

The original documents are located in Box 13, folder “Office - Personnel Matters (3)” of the Robert T. Hartmann Files at the Gerald R. Ford Presidential Library.

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

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

[Oct. 1976?]
cancelled

FOR: WHITE HOUSE PERSONNEL WHO SEPARATE

The matters described below relate to your departure from the White House and your immediate and careful attention to each item will be appreciated.

Personnel Information--Please be sure that the Personnel Office, Room 6, EOB has your date of separation and address for use in sending your separation papers, and final pay check. To assist you in providing this information there is furnished herewith a form (in duplicate) to complete and send to The Personnel Office. You may keep the copy for your personal records if you wish.

CONTACT WHITE HOUSE PERSONNEL OFFICE (EXT.2260)
FOR INFORMATION REGARDING WHAT HAPPENS ON THE
FOLLOWING:

- LIFE INSURANCE
- HEALTH INSURANCE
- CIVIL SERVICE RETIREMENT DEDUCTIONS
- ANNUAL LEAVE TO CREDIT (LUMP SUM PAYMENT)

Time and Attendance Cards--For those subject to the Leave Act the final Time and Attendance Card should be sent to the Payroll Section, Room 4, EOB as soon as possible during your last pay period here.

Check-Out Form--The attached form will provide guidance for you to notify various offices which need information about your departure. Please be aware that it will be possible to transmit your final paycheck to you only after this form has been completed and returned to the White House Personnel Office.

THE WHITE HOUSE

WASHINGTON

RESIGNATION—for Personnel and Payroll Records:

(Important note to individual completing this form: Existing regulations under which all Government agencies operate require that specific reasons for resignation be furnished. Generalized reasons, such as "ill health" or "personal reasons" are not acceptable.)

October 21, 1976

(Date resignation is written)

I RESIGN FOR THE FOLLOWING REASONS:

THE EFFECTIVE DATE OF MY RESIGNATION WILL BE October 10, 1976
(Close of business date)

(Signature)

FORWARDING ADDRESS AND TELEPHONE NUMBER to be used for communications, including separation papers, salary checks and bonds. If there is a restriction on the period of time during which this address is applicable, please indicate:

Mr. Milton Friedman
512 H Street, S. W.
Washington, D. C. 20024
phone: (202) 554-3119

NEW EMPLOYMENT ADDRESS AND TELEPHONE NUMBER: ____
(effective _____.)

THE WHITE HOUSE

WASHINGTON

RESIGNATION—for Personnel and Payroll Records:

(Important note to individual completing this form: Existing regulations under which all Government agencies operate require that specific reasons for resignation be furnished. Generalized reasons, such as "ill health" or "personal reasons" are not acceptable.)

October 21, 1976

(Date resignation is written)

I RESIGN FOR THE FOLLOWING REASONS:

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(Signature)

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Mr. Milton Friedman
512 H Street, S. W.
Washington, D. C. 20024
phone: (202) 554-3119

NEW EMPLOYMENT ADDRESS AND TELEPHONE NUMBER: ____
(effective _____.)

THE WHITE HOUSE

WASHINGTON

CHECK-OUT FORM

The checklist below is provided to simplify procedures for your separation and to notify appropriate White House Offices of your departure. Signatures must be obtained for each item. It will not be possible to arrange for issuance of your final paycheck until this form has been satisfactorily completed and returned to the Personnel Office.

Name Milton Friedman Date of Separation October 10, 1976

Current Address _____

Forwarding Address 512 H Street, S. W. Washington, D. C. 20024

1. The employee's parking permit has been removed and remains have been returned to my office.

Office of White House Visitors
East Wing, Room 100 (Ext. 2202)

2. The clearance for Special Privileges has been satisfied with the Office of the Staff Secretary.

Staff Secretary
West Wing (Ext. 2206)

3. Equipment charged to the employee has been returned to the White House Communications Agency.

Commanding Officer
White House Communications Agency
EOB, Room 597 (Ext. 4040)

4. The employee's final bill has been paid and his White House mess privilege has been cancelled.

White House Staff Mess
EOB, Room 402 (Ext. 2568)

5. The employee's Official or Diplomatic Passport obtained for official White House use has been returned to the White House Travel Office.

White House Travel Office
EOB, Room 87 (Ext. 2250)

6. The employee has satisfied the requirements for debriefing and deposit of presidential papers.

White House Central Files
EOB, Room 68 (Ext. 2240)

7. The White House Federal Credit Union has been notified of the separation, the employee's forwarding address, and firm arrangements have been made for the repayment of any outstanding loans.

