

The original documents are located in Box 9, folder “Personnel Matters (2)” of the Charles E. Goodell Papers 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. Charles Goodell donated to the United States of America his copyrights in all of his unpublished writings in National Archives collections.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.

Bob, you asked for a roster of people who have worked on the PCB staff.---I understand that Senator Goodell wanted this as a reference for people who may be in touch with him after completion of the Board activity.

Our top number of staff members reached 607 on one given day, and this Directory was in effect shortly before that day. I suggest that this directory be used by you and the Senator. It would take us several days of constant work to assemble another complete roster that would be better than this.-----This will be 98% correct and accurate for his purposes.

Charley Mott



The Clemency Board

a Listing of

Telephone Numbers

U

by Mary Liquid
june 16 '75

BOARD MEMBERS

Adams, Ralph	254-8440
Carter, Robert	254-5678
Craig, Timothy L.	254-8187
Dougovito, James	254-8428
Everhard, John A.	254-7884
Ford, W. Antoinette	254-5677
Goodell, Charles	634-4812
Hesburgh, Theodore	254-5529
Jordan, Vernon	254-8402
Kauffman, John H.	254-5028
Lally, Francis J.	254-8402
Maye, James	254-8430
Morrow, E. Frederick	254-8187
O'Connor, Aida C.	254-6948
Puller, Lewis B.	254-7885
Riggs, Harry	254-6947
Vinson, Joan	254-8428
Walt, Lewis W.	254-6947

OFFICE SERVICES

SUPPLIES

1206 New Hampshire 2nd Floor (Mon - Wed - Fri 3-4 p.m.) Jim LaFluer...634-4364
2033 M Street 2nd Floor (Mon - Fri 10-11 a.m.) Robert Garza...254-8333

Repair of Typewriter

1206 New Hampshire Avenue Jim LaFluer...634-4364
2033 M Street Robert Garza...254-6387

Security Clearance for Old Executive Office Building

Marilyn Meinking..456-2135

Softball Coaches

Charlie Craig..634-4823
Jane Zani.....634-4810

Nurse

2000 M Street Mrs. Dore.....254-3996

Security Guards

1206 New Hampshire Avenue634-4600
2033 M Street254-8379

Phones, Heat, Air Conditioning and Misc. Building Problems

Building Engineer M Street - Jonas Sanderson293-3022
If Mr. Sanderson is not in, call Bruce Lawhead or Mary Liekweg254-6387
1206 New Hampshire Avenue Reggie Brown...634-4364
Phone Repair9-611

File Room

2033 M Street Ron Hoile....254-6425

Press Office

Nia Nickolas...254-5066
254-6948

Alphabetical Card Locator For Cases

....254-7980

Personnel

Rick Hunt....254-9787.
Charlie Mott...254-9787
Jill Marshall..254-9787

Xerox

1206 New Hampshire Harold Long....634-4364
2033 M Street Darlene Banks....634-4808

For any corrections or changes in office and phone numbers, please call
Mary Liekweg 254-6387.

**PRESIDENTIAL CLEMENCY BOARD
TELEPHONE DIRECTORY**

Abel, Marilyn	2033 M St. 5th fl.	254-9761
Abrams, Stewart	2033 M St. 3rd fl.	634-4856
Adams, Taylor	1206 N.H.	634-4660
Aderson, Marjorie	2033 M St. 8th fl.	254-8597
Adleson, Dennis	2033 M St. 3rd fl.	634-4857
Aillstock, Charles A.	2033 M St. 8th fl.	254-8613
Aindra, Thomas	2033 M St. 5th fl.	254-7980
Aisenbrey, John C.	2033 M St. 7th fl.	254-8904
Ageloff, Kenneth M.	2033 M St. 6th fl.	634-4843
Alayon, Monserrat B.	2033 M St. 7th fl.	254-8943
Allen, Kenneth J.	1206 N.H.	634-4800
Anderson, Camille D.	1206 N.H.	634-4630
Anderson, Daphne M.	1206 N.H.	634-4608
Anderson, Marjorie	2033 M St. 8th fl.	254-7308
Anderson, Ronald	2033 M St. 8th fl.	254-6460
Anderson, Sheila	2033 M St. 5th fl.	634-7980
Appleton, Richard	2033 M St. 8th fl.	254-7308
Arnold, Marie Joslin	2033 M St. 5th fl.	254-6425
Aronoff, Judith	2033 M St. 8th fl.	254-8435
Arriola, Sonia	2033 M St. 7th fl.	254-5157
Arsenault, Gertrude M.	1206 N.H.	634-4375
Artis, Mildred H.	2033 M St. 5th fl.	254-7980
Asper, Joseph	2033 M St. 3rd fl.	634-4853
Avots, Ivar	1206 N.H.	634-4649
Babarik, Don E.	1206 N.H.	634-4661
Backus, E. Leo	1206 N.H.	634-4367

Banks, Darlene L.	2033 M St. 6th fl.	634-4808
Bannon, Greg	2033 M St. 3rd fl.	634-4857
Banther, Debbie K.	2033 M St. 3rd fl.	634-4853
Barnes, Greg	1206 N.H.	634-4616
Barringer, Lenny L.	1206 N.H.	634-4621
Baskir, Lawrence M.	2033 M St. 9th fl.	634-4812
Baughman, Willis	2033 M St. 7th fl.	254-8902
Baumgardner, Angela	1206 N.H.	634-4390
Bayler, Gretchen	2033 M St. 6th fl.	634-4831
Beach, David	2033 M St. 6th fl.	634-4826
Beck, Leland H.	2033 M St. 9th fl.	634-4823
Beggs, Kathleen L.	2033 M St. 5th fl.	254-6900
Benson, O. G.	2033 M St. 5th fl.	254-6425
Bentley, James	1206 N.H.	634-4667
Berkman, Sigmund	2033 M St. 5th fl.	254-3300
Bernstein, Michael J.	1206 N.H.	634-4650
Billig, Rhonda L.	2033 M St. 3rd fl.	634-4851
Binder, Lynne Anne	1206 N.H.	634-4619
Bittner, Herbert	2033 M St. 3rd fl.	634-4870
Blagg, Benjamin V.	2033 M St. 3rd fl.	634-4857
Blakley, Carl	1206 N.H.	634-4364
Blankenheimer, Susan	1206 N.H.	634-4392
Boday, Donald J.	2033 M St. 3rd fl.	634-4870
Bohannon, Edward	1206 N.H.	634-4350
Bolden, Clara	1206 N.H.	634-4644
Bonds, Linda	1206 N.H.	634-4652
Bonn, Laura	1206 N.H.	634-4665

Boschwitz, Kenneth	2033 M St. 7th fl.	254-8904
Bott, Jeri	1206 N.H.	634-4624
Bowne, Norma E.	2033 M St. 5th fl.	254-7980
Brabham, Louise P.	2033 M St. 6th fl.	634-4831
Brackett, William D.	1206 N.H.	634-4376
Brackman, Robert	1206 N.H.	634-4618
Brackman, Roberta	1206 N.H.	634-4610
Brandenburg, Guy G.	2033 M St. 3rd fl.	634-4862
Brander, John M.	2033 M St. 6th fl.	634-4837
Bratter, Diane M.	1206 N.H.	634-4622
Briscoe, Sharon V.	1206 N.H.	634-4384
Brockway, David	2033 M St. 8th fl.	254-7308
Broder, H. Neil	1206 N.H.	634-4356
Brodke, Debora	2033 M St. 3rd fl.	634-4860
Brown, Charlene		
Brown, Hermione	1206 N.H.	634-4615
Brown, Jasper C.	1206 N.H.	634-4647
Brown, Lynne	1206 N.H.	634-4383
Brown, Reggie B.	1206 N.H.	634-4364
Brumbaugh, Karen R.	1206 N.H.	634-4621
Bryant, Randy	2033 M St. 3rd fl.	634-4857
Bryant, Robert	2033 M St. 5th fl.	254-6425
Bryden, John	2033 M St. 3rd fl.	634-4857
Bunn, Alma LaVerne	2033 M St. 3rd fl.	634-4857
Burke, Melvin G.	2033 M St. 5th fl.	254-6425
Burr, Ralph E.	2033 M St. 3rd fl.	634-4862
Burstein, Maurice I.	1206 N.H.	634-4609
Burstyn, Lee J.	1206 N.H.	634-4641

Caldwell, Herman S.	1206 N.H.	634-4372
Capone, John	1206 N.H.	634-4363
Carlson, Roger	2033 M St. 7th fl.	254-8941
Carter, Harold	2033 M St. 8th fl.	254-7325
Carter, William	2033 M St. 8th fl.	254-7308
Cassedy, William P.	1206 N.H.	634-4356
Cavanaugh, James	2033 M St. 6th fl.	634-4826
Chadwick, Robert	2033 M St. 3rd fl.	634-4856
Chazen, Leona	2033 M St. 5th fl.	254-9787
Chesnik, Richard	1206 N.H.	634-4367
Chilcoat, Mary	1206 N.H.	634-4373
Chott, John	1206 N.H.	634-4377
Christenson, David J.	2033 M St. 6th fl.	634-4846
Christie, Chris J.	2033 M St. 8th fl.	254-8521
Churchwell, Yongeui	2033 M St. 6th fl.	634-4843
Ciffone, Lou	2033 M St. 8th fl.	254-8522
Clay, Harriett	2033 M St. 5th fl.	254-7980
Clinton, Calvin K.	2033 M St. 5th fl.	254-6425
Coberly, Jeanne C.E	1206 N.H.	634-4373
Coffelt, Louis D.	2033 M St. 3rd fl.	634-4870
Cohen, Edward S.	1206 N.H.	634-4399
Cohen, Ernest	2033 M St. 3rd fl.	634-4865
Cohen, Neil	1206 N.H.	634-4363
Cole, Mick	2033 M St. 7th fl.	254-8942
Coleman, Phyllis	1206 N.H.	634-4621
Collier, Richard	1206 N.H.	634-4614
Conway, Thomas	2033 M St. 8th fl.	254-8614

Cooper, Phillip	1206 N.H.	634-4356
Corley, Martha	2033 M St. 5th fl.	254-9760
Coulson, Mike	1206 N.H.	634-4616
Cowen, James	2033 M St. 7th fl.	254-8904
Craig, Charles S.	2033 M St. 9th fl.	634-9601
Craw, Nicholas W.	2033 M St. 5th Fl.	254-9787
Cregger, Patricia	2033 M St. 8th fl.	254-6802
Crenshaw, Craig M.	1206 N.H.	634-4630
Croasmun, Linda E.	1206 N.H.	634-4352
Crumlish, Joseph D.	2106 N.H.	634-4625
Cunningham, Melinda	2033 M St. 3rd fl.	634-4818
Curry, Ernestine E.	2033 M St. 5th fl.	254-9760
Cypress, Barbara A.	1206 N.H.	634-4652
Dale, Kenneth	1206 N.H.	634-4616
Dalton, C. Diana	2033 M St. 5th fl.	254-7980
Dalton, John	2033 M St. 6th fl.	634-4843
Dalton, Kenneth	1206 N.H.	634-4656
Daly, Pat	1206 N.H.	634-4662
Dancheck, Leonard H.	2033 M St. 6th fl.	634-4826
Daniels, Rose	2033 M St. 6th fl.	634-4827
Darter, Lewie	2033 M St. 3rd fl.	634-4819
Davis, Sharon T.	2033 M St. 7th fl.	254-6146
Dawson, Marilyn D.	2033 M St. 5th fl.	254-9160
Day, Elinor	1206 N.H.	634-4360
Daysh, Harrison J.	2033 M St. 6th fl.	634-4833
Deas, Georgianna	2033 M St. 7th fl.	254-8943
DeOrnellas, John	2033 M St. 3rd fl.	634-4857

DePould, Diane	1206 N.H.	634-4381
Diaz, Rafaela	2033 M St. 6th fl.	634-4826
Dickerson, Marian	1206 N.H.	634-4353
Dickman, William	2033 M St. 2nd fl.	254-5066
Dickson, Kenneth W.	2033 M St. 5th fl.	254-9760
Dieringer, Eugenie	2033 M St. 7th fl.	254-8904
Dietrich, Barb	2033 M St. 3rd fl.	634-4856
Djinis, Peter	2033 M St. 8th fl.	254-7307
Dorosh, Daren	2033 M St. 3rd fl.	634-4860
Dotts, Debra A.	1206 N.H.	634-4351
Douglas, Bruce	2033 M St. 8th fl.	254-7325
Doyle, Brooks	1206 N.H.	634-4802
Dress, Toby	1206 N.H.	634-4381
DuComb, Anthony W.	2033 M St. 7th fl.	254-8941
Dudley, Joyce	2033 M St. 3rd fl.	634-4862
Dundas, Mary J.	1206 N.H.	634-4373
Durden, Chauncey W.	1206 N.H.	634-4619
Durkin, Rosemary	1206 N.H.	634-4644
Edwards, Douglas	2033 M St. 3rd fl.	634-4818
Edwards, John B.	1206 N.H.	634-4378
Edwards, LeRoy	2033 M St. 7th fl.	254-6146
Ellis, Peggy	2033 M St. 6th fl.	634-4826
Epstein, Philip E.	1206 N.H.	634-4355
Ervin, Charles	2033 M St. 6th fl.	634-4826
Essex, Mary W.	2033 M St. 9th fl.	634-4824
Essigman, Karl	1206 N.H.	634-4654
Evans, Mark S.	1206 N.H.	634-4354

