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*See
Serial
1001*

THE WHITE HOUSE

WASHINGTON

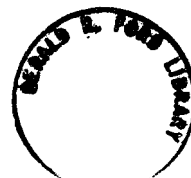
August 31, 1976

MEMORANDUM TO WHITE HOUSE STAFF

FROM: ROBERT T. HARTMANN

RTH

1. In order to coordinate fully the work of the Speech, Research and Presidential Messages and Correspondence sections, I have designated Mr. Douglas J. Smith as my Deputy with authority to act on my behalf in all matters except those personally assigned me by the President. To the extent this enables me to concentrate on the President's priority needs the cooperation of all members of the staff with Doug will be deeply appreciated.
2. A current organization chart is attached.





Neta Messersmith
Pers. Secy.

ROBERT T. HARTMANN
Counsellor to
the President

Gail Raiman
Pers. Asst.

Susan Philpott
Secy to Mr. Smith

DOUGLAS J. SMITH
Deputy to the
Counsellor

ROBERT ORBEN
Editor,
Pres. Speeches

Marilyn Meinking
Secy. to
Mr. Orben

James Brown
Asst. to
Mrs. Anderson

GWEN ANDERSON
Editor,
Pres. Msgs. & Res.

Marcia Stark
Secy to
Mrs. Anderson

ROLAND ELLIOTT
Editor,
Pres. Corres.

Ann
Yarjan,
Secy to
Mr. Elliott

MILTON FRIEDMAN
Senior Writer

Patrick Butler
Writer

David Boorstin
Writer

George Denison
Writer

John Mihalec
Writer

(Vacant)

Kay Clark
Secy.

Lynn Sudduth
Secy.

Jean Saar
Secy.

ELISKA HASEK
Director
Pres. Msgs.

Michael Johnson
Assoc. Dir.

Claudia Korte
Secy.

Shirley Rock
Secy.

Ruth Greenwell
Secy..

CHARLES McCALL
Director
Pres. Research

Jacque McMahan
Deputy

Maureen Brown
Asst.

Janet Lawson
Asst.

James Conzelman
Asst.

ANNE HIGGINS
Deputy

James Nach
Asst.

Elizabeth Nolan
Asst.

Becky Bovelsky
Asst.

Caron McConnon
Asst.

Mary Fenton
Asst.

Martha Stevenson
Asst.

Patricia Byrne
Asst.

Edith Perruso
Secy.

Brenda Hicks
Clerk