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OFFICE OF THE VICE PRESIDENT
WASHINGTON

February 11, 1974

MEMORANDUM TO THE VICE PRESIDENTIAL STAFF

FROM: Robert T. Hartmann

SUBJECT: Procedures on Correspondence

1. All correspondence will be opened and analyzed in Mail Room (George Willis) on the 5th floor, except the following, which will be delivered unopened:
 - (a) Foreign and military mail to Military
 - (b) Mrs. Ford's and family mail to home
 - (c) Senate mail to Senate
2. All correspondence which, per analysis, can be answered by form letter will be answered by Mail Room and will not leave the 5th floor. Form replies will be indicated by code on filed originals, per "Mail Disposition" sheet attached.
3. All other correspondence will be logged and directed to the appropriate staff member for reply. A follow-up date for reply will be noted on "Mail Disposition" sheet.
4. Letters drafted by staff for the Vice President's signature will be sent to Dorothy Downton to obtain signature. Other staff letters will be signed by staff member as needed.
5. Copies of staff replies will be sent to Mail Room with original letter for logging and filing. A duplicate file can be maintained by staff if desired.
6. Subject matter assigned to staff for answer will be designated by Chief of Staff or his designee (see memo - Incoming Mail).
7. Daily report on substance of mail received will be prepared and distributed each day to all staff sections.



8. Senate mail will be logged at the Senate and reply date recorded. Filing will be in Mail Room central file.
9. All scheduling mail will be sent to Scheduling Department. Scheduling Department will designate appropriate form answer, where possible. All form answers will be reviewed by Mildred Leonard and/or Dorothy Cavanaugh for proper salutation, special handling, etc. Dorothy Cavanaugh will then return them to Mail Room for typing, mailing, and filing. Other replies will be typed by Scheduling Department, with copy of original letter and reply sent to Mail Room for filing.
10. New draft form letters or revisions will be requested by Mail Room from appropriate designated staff and will be transmitted to Chief of Staff or his designee for approval before sending to Mail Room for use.



Day's Date _____

MAIL DISPOSITION

Form Reply

Date Mailed

F-1	F-10	F-19
F-2	F-11	
F-3	F-12	
F-4	F-13	
F-5	F-14	
F-6	F-15	
F-7	F-16	
F-8	F-17	
F-9	F-18	

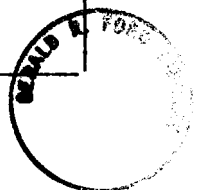
Route to for Reply

Reply Date to
Mail Room

Robert T. Hartman/Nita
Mildred/Dottie
Dorothy Downton

Further Sorting and Special Instructions

Reply Mailed _____



DAILY MAIL & CORRESPONDENCE REPORT

_____, 1974

ALL MAIL RECEIVED-----
FIRST CLASS, REGISTERED AND CERTIFIED-----
2ND CLASS AND 3RD CLASS MAIL-----

OUTGOING MAIL FROM MAILROOM - STAFF -----
OUTGOING MAIL FROM CORRESPONDENCE-----
TOTAL OUTGOING MAIL FROM MAILROOM & CORRESPONDENCE-----

BACKLOG IN MAIL ROOM-----

REPORT OF CORRESPONDENCE SECTION

FORM LETTERS READY FOR MAILING-----
UNANALYSED MAIL-----

INCOMING SUBJECT MATTER





OFFICE OF THE VICE PRESIDENT
WASHINGTON

MEMORANDUM TO FRANK PAGNOTTA AND GEORGE WILLIS

FROM: Robert T. Hartmann

SUBJECT: Incoming Mail

1. Personal mail to members of the Vice President's staff -- should be delivered unopened.

2. Mail addressed to the Vice President -- open all mail addressed to the Vice President unless:

- (a) it is identified as Classified in an inner envelope which should remain unopened;
- (b) envelopes marked with Administrative titles such as "PERSONAL AND CONFIDENTIAL," "EYES ONLY" and other James Bond descriptions; or
- (c) it is in a Presidential pale green envelope.

The Mail Analyst will deliver the following types of mail not answerable by form letter to the staff offices after it is opened and read:

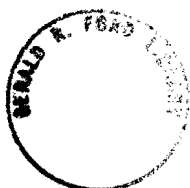
- 1. To Mildred or Dottie C. : Strictly personal correspondence from old friends; Members of the family; Close relatives; and Apparently authentic letters bearing the salutation "Dear Jerry" (except those from Members of Congress, government officials and other old friends whose contents are primarily of a business nature -- to Mr. Hartmann). Routine letters of congratulation which appear to require an individual response.



2. To Mr. Hartmann: All mail from senior White House staff, apparently of importance or bearing an urgent marking;
Mail from Members of the Cabinet;
Heads of Agencies and their principal subordinates;
The Majority and Minority Leadership of the Congress;
Members of the Supreme Court;
Governors of States;
Mayors of principal cities (except if invitations or requests for appointments are involved)
Employment inquiries from personal friends and associates of the Vice President;
Mail from the Republican National Chairman, State Chairmen, big-city Chairmen, and Republican National Committee members; and
Chairmen of Senate and House Republican Campaign Committees.
3. To Mr. Casselman: Mail regarding legal affairs of the Vice President; and
Letters on domestic issues, including FCC, ICC, HEW, HUD, etc., not answerable by form letter.
4. To Dorothy: VIP letters of congratulation which appear to require an individual response from the Vice President; and
Personal bills and bank statements and others regarding the Vice President's personal financial affairs.
5. To Legislative: Letters concerning legislative matters;
Letters from Members of Congress and professional staff of the Senate and House of Representatives; and
Substantive letters from local or private interest groups or from individuals which merit an individual response relating to current legislation.