White House Federal Credit Union
EOB, Room 49 (Ext. 2900)

8. The employee has satisfied the security debriefing requirements.

White House Security Office
EOB, Room 43 (Ext. 2345)

9. The White House Mail Room has been advised where mail may be forwarded.

White House Mail Room
EOB, Room 91 (Ext. 2541)

10. The employee's White House or EOB Pass has been surrendered to the Secret Service.

Special Agent in Charge
Technical Security Division
United States Secret Service
EOB, Room 23 (Ext. 2376)

11. The White House Telephone Switchboard has been advised where telephone calls may be referred.

White House Telephone Service
EOB, Room 09 (Ext. 2134)

12. Books charged to the employee has been returned to the Presidential Record Book Section.

Presidential Record Book Section
EOB, 02 (Ext. 2500)

13. The employee has satisfied outstanding advances.

Administrative Officer
~~EOB, Room 6~~ (Ext. 6417)
W.W.

14. The employee has satisfied all separation requirements of the Personnel Office.

James R. Rogers
EOB, Room 6 (Ext. 2260)

Return completed form to:

James R. Rogers
Personnel Officer
EOB, Room 6

NAME (Print or type—Last, First, Middle Initial)

IDENTIFICATION NO.

ORGANIZATIONAL UNIT

FROM (Mo., Day, Hr.)

NO. OF
HOURSTYPE
OF
LEAVE

☒ ANNUAL—"I understand that any annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP." ☐ SICK—Complete other side of this form.

☐ WITHOUT PAY ☐ COMPENSATORY ☐ OTHER (Specify)

TO (Mo., Day, Hr.)

a.m.
p.m.a.m.
p.m.

REMARKS

SIGNATURE OF EMPLOYEE

DATE

INSTRUCTIONS: Complete above part of form. If applying for sick leave, check appropriate box on back (top) of form. If you were under care of a doctor, he should complete "CERTIFICATE OF PHYSICIAN OR PRACTITIONER" also on back.

OFFICIAL ACTION ON APPLICATION

☒ APPROVED ☐ DISAPPROVED (If disapproved, give reason)

SIGNATURE AND DATE

STANDARD FORM 71
Revised November 1965

71-108

APPLICATION FOR LEAVE

U.S. CIVIL SERVICE COMMISSION
77M SUPPL. 980-2

THE WHITE HOUSE
WASHINGTON

10/7/76

TO

Counselor Hartmann

FROM: GWEN ANDERSON

INFORMATION: _____

ACTION: _____

APPROPRIATE HANDLING: _____

COMMENTS:

for your approval.
Return to me please.
Thanks.
Marcia

10/12/76

Returned to
marcia.
nm

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Form	Personnel form for Lynn A. Sudduth, 2 pages	N.D. [11/10/1976]	C

File Location:

Robert T. Hartmann Files, Box 13, "Office - Personnel (3)" SMD - 6/5/2015

RESTRICTION CODES

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

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Form	Personnel form for Michael S. Johnson, 2 pages	10/5/1976	C

File Location:

Robert T. Hartmann Files, Box 13, "Office - Personnel (3)" SMD - 6/5/2015

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WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Form	Personnel form for Charles H. McCall, 2 pages	N.D. [11/10/1976]	C

File Location:

Robert T. Hartmann Files, Box 13, "Office - Personnel (3)" SMD - 6/5/2015

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WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Form	Personnel form for Gwen A. Anderson, 2 pages	N.D. [11/10/1976]	C

File Location:

Robert T. Hartmann Files, Box 13, "Office - Personnel (3)" SMD - 6/5/2015

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THE WHITE HOUSE
WASHINGTON

October 27, 1976

MEMORANDUM FOR: DAVID HOOPES
VIA: R. T. HARTMANN
VIA: GWEN ANDERSON
FROM: CHARLES McCALL
SUBJECT: Volunteers

The photo-ID pass of Earl Gillette, a volunteer in the Research Office, needs to be reissued. It expires on October 31, 1976, and he will be with us at least through the end of 1976.

cc: James Connor
Jane Dannenhauer

THE WHITE HOUSE
WASHINGTON

Gail --

GA had RTH initial the attached when he was over here earlier today. Here is copy for your files.

Mss

THE WHITE HOUSE

WASHINGTON

October 29, 1976

MEMORANDUM FOR: DAVID HOOPES
VIA: R. T. HARTMANN
VIA: GWEN ANDERSON
FROM: CHARLES McCALL
SUBJECT: Photo-ID Pass

The photo-ID pass of Stuart Gordon, a volunteer who works in the Research Office on Fridays, expired on October 27, 1976. I would like to request that his pass be reissued.