Fanti, Louis	2033 M St. 6th fl.	634-4833
Fawell, Thomas W.		
Feldman, Elliott H.	1206 N.H.	634-4659
Feldman, Stanley C.	1206 N.H.	634-4361
Feldman, Steven J.	2033 M St. 3rd fl.	634-4856
Fielder, Kenneth	2033 M St. 8th fl.	254-8957
Fisher, Rick	1206 N.H.	634-4612
Fitch, Edward H.	1206 N.H.	634-4351
Fitzgerald, John L.	2033 M St. 6th fl.	634-4833
Flagg, Louis S.	2033 M St. 8th fl.	254-8598
Flaherty, John	2033 M St. 3rd fl.	634-4860
Flaherty, Leo Michael	1206 N.H.	634-4642
Foelak, Morton	1206 N.H.	634-4632
Foote, John	1206 N.H.	634-4632
Ford, Frederick	2033 M St. 6th fl.	634-4826
Forte, Patrick	1206 N.H.	634-4394
Fortinberry, Patsy A.	2033 M St. 8th fl.	254-8613
Fowler, Edward	1206 N.H.	634-4357
Franklin, Wanda R.	2033 M St. 8th fl.	254-6802
Fratino, Donald L.	1206 N.H.	634-4656
Frazier, Sheila E.	2033 M St. 6th fl.	634-4837
Freedman, Stephen	1206 N.H.	634-4642
Friedman, Colleen R.	1206 N.H.	634-4360
Friedman, Joseph	2033 M St. 3rd fl.	634-4853
Friel, Lynn	1206 N.H.	634-4352
Fullerton, Chris L.	2033 M St. 5th fl.	254-6425

Furlane, Mark E.	2033 M St. 6th fl.	634-4843
Gaiter, Bernard	2033 M St. 8th fl.	254-7326
Gallo, William F.	1206 N.H.	634-4391
Galloway, Eva C.	2033 M St. 5th fl.	254-6425
Gammon, William	1206 N.H.	634-4395
Garcia, Jose	2033 M St. 6th fl.	634-4844
Garwood, Frederick	2033 M St. 3rd fl.	634-4856
Gary, Elizabeth	1206 N.H.	634-4651
Garza, Robert	2033 M St. 7th fl.	254-6387
Gaskins, Gloria	1206 N.H.	634-4630
Gaudier, Dale	1206 N.H.	634-4392
Gavin, James	2033 M St. 8th fl.	254-7307
Gehrels, Gene	1206 N.H.	634-4397
George, Irene	2033 M St. 5th fl.	254-7980
Geraci, Charlene	2033 M St. 5th fl.	254-9761
German, R. Andrew	1206 N.H.	634-4359
Gershik, Larry	2033 M St. 8th fl.	254-8521
Gerst, Roger	2033 M St. 9th fl.	634-4814
Gibbs, Edward	1206 N.H.	634-4350
Gibson, Jack	1206 N.H.	634-4611
Gilbert, Richard	2033 M St. 9th fl.	634-4820
Gilder, Mark	1206 N.H.	634-4370
Gold, Harvey D.	2033 M St. 6th fl.	634-4843
Goldman, Charles D.	2033 M St. 6th fl.	634-4846
Goodell, Charles	2033 M St. 9th fl.	634-4812
Goon, Lyman	2033 M St. 3rd fl.	634-4856
Gordon, Nancy	2033 M St. 7th fl.	254-8904

Gottke, Bob	2033 M St. 7th fl.	254-8941
Bourdine, Issac	1206 N.H.	634-4384
Grafel, Gary F.	1206 N.H.	634-4394
Graham, Charles	2033 M St. 5th fl.	254-6900
Grainer, Marc	1206 N.H.	634-4382
Graves, Jackqueline C.	2033 M St. 5th fl.	254-9760
Gray, Michael P.	2033 M St. 7th fl.	254-8902
Green, Dorothy	2033 M St. 3rd fl.	634-4870
Green, John	2033 M St. 7th fl.	254-5157
Greene, Kevin	1206 N.H.	634-4607
Greenfield, Rita	2033 M St. 5th fl.	254-7980
Greenman, Joseph A.	1206 N.H.	634-4362
Greenspun, Arnold H.	2033 M St. 3rd fl.	634-4870
Gross, Laurence	2033 M St. 6th fl.	634-4826
Gross, Michael E.	2033 M St. 6th fl.	634-4843
Guess, Katherine	1206 N.H.	634-4628
Gunn, Kay F.	2033 M St. 5th fl.	254-9760
Guritz, Donald A.	1206 N.H.	634-4616
Gurney, John L.	2033 M St. 3rd fl.	634-4865
Gushin, Fredric	1206 N.H.	634-4385
Haberman, Eugene	2033 M St. 5th fl.	254-6900
Hall, Barbara F.	2033 M St. 8th fl.	254-8597
Hall, Jade	2033 M St. 3rd fl.	634-4858
Halprin, Lawrence	1206 N.H.	634-4629
Hamer, Brenda	2033 M St. 9th fl.	634-4816
Hampton, Thurmond	2033 M St. 3rd fl.	
Hanko, Kenneth	2033 M St. 3rd fl.	634-4857

4673

Handwerger, Gretchen	2033 M St. 5th fl.	254-6900
Harbachewski, Marg	2033 M St. 9th fl.	634-4814
Harbrecht, Carol S.	1206 N.H.	634-4658
Hardin, Robert	1206 N.H.	634-4384
Hardy, Ruth	1206 N.H.	634-4620
Harrison, Brenda C.	2033 M St. 5th fl.	254-6425
Harrison, Donna	2033 M St. 7th fl.	254-8902
Harrison, Gloria	2033 M St. 3rd fl.	634-4862
Harrison, Roberta J.	2033 M St. 5th fl.	254-6425
Hart, Frankye M.	2033 M St. 6th fl.	634-4827
Hart, Hugh	1206 N.H.	634-4370
Hartle, Janet A.	2033 M St. 5th fl.	254-3300
Hastings, James	1206 N.H.	634-4392
Hausman, Ruth M.	2033 M St. 6th fl.	634-4826
Hayden, Dolly	2033 M St. 3rd fl.	634-4862
Hazelock, Albert	1206 N.H.	634-4652
Healey, Daniel	2033 M St. 3rd fl.	634-4853
Helewitz, Jeffrey A.	1206 N.H.	634-4626
Heller, Barry M.	2033 M St. 7th fl.	254-8904
Heller, F. Arnold	2033 M St. 6th fl.	634-4844
Hesch, Jerome M.	2033 M St. 7th fl.	254-6147
Hesse, Alice P.	1206 N.H.	634-4640
Hickman, David	1206 N.H.	634-4630
Higgins, Claudia	1206 N.H.	634-4820
Hilbert, Charles J.	2033 M St. 7th fl.	254-8941
Himmelfarb, Carol L.	1206 N.H.	634-4638
Hipnell, Ian F.	2033 M St. 6th fl.	634-4846
Hirsch, David	2033 M St. 6th fl.	634-4843

Hoile, Ronald W.	2033 M St. 5th fl.	254-6425
Holloschutz, Joseph	2033 M St. 8th fl.	254-7325
Holmes, Gregory	1206 N.H.	634-4359
Holt, Lake B.	1206 N.H.	634-4371
Hoover, Jackqueline L.	2033 M St. 5th fl.	254-6900
Horn, Robert	2033 M St. 9th fl.	634-4816
Horton, Dinah	2033 M St. 7th fl.	254-8902
Horton, Patricia	2033 M St. 5th fl.	254-7981
Howard, Angela	2033 M St. 8th fl.	254-8957
Howard, Gwendolyn A.	1206 N.H.	634-4360
Howard, Robert	1206 N.H.	634-4290
Howell, Dolores J.	2033 M St. 5th fl.	254-9760
Hull, Kim	1206 N.H.	634-4398
Hunt, Rick	2033 M St. 5th fl.	254-9787
Iacone, Frank	2033 M St. 5th fl.	254-6425
Jackson, Alice A.	2033 M St. 5th fl.	254-6900
Jackson, Rose	2033 M St. 8th fl.	254-6802
Jacobson, Phillip	1206 N.H.	634-4666
Jaffe, Burton H.	2033 M St. 3rd fl.	634-4864
James, Frederick	2033 M St. 5th fl.	254-7951
Jaroslovsky, Alan	2033 M St. 7th fl.	254-4860
Johnson, Bruce	1206 N.H.	634-4371
Johnson, Carla	2033 M St. 8th fl.	254-6902
Johnson, Marian	2033 M St. 3rd fl.	634-4860
Johnson, Paul	2033 M St. 3rd fl.	634-4818
Johnstone, Charles C.	2033 M St. 3rd fl.	634-4860
Jones, Franklin	2033 M St. 5th fl.	254-6425
Jones, LaVerne	1206 N.H.	634-4384

Jones, Marlene D.	2033 M St. 5th fl.	254-9760
Jones, Nelson	2033 M St. 6th fl.	634-4843
Jones, William L.	1206 N.H.	634-4387
Jordan, Jerry	1206 N.H.	634-4655
Jordan, Marie E.	1206 N.H.	634-4398 4398
Joyce, Michael T.	2033 M St. 6th fl.	634-4830
Kaminski, Gerald F.	1206 N.H.	634-4361
Kenney, Judson	2033 M St. 6th fl.	634-4846
Kenworthy, Thomas	2033 M St. 6th fl.	634-4843
Ketema, Vera	2033 M St. 5th fl.	254-7980
Kiah, Benita		
Kimball, Leonora E.	2033 M St. 9th fl.	634-4817
King, Kathleen	2033 M St. 8th fl.	254-7326
Kinland, Sherry	1206 N.H.	634-4386
Kinney, Doug	1206 N.H.	634-4375
Kirchoff, Frank	2033 M St. 6th fl.	634-4843
Kirtz, Chris	2033 M St. 6th fl.	634-4833
Kitchings, Chester, W.	2033 M St. 3rd fl.	634-4853
Klein, Jennifer	1206 N.H.	634-4649
Klein, William R..	1206 N.H.	634-4390
Klejna, Dennis	2033 M St. 3rd fl.	634-4853
Knisely, Robert	2033 M St. 9th fl.	634-4814
Knudson, Harvey B.	2033 M St. 6th fl.	634-4830
Kocak, Richard A.	1206 N.H.	634-4626
Kodak, Bob	1206 N.H.	634-4620
Krause, Paul D.	1206 N.H.	634-4614
Kreykenbohm, William P.	1206 N.H.	634-4607

Kruter, Stuart C.	1206 N.H.	634-4642
LaFluer, James B.	1206 N.H.	634-4365
Lair, Lawson	2033 M St. 8th fl.	254-8435
Lane, Frank	1206 N.H.	634-4645
Lang, Joan	1206 N.H.	634-4606
Langley, Robert E.	1206 N.H.	634-4641
Lawhead, Bruce	2033 M St. 7th fl.	254-6387
Lawrence, Thomas	1206 N.H.	634-4616
Lawton, Sherrell G.	2033 M St. 6th fl.	634-4827
Lee, David A.	2033 M St. 3rd fl.	634-4862
Leeth, Jack	2033 M St. 5th fl.	254-3301
LeFevere, John F.	1206 N.H.	634-4640
Leggett, Isiah	1206 N.H.	634-4611
LeGrande, Ralph	1206 N.H.	634-4800
Lehman, Kenneth A.	2033 M St. 7th fl.	254-8941
Leibowitz, Sheldon	2033 M St. 8th fl.	254-7325
Levin, Jacob	2033 M St. 3rd fl.	634-4870
Levy, Ronald S.	2033 M St. 3rd fl.	634-4862
Lewis, Walter	1206 New Hampshire	634-4368
Liekweg, Mary	2033 M St. 7th fl.	254-6387
Lindquist, James G.	2033 M St. 3rd fl.	634-4853
Lipkin, Gary	2033 M St. 8th fl.	254-8522
Lipscombe, Gloria J.	2033 M St. 5th fl.	254-6425
Little, Richard L.	1206 N.H.	634-4386
Logan, Gazette	2033 M St. 8th fl.	254-6802
Lohff, John R.	2033 M St. 8th fl.	254-6460
Lohman, Stephen	2033 M St. 3rd fl.	634-4857
Long, Harold G.	1206 N.H.	634-4364

Lowery, Lamanna	2033 M St. 5th fl.	254-7980
Lynch, Tina	2033 M St. 9th fl.	634-4823
Lynyak, Joseph T.	2033 M St. 6th fl.	634-4843
Lyons, Ronald	2033 M St. 6th fl.	634-4826
MacKenzie, Kenneth B.	1206 N.H.	634-4376
McCall, Sheila	1206 N.H.	634-4652
McCann, Dorothy P.	1206 N.H.	634-4655
McCarger, Evelyn	2033 M St. 9th fl.	634-4810
McCarthy, Daniel	2033 M St. 8th fl.	254-7307
McClain, Yolanda	2033 M St. 8th fl.	254-8521
McDavitt, Dale	2033 M St. 3rd fl.	634-4857
McDonald, J. Milton	2033 M St. 6th fl.	634-4847
McDonald, Linda L.	2033 M St. 5th fl.	254-6425
McGowan, Marjorie F.	2033 M St. 3rd fl.	634-4853
McHugh, Richard	2033 M St. 7th fl.	254-8941
McLendan, Keith	2033 M St. 3rd fl.	634-4855
McMahon, Bernard J.	1206 N.H.	634-4658
McMahon, John	2033 M St. 3rd fl.	634-4857
McNally, John	2033 M St. 3rd fl.	634-4856
McNulty, Michael	2033 M St. 3rd fl.	634-4857
Macaluso, Christine	1206 N.H.	634-4618
Mangum, Sandra	1206 N.H.	634-4651
Manley, Douglas	1206 N.H.	634-4642
Marcus, Jason	2033 M St. 3rd fl.	634-4818
Margaccio, Vincent P.	2033 M St. 7th fl.	254-8904
Markel, Joseph J.	2033 M St. 5th fl.	254-3300
Markham, Linda	1206 N.H.	634-4356
Marino, Elizabeth	2033 M St. 7th fl.	254-8902
Marmonstein, Vicki	2033 M St. 8th fl.	254-8522

