

The original documents are located in Box 50, folder “1975/09/08 - Associate Directors” of the James M. Cannon Files at the Gerald R. Ford Presidential Library.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Gerald Ford donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections. Works prepared by U.S. Government employees as part of their official duties are in the public domain. The copyrights to materials written by other individuals or organizations are presumed to remain with them. If you think any of the information displayed in the PDF is subject to a valid copyright claim, please contact the Gerald R. Ford Presidential Library.

MEETING WITH THE ASSOCIATE
DIRECTORS ET AL

Monday, September 8, 1975

4:00 p.m.

Roosevelt Room

EXECUTIVE PROTECTIVE SERVICE

To: Officer-in-charge
Appointments Center
Room 060, OEOB

Please admit the following appointments on Monday, September 8 19 75

for Jim Cannon & Jim Cavanaugh of Domestic Council :
(Name of person to be visited) (Agency)

Jack Veneman
Ray Waldmann
Grady Means
Dean Overman
Jim Jordan
Pat Gwaltney
Sidney Gardner

ALSO ATTENDING:
Cannon
Cavanaugh
Dunham
Duval
Falk
Hendriks
Hullin
Humphreys
Leach
Parsons
Quern

MEETING LOCATION

Building West Wing

Requested by Jim Cavanaugh

Room No. Roosevelt Room

Room No. 2nd F Telephone 2861

Time of Meeting 4 p.m.

Date of request September 5, 1975

Additions and/or changes made by telephone should be limited to three (3) names or less.

DO NOT DUPLICATE THIS FORM.

APPOINTMENTS CENTER: SIG/OEOB - 395-6046 or WHITE HOUSE - 456-6742

THE WHITE HOUSE

WASHINGTON

September 8, 1975

MEMORANDUM FOR: ASSOCIATE DIRECTORS OF THE
DOMESTIC COUNCIL

FROM: JAMES CANNON

SUBJECT: Coordination of Issue Papers

As the first step in a process of coordinating Administration positions on a number of current issues, you are asked to prepare a series of issue papers. These papers will be used as sources for briefing materials, speeches and public documents. They will be revised and updated as appropriate. Your submission should be in two parts, a part suitable for distribution or public use, and a part confidential to the Domestic Council.

1. The "public" part should have two sections:

A. A good succinct statement of the Administration position on the issue.

This could be a recent quotation from a Presidential statement, a statement of an Administration spokesman, or in their absence, your draft. Identify the source, date, location of statement, and to whom given if a speech.

B. A list of Administration actions taken to date to deal with the issue.

This could include signature or veto of an Act, submission of legislation, budgetary actions, program decisions or rulings by Department, or any personal Presidential actions. For each, give pertinent dates, locations, and brief statements of the effect.

This public part should be no longer than two pages, single spaced. Since the accuracy of these sections is extremely important, you should take responsibility for checking all facts and clearing the material with appropriate persons, and the persons with whom the paper is cleared should be shown on the bottom of the page. Please follow as closely as possible the attached sample format.

2. The second part should be on a separate page (but attached to the first part). It will not be used publicly and must be held close. You are asked to suggest a list of possible Administration actions to deal with that issue. These need not be thoroughly staffed out at this point; you should "brainstorm" the issue for possible proposals for new initiatives, new programs, and/or Administration actions. These ideas will be reviewed for possible inclusion in the Administration program. (See attached sample).

These materials will be required for use shortly, and your submission should be prepared as soon as possible, not in any case later than C.O.B. Friday, September 12. If you have any questions about this request, contact Ray Waldmann, Ext. 7012.

CC: Pat Delaney
Sara Massengale
Kathleen Ryan
Glenn Schleede
George Humphreys



ISSUE: Housing

Administration Position

"I believe in ...

."

President Ford, August x, 1975
Speech to National Homebuilders
Association
Chicago, Illinois

Administration Actions

President Ford signed the ... Act on December x, 1974,
to provide support for xxx,xxx new housing starts
annually.

HUD submitted the Comprehensive ... Bill on May x, 1974,
which would authorize continuing grants for ...
This bill was signed into law on December x, 1974.

The President established on May x, 1975, the National
Housing Resources Commission to examine our housing
needs for the next decade.

Cleared: J. Wentworth, OMB

TH/jh

September x, 1975

SAMPLE - INTERNAL PART

ISSUE: Housing

Possible Administration Actions

White House Conference on Housing Needs.

New housing legislation to cover defaults due to changes in Federal land use.

Presidential visit to a new community.

Increased tax incentives for home builders.