6. To Mr. Mote: Routine mail in Senate franked envelopes;
Mail regarding routine case work other than 5th District Michigan;
Requests for autographs and photographs, except from VIPs and/or personal friends (to Anne Kamstra); and
All mail addressed to the President of the Senate.
7. 5th District Office: Routine mail in House franked envelopes;
and
Routine case work from 5th District Michigan (via Mr. Mote).
8. To Mr. Pagnotta: Administrative affairs, i. e., budget matters, personnel matters, routine employment inquiries, all official bills for the Office of the Vice President, etc.; and
Mail obviously misdirected to be referred to other agencies, etc.
9. To Mr. Marsh: Foreign affairs (anything relating to foreign countries, such as our exchange of scientific information with USSR);
Mail from foreign countries;
State Department (other than that to Chief of Staff);
Veterans affairs (other than MIA);
Military Academies; and
Mail from Members of the Armed Forces (unless critical or confidential).
10. To Scheduling: All mail which requests appointments or appearances of the Vice President; and
All invitations to the Vice President (other than those addressed to Mrs. Ford alone), except when other elements of the letter require more urgent attention.
11. To Mr. Miltich: All mail from the press and other media or individuals connected therewith, except when requesting appointments with or appearances by the Vice President (which go first to Scheduling Office).



12. To Mrs. Howe: Mrs. Ford's mail and Steven Ford
and Susan Ford mail.
13. To Secret Service: Threats, incoherent mail, etc.
(quickly)

(This is subject to revision as we gain experience and adjust staff responsibilities.)



MAIL ROOM INSTRUCTIONS

1. Open all mail and analyze. Note: Personal mail for staff and Vice President's family will not be opened.
2. Separate letters by subject for form letter reply.
3. Form letter replies types and mailed with approval of George Willis.
4. Log (daily) -- indicate letters answered by form letter.
5. Other mail -- route as indicated on routing sheet. Reply date of one week unless special circumstance.
6. All mail which is opened and then routed is to be logged as follows:

Date of Incoming	Sender	Subject	Routed to	Reply Date Due	Mailed Date
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7. If correspondence is answered directly by staff without use of Mail Room, copy of reply and original incoming should be returned to Mail Room for filing.
8. Mail answered by staff through Mail Room should have a copy of answer for filing in central file and a second copy to return to drafter.
9. All form letters are initially to be approved by the Chief of Staff or his designee and changed only with his permission.



MEMORANDUM

THE VICE PRESIDENT
WASHINGTON

FROM: GEORGE W. WILLIS

DATE FEBRUARY 13, 1974

MEMORANDUM TO CORRESPONDENCE SECTION

SUBJECT: ANALYSIS OF MAIL



ALL MAIL MUST BE OPENED AND READ, UNDERSCORING THE
PERTINENT SUBJECT MATTER OR REQUESTS.

ALL MAIL REQUIRING A FORM LETTER MUST BE MARKED WITH
FORM LETTER CODE AND NUMBER.

THE PROCEDURES FOR CORRESPONDENCE BOOK SUPPLIED YOU
MUST BE REFERRED TO FOR INFORMATION.

ALL MAIL FOR FORM LETTERS WILL BE PUT IN SEPARATE
BUNDLES WITH LABEL ON TOP STATING TYPE OF FORM LETTER
AS TO NAME OF SUBJECT MATTER, CODE NUMBER AND AMOUNT
OF CORRESPONDENCE CONTAINED IN BUNDLE.

WHEN ALL MAIL HAS BEEN ANALYSED, TAKE ALL BUNDLES TO
MISS GORRY FOR FINAL DISTRIBUTION.

THE REASON FOR THIS MEMO IS TO PREVENT HAVING TO
ANALYSE MAIL TWICE BEFORE DISTRIBUTION.

SEE NEXT PAGE FOR MAIL CATEGORIES THAT SHOULD PROVE
HELPFUL.



THE VICE PRESIDENT
WASHINGTON

MAIL CATEGORIES: Please note: When you finish at end of day, please count the number of letters in each category and put the total on the identifying slip of each pile. Thank you.

- | | |
|---|---|
| 1) PERSONAL | 18) Military - Vet Cases
Military Academies - MIA's |
| 2) RESUMES | 19) Impeachment = Anti |
| 3) ENERGY | 20) Impeachment - Pro |
| 4) PRESS | 21) Tourism |
| 5) INFLATION | 22) Miscellaneous |
| 6) PRO-ABORTION | 23) Anti-Ford |
| 7) ANTI-ABORTION | 24) Integration/Racial |
| 8) STATE OF UNION - PRO | 25) Straight congratulations
on confirmation |
| 9) STATE OF UNION - ANTI | 26) Congratulations on confirma
tion with views expressed |
| 10) 5th DISTRICT | 27) KIDS - Whenever not a reque
Valentine cards - or
letter of admiration. |
| 11) REQUESTS | 28) CHECKS - Please attach
letter, envelope and
check and give to us
personally. |
| 12) SCHEDULING & APPOINTMENTS | |
| 13) BOY SCOUTS | |
| 14) KOOK and NO ANSWERS. No answer
is usually no return address. Please
cut out postmark and staple to letter
so we can keep tract of area letters
are coming from. | |
- THREATENING MAIL: Please handle as little
as possible after discovering. Give to
us so we can forward to Secret Service.
- 15) CASE WORK
- 16) ATLANTIC CITY SPEECH - Anti
- 17) ATLANTIC CITY SPEECH - PRO



Personalized paragraph -- in all letters, as deemed appropriate by Mail Room personnel, a personalized nonissue-oriented paragraph will be added concerning such matters as:

place where writer lives
writer's occupation
" family
" political affiliation
" fraternal or civic organization

For example: "It is nice to hear from a fellow Shriner. I've spent many fine evenings at Shrine festivities. "



FORM LETTER RESPONSES

(REVISED) 3/25/74

F-0 MY DUTY TO SPEAK

F-1 CONGRATULATIONS ON NOMINATION

F-2 CONGRATULATIONS ON NOMINATION - WITH COMMENTS

F-3 MILITARY ACADEMY NOMINATIONS

F-4 IMPEACHMENT, RESIGNATION AND CHARGES AGAINST THE PRESIDENT

F-5 ENERGY

F-5A ENERGY - REFERRALS

F-6 MISSING MILITARY PERSONNEL (MIA)

