

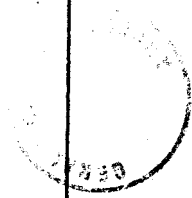
The original documents are located in Box 13, folder “Office - Christmas Vacation Schedules” of the Robert T. Hartmann Files at the Gerald R. Ford Presidential Library.

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<p>MON DEC 22</p> <p>Joann Milt Theis</p>	<p>MON DEC 23</p> <p>Joann Milt Theis</p>	<p>TUE DEC 24</p> <p>Joann Milt Theis</p>	<p>WED DEC 25</p> <p><u>CHRISTMAS DAY</u></p>	<p>THUR DEC 26</p> <p>Joann Milt Theis</p>	<p>FRI DEC 27</p> <p>Joann Milt Theis</p>	<p>SAT DEC 28</p> <p>[1974]</p> <p>Joann Milt Theis Pagnotta</p>
<p>SUN DEC 29</p> <p>Joann Theis Pagnotta</p>	<p>MON DEC 30</p> <p>Joann Theis Pagnotta</p>	<p>TUE DEC 31</p> <p>Joann Neta Theis Pagnotta</p>	<p>WED JAN 1</p> <p><u>NEW YEAR'S DAY</u></p>	<p>THUR JAN 2</p> <p>Joann Neta Theis Gail Pagnotta Milt</p>	<p>FRI JAN 3</p> <p>Joann Neta Theis Gail Pagnotta Milt</p>	<p>SAT JAN 4</p> <p>Joann Neta Theis Gail Pagnotta Milt</p>
<p>ABOVE PERSONS WILL BE <u>IN WASHINGTON</u> ON DATES NOTED</p> <p>FYI: Jack C. will be on hand except for possibly Dec. 31 (Tuesday) through Jan. 2 (Thursday).</p> <p>Diane Moore will be covering Gwen's office. Their new number is 6257.</p>						

Digitized from Box 13 of the Robert T. Hartmann Files at the Gerald R. Ford Presidential Library



SUN. DEC 22.	MON. DEC 23	TUE DEC 24	WED DEC 25	THUR DEC 26	FRI DEC 27	SAT DEC 28
Neta	Neta	Neta	<u>CHRISTMAS DAY</u>	Neta	Neta	Neta
Gail	Gail	Gail	<u>HOLIDAY</u>	Gail	Gail	Gail
Gwen	Gwen	Gwen		Gwen	Gwen	Gwen
Susan	Susan	Susan		Susan	Susan	Susan
Pagnotta	Pagnotta	Pagnotta		Pagnotta	Pagnotta	Milt
Hartmann	Hartmann	Hartmann		Hartmann	Hartmann	Hartmann

SUN DEC 29	MON DEC 30	TUE DEC 31	WED JAN 1	THUR JAN 2	FRI JAN 3	SAT JAN 4
Neta	Neta		<u>NEW YEAR'S DAY</u>			
GAIL	GAIL	GAIL	<u>HOLIDAY</u>			
Gwen	Gwen	Gwen		Gwen	Gwen	Gwen
Susan	Susan	Susan		Susan	Susan	Susan
Milt	Milt	Milt		Hartmann	Hartmann	Hartmann
Hartmann	Hartmann	Hartmann Jack (?)		Jack (?)		