Thank you.

cc: James Connor
Jane Dannenauer

THE WHITE HOUSE
WASHINGTON

done mm
11-24-76

TO: NETA

FROM: GWEN ANDERSON

INFORMATION: _____

ACTION: _____

APPROPRIATE HANDLING: _____

COMMENTS:

Please have Mr. Smith initial for Mr. Hartmann and then forward directly to Mr. Hoopes. Thanks.

(Circular stamp, partially legible)

THE WHITE HOUSE

WASHINGTON

November 23, 1976

MEMORANDUM FOR DAVID HOOPEs


VIA: ROBERT T. HARTMANN *RT*

FROM: GWEN ANDERSON *GA*

SUBJECT: PHOTO-ID PASS

The photo-ID pass of Mr. Henry R. Paterick, a volunteer in my office, will expire on November 27, 1976. I would like to request that his pass be reissued.

Thank you.



THE WHITE HOUSE

WASHINGTON

November 23, 1976

MEMORANDUM FOR DAVID HOOPES

VIA: ROBERT T. HARTMANN *RTH*

FROM: GWEN A. ANDERSON *GA*

SUBJECT: PHOTO-ID PASS

The photo-ID pass of Mrs. Joan Heineman, a volunteer in my office, expired on November 15, 1976. I would like to request that her pass be reissued.

Thank you.

THE WHITE HOUSE

WASHINGTON

November 24, 1976

MEMORANDUM FOR: BOB ORBEN
MILT FRIEDMAN
PAT BUTLER

FROM: ROBERT T. HARTMANN



Much to my embarrassment, I discovered that the farewell party we gave in the early part of this year for Paul Theis and Jack Calkins was never paid for. I have divided the cost among the survivors in this department who were invited to the party and are still with us. Your share comes to \$13.50.

I apologize for letting so much time pass before letting you know about this. Please make your check payable to the White House Staff Mess but send it to me so that this bill will not be confused with my personal account.

Thank you.

OFFICE PERSONNEL

ORBEN, Bob
FRIEDMAN, Milt
BUTLER, Pat

November 24, 1976

MEMORANDUM FOR: BOB ORBEN
MILT FRIEDMAN
PAT BUTLER

FROM: ROBERT T. HARTMANN

Much to my embarrassment, I discovered that the farewell party we gave in the early part of this year for Paul Theis and Jack Calkins was never paid for. I have divided the cost among the survivors in this department who were invited to the party and are still with us. Your share comes to \$13.50.

I apologize for letting so much time pass before letting you know about this. Please make your check payable to the White House Staff Mess but send it to me so that this bill will not be confused with my personal account.

Thank you.

RTH:nm



[ca. 12/76 - 1/77]

SECRETARIAL POSITIONS

GS-9
Transportation Safety Board
Call Dan Todd

GS-9
Consumer Product Safety Commission
Call Barbara Franklin

\$12,000 - \$14,000
St. Joe Minerals Corporation
Call Chris Beatty (331-7757)

GS-9 (Civil Service career rating)
Transportation Department
Call Basil R. Littin
Office of Public Relations
Room 10106
400 7th Street, S.W.
Washington, D. C. 20590

GS-9 equiv.
Transportation area
Call R. L. Banks (296-6700)

New York Law Firm
(Young, Kaplan, and Eidelsteen)
MAG card typing
Call Stephen Ziegler
277 Park Avenue
New York, N. Y. 10017
(212-826-0314)

New York Law Firm
Call Marian Fried (212-759-8400)

SECRETARIAL POSITIONS (continued)

Select Committee on Assassinations

Needs 25 secretaries/typists

Send resume to: House of Representatives

Select Committee on Assassinations

Washington, D. C. 20515

GS 7-9

Private sector

Call Dan Kingsley (683-6788)

\$16,000 - \$18,000

Executive Secretary for head of large advertising agency;
high pressure; top requirements

Call Ann E. Waite (212-PLaza 1-3500, ext. 8055)

SPEECHWRITING POSITIONS

General Telephone and Electronics
Stamford, Connecticut

Send resume to: William R. Malone
Vice President
Washington Office, GTE
Suite 900
1120 Connecticut Avenue, N.W.
Washington, D. C. 20036

Sun Oil Company

Sent resume to: Marge Peters
Suite 820
1800 K Street, N.W.
Washington, D. C.

Speechwriting for General Motors, Gulf Oil, ARCO.