F-7 THANKS FOR ENCOURAGEMENT

F-8 APPRECIATION FOR COMMENTS - ATLANTIC CITY

F-9 APPRECIATION FOR COMMENTS - ALL PURPOSE

F-9A TOURISM

F-10 APPRECIATION FOR COMMUNICATION - WITH ENCLOSURE

F-11 REQUESTS

F-11A REQUESTS - BIOGRAPHICAL - PHOTO

F-12 THANK YOU

F-13 EAGLE SCOUT - BEFORE

F-13A EAGLE SCOUT - SCOUT MASTER

F-14 EAGLE SCOUT - AFTER

F-15 ABORTION

F-16 D.C. MURAL

F-17 EMPLOYMENT TURNDOWN

F-18 INTERN

F-19 APPROVAL OF VICE PRESIDENT & PRESIDENT

F-20 APPROVAL OF VICE PRESIDENT

F-21 RIGHT OF PRIVACY

F-22 REFERRALS TO AGENCIES





THE VICE PRESIDENT
WASHINGTON

February , 1974

Name
Address
State

Dear :

Thank you for your communication following my recent remarks. It is helpful to have the benefit of a variety of sincere views, and I am grateful to receive your forthright opinion.

I have always believed it my duty to speak out on matters of importance to our nation, and I still do. By the same token, I welcome the thoughtful comments of others, which help shape my future views.

Sincerely,

Gerald R. Ford

GRF:fdc



FORM LETTER RESPONSES

(REVISED)
3/25/74

F-0 MY DUTY TO SPEAK

F-1 CONGRATULATIONS ON NOMINATION

F-2 CONGRATULATIONS ON NOMINATION - WITH COMMENTS

F-3 MILITARY ACADEMY NOMINATIONS

F-4 IMPEACHMENT, RESIGNATION AND CHARGES AGAINST THE PRESIDENT

F-5 ENERGY

F-5A ENERGY - REFERRALS

F-6 MISSING MILITARY PERSONNEL (MIA)

F-7 THANKS FOR ENCOURAGEMENT

F-8 APPRECIATION FOR COMMENTS - ATLANTIC CITY

F-9 APPRECIATION FOR COMMENTS - ALL PURPOSE

F-9A TOURISM

F-10 APPRECIATION FOR COMMUNICATION - WITH ENCLOSURE

F-11 REQUESTS

F-11A REQUESTS - BIOGRAPHICAL - PHOTO

F-12 THANK YOU

F-13 EAGLE SCOUT - BEFORE

F-13A EAGLE SCOUT - SCOUT MASTER

F-14 EAGLE SCOUT - AFTER

F-15 ABORTION

F-16 D.C. MURAL

F-17 EMPLOYMENT TURNDOWN

F-18 INTERN

F-19 APPROVAL OF VICE PRESIDENT & PRESIDENT

F-20 APPROVAL OF VICE PRESIDENT

F-21 RIGHT OF PRIVACY

F-22 REFERRALS TO AGENCIES





THE VICE PRESIDENT
WASHINGTON

January , 1974

Name
Address
State

Dear :

Thank you most sincerely for your congratulations and best wishes on my confirmation as the Vice President of the United States.

It is heartwarming and most encouraging to have your support. You may be certain that I will do my utmost to merit the confidence that has been expressed in me. I trust that I have some assets that may be helpful in bringing about a truly united America--duly proud of its heritage and looking to the future with confidence.

With kind regards.

Sincerely,

Gerald R. Ford

GRF:idc



F-2



THE VICE PRESIDENT
WASHINGTON

February , 1974

Name
Address
State

Dear :

Thank you most sincerely for your congratulations and best wishes on my confirmation as the Vice President of the United States and your views and comments.

I can realize your concern and I am grateful to you for taking the time to share your opinions with me. It is most helpful to have the benefit of your views as we consider the important issues you have called to my attention.

With kind regards.

Sincerely,

Gerald R. Ford

GRF:idc





THE VICE PRESIDENT
WASHINGTON

January , 1974

Name
Address
State

Dear :

I am pleased to inform you that on the basis of your composite score, determined by your scholastic record, extracurricular activities and references, you have earned one of my nominations to the United States Military Academy for the class entering in July 1974.

You have been nominated by the competitive method; that is, I have authorized the Academy to select the best qualified candidate from among the ten men I nominated for one vacancy.

This nomination does not assure you of an appointment to the Naval Academy. You will have to meet the Academy's criteria for admission, including entrance examination and other requirements for appointment. The Air Force Academy will contact you directly as to your status.

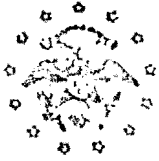
The number of applicants for this class was very large and the competition was keen; you are to be commended for this outstanding achievement. I share in the pride and confidence of your parents, teachers and friends and wish you every possible success in reaching your goal.

Sincerely,

Gerald R. Ford

GRF:ims





312
THE VICE PRESIDENT
WASHINGTON

Date

Name
Address
State

Dear Applicant - First Name:

Thank you for your recent letter expressing your desire to attend the United States Air Force Academy in 1975.

Please be assured that your application will be given every consideration. I have only one appointment remaining for the class of 1975 for which you will be considered. However, I suggest that you make your request known also to your United States Senators and Congressman to enhance your chances of a nomination. All applicants will be considered on their merits according to established procedures.

Your request has been forwarded for processing to the Admissions Office of the Air Force Academy. In the near future you will receive additional information from that Office concerning your application. Please complete the enclosed card and forward to the Air Force Academy.

Sincerely,

Gerald R. Ford

GRF:ibs

Enclosure





THE VICE PRESIDENT
WASHINGTON

Date

Name
Address
State

Dear :

Thank you for your recent letter expressing your desire to attend the United States Naval Academy in 1975.