Marshall, Jill M.	2033 M St.	fl.	
Martin, Robert	1206 N.H.		634-4651
Martin, Sarah E.	1206 N.H.		634-4652
Mason, Alice	2033 M St.	8th fl.	254-6802
Matthews, Wellington	2033 M St.	8th fl.	254-8614
Meaier, William	1206 N.H.		634-4659
Meinking, Marilyn	360 OEOB		456-2135
Miles, Barbara	2033 M St.	7th fl.	254-6146
Miles, James	2033 M St.	6th fl.	634-4826
Miller, Mark	2033 M St.	5th fl.	254-7951
Miller, Sandra N.	1206 N.H.		634-4630
Minder, William A.	1206 N.H.		634-4659
Mirin, Robert S.£	1206 N.H.		634-4635
Mitchell, Ray	2033 M St.	3rd fl.	634-4858
Mitz, Virginia R.	2033 M St.	7th fl.	254-5157
Mohrwinkel, Carl	1206 N.H.		634-4364
Montgomery, James	2033 M St.	8th fl.	254-8521
Moore, Don W.	1206 N.H.		634-4637
Moore, Michele	2033 M St.	8th fl.	254-8614
Morcaccio, Vincent P.	2033 M St.	3rd fl.	634-4870
Moses, Myrna	1206 N.H.		634-4356
Mosny, Paul	2033 M St.	5th fl.	254-7980
Mott, Charles	2033 M St.	5th fl.	254-9787
Moyer, Dennis	1206 N.H.		634-4384
Mullins, Thomas E.	2033 M St.	7th fl.	254-8941
Munzing, Richard	1206 N.H.		634-4620
Murphy, William G.	1206 N.H.		634-4354
Myers, Florence B.	1206 N.H.		634-4621

Nealy, Morgan	1206 N.H.	634-4369
Nelson, James A.	2106 N.H.	634-4643
Neudorfer, Wolfgang	2033 M St. 3rd fl.	634-4850
Neustadt, Carol	1206 N.H.	634-4631
Nickolas, Nia	2033 M St. 2nd fl.	254-5066
Nolan, Ricahrd J.	2033 M St. 8th fl.	254-8613
Norris, Sylvia G.	1206 N.H.	634-4630
Novack, Alan	1206 N.H.	634-4624
Nunn, Rob S.	2033 M St. 3rd fl.	634-4857
O'Brien, Stephen	2033 M St. 3rd fl.	634-4857
O'Connor, Steven	1206 N.H.	634-4648
O'Donnell, John M.	1206 N.H.	634-4609
Oertel, Joseph	1206 N.H.	634-4643
O'Hare, Richard	1206 N.H.	634-4395
O'Hare, Thomas A.	2033 M St. 8th fl.	254-7325
O'Keefe, Veronica	2033 M St. 3rd fl.	634-4862
Olson, Sy	1206 N.H.	634-4358
O'Neill, Nancy	1206 N.H.	634-4632
Owen, Marc C.	2033 M St. 3rd fl.	634-4860
Pacini, Jay	2033 M St. 5th fl.	254-9760
Parker, Richard	1206 N.H.	634-4630
Parker, Lloyd	1206 N.H.	634-4634
Parker, Marilyn	2033 M St. 5th fl.	254-7980
Parrott, William Tom	1206 N.H.	634-4383
Partridge, Scott F.	1206 N.H.	634-4385
Paterson, Florence	2033 M St. 7th fl.	254-8902
Pedersen, Phil	1206 N.H.	634-4377

Peebles, Grace P.	2033 M St. 6th fl.	634-4827
Pembroke, Donald	1206 N.H.	634-4397
Pensing, John	2033 M St. 6th fl.	634-4836
Perry, Enoch	2033 M St. 7th fl.	254-6147
Peterson, Allen	2033 M St. 5th fl.	254-6425
Petrantis, Helene P.	2033 M St. 3rd fl.	634-4860
Phifer, Sharon	2033 M St. 7th fl.	254-6146
Phillips, James	2033 M St. 6th fl.	634-4826
Piczak, Walter	1206 N.H.	634-4379
Pitts, Annette	2033 M St. 5th fl.	254-9761
Plitt, Dorothy	1206 N.H.	634-4644
Plummer, Bertram	1206 N.H.	634-4620
Plummer, Telita F.	2033 M St. 6th fl.	634-4827
Poindexter, Amber	2033 M St. 7th fl.	254-8902
Pollack, Dave	2033 M St. 3rd fl.	634-4853
Pontzer, John	1206 N.H.	634-4356
Poole, James H.	2033 M St. 5th fl.	254-8902
Powell, Robert	1206 N.H.	634-4669
Price, Minnie P.	2033 M St. 5th fl.	254-7980
Price, Sharon	2033 M St. 5th fl.	254-6900
Prousalis, Tom	2033 M St. 7th fl.	254-8941
Purnell, Gloria		
Quander, Rohulamin	1206 N.H.	634-4652
Quartel, Rob	2033 M St. 9th fl.	634-4823
Quinn, William L.	1206 N.H.	634-4639
Ramey, Eileen	1206 N.H.	634-4804
Ransom, Maria	1206 N.H.	634-4380

Rash, Ledger	2033 M St. 5th fl.	254-6425
Remington, Michael	2033 M St. 9th fl.	634-4823
Rich, Bradford	2033 M St. 3rd fl.	634-4856
Rickett, Christopher	2033 M St. 8th fl.	254-8614
Ridenbaugh, Donald	2033 M St. 6th fl.	634-4836
Rinehart, Jacqueline	1206 N.H.	634-4621
Riordan, Wayne D.	1206 N.H.	634-4392
Roberts, Eldon	1206 N.H.	634-4351
Roberts, Gary O.	1206 N.H.	634-4608
Robinson, Eldora	2033 M St. 8th fl.	254-6802
Robinson, Leroy	2033 M St. 3rd fl.	634-4860
Robison, Reid	2033 M St. 5th fl.	254-9761
Roby, Steve	1206 N.H.	634-4388
Rock, Francesca	2033 M St. 8th fl.	254-8521
Rollins, Richard C.	1206 N.H.	634-4613
Rose, Karen	1206 N.H.	634-4620
Rosen, Mark	2033 M St. 3rd fl.	634-4859
Rosenak, Charles B.	1206 N.H.	634-4639
Rosenberg, Hilda	2033 M St. 6th fl.	634-4826
Ross, Herbert F.	2033 M St. 3rd fl.	634-4850
Runckel, Christopher W.	2033 M St. 6th fl.	634-4844
Rundell, Edgar	2033 M St. 7th fl.	254-6147
Rupli, Danny	2033 M St. 8th fl.	254-8521
Rush, Madelyn V.	2033 M St. 3rd fl.	634-4858
Russell, Kathy	2033 M St. 5th fl.	634-9987
Rustin, Barbara	1206 N.H.	634-4356
Ryan, Peter	1206 N.H.	634-4366
Sabot, David	1206 N.H.	634-4392

Sachs, Morris H.	1206 N.H.	634-4374
Sadler, Thomas W.	2033 M St. 7th fl.	254-6147
Saliterman, Richard A.	2033 M St. 8th fl.	634-6460
Salmon, William	1206 N.H.	634-4376
Schlageter, Tom	1206 N.H.	634-4630
Schruefer,	1206 N.H.	634-4396
Schwab, Norman K.	1206 N.H.	634-4387
Schwartz, Lenore	1206 N.H.	634-4373
Schwartz, Roni	1206 N.H.	634-4356
Secord, Pamela		
Sforzini, Richard H.	1206 N.H.	634-4363
Shain, Carolyn	1206 N.H.	634-4620
Shaw, Sandra M.	2033 M St. 5th fl.	254-9787
Shea, Leonard W.	1206 N.H.	634-4630
Sickels, Laura	1206 N.H.	634-4605
Silen, Arthur	2033 M St. 6th fl.	634-4826
Silverman, Sam	2033 M St. 8th fl.	254-7326
Simon, Vita	1206 N.H.	634-4622
Sindaco, Joseph	2033 M St. 6th fl.	634-4830
Singer, Toby	1206 N.H.	634-4620
Single, Robert	2033 M St. 8th fl.	254-7325
Smith, Brian J.	2033 M St. 7th fl.	254-8904
Smith, Geraldine	1206 N.H.	634-4606
Smith, Robert G.	2033 M St. 3rd fl.	634-4818
Snyder, Connie	1206 N.H.	634-4620
Spalding, Drew	1206 N.H.	634-4392
Spears, Virginia	2033 M St. 6th fl.	634-4837
Speight, Rosa Marie	2033 M St. 7th fl.	254-6460

Spencer, Jeff	2033 M St. 7th fl.	254-8941
Spielbauer, Thomas	1206 N.H.	254-4356
Spies, Nancy	2033 M St. 6th fl.	634-4836
Spillane, James	2033 M St. 8th fl.	254-8613
Stack, Marie L.	1206 N.H.	634-4360
Standard, Robert	2033 M St. 9th fl.	634-4823
Stein, Barbara	1206 N.H.	634-4650
Stewart, Daniel L.	1206 N.H.	634-4605
Stockmoe, Larry R.	2033 M St. 6th fl.	634-4844
Stone, Eric	1206 N.H.	634-4393
Stone, Herbert	2033 M St. 7th fl.	254-8902
Strauss, William	2033 M St. 9th fl.	634-4823
Sturgill, Stephen	2033 M St. 5th fl.	254-7951
Sujat, Frederick J.	1206 N.H.	634-4662
Sullivan, Colleen	2033 M St. 3rd fl.	634-4857
Swanson, Carolyn	2033 M St. 5th fl.	254-6900
Swiatek, Mark	1206 N.H.	634-4666
Symons, Dolores C.	2033 M St. 3rd fl.	634-4860
Talley, Michael	2033 M St. 3rd fl.	634-4857
Tamulski, James J.	1206 N.H.	634-4626
Tate, Gary B.	2033 M St. 5th fl.	254-9761
Taylor, Joey E.	2033 M St. 5th fl.	254-6425
Teare, James	1206 N.H.	634-4378
Tendrich, Robert	1206 N.H.	634-4801
Teres, Don	1206 N.H.	634-4665
Terelle, Mary Ellen	2033 M St. 7th fl.	254-8941
Terrell, Vera	2033 M St. 7th fl.	254-8902
Terrill, Chip	2033 M St. 6th fl.	634-4844

Terzian, Robert P.	2033 M St. 9th fl.	634-4823
Tessler, Mark H.	2033 M St. 8th fl.	254-7794
Thiel, Albert	2033 M St. 3rd fl.	634-4819
Thompson, John D.	2033 M St. 7th fl.	254-8941
Tkaczuk, Frederick W.	2033 M St. 3rd fl.	634-4870
Roberer, Meinert C.	2033 M St. 3rd fl.	634-4862
Totten, Richard	1206 N.H.	634-4619
Trammell, Janis A.	2033 M St. 3rd fl.	634-4860
Tribbitt, Henry C.	1206 N.H.	634-4639
Tropp, Richard	360 OEOB	456-2135
Ulwick, James	2033 M St. 6th fl.	634-4843
Ursin, Josephine	1206 N.H.	634-4384
Van Gregor, Wendy	2033 M St. 8th fl.	254-6802
Van Horn, Brenda	2033 M St. 8th fl.	254-6802
Van Zwaluwenburg, Dale	1206 N.H.	634-4365
Vaughn, Virginia	2033 M St. 3rd fl.	634-4853
Vigil, Gilbert	2033 M St. 6th fl.	634-4826
Vogel, Ruth A.	2033 M St. 8th fl.	254-8436
Waggener, Andrew	2033 M St. 7th fl.	254-8941
Wakeford, June	2033 M St. 3rd fl.	634-4870
Walsh, Rosemary	1206 N.H.	634-4384
Weidenfeld, Gil	2033 M St. 7th fl.	254-8902
Weininger, William	1206 N.H.	634-4392
Weinstein, Linda		
Weintraub, Bertram	1206 N.H.	634-4614
Weixel, Joseph C.	1206 N.H.	634-4399
Wernick, Kenneth	2033 M St. 6th fl.	634-4826
Wertz, Clara	1206 N.H.	634-4621

West, Steve	2033 M St. 8th fl.	254-7307
Wetherbee, Stephen C.	2033 M St. 5th fl.	254-6425
Wethington, Donna	2033 M St. 5th fl.	254-7951
White, James K.	1206 N.H.	634-4616
Wickham, Dorothy T.	2033 M St. 8th fl.	254-6802
Wilhelm, Julian	1206 N.H.	634-4647
Wilson, Cheryl	2033 M St. 5th fl.	254-6425
Wince, Marian	2033 M St. 6th fl.	634-4846
Winkfield, John	1206 N.H.	634-4388
Wolter, Arthur	1206 N.H.	634-4355
Woolford, Llewellyn W.	2033 M St. 3rd fl.	634-4853
Yohan, Frank	2033 M St. 3rd fl.	634-4862
Young, Warren	1206 N.H.	634-4619
Zani, Jane M.	2033 M St. 9th fl.	634-4810
Zaricki, John	1206 N.H.	634-4616

PRESIDENTIAL CLEMENCY BOARD


THE WHITE HOUSE

WASHINGTON, D.C. 20500

June 19, 1975



MEMORANDUM FOR: CHARLES E. GOODELL

FROM: LAWRENCE M. BASKIR 

SUBJECT: CONVERSATION WITH VELMA BALDWIN ON
GRETCHEN'S POSITION

This morning, I called Velma Baldwin to find out what she had done with respect to Gretchen. In short, she gave me a bigger bunch of bull and a better run around than I have received in a long time, even including Dick Feezle.