<p>ABOVE PERSONS WILL BE AWAY FROM WASHINGTON ON DATES NOTED BUT MAY BE REACHED AS FOLLOWS:</p>	<p>Hartmann: (809/773-3608) St. Croix, USVI</p> <p>Neta: (314/346-5369) Mr. and Mrs. John Blair, Jr., Camdenton, Missouri.</p> <p>Gail: (616/949-3249) Dr. and Mrs. R. J. Raiman, E. Grand Rapids, Michigan.</p> <p>Gwen: (509/582-2377) Kennewick, Washington.</p> <p>Susan: (809/773-3608) St. Croix, USVI</p> <p>Pagnotta: (502/756-2363) Hardinsburg, Kentucky (near Louisville).</p>
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SUN DEC 22 Joann Milt Theis	MON DEC 23 Joann Milt Theis	TUE DEC 24 Joann Milt Theis	WED DEC 25 <u>CHRISTMAS DAY</u>	THUR DEC 26 Joann Milt Theis	FRI DEC 27 Joann Milt Theis	SAT DEC 28 [1974] Joann Milt Theis Pagnotta
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SUN DEC 29 Joann Theis Pagnotta	MON DEC 30 Joann Theis Pagnotta	TUE DEC 31 Joann Neta Theis Pagnotta	WED JAN 1 <u>NEW YEAR'S DAY</u>	THUR JAN 2 Joann Neta Theis Gail Pagnotta Milt	FRI JAN 3 Joann Neta Theis Gail Pagnotta Milt	SAT JAN 4 Joann Neta Theis Gail Pagnotta Milt
------------------------------------------	------------------------------------------	--------------------------------------------------	------------------------------------	------------------------------------------------------------------	-----------------------------------------------------------------	-----------------------------------------------------------------

ABOVE PERSONS
WILL BE
IN WASHINGTON
ON DATES NOTED

FYI: Jack C. will be on hand except for possibly Dec. 31 (Tuesday) through Jan. 2 (Thursday).

Diane Moore will be covering Gwen's office. Their new number is 6257.

SUN. DEC 22.	MON. DEC 23	TUE DEC 24	WED DEC 25	THUR DEC 26	FRI DEC 27	SAT DEC 28
Neta	Neta	Neta	<u>CHRISTMAS DAY</u>	Neta	Neta	Neta
Gail	Gail	Gail	<u>HOLIDAY</u>	Gail	Gail	Gail
Gwen	Gwen	Gwen		Gwen	Gwen	Gwen
Susan	Susan	Susan		Susan	Susan	Susan
Pagnotta	Pagnotta	Pagnotta		Pagnotta	Pagnotta	Milt
Hartmann	Hartmann	Hartmann		Hartmann	Hartmann	Hartmann

SUN DEC 29	MON DEC 30	TUE DEC 31	WED JAN 1	THUR JAN 2	FRI JAN 3	SAT JAN 4
Neta	Neta		<u>NEW YEAR'S DAY</u>			
GAIL	GAIL	GAIL	<u>HOLIDAY</u>			
Gwen	Gwen	Gwen		Gwen	Gwen	Gwen
Susan	Susan	Susan		Susan	Susan	Susan
Milt Hartmann	Milt Hartmann	Milt Hartmann Jack (?)		Hartmann Jack (?)	Hartmann	Hartmann

<p>ABOVE PERSONS WILL BE <u>AWAY</u> <u>FROM WASHINGTON</u> ON DATES NOTED BUT MAY BE REACHED AS FOLLOWS:</p>	<p>Hartmann: (809/773-3608) St. Croix, USVI Neta: (314/346-5369) Mr. and Mrs. John Blair, Jr., Camdenton, Missouri. Gail: (616/949-3249) Dr. and Mrs. R. J. Raiman, E. Grand Rapids, Michigan. Gwen: (509/582-2377) Kennewick, Washington. Susan: (809/773-3608) St. Croix, USVI Pagnotta: (502/756-2363) Hardinsburg, Kentucky (near Louisville).</p>
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CHRISTMAS SCHEDULES FOR NETA AND GAIL

DEPARTURES:

Wednesday, December 22, 1976

Gail departs at 8:59 a.m. for Grand Rapids, Michigan

Thursday, December 23, 1976

Neta departs at 8:10 a.m. for Camdenton, Missouri

RETURNS:

SATURDAY, JANUARY 1, 1977

Gail returns to Washington, D. C. and to work on Monday.

MONDAY, JANUARY 3, 1977

Neta returns to Washington D. C. and to work on Tuesday.

Neta can be reached at the following telephone numbers:

Mr. Corbett Foster (father): 314-346-5338

Mrs. John Blair (sister) : 314-346-5369

Mrs. Jim von Grempe (sister): 314-346-5457

Gail can be reached at the following telephone numbers:

Dr. R. J. Raiman (father): 616-949-3249 (home)

616-459-3595 (office)

616-745-3744 (cabin)

Merry Christmas!