Please be assured that your application will be given every consideration. I have only one appointment remaining for the class of 1975 for which you will be considered. However, I suggest that you make your request known also to your United States Senators and Congressman to enhance your chances of a nomination. All applicants will be considered on their merits according to established procedures.

Your request has been forwarded for processing to the Dean of Admissions of the Naval Academy. In the near future you will receive additional information from that Office concerning your application. You should, as soon as possible, forward a copy of your high school scholastic record. Please address all future correspondence to:

Dean of Admissions (Code A)
United States Naval Academy
Annapolis, Maryland 21402

Sincerely,

Gerald R. Ford

GRF:ibs





THE VICE PRESIDENT
WASHINGTON

Date

Name
Address
State

Dear Applicant - First Name:

Thank you for your recent letter expressing your desire to attend the United States Military Academy at West Point in 1975.

Let me assure you that your application will be given every consideration. I have only one appointment for the class of 1975 for which you will be considered. However, I suggest that to enhance your chances for a nomination you make your interest known also to your United States Senators and Congressman. All applicants will be considered on their merits according to established procedures.

Your request has been forwarded for processing to the Director of Admissions of the Military Academy. In the near future you will receive additional information from that Office concerning your application. Please forward all future correspondence to:

The Director of Admissions (MAAR)
United States Military Academy
West Point, New York 10996

Sincerely,

Gerald R. Ford

GRF:ibs





THE VICE PRESIDENT
WASHINGTON

March 25, 1974

Name
Address
State

Dear John Q. Public:

Thank you very much for your communication concerning the allegations against President Nixon. I appreciate having the benefit of your views.

At this time I personally have not seen any evidence that would be grounds for removal of a President under the definition provided by the Constitution.

Nevertheless, serious accusations have been made against the President. A speedy resolution of the questions raised is in the interest of the country and the President.

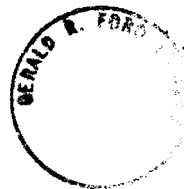
Therefore I have urged a full and fair investigation by the House Judiciary Committee and prompt consideration by the House of Representatives. I am confident that the House will carry out its constitutional duties in a responsible manner.

It is my hope and belief that such an inquiry will prove that President Nixon is innocent of any impeachable act.

Sincerely,

Gerald R. Ford

GRF:irh





THE VICE PRESIDENT
WASHINGTON

February , 1974

Name
Address
State

Dear :

Thank you for your recent letter commenting on the problems of the energy shortage. All of us share your concern in regard to the energy problem and, as you know, every effort is being made to bring about a solution to the critical situation confronting us. The American people have responded splendidly.

I appreciate your taking the time to share your views with me.

Kindest regards.

Sincerely,

Gerald R. Ford

GRF:ipf





THE VICE PRESIDENT
WASHINGTON

Date

Name
Address
State

Dear Mary Q. Public:

Thank you for your recent letter commenting on the problems of the energy shortage. All of us share your concern in regard to the energy problem and, as you know, every effort is being made to bring about a solution to the critical situation confronting us. The American people have responded splendidly.

I am forwarding your letter to the Administrator of the Federal Energy Office for further reply, and you should be hearing from his office shortly.

Again, thank you for taking the time to bring your views to my attention.

Kindest regards.

Sincerely,

Gerald R. Ford

GRF:ibs





THE VICE PRESIDENT
WASHINGTON

February , 1974

Name
Address
State

Dear :

Thank you very much for your recent communication concerning the servicemen still listed as Missing In Action in Southeast Asia. I deeply sympathize with your concern over the fate of these brave men, and assure you that I share that concern.

Our government is doing everything possible to obtain definite information about these men. They are not forgotten. Every effort is being made to determine their fate. And those efforts will continue until it is possible to give all Americans a final answer.

Kindest regards.

Sincerely,

Gerald R. Ford





THE VICE PRESIDENT
WASHINGTON . . .

February , 1974

Name
Address
State

Dear :

Thank you very much for your recent communication and your good wishes. It was heartwarming to read your kind and encouraging words. Your thoughtfulness in sending me your message is deeply appreciated.

Kindest regards.

Sincerely,

Gerald R. Ford





THE VICE PRESIDENT
WASHINGTON

February , 1974

Name
Address
State

Dear :

Thank you for your communication regarding my remarks.

I appreciate your taking the time to share your thoughts with me. It is very helpful to have the benefit of your opinion. You may be assured that I will keep your comments in mind and they will help to shape my future views.

Kindest regards.

Sincerely,

Gerald R. Ford

GRF:ibs





THE VICE PRESIDENT
WASHINGTON

February , 1974

Name
Address
State

Dear :

Thank you for your communication regarding

I appreciate your taking the time to share your views with me. It is very helpful to have the benefit of your opinion, and you may be assured that I will keep your comments in mind.

Kindest regards.

Sincerely,

Gerald R. Ford

GRF:ibs





THE VICE PRESIDENT
WASHINGTON

Date

Name
Address
State

Dear Mr. Public:

Thank you for your communication regarding my remarks on the importance of tourism and travel to the nation's economy.

I appreciate your taking the time to share your views with me. It is very helpful to have the benefit of your opinion, and you may be assured that I will keep your comments in mind.

Kindest regards.

Sincerely,

Gerald R. Ford

GRF:ibs





THE VICE PRESIDENT
WASHINGTON

June 6, 1974

Dear :

Thank you for your Mailgram concerning the
Maalot incident.

I appreciate your taking the time to share your
views with me. It is very helpful to have the
benefit of your opinion, and you may be assured
that I will keep your comments in mind.

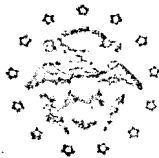
Kindest regards.

Sincerely,

Gerald R. Ford

GRF:ibs





THE VICE PRESIDENT
WASHINGTON

May 31, 1974

Dear :

Thank you for your recent communication regarding the article in the New Republic magazine.

I appreciate your sharing your views with me. It was very thoughtful of you to write.