- (1) She has not looked for any GS-16 positions.
- (2) She has not punched the supergrade computer to find out if grades are available.
- (3) She now says that a 15/3 will not prejudice Gretchen.
- (4) She is not aware that Gretchen was paid as a 15/7.
- (5) She cannot explain why Gretchen may be eligible for a 16, but can't get anything between a 15/3 and a 16.
- (6) She still ~~concedes~~ ^{thinks} Gretchen may be eligible for a 16 but that is up to Civil Service, she says.

The simple fact is that we have been getting a run around from OMB from the very start. They have not done anything. They have not clarified anything. They do not want to do anything. I am sure if you called Paul O'Neill, he will tell you that Gretchen is not qualified for a 16 and that no 16's are available just as he did a few weeks ago, and that's not worth any more coming from Baldwin than it was coming from Feezle.

I am not satisfied that Paul O'Neill has done anything that he can do, much less ~~not~~ everything. However, I think that the only way to resolve this is for us to find a position for Gretchen on our own. We have exhausted our resources at the staff level; perhaps Rick can produce something at HEW. However, I think the only real alternative we have is for you to call your friends in the Cabinet and ask if you can borrow a GS-16 for a few months. We owe that to Gretchen.

cc: Gretchen Handwerger
Velma Baldwin
Paul O'Neill

GOODSELL

PRESIDENTIAL CLEMENCY BOARD
THE WHITE HOUSE
WASHINGTON, D.C. 20500
June 23, 1975



MEMORANDUM TO: Distribution List B
FROM : Charley Mott, Personnel Office *C/M*
SUBJECT : Personnel Assignment Audit and Control

In order to identify and control where PCB people are, what they are doing, who they supervise and who supervises them; the Personnel Office needs a personnel listing of each unit as of the close of business June 25. Please use the attached format in listing the personnel in your unit and return to Rick Hunt, Room 501D by June 27.

Starting June 25 team leaders and supervisors will use the SF 52 "Request for Personnel Action" to document the request for all personnel changes including requests for more people, reassignments from one unit to another and termination of details.

Before these requests are acted on; the authorized clearances must be made in the following order:

1. Supervisor
2. Associate General Counsel
3. Personnel Office

Attached are some typical examples of the form and your initial supply. More SF 52 forms are available in the 2nd floor supply room M street building.

NAME

PHONE NO.

Second level supervisor

First Level supervisor

Professionals
(specify job category
at PCB)

NAME

PHONE NO.

Second level supervisor

Executive Secretary

Secretaries

Clerk Typists

Clerks (some typing)

PREPARE SF 52 REQUEST FOR PERSONNEL ACTION

Prepare an original and one copy. Keep the copy for your records and send the original to the Personnel Office.

You are to fill out this SF 52 according to the following instructions. The SF 52 item listed is the same as on the form. Anything not listed here you will not have to complete.

SF 52 item

Instructions

Part I

- | | |
|--|---|
| 1. Name | Show the name of the employee if the action is being requested in the name of an employee otherwise leave blank. |
| A. Kind of Action Requested
(1) Personnel | Fill in the kind of personnel action needed detail NTE (specify dates), termination of detail, reassignment and resignation. |
| C. Date of request | Show today's date. |
| D. Proposed Effective Date | Show the date this action should occur. |
| 5-14 | The personnel office will fill this section in. |
| 15-24 | Fill this out if known otherwise the personnel office will fill this out. |
| F. Remarks by Requesting Office | Enter additional information needed to explain the action and the completed items; for example see attached memo; special factors of employment limits on length of employment special qualification. |
| G. Requested By | Supervisors or Team Leaders should sign here |
| H. For additional information call | Place your telephone number here |
| I. Request Approved by: | One of the Associate General Counsels should sign here |

Part II

Resignation

The employee will sign this form when he or she resigns. However, if the employee leaves to accept employment in another agency, resignation is not required.

REQUEST FOR PERSONNEL ACTION

EXAMPLE

PART I. REQUESTING OFFICE: Unless otherwise instructed, fill in all items in this part except those inside the heavy lines. If applicable, obtain resignation and separation data on reverse side.

1. NAME (CAPS) LAST—FIRST—MIDDLE MR.—MISS—MRS.		2. (For agency use)	3. BIRTH DATE (Mo., Day, Year)	4. SOCIAL SECURITY NO.
A. KIND OF ACTION REQUESTED: (1) PERSONNEL (Specify appointment, reassignment, resignation, etc.) APPOINTMENT			B. REQUEST NUMBER	C. DATE OF REQUEST 6/20
(2) POSITION (Specify establish, review, abolish, etc.) CLERK TYPIST			D. PROPOSED EFFECTIVE DATE 6/20	E. POSITION SENSITIVITY
5. VETERAN PREFERENCE 1—NO 3—10 PT. DISAB. 5—10 PT. OTHER 2—5 PT. 4—10 PT. COMP.		6. TENURE GROUP	7. SERVICE COMP. DATE	8. HANDICAP CODE
9. FEGLI 1—COVERED (REGULAR ONLY—DECLINED OPTIONAL) 2—INELIGIBLE 3—WAIVED 4—COVERED (REG. & OPT.)		10. RETIREMENT 1—CS 3—FS 5—OTHER 2—FICA 4—NONE		11. (For CSC use)
12. NATURE OF ACTION CODE		13. EFFECTIVE DATE (Mo., Day, Year)	14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	

15. FROM: POSITION TITLE AND NUMBER	16. PAY PLAN AND OCCUPATION CODE	17. (a) GRADE OR LEVEL (b) STEP OR RATE	18. SALARY
19. NAME AND LOCATION OF EMPLOYING OFFICE			

20. TO: POSITION TITLE AND NUMBER CLERK TYPIST KODAK TEAM	21. PAY PLAN AND OCCUPATION CODE	22. (a) GRADE OR LEVEL (b) STEP OR RATE	23. SALARY
24. NAME AND LOCATION OF EMPLOYING OFFICE			

25. DUTY STATION (City—county—State)			25. LOCATION CODE
27. APPROPRIATION	28. POSITION OCCUPIED 1—COMPETITIVE SERVICE 2—EXCEPTED SERVICE	29. APPORTIONED POSITION FROM: 1—PROVED-1 2—WAIVED-2 TO:	STATE

F. REMARKS BY REQUESTING OFFICE (Continue in item F on reverse side, if necessary)

To replace John Doe

G. REQUESTED BY (Signature and title) (Leave blank on resignations) KODAK	I. REQUEST APPROVED BY: SIGNATURE MITCHELL TITLE:
H. FOR ADDITIONAL INFORMATION—CALL (Name and telephone number)	

PART II. TO BE COMPLETED BY PERSONNEL OFFICE (Items inside heavy lines in Part I above also to be completed)

J. POSITION CLASSIFICATION ACTION IDENTICAL ADDITIONAL NEW VICE REGRADED			
K. CLEARANCES	Initials or Signature	Date	(7) REMARKS: (Note: Use item 30 on reverse for Standard Form 50 remarks) QUALIFICATION STANDARD:
(1)			
(2) CEIL. OR POS. CONTROL			
(3) CLASSIFICATION			
(4) PLACEMENT OR EMPL.	R. Hunt	6/21	
(5)			
(6) APPROVED BY:			

REQUEST FOR PERSONNEL ACTION

EXAMPLE

PART I. REQUESTING OFFICE: Unless otherwise instructed, fill in all items in this part except those inside the heavy lines. If applicable, obtain resignation and separation data on reverse side.

1. NAME (CAPS) LAST—FIRST—MIDDLE FOWLER, GEORGE		MR.—MISS—MRS. 	2. (For agency use)	3. BIRTH DATE (Mo., Day, Year)	4. SOCIAL SECURITY NO.
A. KIND OF ACTION REQUESTED (1) PERSONNEL (Specify appointment, reassignment, resignation, etc.) RESIGNATION			B. REQUEST NUMBER		C. DATE OF REQUEST 6/13
(2) POSITION (Specify establish, resign, abolish, etc.) DOD LAW INTERN			D. PROPOSED EFFECTIVE DATE 6/13		E. POSITION SENSITIVITY
5. VETERAN PREFERENCE <input type="checkbox"/> 1—NO <input type="checkbox"/> 3—10 PT. DISAB. <input type="checkbox"/> 5—10 PT. OTHER <input type="checkbox"/> 2—5 PT. <input type="checkbox"/> 4—10 PT. COMP.		6. TENURE GROUP		7. SERVICE COMP. DATE	8. HANDICAP CODE
9. FEGLI <input type="checkbox"/> 1—COVERED (REGULAR ONLY—DECLINED OPTIONAL) <input type="checkbox"/> 2—INELIGIBLE <input type="checkbox"/> 3—WAIVED <input type="checkbox"/> 4—COVERED (REG. & OPT.)		10. RETIREMENT <input type="checkbox"/> 1—CS <input type="checkbox"/> 3—FS <input type="checkbox"/> 5—OTHER <input type="checkbox"/> 2—FICA <input type="checkbox"/> 4—NONE		11. (For CSC use)	
12. NATURE OF ACTION CODE		13. EFFECTIVE DATE (Mo., Day, Year)		14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	

15. FROM: POSITION TITLE AND NUMBER ACTION ATTORNEY SIMON/KODAK TEAM	16. PAY PLAN AND OCCUPATION CODE	17. (a) GRADE OR LEVEL (b) STEP OR RATE	18. SALARY
19. NAME AND LOCATION OF EMPLOYING OFFICE			

20. TO: POSITION TITLE AND NUMBER	21. PAY PLAN AND OCCUPATION CODE	22. (a) GRADE OR LEVEL (b) STEP OR RATE	23. SALARY
24. NAME AND LOCATION OF EMPLOYING OFFICE			

25. DUTY STATION (City—county—State)			26. LOCATION CODE	
27. APPROPRIATION	28. POSITION OCCUPIED <input type="checkbox"/> 1—COMPETITIVE SERVICE <input type="checkbox"/> 2—EXCEPTED SERVICE	29. APPORTIONED POSITION FROM: <input type="checkbox"/> 1—PROVED-1 <input type="checkbox"/> 2—WAIVED-2	TO: <input type="checkbox"/>	STATE

F. REMARKS BY REQUESTING OFFICE (Continue in item F on reverse side, if necessary)

G. REQUESTED BY (Signature and title) (Leave blank on resignations) KODAK	I. REQUEST APPROVED BY: SIGNATURE MITCHELL TITLE:
H. FOR ADDITIONAL INFORMATION—CALL (Name and telephone number)	

PART II. TO BE COMPLETED BY PERSONNEL OFFICE (Items inside heavy lines in Part I above also to be completed)

J. POSITION CLASSIFICATION ACTION <input type="checkbox"/> IDENTICAL <input type="checkbox"/> ADDITIONAL		<input type="checkbox"/> NEW <input type="checkbox"/> VICE <input type="checkbox"/> REGRADED	
K. CLEARANCES	Initials or Signature	Date	(7) REMARKS: (Note: Use item 30 on reverse for Standard Form 50 remarks) QUALIFICATION STANDARD:
(1)			
(2) CEIL. OR POS. CONTROL			
(3) CLASSIFICATION			
(4) PLACEMENT OR EMPL.	R. Hunt	6/13	
(5)			
(6) APPROVED BY:			

REQUEST FOR PERSONNEL ACTION

EXAMPLES

PART I. REQUESTING OFFICE: Unless otherwise instructed, fill in all items in this part *except those inside the heavy lines.* If applicable, obtain resignation and separation data on reverse side.