Write to: Jack Hoffman
11th Floor
1725 K Street, N.W.
Washington, D. C.
(452-5401)
refer to Detroit Manpower Development Corporation

PUBLIC RELATIONS AND OTHER PROFESSIONAL POSITIONS

GS-15, Legislation Assistant for Consumer Safety Commission
Call: Barbara Franklin

\$25,000 to \$30,000
Yale University Development Office
Call: Rita Bree (203/436-6500)

Independent Oil Producers Association
Call: Bud Scroggins (466-8240)

Appalachian Regional Commission
Apply direct to Management Committee
ARC
1666 Connecticut Avenue, N.W.
Washington, D. C.

Undesignated Public Relations Firm in Philadelphia
Call: Clyde Wheeler (296-3530)

Booz-Allen
Call: Charlie Jett (312/346-1900)

Major corporation to "work the Hill"
Call: Don Pierce (872-0970)

National Association of Real Estate Boards
Washington, D. C. office
(needs #2 man)
\$20,000 to \$30,000

PUBLIC RELATIONS AND OTHER PROFESSIONAL POSITIONS (continued)

General Aviation Manufacturers Association
(no legal or lobbying)

Jerry Boyer

Suite 1215

1025 Connecticut Avenue, N.W.

Washington, D. C. 20036

(Call 296-8848 for appointment)

National Council on Oil Jobbers

\$25,000

Call: Chip Andrews (331-1198)

Council for Economic Development

(18 month study of government regulation; legal/research
background)

Call: Peter Wallison, Vice President's office.

THE WHITE HOUSE
WASHINGTON

December 1, 1976

MEMORANDUM TO: JAMES CONNOR
VIA: COUNSELLOR HARTMANN
VIA: GWEN ANDERSON
FROM: CHARLES McCALL
SUBJECT: Expired Photo-Pass

The photo-pass of a volunteer working in our office expired November 30. I would like to request to have Chris Manning's pass be re-issued for use until January 20. Thank you.

cc: Jane Dannenhauer
David Hoopes

THE WHITE HOUSE
WASHINGTON

December 3, 1976

Neta:

Charlene Cozart called and said that they need George Denison's extention today.

Please send it by messenger to Room 6.

Gail

December 3, 1976

RETURNED THE ORIGINAL OF
THIS MEMO. TO CHARLENE COZART,
MR. ROGERS' ASSISTANT,

Neta

THE WHITE HOUSE

WASHINGTON

November 23, 1976

MEMORANDUM FOR MR. ROBERT T. HARTMANN

FROM: James R. Rogers

Your attention is called to the fact that the appointment of Mr. George H. Denison is limited to period ending 12/3/76.

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

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

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

Please call me if you have any questions.

Check desired action - and sign below:

_____ Extend appointment for period of until Jan 20 1977 months
(Not to exceed _____)

_____ Convert appointment to one of indefinite duration.

_____ Allow appointment to come to scheduled end.

11/24/76
(Date)

[Signature]
(Signature)

Filed in: HARTMANN - MEMOS TO & FROM

THE WHITE HOUSE

WASHINGTON

December 3, 1976

MEMORANDUM TO: JAMES E. CONNOR

FROM: ROBERT T. HARTMANN 

Pursuant to our telephone conversation, I recommend and request that Anne Higgins be promoted to the position of Editor, Presidential Correspondence, vice Roland Elliott, as soon as Roland's retirement from this position takes effect.

I advised Anne of this and it will be a well-deserved, though brief, reward for her diligent service as Roland's deputy.

bcc: Anne Higgins

THE WHITE HOUSE
WASHINGTON

REQUEST FOR PERSONNEL ACTION

Date: December 3, 1976

FROM: COUNSELLOR ROBERT T. HARTMANN
(Name and Title)

Name of Employee: Anne E. Higgins

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

Such action will change

FROM: Deputy Editor, Presidential Correspondence

TO: Editor, Presidential Correspondence

Desired effective date: December 31, 1976

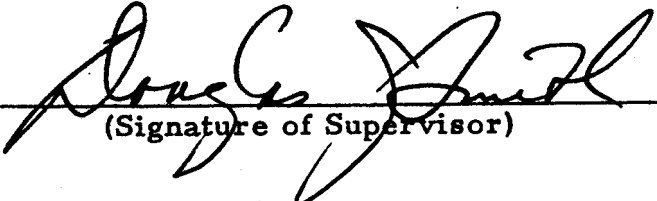
Justification for requested action: Advancement to fill vacancy
in this position.

Remarks:

Has performed in an outstanding manner as Deputy.