Sincerely,

Gerald R. Ford

GRF:irh





THE VICE PRESIDENT
WASHINGTON

February , 1974

Name
Address
State

Dear :

Thank you for your recent communication and the material enclosed with it, which I found very interesting. I appreciate your bringing this information to my attention.

Kindest regards.

Sincerely,

Gerald R. Ford





THE VICE PRESIDENT
WASHINGTON

February , 1974

Name
Address
State

Dear :

Thank you for your recent communication. I appreciate your interest and I am pleased to be able to respond to your request.

It was good to hear from you.

Kindest regards.

Sincerely,

Gerald R. Ford





THE VICE PRESIDENT
WASHINGTON

Date

Name
Address
State

Dear John Q. Public,

Thank you very much for your recent request. It is a privilege for me to comply, and you will find enclosed a photograph and copy of biographical material.

It was good to hear from you.

Kindest regards.

Sincerely,

Gerald R. Ford

GRF:ibs

Enclosures





THE VICE PRESIDENT
WASHINGTON

February , 1974

Name
Address
State

Dear :

Thank you most sincerely for your recent letter with
its kind comments and good wishes.

It was good to hear from you.

With kind regards.

Sincerely,

Gerald R. Ford





THE VICE PRESIDENT
WASHINGTON

February , 1974

Eagle Scout _____
Boy Scouts of America, (Troop #)
Address
State

Dear :

Congratulations on having been named to the rank of Eagle Scout. While I regret that I (could not) (cannot) be with you at the Court of Honor presentation, I do want you to know that you have my sincere admiration and respect for your achievement.

Having received the Eagle Scout Award myself as a young man, I know the great effort you have put forth in your quest for excellence. May you continue to set and achieve such high goals in the future.

With kindest personal regards.

Sincerely,

Gerald R. Ford

GRF:irk





THE VICE PRESIDENT
WASHINGTON

Date

Name
Address
State

Dear Mr. Scout Master,

Thank you very much for your thoughtfulness in advising me that your Boy Scout Troop is holding a Court of Honor to present awards.

Scouting has played an important role in my life, and I am pleased to enclose messages of congratulations for your newest Eagle Scouts.

Kindest regards.

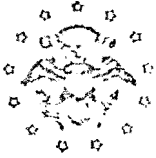
Sincerely,

Gerald R. Ford

GRF:irh

Enclosure





THE VICE PRESIDENT
WASHINGTON

Date

Name
Address
State

Dear :

I was pleased to learn from NAME OF CONGRESSMAN
that SCOUT(S) NAME
from Troop # will be receiving their Eagle Scout Awards
on DATE.

Scouting has played an important role in my life,
and it is a pleasure for me to enclose messages of
congratulations for your newest Eagle Scouts.

May I take this opportunity to personally thank you
for your devotion and contributions to the Scouting
movement. It is encouraging to know that we have
dedicated men like yourself guiding our young men.

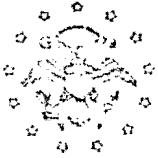
Kindest regards.

Sincerely,

Gerald R. Ford

GRF:ifp





THE VICE PRESIDENT
WASHINGTON

Date

Dear (IF FIRST NAME IS APPROPRIATE),

Thanks so much for your thoughtfulness in advising me that
Boy Scout Troop # is holding a Court of Honor
to present Eagle Scout Awards on DATE

I am pleased to comply with your request and enclose
for forwarding by you a message of congratulations for
each Eagle Scout USE INSERT IF APPROPRIATE

Kindest personal regards.

Sincerely,

Gerald R. Ford

GRF:ifp

The Honorable





THE VICE PRESIDENT
WASHINGTON

February , 1974

Eagle Scout _____
Boy Scouts of America, (Troop #)
Address
State

Dear :

It is with great interest that I learn you recently attained the rank of Eagle Scout. Please accept my sincere congratulations.

Having been an Eagle Scout myself, I can well understand the sense of pride and accomplishment that comes with earning the Boy Scout's highest honor.

Best wishes in the years ahead. Always remember the lessons from your Scouting days--they will serve you well.

With kindest personal regards.

Sincerely,

Gerald R. Ford

GRF:irk





THE VICE PRESIDENT
WASHINGTON

February , 1974

Name
Address
State

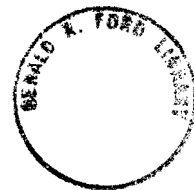
Dear :

Thank you very much for your recent communication on the proposed Human Life Amendments to the U. S. Constitution. I believe it would be desirable to amend the Constitution in order to change the 1973 Supreme Court decision on this matter.

While Minority Leader of the House of Representatives, I cosponsored an amendment which would restore to the citizens of each State the power to regulate abortions. I strongly support such an amendment. I appreciate your taking the time to write me on this important subject.

Sincerely,

Gerald R. Ford





THE VICE PRESIDENT
WASHINGTON

February , 1974

Name
Address
State

Dear :

Thank you very much for your recent communication concerning the controversial mural for the Bicentennial Center in the District of Columbia. Yours is one of a number of adverse comments which I have received.

I am informed that the mural to which you object has been removed and has been replaced by one which is more in keeping with the goals of the Bicentennial celebration.

Your thoughtfulness in calling this matter to my attention is appreciated.

Kindest regards.

Sincerely,

Gerald R. Ford





THE VICE PRESIDENT
WASHINGTON

June 14, 1974

Mr. John Q. Public
1974 Main Street
American City, USA 22041

Dear Mr. Public:

This will acknowledge your communication concerning my remarks regarding the Committee to Re-elect the President.

I assure you that my remarks were not an attack on the President, but I emphasized that the Committee's tactics actually hurt the President's programs and policies by failing to elect enough Republicans to the Congress to ensure success for the President's concepts.

I continue to support the President and his policies and programs, as I have since the President's first election.

Thank you for your concern and comments, and I appreciate your taking the time to write.

Kindest regards.