THE WHITE HOUSE
WASHINGTON

December 15, 1976

MEMORANDUM FOR ROBERT T. HARTMANN

FROM: BOB ORBEN *Ro.*

SUBJECT: Coverage of Editorial Office
December 20 - December 31, 1976

The following personnel will be on duty for the next two weeks beginning December 20th, as follows:

<u>Date</u>	<u>Speechwriter</u>	<u>Secretaries</u>
Monday, December 20	George Denison	Lynn, Jean and Kay
Tuesday, December 21	George Denison	Lynn, Jean and Kay
Wednesday, December 22	Pat Butler	Lynn, Jean and Kay
Thursday, December 23	Pat Butler	Lynn, Jean and Kay
Monday, December 27	George Denison	Marilyn and Jean
Tuesday, December 28	John Mihalec	Marilyn and Jean
Wednesday, December 29	John Mihalec	Marilyn and Jean
Thursday, December 30	John Mihalec	Marilyn and Jean

During the week of December 20th, Lynn, Jean and Kay have been informed that it is only necessary for two secretaries to be on duty and therefore the other one may take leave if she so desires.

THE WHITE HOUSE
WASHINGTON

Neta --

I know you were typing a complete list this morning, but for the record, here is our corrected list of who will be here and on what day during the holiday period.

Marcia
12-20-76



THE WHITE HOUSE

WASHINGTON

December 17, 1976

MEMORANDUM FOR COUNSELLOR HARTMANN

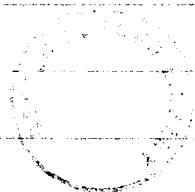
VIA: DOUG SMITH *[Signature]*
FROM: GWEN ANDERSON *[Signature]*
SUBJECT: COVERAGE OF OFFICES UNDER MY SUPERVISION
DECEMBER 20 - 31, 1976

The following personnel will be on duty during the coming holiday period:

Monday, December 20 and Tuesday, December 21	Marcia Stark Jacque McMahan (Research) Janet Lawson (Research) Maureen Brown (Research) Claudia Korte (Presidential Messages) Peggy O'Neill (Presidential Messages) Mike Johnson Jim Brown
Wednesday, December 22	Marcia Stark (until noon) Janet Lawson (Research) Maureen Brown (Research) Claudia Korte (Presidential Messages) Peggy O'Neill (Presidential Messages) Jim Brown
Thursday, December 23	Maureen Brown (Research) Claudia Korte (Presidential Messages) Jim Brown
Monday, December 27, Tuesday, December 28 Wednesday, December 29	Marcia Stark (after 3:00) Jacque McMahan (Research) Janet Lawson (Research) Claudia Korte (Presidential Messages) Peggy O'Neill (Presidential Messages) Jim Brown Mike Johnson (returning to office on 29th)
Thursday, December 30	same as above

✓ Mon 20	RTA DVS	meta gail
✓ Tue 21	RTA DVS	meta gail
✓ wed 22	RTA DVS	meta
✓ Thurs 23	RTA	Marcia S.

✓ Mon 27	RTA	MS
✓ Tue 28	RTA	MS
✓ wed 29	RTA MS	MS
✓ Thurs 30	RTA DVS	MS



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

December 15, 1976

MEMORANDUM FOR ROBERT T. HARTMANN

FROM: BOB ORBEN

Ro.

SUBJECT: Coverage of Editorial Office
December 20 - December 31, 1976

The following personnel will be on duty for the next two weeks beginning December 20th, as follows:

<u>Date</u>	<u>Speechwriter</u>	<u>Secretaries</u>
✓ Monday, December 20	George Denison	Lynn, Jean and Kay
✓ Tuesday, December 21	George Denison	Lynn, Jean and Kay
✓ Wednesday, December 22	Pat Butler	Lynn, Jean and Kay
✓ Thursday, December 23	Pat Butler	Lynn, Jean and Kay
✓ Monday, December 27	George Denison	Marilyn and Jean
✓ Tuesday, December 28	John Mihalec	Marilyn and Jean
✓ Wednesday, December 29	John Mihalec	Marilyn and Jean
✓ Thursday, December 30	John Mihalec	Marilyn and Jean

During the week of December 20th, Lynn, Jean and Kay have been informed that it is only necessary for two secretaries to be on duty and therefore the other one may take leave if she so desires.