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


(Signature of Requesting Official)


(Signature of Supervisor)

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Form	Personnel forms for George H. Denison, 4 pages	N.D. [12/21/1976]	C

File Location:

Robert T. Hartmann Files, Box 13, "Office - Personnel (3)" SMD - 6/5/2015

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OFFICE PERSONNEL

MALONE, William R.

THE WHITE HOUSE
WASHINGTON

(re. John Mihalec)

December 20, 1976

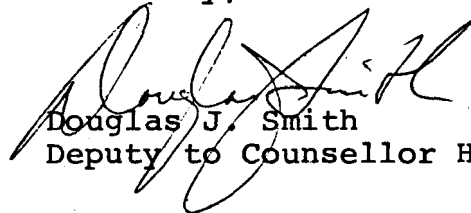
Dear Mr. Malone:

Enclosed is the resume of John Mihalec, about whom I spoke with Bill Newmayer this morning.

John's experience in the speechwriting staff for the President and his previous experience with Senator Weicker well qualify him for executive speechwriting. One of our brightest stars, he writes quickly, works well with others and is always able to provide the needed fresh approach or new idea.

I know you will want to meet John. If Counsellor Hartmann or I can be of assistance please do not hesitate to call.

Sincerely,



Douglas J. Smith
Deputy to Counsellor Hartmann

Mr. William R. Malone
Suite 900
1120 Connecticut Avenue, N.W.
Washington, D. C. 20036

DJS:nm

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Form	Personnel forms for Ann B. Yarjan and Brenda L. Hicks, 3 pages	12/15/1976	C

File Location:

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Filed in: HARTMANN - MEMOS TO & FROM

THE WHITE HOUSE

WASHINGTON

December 7, 1976

MEMORANDUM TO: JANE DANNENHAUER

FROM: ROBERT T. HARTMANN 

Mary Susan Philpott, former secretary to my Deputy, Douglas J. Smith, advises me that her White House Pass can be voided and that she can then have it as a memento.

If this is correct, I would appreciate your forwarding it to her at her home address:

210 East Fairfax Street
Apartment 401
Falls Church, Virginia 22046

Thank you very much.

THE WHITE HOUSE
WASHINGTON

December 6, 1976

Mr. Hartmann:

Susan Philpott was by and asked if you would please write a memo stating that she would like to keep her White House Pass as a memento.

It should go to:

Jane Dannenhauer
Room 43 OEOB

Susan is turning in her Pass today and they will hold it until they receive your memo. Then they will VOID her pass and mail it to her.

Neta

Susan's home address:

Mary Susan Philpott
210 East Fairfax Street
Apartment 401
Falls Church, Virginia 22046

Jane Dannenhauer will take this up with:

Special Agent in Charge
Technical Security Division
United States Secret Service
Room 23 OEOB (Ext. 2376)

nm

THE WHITE HOUSE
WASHINGTON

Gail --

Please have Mr. Hartmann initial and return to me so I can make copy of Jane Dannenhauer.

Thanks.

mss
12-16-76

Dec. 16, 1976

Took original to Dr. Hoopes and sent a copy to Jane Dannenhauer.

Have so informed Marcia.

Neta

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

December 15, 1976

MEMORANDUM TO: DAVID HOOPES
VIA: COUNSELLOR HARTMANN
VIA: GWEN ANDERSON *GA*
FROM: CHARLES McCALL *CHM*
SUBJECT: Expired Photo-Pass

The photo-pass of Earl Gillette, a volunteer working in the Research Office, expires on December 20. I would like to request a new photo-pass be re-issued for use until January 20. Thank you.

cc: Jane Dannenhauer

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Memo	Memo from Robert T. Hartmann to James E. Connor regarding annual leave for Neta Messersmith, with attachments. (10 pages)	1/3/1977	C

File Location:

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HARTMANN - OFFICE PERSONNEL

DANNENHAUER, Jane

(re. keeping voided W.H. Passes)

January 15, 1977

MEMORANDUM TO: JANE DANNENHAUER
FROM: ROBERT T. HARTMANN

It is my understanding that our White House Bases
can be voided and that we can have them as mementoes.

If this is correct, I would appreciate your forward-
ing passes to me and the other members of my staff
listed below at our home addresses:

Robert T. Hartmann
5001 Baltimore Avenue
Washington, D. C. 20016

Douglas J. Smith
1100 22nd Street, N.W.
Apartment 314
Washington, D. C. 20037

Neta C. Messersmith
3624 North Nelson Street
Arlington, Virginia 22207

Gail Ann Raiman
5601 Derby Court
Apartment 102
Alexandria, Virginia 22311

Thank you very much.

RTH:nm