1. NAME (CAPS) LAST-FIRST-MIDDLE DOE, JOHN		MR.-MISS-MRS.	2. (For agency use)	3. BIRTH DATE (Mo., Day, Year)	4. SOCIAL SECURITY NO.
A. KIND OF ACTION REQUESTED. (1) PERSONNEL (Specify appointment, reassignment, resignation, etc.) TERMINATE DETAIL			B. REQUEST NUMBER		C. DATE OF REQUEST 7/1
(2) POSITION (Specify establish, review, abolish, etc.) ACTION ATTORNEY			D. PROPOSED EFFECTIVE DATE 7/7		E. POSITION SENSITIVITY
5. VETERAN PREFERENCE <input type="checkbox"/> 1-NO 3-10 PT. DISAB. 5-10 PT. OTHER 2-5 PT. 4-10 PT. COMP.		6. TENURE GROUP		7. SERVICE COMP. DATE	8. HANDICAP CODE
9. FEGLI <input type="checkbox"/> 1-COVERED (REGULAR ONLY-DECLINED OPTIONAL) 2-INELIGIBLE 3-WAIVED 4-COVERED (REG. & OPT.)		10. RETIREMENT <input type="checkbox"/> 1-CS 3-FS 5-OTHER 2-FICA 4-NONE		11. (For CSC use)	
12. NATURE OF ACTION CODE		13. EFFECTIVE DATE (Mo., Day, Year)		14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	

15. FROM: POSITION TITLE AND NUMBER ACTION ATTORNEY NEUSTADT/HICKMAN TEAM		16. PAY PLAN AND OCCUPATION CODE	17. (a) GRADE (b) STEP OR OR LEVEL RATE	18. SALARY
19. NAME AND LOCATION OF EMPLOYING OFFICE				

20. TO: POSITION TITLE AND NUMBER		21. PAY PLAN AND OCCUPATION CODE	22. (a) GRADE (b) STEP OR OR LEVEL RATE	23. SALARY
24. NAME AND LOCATION OF EMPLOYING OFFICE				

25. DUTY STATION (City-county-State)			26. LOCATION CODE
27. APPROPRIATION	28. POSITION OCCUPIED 1-COMPETITIVE SERVICE <input type="checkbox"/> 2-EXCEPTED SERVICE	29. APPORTIONED POSITION FROM: 1-PROVED-1 2-WAIVED-2	TO: STATE

F. REMARKS BY REQUESTING OFFICE (Continue in item F on reverse side, if necessary)

Employee has another career opportunity

G. REQUESTED BY (Signature and title) (Leave blank on resignations) HICKMAN	I. REQUEST APPROVED BY: SIGNATURE MITCHELL TITLE:
H. FOR ADDITIONAL INFORMATION—CALL (Name and telephone number)	

PART II. TO BE COMPLETED BY PERSONNEL OFFICE (Items inside heavy lines in Part I above also to be completed)

J. POSITION CLASSIFICATION ACTION <input type="checkbox"/> IDENTICAL <input type="checkbox"/> ADDITIONAL		<input type="checkbox"/> NEW <input type="checkbox"/> VICE <input type="checkbox"/> REGRADED
K. CLEARANCES	Initials or Signature	Date
(1)		
(2) CEIL. OR POS. CONTROL		
(3) CLASSIFICATION		
(4) PLACEMENT OR EMPL.	R. Hunt	7/8
(5)		
(6) APPROVED BY:		(7) REMARKS: (Note: Use item 30 on reverse for Standard Form 50 remarks) QUALIFICATION STANDARD:

REQUEST FOR PERSONNEL ACTION

EXAMPLE

PART I. REQUESTING OFFICE: Unless otherwise instructed, fill in all items in this part *except those inside the heavy lines*. If applicable, obtain resignation and separation data on reverse side.

1. NAME (CAPS) LAST--FIRST--MIDDLE DOE, JOHN		MR.—MISS—MRS.	2. (For agency use)	3. BIRTH DATE (Mo., Day, Year)	4. SOCIAL SECURITY NO.
A. KIND OF ACTION REQUESTED: (1) PERSONNEL (Specify appointment, reassignment, resignation, etc.) REASSIGNMENT				B. REQUEST NUMBER	C. DATE OF REQUEST 6/27
(2) POSITION (Specify establish., series, job, etc.) ACTION ATTORNEY				D. PROPOSED EFFECTIVE DATE 6/30	E. POSITION SENSITIVITY
5. VETERAN PREFERENCE <input type="checkbox"/> 1—NO <input type="checkbox"/> 2—5 PT. <input type="checkbox"/> 3—10 PT. DISAB. <input type="checkbox"/> 4—10 PT. COMP. <input type="checkbox"/> 5—10 PT. OTHER		6. TENURE GROUP		7. SERVICE COMP. DATE	8. HANDICAP CODE
9. FEGLI <input type="checkbox"/> 1—COVERED (REGULAR ONLY—DECLINED OPTIONAL) <input type="checkbox"/> 2—INELIGIBLE 3—WAIVED 4—COVERED (REG. & OPT.)		10. RETIREMENT <input type="checkbox"/> 1—CS <input type="checkbox"/> 2—FICA <input type="checkbox"/> 3—FS <input type="checkbox"/> 4—NONE <input type="checkbox"/> 5—OTHER		11. (For CSC use)	
12. NATURE OF ACTION CODE		13. EFFECTIVE DATE (Mo., Day, Year)		14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	

15. FROM: POSITION TITLE AND NUMBER ACTION ATTORNEY SIMON/KODAK TEAM		16. PAY PLAN AND OCCUPATION CODE	17. (a) GRADE OR LEVEL (b) STEP OR RATE	18. SALARY
19. NAME AND LOCATION OF EMPLOYING OFFICE				

20. TO: POSITION TITLE AND NUMBER ACTION ATTORNEY NEUSTADT/HICKMAN TEAM		21. PAY PLAN AND OCCUPATION CODE	22. (a) GRADE OR LEVEL (b) STEP OR RATE	23. SALARY
24. NAME AND LOCATION OF EMPLOYING OFFICE				

25. DUTY STATION (City—county—State)			26. LOCATION CODE	
27. APPROPRIATION		28. POSITION OCCUPIED 1—COMPETITIVE SERVICE <input type="checkbox"/> 2—EXCEPTED SERVICE	29. APPORTIONED POSITION FROM: <input type="checkbox"/> 1—PROVED-1 2—WAIVED-2 TO: <input type="checkbox"/> STATE	

F. REMARKS BY REQUESTING OFFICE (Continue in item F on reverse side, if necessary)

per discussion with John Foote

G. REQUESTED BY (Signature and title) (Leave blank on resignations) HICKMAN		I. REQUEST APPROVED BY: SIGNATURE MITCHELL	
H. FOR ADDITIONAL INFORMATION—CALL (Name and telephone number)		TITLE:	

PART II. TO BE COMPLETED BY PERSONNEL OFFICE (Items inside heavy lines in Part I above also to be completed)

J. POSITION CLASSIFICATION ACTION <input type="checkbox"/> IDENTICAL <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> NEW <input type="checkbox"/> VICE <input type="checkbox"/> REGRADED		(7) REMARKS: (Note: Use item 30 on reverse for Standard Form 50 remarks)	
K. CLEARANCES	Initials or Signature	Date	QUALIFICATION STANDARD:
(1)			
(2) CFIL OR POS. CONTROL			
(3) CLASSIFICATION			
(4) PLACEMENT OR EMPL.	R. Hunt	6/30	
(5)			
(6) APPROVED BY:			

REQUEST FOR PERSONNEL ACTION

PART I. REQUESTING OFFICE: Unless otherwise instructed, fill in all items in this part *except those inside the heavy lines*.
If applicable, obtain resignation and separation data on reverse side.

1. NAME (CAPS) LAST—FIRST—MIDDLE		MR.—MISS—MRS.	2. (For agency use)	3. BIRTH DATE (Mo., Day, Year)	4. SOCIAL SECURITY NO.
A. KIND OF ACTION REQUESTED: (1) PERSONNEL (Specify appointment, reassignment, resignation, etc.)				B. REQUEST NUMBER	C. DATE OF REQUEST
(2) POSITION (Specify establish, review, abolish, etc.)				D. PROPOSED EFFECTIVE DATE	E. POSITION SENSITIVITY
5. VETERAN PREFERENCE <input type="checkbox"/> 1—NO <input type="checkbox"/> 3—10 PT. DISAB. <input type="checkbox"/> 5—10 PT. OTHER <input type="checkbox"/> 2—5 PT. <input type="checkbox"/> 4—10 PT. COMP.			6. TENURE GROUP	7. SERVICE COMP. DATE	8. HANDICAP CODE
9. FEGLI <input type="checkbox"/> 1—COVERED (REGULAR ONLY—DECLINED OPTIONAL) <input type="checkbox"/> 2—INELIGIBLE <input type="checkbox"/> 3—WAIVED <input type="checkbox"/> 4—COVERED (REG. & OPT.)			10. RETIREMENT <input type="checkbox"/> 1—CS <input type="checkbox"/> 3—FS <input type="checkbox"/> 5—OTHER <input type="checkbox"/> 2—FICA <input type="checkbox"/> 4—NONE		11. (For CSC use)
12. NATURE OF ACTION CODE			13. EFFECTIVE DATE (Mo., Day, Year)		14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY

15. FROM: POSITION TITLE AND NUMBER	16. PAY PLAN AND OCCUPATION CODE	17. (a) GRADE OR LEVEL (b) STEP OR RATE	18. SALARY
19. NAME AND LOCATION OF EMPLOYING OFFICE			

20. TO: POSITION TITLE AND NUMBER	21. PAY PLAN AND OCCUPATION CODE	22. (a) GRADE OR LEVEL (b) STEP OR RATE	23. SALARY
24. NAME AND LOCATION OF EMPLOYING OFFICE			

25. DUTY STATION (City—county—State)			26. LOCATION CODE
27. APPROPRIATION	28. POSITION OCCUPIED 1—COMPETITIVE SERVICE <input type="checkbox"/> 2—EXCEPTED SERVICE	29. APPORTIONED POSITION FROM: <input type="checkbox"/> 1—PROVED-1 <input type="checkbox"/> 2—WAIVED-2 TO: <input type="checkbox"/> STATE	

F. REMARKS BY REQUESTING OFFICE (Continue in item F on reverse side, if necessary.)

G. REQUESTED BY (Signature and title) (Leave blank on resignations)	I. REQUEST APPROVED BY: SIGNATURE _____ TITLE: _____
H. FOR ADDITIONAL INFORMATION—CALL (Name and telephone number)	

PART II. TO BE COMPLETED BY PERSONNEL OFFICE (Items inside heavy lines in Part I above also to be completed)

J. POSITION CLASSIFICATION ACTION <input type="checkbox"/> IDENTICAL <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> NEW <input type="checkbox"/> VICE <input type="checkbox"/> REGRADED			(7) REMARKS: (Note: Use item 30 on reverse for Standard Form 50 remarks) QUALIFICATION STANDARD: _____
K. CLEARANCES	Initials or Signature	Date	
(1)			
(2) CEIL. OR POS. CONTROL			
(3) CLASSIFICATION			
(4) PLACEMENT OR EMPL.			
(5)			
(6) APPROVED BY:			

PART III. TO BE COMPLETED BY EMPLOYEE

RESIGNATION (IMPORTANT NOTE TO EMPLOYEE: Give specific reasons for your resignation. Avoid generalized reasons, such as "ill health," "personal reason.")

I RESIGN FOR THE FOLLOWING REASONS:

(Date resignation is written)

THE EFFECTIVE DATE OF MY RESIGNATION WILL BE _____

(Signature)

PART IV. SEPARATION DATA

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:

(Number and Street)

(City)

(State)

(ZIP Code)

PART I. (Continued)

F. REMARKS BY REQUESTING OFFICE:

PART II. (Continued)

30. STANDARD FORM 50 REMARKS

- ☐ SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING _____
- ☐ SERVICE COUNTING TOWARD CAREER (OR PERMANENT) TENURE FROM: _____
- ☐ SUCCESSOR POSITION—EMPLOYEE RETAINED IN THE COMPETITIVE SERVICE
- ☐ ENTRANCE PERFORMANCE RATING SATISFACTORY

SEPARATIONS: SHOW REASONS BELOW, AS REQUIRED. CHECK, IF APPLICABLE: ☐ DURING PROBATION

PRESIDENTIAL CLEMENCY BOARD
THE WHITE HOUSE
WASHINGTON, D.C. 20500

June 25, 1975

TO: Senator Charles E. Goodell

FROM: Colonel O. G. Benson *OGB*

SUBJECT: Personal Political Background

I have made application to Bo Callaway to become a member of the Committee to Re-elect the President. He may contact you as a reference.

I have had substantial experience in political campaigns. In 1950, I was a key member of the late W. H. "Bill" Alexander's Campaign for the United States Senate in Oklahoma. I traveled all over the state raising money and arranging meetings for his personal appearances. In the late 1950's, I taught the United States Chamber of Commerce Course in Practical Politics to businessmen in Indiana. I have worked in some capacity in every Atlanta, Fulton County and Gubernatorial campaign in Georgia for the past 15 years, including Mr. Callaway's campaign for Governor of Georgia in 1966.

I have served on several finance committees and have been very successful in raising funds.



Brookell

at

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE

WASHINGTON, D.C. 20500

June 26, 1975

MEMORANDUM TO : PCB STAFF

FROM : Larry Baskir
General Counsel *LB*

SUBJECT : Assistant General Counsels

The following persons are hereby formally designated Assistant General Counsels. Each has taken over a major segment of the staff and performed exceptionally well in his new position. This designation is retroactive to the date they assumed their current positions.

The people are:

Chuck Hilbert

Marc Owen

Jim Poole

Lee Stewart



June 30, 1975

Mr. Kenneth A. Lazarus
Associate Counsel
The White House
Washington, D. C. 20500



Dear Ken:

Here is a copy of Mr. Ulman's letter on Chairman Goodell's conflict-of-interest status. I think, in order to resolve it finally, it would be best if Mr. Buchen would designate Mr. Goodell as a special government employee based on an evaluation of the facts as they existed on September 16.