Sincerely,

Gerald R. Ford

GRF:ifp





THE VICE PRESIDENT
WASHINGTON

June 14, 1974

Mr. John Q. Public
1974 Main Street
American City, USA 22041

Dear Mr. Public:

Thank you very much for your communication concerning my remarks regarding the Committee to Re-elect the President before the Midwest Republican Conference in Chicago on March 30th.

I appreciate your thoughtfulness in taking the time to express your approval.

Kindest regards.

Sincerely,

Gerald R. Ford

GRF:ifp





OFFICE OF THE VICE PRESIDENT
WASHINGTON

February , 1974

Name
Address
State

Dear :

This is to acknowledge your letter expressing an interest in serving on the Vice President's staff.

I regret that at the present time there is no existing position vacancy for a person with your qualifications and experience. However, your resume will be retained and you will be contacted should a suitable position become available.

Thank you for your interest. I know Vice President Ford would want me to extend to you his very best wishes.

Sincerely,

Frank R. Pagnotta
Deputy Assistant for
Administration





OFFICE OF THE VICE PRESIDENT
WASHINGTON

February , 1974

Name
Address
State

Dear:

This is to acknowledge your letter to Vice President Ford indicating your desire to serve as an intern in his office.

At the present time we do not have an established intern program in the Vice President's office. You may be sure, however, that should an intern program be initiated your application will be given every consideration.

Thank you for your interest in wanting to serve the Vice President. I know he would want me to extend to you his very best wishes.

Sincerely,

Frank R. Pagnotta
Deputy Assistant for
Administration





THE VICE PRESIDENT
WASHINGTON

February , 1974

Name
Address
State

Dear :

Many thanks for your thoughtful message expressing support for the President.

It is reassuring to know that we agree that President Nixon does deserve high commendation from the American people for the many important achievements of his Administration.

Thank you again, and warmest personal regards.

Sincerely,

Gerald R. Ford

GRF:ibs



F-20



THE VICE PRESIDENT
WASHINGTON

February 12, 1974

Name
Address
State

Dear Mary Public:

Many thanks for your thoughtful message expressing your support.

It is reassuring to know your thoughts and to have your encouragement.

Thanks again and warmest personal regards.

Sincerely,

Gerald R. Ford

GRF:irh





THE VICE PRESIDENT
WASHINGTON

March 25, 1974

Name
Address
State

Dear John Q. Public:

Thank you for your recent letter concerning my role as Chairman of the Domestic Council Committee on the Right of Privacy.

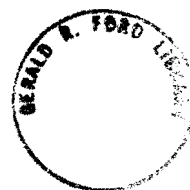
It is most helpful for this study to have the benefit of a variety of sincere views dealing with the problems that we are facing. I have asked the Committee staff to further review your comments.

I appreciate your interest and concern.

Sincerely,

Gerald R. Ford

GRF:ifp





THE VICE PRESIDENT
WASHINGTON

March 25, 1974

Name
Address
State

Dear John Q. Public:

Thank you for your recent (STOP - letter etc.
regarding).

I can realize your concern and have taken the
liberty of forwarding your (STOP) to (STOP -
Appropriate agency or official)
and have asked (STOP) to respond directly to
you regarding this matter.

Sincerely,

Gerald R. Ford

GRF:ifp



F-22A



THE VICE PRESIDENT
WASHINGTON

April , 1974

Name
Address
State

Dear :

Thank you for your recent STOP CODE

I have taken the liberty of forwarding your
for further review and consideration.

Sincerely,

Gerald R. Ford

GRF:ifp





Against both the Vice
President and John

THE VICE PRESIDENT
WASHINGTON

April 24, 1974

Name
Address
State

Dear John Q. Public:

Thank you for your letter concerning the comments made by my son, Jack, as reported by the wire services.

I have spoken with my son on the telephone, and I am glad to report to you the results of that conversation. My son and I support both the foreign and domestic policies of President Nixon. We agree, however, that the entire Watergate matter could have been handled better.

My son is 22 years old -- a fine young man with an active mind. I fully support his right to express any view he chooses. I think you would agree that our young people should feel free to express themselves.

Sincerely,

Gerald R. Ford

GRF:irh



F-248

Against John and criticizing the Vice President for letting him speak out



THE VICE PRESIDENT
WASHINGTON

April 24, 1974

Name
Address
State/Zip

Dear Mary R. Public:

Thank you very much for your letter concerning remarks attributed to my son, John. I appreciate your thoughtfulness in bringing this matter to my attention.

I realize your concern. But John is 22 years old and is expressing his own opinion. I do not feel that I can order a 22 year old man to stop voicing his own thoughts or opinions. I do not believe that would be a healthy thing for our proud tradition of free speech and free thought. Thought control, direct or indirect, is dangerous to freedom. And so while I may disagree with what any of my children say I will respect their right to say it. I hope you can understand my position.

Sincerely,

Gerald R. Ford

GRF:irh





F-25

OFFICE OF THE VICE PRESIDENT
WASHINGTON

May 9, 1974

Name
Address
State

Dear :

This is to acknowledge receipt of your letter to the Vice President recommending the appointment of Mr. Richard Zazueta to the National Commission for Manpower policy.

Please be assured that your endorsement has been forwarded to the appropriate White House office who handles such appointments.

Sincerely,

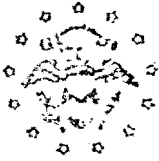
Frank R. Pagnotta
Deputy Assistant for
Administration

FRP:ifp



- (1) state/regional
(2) name of state or region

Letter of Greetings - College Republican
Conventions



THE VICE PRESIDENT
WASHINGTON

DATE

Name
Address
State/Zip

Dear ,

On the occasion of the STOP CODE (1) convention of the STOP CODE (2) College Republicans, please extend my warm greetings and best wishes for a most successful convention to those in attendance. As College Republicans you have an excellent opportunity to attract the new voter into the ranks of the GOP. Furthermore, you are in the important position of being best able to represent the principles of the Republican Party on your respective college campuses.