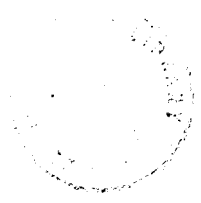
December 1910

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 McCall departs for California	18
19	20 M. Stark <i>Jayne MCM</i> (Res) J. Lawson " M. Brown (Mess) C. Korte " P.O'Neill M. Johnson J. Brown	21 M. Stark (Res) J. Lawson " M. Brown (Mess) C. Korte " P.O'Neill M. Johnson J. Brown	22 M. Stark (noon) (Res) J. Lawson " M. Brown (Mess) C. Korte " P.O'Neill J. Brown	23 (Res) J. Lawson " M. Brown (Mess) C. Korte J. Brown	24	25 CHRISTMAS DAY
26	27 M. Stark (3:00) (Res) J. Lawson (Mess) C. Korte (Mess) P.O'Neill J. Brown	28 M. Stark (Res) McMahan (Mess) C. Korte " P.O'Neill J. Brown	29 M. Stark (Res) McMahan (Mess) C. Korte " P.O'Neill J. Brown	30 M. Stark (Res) McMahan (Mess) C. Korte " P.O'Neill M. Johnson J. Brown	31 M. Stark (Res) McMahan (Mess) C. Korte " P.O'Neill M. Johnson J. Brown	



1977

JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 NEW YEAR'S DAY
2 All staff is back with exception of Charles McCall & Mike Johnson	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

DATE: _____

TO: _____

*Kay
Present*

Anne Higgins

20

✓
HIGGINS
FENTON
YARJAN
NACH
NOLAN
PERRUSO
BOVELSKY
HICKS
BYRNE

21

✓
HIGGINS
FENTON
YARJAN
NACH
NOLAN
STEVENSON
PERRUSO
BOVELSKY
HICKS
BYRNE

22

✓
HIGGINS
FENTON
YARJAN
NACH
NOLAN
STEVENSON
PERRUSO
HICKS

23

✓
HIGGINS
FENTON
YARJAN
NOLAN
STEVENSON
PERRUSO
HICKS

24

HOLIDAY

27

✓
HIGGINS
FENTON
STEVENSON
YARJAN
NACH
NOLAN
PERRUSO
McCONNOR

28

✓
HIGGINS
FENTON
STEVENSON
YARJAN
NACH
NOLAN
PERRUSO
McCONNOR
BYRNE

29

✓
HIGGINS
FENTON
STEVENSON
YARJAN
NACH
NOLAN
PERRUSO
BOVELSKY
BYRNE
McCONNOR

30

✓
HIGGINS
FENTON
STEVENSON
YARJAN
NOLAN
PERRUSO
BOVELSKY
BYRNE
McCONNOR

31

HIGGINS
FENTON
STEVENSON
YARJAN
PERRUSO
BOVELSKY
NACH
BYRNE
McCONNOR

THE WHITE HOUSE

WASHINGTON

December 17, 1976

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM: ROBERT T. HARTMANN

The following are the personnel under my supervision who will be on duty during the Christmas holiday season:

Monday, December 20

West wing

Robert T. Hartmann (West Wing) 2299
Douglas J. Smith (West Wing) 2553
Neta Messersmith (West Wing) 2299
Gail Raiman (West Wing) 2299

Pres. Message and Research

Marcia Stark
Janet Lawson (Research) 6507
Maureen Brown (Research) 6507
~~ATB~~ Claudia Korte (Presidential Messages) 2185
Peggy O'Neill (Presidential Messages) 2185
Mike Johnson
Jim Brown