Sincerely,

S/LMB

Lawrence M. Baskir
General Counsel

Enclosure

LMB:jz

Department of Justice
Washington, D.C. 20530

June 27, 1975

Lawrence M. Baskir, Esq.
General Counsel
Presidential Clemency Board
The White House
Washington, D. C. 20500

Dear Mr. Baskir:

This responds to your letter of June 26, relating to the conflict-of-interest laws as they involve the status of Charles E. Goodell, Chairman of the Presidential Clemency Board, as a Government employee. For reasons to be discussed, we conclude that it was proper to designate Mr. Goodell as a special Government employee as that term is defined by 18 U.S.C. 202.

That section provides that the term "special Government employee" means "an officer or employee of the executive branch . . . who is retained, designated, appointed, or employed to perform, with or without compensation, for not to exceed one hundred and thirty days during any period of three hundred and sixty-five consecutive days, temporary duties either on a full-time or intermittent basis" Congress intended that a special Government employee in general would be subject to less restrictive conflict-of-interest prohibitions than are regular employees. This intention is reflected by the specific differences in treatment for each type of employee under 18 U.S.C. 203, 205 and 209.

Beginning with the effective date of the conflict-of-interest statute in January 1963, the Department of Justice has taken the position that if, at the threshold of employment, an agency estimates in good faith that the employee will serve no more than 130 days during the following 365 days, he should be carried on the rolls of the agency as a special Government employee. Similarly, it has been the

Department's view that if it becomes apparent prior to the end of the period, the estimate turns out to be inaccurate, the employee may nevertheless continue to be considered as a special Government employee for the remainder of the 365-day period. That interpretation is expressly embodied by the Civil Service Commission in its Federal Personnel Manual, p. 735-C-1, of November 9, 1965, as revised July 1969.

From the memorandum of June 20, 1975, from Mr. Goodell to Mr. Buchen, attached to your inquiry, it appears that when he was appointed to the Clemency Board on September 16, 1974, the Board was empowered to consider requests for executive clemency only from individuals who submitted their applications no later than January 31, 1975. It was anticipated that Mr. Goodell would meet with his fellow Board members not more than three times a week, twice each month. It was also expected that the Board would complete its processing of all clemency applications no later than March 15, 1975. After that date, it was anticipated that Mr. Goodell would meet with Board members and members of his staff only on an occasional basis, if at all. Under Executive Order 11803 creating the Board, its final recommendation to the President must be submitted no later than December 31, 1976.

On the basis of the above facts, there is no doubt that if Chairman Goodell had been designated as a special Government employee on September 16, 1974, this would have been a good-faith estimate and entitled Chairman Goodell to that same status even though later events indicated that this was an erroneous estimate. Mr. Goodell, however, was not designated either as a "special Government employee" or as a regular Government employee. We assume this was an inadvertence. In our opinion, the basic 130-day test can be applied in the light of what a good-faith estimate would have been, even though it was not reduced to writing when Mr. Goodell was appointed. We conclude that Mr. Goodell's status as of the date of his appointment was that of a special Government employee.

Sincerely,



Leon Ulman

Acting Assistant Attorney General
Office of Legal Counsel

PRESIDENTIAL CLEMENCY BOARD
THE WHITE HOUSE
WASHINGTON, D.C. 20500

July 9, 1975



MEMORANDUM FOR:

CHARLES E. GOODELL

FROM:

ROBERT A. KNISELY

RAK

We still have too few clerical/administrative staff, and we are beginning to have too many Action Attorneys. I have asked each team leader to identify a number of attorneys who should be released. Malcontents, incompetents, and those who are particularly anxious to return to job or training have been identified and will figure prominently on the Team Leaders' lists.

Ray Mitchell and John Foote will work with the Team Leaders to create a list of about forty-five of the most likely candidates. Charlie Mott is poised, ready to begin horse-trading attorneys for clericals with the various agencies. He and Rick Hunt have been quite successful at such swapping on an ad hoc basis.

I have discussed this with all Team Leaders and Poole, Strauss, Foote and Mitchell, and there is absolute unanimity that we can easily spare 50 attorneys, especially if we weed out the weaker ones, even if no clerical employees are received in exchange.

We would like to tell these people this Friday (11 July '75) that next Friday (18 July '75) will be their last day. While we will discuss this with Larry tomorrow upon his return, I wanted you to be aware of progress to date.

cc: Lawrence M. Baskir

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE
WASHINGTON, D.C. 20500

July 9, 1975



MEMORANDUM TO : DISTRIBUTION LIST B
FROM : John Foote *John Foote*
SUBJECT : Personnel for Administrative Needs

Until such time as administrative necessity commands that we choose another, more permanent and formal method of assignment of needed personnel to administrative functions, the following plan is instituted effective upon the issuance of this memorandum, and will continue in effect as long as it is needed.

Bill Baughman of Chuck Hilbert's team will be the central focal point for marshalling of personnel resources. Each Monday, Gretchen or her representative will inform Bill of the number of people that she needs for that week. Bill will contact each of the teams (distributing the demands as equally as possible) and assess that team for its share of the manpower needed for that week. When he so assesses the teams, he does so with my authorization.

The teams should assign the same persons to these tasks for the duration of the week. However, it is not necessary to assign the same person each week, unless that person requests it. You may rotate personnel. Hopefully this will alleviate the morale problem that is inevitable with any break in routine.

Obviously, there will be occasions when Gretchen must call on additional personnel to perform jobs that were not expected on a given Monday. She will again inform Bill of that need, and he will once again assess the teams. I mention this so that you will be informed in advance of this possibility. Gretchen assures me that she will not be unreasonable in her demands.

Bill will also maintain a list of interns available for evening work, and will, in the same manner as above, coordinate the assignment of personnel to such overtime.

- 2 -

This memorandum does not affect previous instruction concerning assignment of personnel to xerox duty.

Nor does it affect assignments made, or to be made, to Quality Control. Those assignments will be on a "permanent" basis.

We wish to retain our flexibility in assigning people to the appropriate places in the organization on as fixed a basis as required. That may mean permanently, or it may be that we can rotate personnel out of the teams. The purpose of the procedure here attempted is to respond to BOTH the urgency of personnel needs, and the morale of the people being asked to do tasks they might not choose if given the opportunity.

One last thing. As has been stated so many times recently, no matter how onerous these administrative tasks may seem, they are essential to the ultimate success of this undertaking. Few people outside the PCB ever believed that we would achieve what we have to date, but we cannot rest on our past successes at production of case summaries. The job is not over until the last warrant has been signed by President Ford, and the last agency informed of the disposition. We beseech you to in turn beseech your people to accept these chores as willingly and as cheerfully as possible. In the end we are here to do the necessary job, and not to make ourselves comfortable. Thanks.

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE

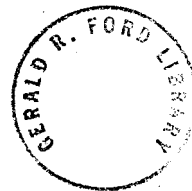
WASHINGTON, D.C. 20500

July 10, 1975

MEMORANDUM

TO: All Summer Interns and Temporary Employees

FROM: Bob Knisely *RAE*



Our pipeline inventory figures show that the job of writing case summaries is winding down, to say the least. More than half the cases have now passed Quality Control, for example. The result is a shift, not just a reduction, in ~~or~~ workload. No case is complete until the President has signed a warrant, the applicant and several agencies have been notified, and the borrowed records returned to their home agencies. Some of you have been asked to participate in this part of our efforts, and more will be.

Already the predictable cry of "For this I spent two years in law school?" has been heard throughout the land. Having been in Washington for ten years, and having watched summer interns come and go, I can assure you that the jobs you have and will be doing are more interesting and more productive than 99-44/100% of the summer intern jobs in Washington. According to rumor, one's beginning months at a full time, post-lawschool job are also likely to be filled with Administrative minutiae. No one speaks highly of the life of a junior associate, law clerk, etc. Unfortunately, life is a continual process of starting over as a freshman.

In short compass:

1. Our workload is both diminishing and shifting in nature from legal to administrative.
2. We will soon start sending people back to their agencies, to maintain a fair match between work and staff.
3. We will send federal employees back before terminating summer interns, because the interns are less expensive and because we have some obligation, however, tenuous, to those interns.
4. We may easily reach the point at which we have superfluous interns especially if we are successful at swapping attorneys for clerical staff.
5. I will gladly continue to employ interns as long as there is work for interns and being done by them.
6. Interns who have demonstrated both a talent and fondness for administrative matters will be retained cheerfully until the last possible moment; we are taking names.

If this is not clear, ask John Foote or Ray Mitchell for elaboration.

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE

WASHINGTON, D.C. 20500

11 July 1975

SEN GODDELL

MEMORANDUM TO Assistant General Counsels (and DIST.
FROM Lawrence M. Baskir *LMB*
SUBJECT Organizational Aspects of Termination of
Details to the PCB



With this memorandum you will also receive another to be delivered to the persons on your teams whose names are included on the distribution list attached thereto. As you can tell, it is the first list of sendbacks. Several organizational points need to be made in conjunction with the termination of these and all future details.

1. It is necessary for each of you carefully to insure that all cases presently in the possession of terminated personnel are re-assigned to other members of your teams. This includes all cases which require writing, rewriting, additional information, presentation, representation, or any permutation of those activities.

2. You should check with each departing person to insure that he or she has accounted for every case with which he or she has been associated during his or her stay. You should keep these records and any other relevant, non-personal records maintained by the case attorney on file available for ready access if necessary. This is obviously because there may be later questions as to where a case went and what happened to it, that only these records can answer. You should get a written report of each case ever assigned. No one will be released until each case is accounted for to your satisfaction.

3. Team leaders should reassign cases within their teams to a single subteam, reorganized such that it consists of about 7 of those persons of the greatest skill, and likely to be here the longest. This should involve both interns with late departure dates, and some detailed attorneys. We must retain some such balance throughout the remainder of our life span. Since the departure dates of the interns are staggered so that we cannot rely on their continued presence to provide adequate personnel into the waning days of the operation, some detailed attorneys must be kept on board until the bitter end. In this regard, team leaders should seriously consider moving their deputies to such a subteam. These people have a great deal of experience and presumably no small talent, and should be with us for some time. As teams collapse with greater rapidity, there will be fewer and fewer people around for them to supervise. We must all come to grips with the fact that before long there will be a smaller and smaller contingent of leadership positions available. Needless to say, these people will forevermore be able to say on resumes that they were once Deputy Assistant General Counsels at the PCB, but we must

acknowledge the true state of things. As we wind down, the increasing demands of the very difficult last stages will require that special competence which raised these people to leadership originally.

4. If there are persons on this termination list who, for any reason, do not wish to remain until the termination date, you may release them earlier if you are satisfied that all record-keeping and re-assignment has been successfully completed. We are setting the date that we are primarily so that we can provide some notice. If the people involved do not feel that they need to get psyched up to leave, then so be it. We have already determined that the institution is overstaffed, and their absence will not affect next week's work.

5. Several people have expressed an interest in returning from their agencies for the purpose of presenting cases they have finished. I will set no hard and fast rule concerning this problem, but rather leave it to your discretion. I would not recommend such a course, since you will probably find that the communication and co-ordination difficulties are overwhelming if you let many people do it. But you may experiment with this if you think it can be done.

6. If there is anything which this memo has overlooked concerning the smooth termination of personnel, use your own tested and proven initiative and judgment in solving the problem.

7. Please field all complaints from folks about being on, or not being on, this first list. Give John and Ray a break, and take to them only those problems which demand their attention. Sendbacks will probably be occurring each week, so your people will (a) get their chance to leave, and (b) have to leave sometime. We will adjust the system as need be to avoid individual injustices, but only so much can be done. You should start making up priority lists for future releases.

8. Remind all departing people that we are here to save them harmless from any detrimental consequences of their detail to us.

9. In accordance with now established personnel procedures, a Form 52 should be filled out for each of the departing personnel, and signed by either Ray or John.

10. As we have previously discussed, provisions will soon be made for special commendations of various types to be given those people you believe deserving of them. Please forward letters and other recommendations for action up the line, being both grateful and discriminating.

Finally, please be sure that you thank each one of the departing personnel, according to merit, for their work, for your own, and for me, the Chairman, and the President.

Thanks.

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE

WASHINGTON, D.C. 20500

11 July 1975

MEMORANDUM TO

See Attached Distribution List

FROM

Lawrence M. Baskir *lmb*

SUBJECT

Termination of Details to the PCB



As all of you are now aware, we have reached that point in the life of the Clemency Board where overstaffing in relation to the remaining workload has become a problem in some areas. Primarily in the case production process we have more people than we can effectively use. As a result, we have determined that we are in a position to begin safely to release substantial numbers of persons to return to their agencies. The first release will be effective COB Monday, July 21, 1975.

Some comments should be made concerning this action. First, no inference should be drawn from the inclusion or exclusion of anyone's name from this first list. Names have been included for a variety of reasons, the predominant being hardship, or a strong desire to return to parent agencies. By September just about everyone will find their name on such a list as this. Right now we are gearing down in the area where we have had the greatest concentration of personnel, and we will be shifting personnel with increasing rapidity so that we can more efficiently do the remaining work.

Second, each person on this list should immediately contact their PCB supervisor concerning the closeout of their books. Cases must be reassigned for writing and presentation, and logs must be filed. It is extremely important that in winding up your affairs, you uncover every bit of information relevant to the location and disposition of every case with which you have been associated, and give a written report of your transferring work to your supervisor. Each case assigned must be accounted for before the release becomes effective.

Third, I wish to repeat that it is the President's desire that no one suffer any employment detriment in their home agencies as a result of their detail to the PCB. I hope you will contact Charles Mott if any problems arise which you believe require our assistance.

