspondence Unit

Special Projects

Editor of President's Briefing Book

Editor of President's News Summary

Darlene Schmalzried

Megan Williams

Ann Reilly

Melanie Berney

Kathy Tucker, Secretary

Margaret Earl

Staff Assistant

Attend EPB Meetings; serve as liaison with departments, agencies  
and White House offices on economic and energy issues

Prepare and edit fact sheets

Liaison with RNC research and communications divisions

Coordinate requests for Presidential articles, Q&As, statements,  
etc. from publications; arrange for other Presidential  
spokesmen to respond when President will not; maintain log  
and follow-up system

Prepare editorial profiles

Gail Campbell, Secretary

Elizabeth O'Neill and Becky Hamill

Correspondence Assistants

Review all incoming mail; determine which to be referred to  
departments, agencies or other White House Offices

Draft responses for Presidential, Nessen or White signatures

Draft Presidential letters of appreciation for editorials

Draft letters for Nessen signature requesting originals of cartoons  
for President

Prepare and submit weekly mail log

Vacant, Typist (hourly rate)

Open all mail; date stamp

Keep tally sheets on mail

Type referrals

Type letters

Kathy Goltra

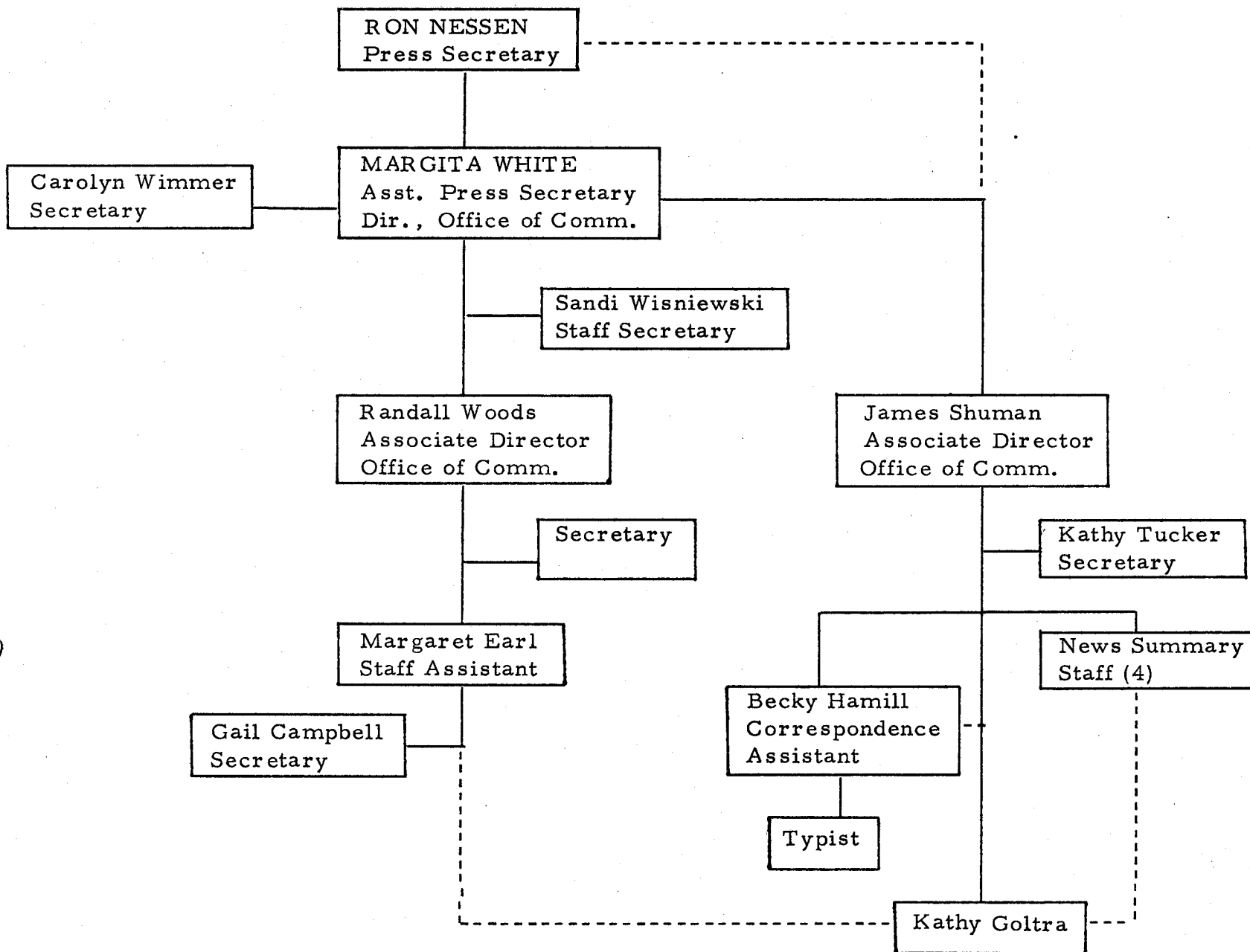
Distribute Wires to Communications staff

Process mailings to editors and others

Clip and xerox editorials; maintain files and circulate

Assist with preparation of editorial profiles

ORGANIZATION CHART - OFFICE OF COMMUNICATIONS



B