George Denison *speech writer*
(Editorial)

Pres. Research

Pres. Messages

Speechwriting Office

Pres. correspondence

THE WHITE HOUSE
WASHINGTON

To: Smith
and Hastmann

THE WHITE HOUSE

WASHINGTON

December 8, 1976

MEMORANDUM FOR COUNSELLOR HARTMANN

VIA: DOUG SMITH
FROM: GWEN ANDERSON *WJA*
SUBJECT: COVERAGE OF OFFICES UNDER MY SUPERVISION
DECEMBER 20 - DECEMBER 31, 1976

The following personnel will be on duty during the coming holiday period:

Monday, December 20	Marcia Stark
and	Janet Lawson (Research)
Tuesday, December 21	Maureen Brown (Research)
	Claudia Korte (Presidential Messages)
	Peggy O'Neill (Presidential Messages)
	Mike Johnson
	Jim Brown
Wednesday, December 22	Marcia Stark (until noon)
	Janet Lawson (Research)
	Maureen Brown (Research)
	Claudia Korte (Presidential Messages)
	Peggy O'Neill (Presidential Messages)
	Jim Brown
Thursday, December 23	Janet Lawson (Research)
	Maureen Brown (Research)
	Claudia Korte (Presidential Messages)
	Jim Brown
Monday, December 27,	Marcia Stark (after 3:00)
Tuesday, December 28,	Jacque McMahan (Research)
Wednesday, December 29,	Claudia Korte (Presidential Messages)
	Peggy O'Neill (Presidential Messages)
	Jim Brown
Thursday, December 30	Same as above including Mike Johnson

THE WHITE HOUSE
WASHINGTON

From: Robert T. Hartmann

To: Dorothy Downton

Jack Marsh

Jim Connor

Dick Cheney

Jim Cannon

Brent Scowcroft

Bob Orben

Gwen Anderson

Eliska Hasek

Charles McCall

Anne Higgins

Date: December 20, 1976

Time:

a.m.

p.m.

For your information.

THE WHITE HOUSE

WASHINGTON

December 17, 1976

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM: ROBERT T. HARTMANN

The following are the personnel under my supervision who will be on duty during the Christmas holiday season:

Monday, December 20

West Wing (2299)

Robert T. Hartmann
Douglas J. Smith
Neta Messersmith
Gail Raiman

Speechwriting Office (6573)

George Denison
Lynn Sudduth
Jean Saar
Kay Clark

Presidential Messages and Research (7007)

Marcia Stark
Mike Johnson
Jim Brown

Presidential Research (6507)

Jacque McMahan
Janet Lawson
Maureen Brown

Presidential Messages (2185)

Claudia Korte
Peggy O'Neill



Monday, December 20 (continued)

Presidential Correspondence (2109)

Anne Higgins
Mary Fenton
Ann Yarjan
Jim Nach
Elizabeth Nolan
Edith Perruso
Becky Bovelsky
Brenda Hicks
Patricia Byrne

Tuesday, December 21

West Wing (2299)

Robert T. Hartmann
Douglas J. Smith
Neta Messersmith
Gail Raiman

Speechwriting Office (6573)

George Denison
Lynn Sudduth
Jean Saar
Kay Clark

Presidential Messages and Research (7007)

Marcia Stark
Mike Johnson
Jim Brown

Presidential Research (6507)

Janet Lawson
Maureen Brown

Presidential Messages (2185)

Claudia Korte
Peggy O'Neill

Tuesday, December 21 (continued)

Presidential Correspondence (2109)

Anne Higgins
Mary Fenton
Ann Yarjan
Jim Nach
Elizabeth Nolan
Martha Stevenson
Edith Perruso
Becky Bovelsky
Brenda Hicks
Patricia Byrne

Wednesday, December 22

West Wing (2299)

Robert T. Hartmann
Douglas J. Smith
Neta Messersmith

Speechwriting Office (6573)

Pat Butler
Lynn Sudduth
Jean Saar
Kay Clark

Presidential Messages and Research (7007)