Finally, Senator Goodell and I wish to thank each of you for the contribution that you have made to the impending successful completion of the work of the Presidential Clemency Board. With gratifyingly rare exceptions, the competence of the staff has been high, and the attention to duty excellent. Few people outside our ranks believed that we could produce the number and quality of case summaries that we have. It could not have been done without your co-operation. Many of you came to us with reservations about the program, and unhappy about your detail to us. Notwithstanding those facts, you have worked with a fervor and sense of professionalism of

which you can be proud. I think we have so far operated with fidelity to the President's wishes and with justice to the applicants.

On behalf of the entire senior staff, the Chairman and the President, I again thank you for what you have done.

Distribution List:

Jasper Brown	Joseph Friedman
James Bentley	Jerry Patterson
Fred Tkaczuk	Bill Gammen
John Zaricki	Stuart Kruter
Herb Bittner	Rich Rollins
Don Boday	Jack O'Donnell
John DeOrnellas	John Fitzgerald
Alice Hesse	Dan Rupli
Julian Wilhelm	Karl Essigman
Henry Tribbit	Enoch Perry
Joe Schreuffer	Harrison Daysch
John Osborne	
Joe Crumlish	
Bill Miner	
Chauncey Durden	
Nick Sforzini	
Isaiah Leggett	
Daphne Anderson	
Ed Gibbs	
Edd Bohannon	
Nancy Spies	
Milton McDonald	
Judd Kenney	
John Brander	
Bernard Gaiter	
Jim Montgomery	
Louis Flagg	
Richard Appleton	
James Teare	
Morgan Nealy	
Steve Roby	
Clem Shugerman	
Vince Marcaccio	
Doug Edwards	
Andrew Waggener	
Ken Lehman	
Joseph Asper	
Charles Johnstone	
Stephen O'Brien	

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE

WASHINGTON, D.C. 20500

July 11, 1975

Memorandum

TO: Bob Knisely

RE: Memo of 10 July 75, to Summer Interns

FROM: The Undersigned Summer Interns



We, as summer interns wish to respond to the recent memo characterizing the work and attitude of all summer interns as less than professional. As you may be aware, many summer interns have for some time now felt unfairly dealt with by reason of the breach of the original contract to hire us at the G.S. 7 level. Virtually all accepted the terms of the new contract at the G.S. 5 level in deference to the Board and its worthwhile purpose.

Moreover, we fully understand the "diminishing and shifting" nature of the workload here at the Board, as we have been informed of such changes several times in the past. Since our arrival here, we feel we have more than carried our burden of the workload, and as the occasion has demanded, have cheerfully assumed much of the administrative/clerical work increasingly required of the legal staff. We do not feel that the above mentioned memorandum was the proper way to respond to any complaints which may have been received. Not only do we feel that a general memo to 'All Summer Interns' was inappropriate, the tone and implications of this memo were professionally insulting.

We would suggest that the initiators and author of this memo recall their professional training as well. We are confident that a self-evaluation of the technique employed would reveal it as condescending, insulting, and totally inappropriate in a Federal Government Agency.

Specifically, we question the characterization of the Board's obligation to summer interns as "tenuous." A brief review of basic contract law might reveal that when a specific written offer is made to an individual, and subsequently accepted by that individual, the law does not usually regard the obligations of the respective parties as tenuous.

In conclusion, the undersigned summer interns feel it not unreasonable to request more substantial evidence of a change in attitude than might be contained in/implied by a perfunctory apology. We are asking that the relationship between the administration and the summer interns be raised to a professional level. "Life is a continuous process of starting over as a freshman."

copies to:
Senator Goodell
Larry Baskir
John Foote
Ray Mitchell

Respectfully,

PRESIDENTIAL CLEMENCY BOARD
THE WHITE HOUSE
WASHINGTON, D.C. 20500

Robert F. Baccone

Christine M. Baluso

Laura Bonn

Patricia A. Daly

Carolyn J. Skaine

Richard G. Totten

Philip R. Trenchard

William E. Tugler

Lerald A. Tison

Jackson Tison

Gymie Guder

Dale B. Tanne

Lawrence P. Halpin

Richard Munzing

Alan Appel

Arinda Markham

Robert H. Cosh

Roberta R. Brackman

Barbara Leff

Kenneth Hume

Bugoy A. Holm

Thomas J. Spielbauer



July 11, 1975

To Whom It May Concern;

Having received the memorandum from Mssr. Knisely, I feel an obligation to respond. I have no idea who Bob Knisely is but I have a very clear idea of what the memo meant. With all due respect, I personally found it demeaning, insulting, and totally lacking in taste and common decency.

The thrust of the memorandum is that the legal interns here at the PCB are not an asset but a bothersome liability. It seems to me that the blame for the problems vis-a-vis the interns lies not with the interns but rather with those who run the PCB. Many of us were promised jobs only to arrive in D.C. to find none. It was only constant bitching which got us our jobs back. Most of us were promised pay at grade GS-7 and are being paid at GS-5. We were repeatedly promised cases both orally and in written memos and now we have only what Mssr. Knisely calls "administrative minutiae." To most of us, the planning at the PCB appears incompetent and disastrous to put it mildly.

Despite Mssr. Knisely's assurances that he has spent 10 years in Washington and that we are doing jobs that are "more interesting and more productive than 99 44/100% of the summer interns in Washington," most of us are disillusioned and disgusted by both the PCB and government work because of major planning errors.

What the interns deserve is a humble and major apology. What we have received is an insulting and chastising memo. We are told that the PCB has "some obligation, however, tenuous" to the interns. We are told that our promised positions may become "superfluous" because of disastrous planning. We are told that our employers will continue to employ us as long as there is work for us. Finally, we are told by Mssr. Knisely that those who are "cheerful" about reassignment to administrative duties will be retained the longest. To add final insult to injury, he says "we are taking names."

Mssr. Knisely proved through his memo that certain individuals at the PCB have not only botched its planning but also have hired an administrator who has absolutely no conception of how to work with and be considerate of other people. I think that Mssr. Knisely owes all of the interns a total and unequivocal apology.

Respectfully,

Jeffrey C. Miller

Jeffrey C. Miller
Summer Legal Intern

P.S. You may check with my team leader, Dave Hickman about my work. Also speak to Randy Bryant and Rob Quatrel with whom I have been working on "administrative minutiae" for 3 weeks.

PRESIDENTIAL CLEMENCY BOARD
THE WHITE HOUSE
WASHINGTON, D.C. 20500

July 11, 1975

Senator Charles E. Goodell
Chairman
Presidential Clemency Board
The White House
Washington, D. C. 20500



Dear Senator Goodell:

I appreciated very much the privilege of meeting with you this morning. Your understanding and expression of confidence in me was most needed after the staff meeting I attended yesterday.

My main concern is that the Presidential Clemency Board complete its task with the utmost efficiency, thereby eliminating any embarrassment to President Ford, you, and the members of the Board.

As we discussed, I will feel free to communicate with the members of the Board and to coordinate recommendations to the appropriate staff members on ways we can improve our operations. I shall also continue to do my best to perform all assigned duties in an outstanding manner.

Your respect and confidence in me is greatly appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Ben".

O. G. Benson

July 15, 1975

Colonel O. G. Benson
Presidential Clemency Board
The White House
Washington, D. C. 20500



Dear Colonel Benson:

In view of our discussion of last week, it is appropriate for me to address this letter to you so there is no misunderstanding of what I believe is required of you.

I wish a letter from you delivered to me no later than the close of business Wednesday, July 16, expressing your understanding and acknowledgment of your responsibilities to Mrs. Handwerger, your immediate supervisor, to me, to the Chairman, and to the Board. In particular, I wish the letter to state that you recognize that you were in error in alleging in a memorandum charges of mal-administration without having brought those allegations to the attention first of Mrs. Handwerger, then to myself and the Chairman; that you were in error in causing that memorandum to go outside the chain of command without having discussed its contents and your intentions with us; and that thenceforth if you see any problems or any difficulties or have any suggestions you will address them first to Mrs. Handwerger and then, if you are not satisfied, to me and then to the Chairman.

In view of my earlier instructions of some months ago in respect to contacts with the Selective Service System regarding Clemency Board matters, I will once again ask that you not make any further contacts without first discussing it with Charles Craig, who is the officially designated staff person for Selective Service matters, and with Mrs. Handwerger, and receiving their approval.

While I and the Chairman have made clear that you are not at all prohibited from discussing matters with individual Board members, let me reiterate that I expect that you will regularly report to Mrs. Handwerger any matters which concern them about the Presidential Clemency Board.

Should I fail to receive the necessary written assurance from you, I want you to realize I will be forced to take appropriate disciplinary action.

Sincerely,

Lawrence M. Baskir
General Counsel

August 12, 1975

MEMORANDUM FOR: Paul O'Neill
Deputy Director
Office of Management and Budget

FROM : Charles E. Goodell
Chairman

SUBJECT : Weekly Summary, Week Ending August 8, 1975

	<u>Professionals</u>	<u>DOD Interns</u>	<u>Support</u>	<u>Totals</u>
Authorized	216	101	210	527
On Board	208	101	203	512
	-8	0	-7	-15

	<u>Week Ending August 8, 1975</u>			
Accessions	1	0	2	3
Returns	2	15	3	20
Difference	-1	15	-1	-17



Goodell

PRESIDENTIAL CLEMENCY BOARD
THE WHITE HOUSE
WASHINGTON

August 13, 1975

MEMORANDUM TO COL. DICKMAN

FROM: ROBERT A. KNISELY *RA Kniseley*
ACTING GENERAL COUNSEL



SUBJECT: ASSIGNMENT OF PERSONNEL FOR FINAL REPORT

In accordance with your request for personnel to assist board members in the preparation of the final report, I am hereby assigning staff members to individual board members in accordance with the following list:

1. Col. Dickman, assigned to General Walt
2. Mr. Essigman, assigned to Mr. Dougovito
3. Col. Benson, assigned to Dr. Adams
4. Capt. Robinson, assigned to Mr. Riggs

Please let me know immediately if these arrangements are not satisfactory.

CC: Gen. Walt
Mr. Dougovito
Dr. Adams
Mr. Riggs
Karl Essigman
William Klein
LeRoy Robinson, Jr.
Marc Owen
Col. Benson

PRESIDENTIAL CLEMENCY BOARD
THE WHITE HOUSE
WASHINGTON, D.C. 20500

September 4, 1975

Memorandum

To: Senator Charles Goodell

From: W. Antoinette Ford, Board Member *WAF*

Subject: Transitional Team Assignment -- Ed Cohen



In our recent discussion concerning who from the Clemency Board staff would make valuable members of the transition team, I recommended an Attorney, Mr. Ed Cohen.

Since becoming a board member, I have been very impressed with Mr. Cohen's legal abilities, his presentation of cases, and his general competence. Recently he has been working diligently as my Staff Assistant and has maintained a high degree of professional performance. His team leader, Neil Broder, has recommended him highly for the transition team; and I would like to add my concurrence.

I believe Mr. Cohen's abilities and diligence will be a decided asset to the transition team and hope that it will be possible to continue his Clemency Board assignment in this capacity.

cc:
Bob Knisely
Bob Horn
Ed Cohen

DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE
OFFICE OF THE SECRETARY

9/9/75

CEG-

I think it would be
helpful to Bob if you'll
make the call to Jack
Veneman as soon as
possible -

R

In Re Robert Horn

Bob is on loan to us from the Office of the Assistant Secretary for Housing Management at HUD (H. R. Crawford). He has offered 6 references, including G. Richard (Dick) Dunnells (466-2440), formerly a DAS in HUD and Special Assistant to HUD Undersecretary Richard Van Dusen. Dunnells is also a close friend and former colleague of Emil Frankel, who respects him very highly.

Bob was on loan to Dunnells, working as an assistant to him, for 2 years, and Dunnells has the very highest praise for Bob's substantive knowledge in housing and his capability to play the role of a staff person. Dunnells is ready to do anything he can to help Bob.

Other references which may be checked are:

- i. H. R. Crawford
- ii. Crawford's predecessor, Norm Watson (now president, Quatrell Corp., 656-0250)
- iii. Woody Kingman, executive v.p. of the Crocker National Bank (415 983-7211), formerly president of GNMA ("Ginny Mae"). You may remember Kingman from Manhattan Republican politics.
- iv. Bob Malakoff, counsel to the Senate Subcommittee on Housing (majority side) (224-5404)
- v. George Romney, for whom Bob prepared testimony on settlement costs issues.



CEG

PRESIDENTIAL CLEMENCY BOARD
THE WHITE HOUSE
WASHINGTON, D.C. 20500
September 11, 1975



NOTE FOR JACK VENEMAN

As I mentioned to you in the hall, Charlie Goodell had telephoned in order to recommend that you consider hiring Robert Horn, Executive Secretary to the Presidential Clemency Board. Bob is on loan to us from the Office of the Assistant Secretary for Housing Management (HUD), and you should be able to pick him up on detail.

Bob has concentrated on settlement costs and on firefighting for the Assistant Secretary and for the previous Secretary. He prepared George Romney for testimony on the Hill several times, and testified with him, and acted as assistant to Dick Dunnells (Special Assistant to Undersecretary Van Dusen) for 2 years. Dunnells, whom I have spoken to, has the very highest recommendation for Bob as a substantive staff man on housing issues.

Bob has worked for John Lindsay on the Hill, and has also worked extensively with the Senate Housing Subcommittee on the settlement costs problem.