College can be a time of political involvement for many young people who have not previously been involved in political party activity. The work of the College Republicans at the grass roots level can be instrumental in bringing these potential Republicans into our Party.

Again, as you proceed with your convention, I wish you every success in your efforts to expand our Party and to contribute fresh ideas upon which to build for the future.

Warm regards.

Sincerely,

Gerald R. Ford

GRF:ifp



F-2527



OFFICE OF THE VICE PRESIDENT
WASHINGTON

May 8, 1974

Name
Address
State/Zip

Dear John Q. Public:

This will acknowledge your communication to Vice President Ford requesting an item for use at your fund-raising event.

Much as the Vice President would like to be able to provide such a memento, the great number of such requests and the cost involved make it impossible for him to do so. I trust you will understand.

Kindest regards.

Sincerely,

Frank R. Pagnotta
Deputy Assistant for
Administration



FRP:ifp



THE VICE PRESIDENT
WASHINGTON

May 30, 1974

Dear :

Thank you for your recent communication concerning S. 354, the so-called No-Fault Insurance Bill. I appreciate having your thoughts.

There is no doubt, as the President has stated, that no-fault "is an idea whose time has come." The Administration's views on this issue stem largely from the Department of Transportation's two-year study of the general performance of the automobile insurance industry which was completed three years ago. The study concluded that the no-fault concept, while not a cure-all for the many problems facing the industry and the consumer in dealing with the insurance companies, should be adopted across the country. The President concurred with the Department's assessment and at that time encouraged the Governors of our States to see that some form of no-fault insurance was enacted in their respective jurisdictions as expeditiously as possible.

The fact that this Administration is conceptually in favor of no-fault does not, however, supplant an even stronger commitment to the concept that decision making process should be as close to the people as possible. That commitment, then, is the primary reason that the Administration prefers to see no-fault reform take place on the State rather than the Federal level. As it stands, the States are now responsible for regulating the insurance business and this is a duty that, in general, is performed well. The Administration firmly believes that this responsibility should remain with the individual States.

For the above reasons the Administration does not support S. 354, as it passed the Senate (by a vote of 52 to 42). We will continue to oppose the Bill -- as it is now worded -- in the House of Representatives. My personal assessment is that a comprehensive Federal No-Fault Bill will not emerge from the 93rd Congress.

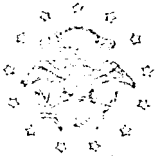
Sincerely,

Gerald R. Ford

GRF:ifp



F-29



THE VICE PRESIDENT
WASHINGTON

aggs
fing

June 12, 1974

Mr. John Q. Public
100 Main Street
American City, USA 22041

Dear Mr. Public:

Thank you for your recent communication regarding the integrity of Mr. Alex Armendarez, National Director of the Office of Minority Business Enterprise.

I appreciate your taking the time to share your views with me. It is most helpful to have the benefit of your opinion, and you may be assured that I will keep your comments concerning Mr. Armendarez in mind.

Kindest regards.

Sincerely,

Gerald R. Ford

GRF:ifp





THE VICE PRESIDENT
WASHINGTON

June 14, 1974

Mr. John Graduate
1974 Main Street
Richmond, Virginia 22041

Dear John:

I was pleased to learn of your recent graduation from STOP CODE High School. This is a particularly exciting time for you, and I know your family and friends are very proud of this achievement.

I extend my sincere congratulations and best wishes to you for a most successful and happy future.

Kindest regards.

Sincerely,

Gerald R. Ford

GRF:ifp



THE VICE PRESIDENT
WASHINGTON

June 26, 1974

Mr. John Q. Public
1974 Main Street
Atlanta, Georgia 22041

Dear Mr. Public:

Thank you for your communication regarding Secretary
of State Henry A. Kissinger.

It is my opinion that Secretary Kissinger is a dedicated
statesman who has served his nation with great distinction
and in whom I have complete confidence.

Enclosed is a copy of my statement of June 11th which
clearly expresses my feelings regarding Dr. Kissinger.

Sincerely,

Gerald R. Ford

GRF:irh

Enclosure:



STATEMENT BY VICE PRESIDENT GERALD R. FORD

OFFICE OF THE VICE PRESIDENT

WASHINGTON, D. C.

FOR IMMEDIATE RELEASE
Tuesday, June 11, 1974

CONTACT
Paul Miltich 456-2364

I firmly believe in the integrity of Henry Kissinger. His resignation at this hour would be catastrophic to the cause of peace.

The time has come when the wrecking of reputations by innuendo and leaks of unsupported charges from faceless accusers must stop. Whoever is attacking the honesty and dedication of the Secretary of State is undercutting his peacemaking achievements on behalf of the United States. To do so while the President and Dr. Kissinger are on the threshold of a major peace mission is to destroy the highest hopes of millions of people all over the world. The American people will not tolerate such sabotage.

All that Secretary Kissinger's tireless diplomacy has done to advance the cause of peace in Southeast Asia and the Middle East, and to reduce tensions with the Soviet Union and the People's Republic of China, has required the strictest of security precautions. The National Security Council is charged by law with the protection of our nation's most carefully guarded secrets. Anyone who failed to take all prudent measures to safeguard this data would be derelict in his duty.

I am completely confident that Henry Kissinger has done his utmost to preserve, protect and defend the vital interests of this country and to further the cause of peace. I know he will continue to do so.



Birthday - 80's & 90's
ACTIVE Folks

F-32A

THE VICE PRESIDENT
WASHINGTON

June 18, 1974

Mr. John Doe
100 Main Street
Anywhere, Virginia 22041

Dear Mr. Doe:

I was most pleased to learn that the 17th of April
will be a very special day for you. Please accept
my heartiest congratulations on your 90th birthday.

You have my wish that every day will be a special
one, marked by happiness and contentment in all
your activities.

With warm regards.

Sincerely,

Gerald R. Ford

GRF:ifp



Birthday - 80 & 90
In Rest Home etc.