Marcia Stark
Jim Brown

Presidential Research (6507)

Janet Lawson
Maureen Brown

Presidential Messages (2185)

Claudia Korte
Peggy O'Neill

Wednesday, December 22 (continued)

Presidential Correspondence (2109)

Anne Higgins
Mary Fenton
Ann Yarjan
Jim Nach
Elizabeth Nolan
Martha Stevenson
Edith Perruso
Brenda Hicks

Thursday, December 23

West Wing (2299)

Robert T. Hartmann
Ann Yarjan

Speechwriting Office (6573)

Pat Butler
Lynn Sudduth
Jean Saar
Kay Clark

Presidential Messages and Research (7007)

Presidential Research (6507)

Maureen Brown

Presidential Messages (2185)

Claudia Korte
Jim Brown

Presidential Correspondence (2109)

Anne Higgins
Mary Fenton
Elizabeth Nolan
Martha Stevenson
Edith Perruso
Brenda Hicks

Friday, Saturday, Sunday - December 24, 25 & 26

HOLIDAY - Personnel on duty on December 23rd will be ON CALL.

Monday, December 27

West Wing (2299)

Robert T. Hartmann
Marcia Stark

Speechwriting Office (6573)

George Denison
Marilyn Meinking
Jean Saar

Presidential Messages and Research (7007)

Jacque McMahan

Presidential Research (6507)

Janet Lawson

Presidential Messages (2185)

Claudia Korte
Peggy O'Neill
Jim Brown

Presidential Correspondence (2109)

Anne Higgins
Mary Fenton
Martha Stevenson
Ann Yarjan
Jim Nach
Elizabeth Nolan
Edith Perruso
Caron McConnon

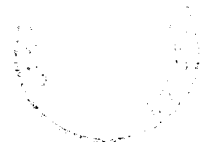
Tuesday, December 28

West Wing (2299)

Robert T. Hartmann
Marcia Stark

Speechwriting Office (6573)

John Mihalec
Marilyn Meinking
Jean Saar



Tuesday, December 28 (continued)

Presidential Messages and Research (7007)

Jacque McMahan

Presidential Research (6507)

Janet Lawson

Presidential Messages (2185)

Claudia Korte

Peggy O'Neill

Jim Brown

Presidential Correspondence (2109)

Anne Higgins

Mary Fenton

Martha Stevenson

Ann Yarjan

Jim Nach

Elizabeth Nolan

Edith Perruso

Caron McConnon

Patricia Byrne

Wednesday, December 29

West Wing (2299)

Robert T. Hartmann

Marcia Stark

Speechwriting Office (6573)

John Mihalec

Marilyn Meinking

Jean Saar

Presidential Messages and Research (7007)

Mike Johnson

Presidential Research (6507)

Jacque McMahan

Janet Lawson



Wednesday, December 29 (continued)

Presidential Messages (2185)

Claudia Korte
Peggy O'Neill
Jim Brown

Presidential Correspondence (2109)

Anne Higgins
Mary Fenton
Martha Stevenson
Ann Yarjan
Jim Nach
Elizabeth Nolan
Edith Perruso
Becky Bovelsky
Patricia Byrne
Caron McConnon

Thursday, December 30

West Wing (2299)

Robert T. Hartmann
Douglas J. Smith
Marcia Stark

Speechwriting Office (6573)

John Mihalec
Marilyn Meinking
Jean Saar

Presidential Messages and Research (7007)

Mike Johnson

Presidential Research (6507)

Jacque McMahan
Janet Lawson

Presidential Messages (2185)

Claudia Korte
Peggy O'Neill
Jim Brown

HARTMANN

Thursday, December 30 (continued)

Presidential Correspondence (2109)

Anne Higgins
Mary Fenton
Martha Stevenson
Ann Yarjan
Elizabeth Nolan
Edith Perruso
Becky Bovelsky
Patricia Byrne
Caron McConnon

Friday, Saturday, Sunday - December 31, January 1 & 2

HOLIDAY - Personnel on duty on December 30th will be ON CALL.