F-32B

THE VICE PRESIDENT
WASHINGTON

June 18, 1974

Mr. John Doe
100 Main Street
Anywhere, Virginia 22041

Dear Mr. Doe:

I want to join your family and friends in extending
to you my heartiest congratulations on your 98th
birthday.

I hope you have a most wonderful day. And I wish
that every day for you will be marked with peace,
happiness and contentment.

With warm regards.

Sincerely,

Gerald R. Ford

GRF:ifp



Birthday - 100 and over

F-32C

THE VICE PRESIDENT
WASHINGTON

June 18, 1974

Mr. John Doe
100 Main Street
Anywhere, Virginia 22041

Dear Mr. Doe:

How wonderful to learn that you are celebrating your 110th birthday. I would like to join with your friends in offering my sincere best wishes and hope you had a happy day.

How marvelous for you to have been a part of two centuries. I am certain your recollections of the progress and events that have transpired during your lifetime are most fascinating.

May the days to come be filled with much peace, happiness and contentment for you.

With kindest regards.

Sincerely,

Gerald R. Ford

GRF:ifp



25th Wedding Anniversary

F-33A



THE VICE PRESIDENT
WASHINGTON

June 18, 1974

Mr. and Mrs. John Doe
1974 Clark Street
Arlington, Virginia 22041

Dear Mr. and Mrs. Clark:

Please allow me to join your family and friends
in extending to you my sincere congratulations
and best wishes on your silver wedding anniversary.

I know this is a particularly joyful time for you
both especially as you recall the many milestones
you have shared during your 25 years together.

May all the happiness possible be yours in the
years ahead.

With kindest regards.

Sincerely,

Gerald R. Ford

GRF:ifp



50th or 60th Wedding Anniversary

F-33B

THE VICE PRESIDENT
WASHINGTON



June 18, 1974

Mr. and Mrs. John Doe
1974 Clark Street
Arlington, Virginia 22041

Dear Mr. and Mrs. Clark:

May I offer my sincere congratulations and best wishes on your 50th wedding anniversary.

I think it is wonderful that you have been blessed with so many good years together. My hope is that the years to come will be filled with more happy and rewarding experiences.

With warm regards.

Sincerely,

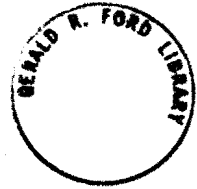
Gerald R. Ford

GRF:ifp



Eva: Please pass out among
our staff here in West Wing
& see that those in EOB
have seen this also.

P.



THE WHITE HOUSE

WASHINGTON

November 1, 1974

MEMORANDUM FOR THE WHITE HOUSE STAFF


SUBJECT: Safeguarding Classified and Sensitive Information

Each staff office is requested to establish adequate internal procedures to assure that classified and sensitive documents and related materials are protected at all times. A specific person in each office should be given this responsibility, but it should be made clear that the last person in an office assumes the responsibility for the security of classified material.

The Executive Protective Service officers have been instructed to conduct a thorough after-hours security inspection of each staff office in the White House and Executive Office Building (EOB) on a nightly basis. Their authority to inspect extends to all exposed classified or sensitive documents, as well as all other related materials not properly secured. Classified material to be destroyed should be handled in the manner prescribed below. All other classified material should never be left unattended on desks. When an office is closed or unattended, materials should be locked in a secure cabinet. In the event of a serious security violation, the Executive Protective Service will file a formal report with the office concerned.

All classified and sensitive materials to be destroyed should be separated from other office trash and waste materials and placed in a specific container designated for this purpose. At present, paper bags marked "BURN" are available from the White House Supply Room and can be ordered along with other office supplies. Burnbags are collected under Executive Protective Service supervision and are disposed of in the secure macerator located in the EOB. Since the macerator has a limited capacity, all nonclassified and nonsensitive waste materials are collected and disposed of by the regular GSA cleaning force.

The provisions of the memorandum do not apply to the Situation Room since, because of the volume, separate disposal procedures are required.


DONALD H. RUMSFELD
Assistant to the President

THE WHITE HOUSE

WASHINGTON

November 1, 1974

MEMORANDUM FOR THE WHITE HOUSE STAFF


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DONALD H. RUMSFELD
Assistant to the President



WHS Staff

THE WHITE HOUSE
WASHINGTON

July 2, 1975

Dear Phil:

As you may know, a good measure of the President's advance work is accomplished through the use of volunteer advancement men. These individuals, whether in government or in the private sector, obtain time off from their regular jobs and join the Advance Team in preparing for events of the President, the First Lady, and members of the First Family. The opportunity for personal involvement in projects which have a direct relationship to the President and members of his family is an experience few people can share. Our unique program offers such a chance.

The Advance Office is presently in the process of increasing its pool of volunteer advancement men, and it was thought that you might know of some likely candidates for consideration. Those individuals who have performed well in the past have been highly motivated self-starters, demonstrating a record of leadership. Persons between the ages of 25-40 appear best suited; however this guideline is not rigid. If you feel you know some individuals who might be suited for this program, please forward to me a brief note (attached) containing comments regarding each person and an address or telephone number where our office can reach them. Persons for consideration might include neighbors, former classmates, former business and professional associates, and family friends.

Your help in this project will be very much appreciated and it will contribute directly to our efforts to provide the proper level of support to the President and his family in the course of their travels.

Thank you for your consideration.

Sincerely,



Red Cavaney
Director of the Advance Office

Mr. Phil Buchen
The White House
Washington, D.C.



CANDIDATE'S NAME _____

ADDRESS _____

PROFESSION _____

TELEPHONE: Business _____ Residence _____
(area code)

CANDIDATE'S NAME _____

ADDRESS _____

PROFESSION _____

TELEPHONE: Business _____ Residence _____
(area code)

CANDIDATE'S NAME _____

ADDRESS _____

PROFESSION _____

TELEPHONE: Business _____ Residence _____
(area code)

CANDIDATE'S NAME _____

ADDRESS _____

PROFESSION _____

TELEPHONE: Business _____ Residence _____
(area code)