References which you can check are:

G. Richard Dunnells (466-2440)--formerly special assistant to Undersecretary Van Dusen, and Deputy Assistant Secretary for Housing Management

H. R. Crawford (755-6600)--Assistant Secretary for Housing Management (HUD)

Norman Watson (656-0250)--President, Quatrell Corp.; Crawford's predecessor

Woodward ("Woody") Kingman (415 983-7271)--Executive Vice President, Cricker National Bank, San Francisco; former President of GNMA ("Ginny Mae")

Robert Malakoff (224-5404)--Deputy Staff Director, Senate Housing Subcommittee

George Romney--in connection with Bob's work on the settlement costs study.

James Lynn--Director, OMB

James Mitchell--Associate Director, OMB (former Undersecretary of HUD)

Russ Byers suggested that Bob initiate contact with you, and I believe that Bob plans to do that.


RICHARD TROPP

Bob Carter is working on

This now

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE
WASHINGTON, D.C. 20500

11 September 1975



MEMORANDUM FOR: Senator Charles E. Goodell

FROM: Timothy C. Finton

SUBJECT: Franklin and Jefferson Exhibition at the British Museum

This summer I have served as a legal intern with the Presidential Clemency Board. I have enjoyed my experience with the Board but must return to college. This year will be my second as a law student at The Queen's College, Oxford University. I shall, therefore, be flying from Washington to London on Sunday, 14th of September.

During the summers of 1973 and 1974 I served as a communications intern with the American Revolution Bicentennial Administration (ARBA), sponsor of the Franklin and Jefferson Exhibition. I have been in contact with professional staff members of the ARBA who have approved my attending the opening of the exhibition to be held on Monday, 15th of September at the British Museum in London.

Vice-President Nelson A. Rockefeller will officiate at the opening of the exhibition. He will be flying aboard a Presidential jet from Andrews Air Force Base, Washington, D.C., to London on Sunday evening. Due to the coincidence of Vice-President Rockefeller and my traveling on the same evening to London for the same exhibition, I would like to explore the possibility of my flying on board the Presidential jet along with the Vice-Presidential party.

I am a military dependant and, thus, have security clearance for such an undertaking. As a member of the traveling group I could serve in my capacity as a representative of both the Presidential Clemency Board and the Bicentennial Administration.

Such an experience would also be the highlight of a most educational summer as a legal intern with the United States government. I petition you for your help in this matter and thank you for the opportunity in exploring such a possibility.

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE
WASHINGTON, D.C. 20500

September 11, 1975



List of key PCB staff members who may need to be contacted after
September 15, 1975:

Larry Baskir
3715 Bradley Lane
Chevy Chase, Maryland
Tel: OL2-1456

William Strauss
1853 Mass. Avenue
McLean, Virginia 22101
Tel: 534-0946

Jane Zani
1300 Army Navy Drive #424
Arlington, Virginia 22202
Tel: 920-7531

Lee Beck
3100 Wisconsin Avenue NW
Washington, DC 20016
Tel:

Robert A. Knisley
148 E Street SE
Washington, DC 20003
Tel: 546-0887

Randy Bryant
4103 1-B 33rd Street
Arlington, Virginia 22206
Tel: 931-7234

Marg Harbachewski
15229 Noblewood Lane
Bowie, Maryland 20715
Tel: 249-6679

Richard Chesnik
2440 Tunlaw Rd NW
Washington, DC 20008
Tel: 965-9431

Robert Horn
3814 W Street NW
Washington, DC
Tel: 377-8193

Wil Ebel
2475 Virginia Avenue NW
Washington, DC 20037
Tel: 561-0815

John Russell Deane III
708 Holly Drive
Annapolis, Maryland 21401
Tel: 757-2839

Charlie Craig
4837 Loughboro Rd NW
Washington, DC 20016
Tel: 362-6928

Lenora Kimball
9-M Research Rd
Greenbelt, Maryland 20770
Tel: 474-5351

Mary Essex
106 Galveston Street SW
Washington, DC 20032
Tel: 561-0815

Continued

Kenneth Fielder
Box 2243 University Station
Athens, Georgia 30602

Robert Terzian
5112 Columbia Pike #8
Arlington, Virginia 22204
Tel: 379-2959

Richard Gilbert
504 Constitution Avenue NE
Washington, DC 20002
Tel: 554-1465

Claudia Higgins
2221 40th Pl., N.W.
Washington, D. C. 20007
Tel: 965-3372

Diandra M. Luker
3901 Cathedral Avenue #510
Washington, DC
Tel: 686-5174

Altonia B. Lynch
1614 17th Street NW #805
Washington, DC 20009
Tel: 462-0591

Jason Marcus
6807 Bradgrove Circle
Bethesda, Maryland
Tel:

Robert Quartel
1667 34th Street NW
Washington, DC 20007
Tel: 337-1544

Toby Singer
29 6th St., S.E.
Washington, D. C.
Tel: 543-6703

Robert Standard
3824 Porter Street NW
Washington, DC 20016
Tel: 686-1813

Ray Mitchell
235 10th Street SE
Washington, DC
Tel: 543-7321

John Foote
5531 North 14th Rd
Arlington, Virginia 22205
Tel: 532-3604

Neil Broder
4739 West Braddock Rd
Alexandria, Virginia
Tel: 820-8389

Robert Kodak
14305 Franklin Street
Woodbridge, Virginia 22191
Tel: 494-1678

John Lohff
5607 Asbury Court
Alexandria, Virginia 22312
Tel: 941-1220

David Hickman
5501 30th Street NW
Washington, DC 20015
Tel: 686-0280

Marilyn Meinking
13404 Norden Drive
Wheaton, Maryland 20906
Tel: 871-8456

Colleen R. Friedman
1250 Fourth Street, S.W. #W500
Washington, D. C. 20024
488-3384

Continued

Paul Krause
3010 Wisconsin Avenue NW #8-C
Washington, DC
Tel: 686-1025

Marc Owen
4301 Columbia Pike #208
Arlington, Virginia 22204
Tel: 979-1184

Lee Stewart
6906 Ontario Street
Springfield, Virginia 22152
Tel: 569-1512

Charles Hilbert
Rt. 2 Box 64,
Lovettsville, Virginia 22080
Tel: 822-5934

Gretchen Handwerger
3427 34th Place NW
Washington, DC
Tel: 966-3826

Charles Graham
1409 30th Street NW
Washington, DC 20007
Tel: 337-6446

Jack Leeth
124 11th Street SE
Washington, DC 20003
Tel: 547-3593

Janet Hartle
1311 Delaware Avenue SW
Washington, DC 20224
Tel: 554-4385

Paul Mosney
1841 Columbia Rd NW #210-A
Washington, DC
Tel: 265-3782

Mark Tessler
700 7th Street SW #220
Washington, DC
Tel: 488-1456

Ron Levy
8342 Glastonbury Court
Annandale, Virginia 22003
Tel: 560-0074

James Burns
6632 Burlington Place
Springfield, Virginia
Tel: 451-4698

Zander Hollander
344 11th Street SE
Washington, DC
Tel: 333-0171

Charley Mott
Brightberry Buck Mountain Rd
Crozet, Virginia 22932
Tel: 823-4592

Carolyn Swanson
1211 33rd Street NW
Washington, DC
Tel: 333-0171

James Poole
1513 North Longfellow
Arlington, Virginia 22205
Tel: 536-8019

Richard Hunt
8315 Moline Place
Springfield, Virginia
Tel: 455-9448

William Klein
500 Glyndon Street, N.E.
Vienna, Va. 22180
938-2287

Jon Bridge
2100 Third Ave., #2003
Seattle, Washington 98121
Tel: 323-6456 or 682-6688

Cathy Russell
4521 Valley Forge Drive
Rockville, Md. 20853
Tel: 924-2022

continued

Leona Chazen
4000 Tunlaw Road, N.W. #1029
Washington, D. C. 20007
965-2468

Richard A. Tropp
907 6th Street, S.W., #104C
Washington, D. C. 20024
484-1063

Joan Vinson
2607 Childs Lane
Alexandria, Virginia 22308
780-4126

Nia Nickolas
1644 Anderson Road
McLean, Virginia 22101 790-0270

Thomas O'Hare
501 Slater Lane, Apt. 816
Alexandria, Virginia
683-0121

Mary Liekweg
6317 Rockhurst Road
Bethesda, Maryland 20034
530-5375

Gloria M. Pacini
332-8835

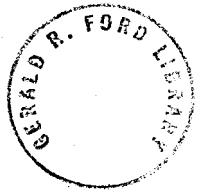
Evelyn McCargar
2311 Connecticut Ave., N.W.
Apt. B-4
Washington, D. C. 20008
483-8097

Charles E. Goodell
2823 Q Street, N.W.
Washington, D. C. 20007

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE
WASHINGTON, D.C. 20500

September 11, 1975



List of key PCB staff members who may need to be contacted after
September 15, 1975:

Larry Baskir
3715 Bradley Lane
Chevy Chase, Maryland
Tel: OL2-1456

William Strauss
1853 Mass. Avenue
McLean, Virginia 22101
Tel: 534-0946

Jane Zani
1300 Army Navy Drive #424
Arlington, Virginia 22202
Tel: 920-7531

Lee Beck
3100 Wisconsin Avenue NW
Washington, DC 20016
Tel:

Robert A. Knisley
148 E Street SE
Washington, DC 20003
Tel: 546-0887

Randy Bryant
4103 1-B 33rd Street
Arlington, Virginia 22206
Tel: 931-7234

Marg Harbachewski
15229 Noblewood Lane
Bowie, Maryland 20715
Tel: 249-6679

Richard Chesnik
2440 Tunlaw Rd NW
Washington, DC 20008
Tel: 965-9431

Robert Horn
3814 W Street NW
Washington, DC
Tel: 377-8193

Wil Ebel
2475 Virginia Avenue NW
Washington, DC 20037
Tel: 561-0815

John Russell Deane III
708 Holly Drive
Annapolis, Maryland 21401
Tel: 757-2839

Charlie Craig
4837 Loughboro Rd NW
Washington, DC 20016
Tel: 362-6928

Lenora Kimball
9-M Research Rd
Greenbelt, Maryland 20770
Tel: 474-5351

Mary Essex
106 Galveston Street SW
Washington, DC 20032
Tel: 561-0815

Continued

Kenneth Fielder
Box 2243 University Station
Athens, Georgia 30602

Robert Terzian
5112 Columbia Pike #8
Arlington, Virginia 22204
Tel: 379-2959

Richard Gilbert
504 Constitution Avenue NE
Washington, DC 20002
Tel: 554-1465

Claudia Higgins
2221 40th Pl., N.W.
Washington, D. C. 20007
Tel: 965-3372

Diandra M. Luker
3901 Cathedral Avenue #510
Washington, DC
Tel: 686-5174

Altonia B. Lynch
1614 17th Street NW #805
Washington, DC 20009
Tel: 462-0591

Jason Marcus
6807 Bradgrove Circle
Bethesda, Maryland
Tel:

Robert Quartel
1667 34th Street NW
Washington, DC 20007
Tel: 337-1544

Toby Singer
29 6th St., S.E.
Washington, D. C.
Tel: 543-6703

Robert Standard
3824 Porter Street NW
Washington, DC 20016
Tel: 686-1813

Ray Mitchell
235 10th Street SE
Washington, DC
Tel: 543-7321

John Foote
5531 North 14th Rd
Arlington, Virginia 22205
Tel: 532-3604

Neil Broder
4739 West Braddock Rd
Alexandria, Virginia
Tel: 820-8389

Robert Kodak
14305 Franklin Street
Woodbridge, Virginia 22191
Tel: 494-1678

John Lohff
5607 Asbury Court
Alexandria, Virginia 22312
Tel: 941-1220

David Hickman
5501 30th Street NW
Washington, DC 20015
Tel: 686-0280

Marilyn Meinking
13404 Norden Drive
Wheaton, Maryland 20906
Tel: 871-8456

Colleen R. Friedman
1250 Fourth Street, S.W. #W500
Washington, D. C. 20024
488-3384

Continued

Paul Krause
3010 Wisconsin Avenue NW #8-C
Washington, DC
Tel: 686-1025

Marc Owen
4301 Columbia Pike #208
Arlington, Virginia 22204
Tel: 979-1184

Lee Stewart
6906 Ontario Street
Springfield, Virginia 22152
Tel: 569-1512

Charles Hilbert
Rt. 2 Box 64,
Lovettsville, Virginia 22080
Tel: 822-5934

Gretchen Handwerger
3427 34th Place NW
Washington, DC
Tel: 966-3826

Charles Graham
1409 30th Street NW
Washington, DC 20007
Tel: 337-6446

Jack Leeth
124 11th Street SE
Washington, DC 20003
Tel: 547-3593

Janet Hartle
1311 Delaware Avenue SW
Washington, DC 20224
Tel: 554-4385

Paul Mosney
1841 Columbia Rd NW #210-A
Washington, DC
Tel: 265-3782

Mark Tessler
700 7th Street SW #220
Washington, DC
Tel: 488-1456

Ron Levy
8342 Glastonbury Court
Annandale, Virginia 22003
Tel: 560-0074

James Burns
6632 Burlington Place
Springfield, Virginia
Tel: 451-4698

Zander Hollander
344 11th Street SE
Washington, DC
Tel: 333-0171

Charley Mott
Brightberry Buck Mountain Rd
Crozet, Virginia 22932
Tel: 823-4592

Carolyn Swanson
1211 33rd Street NW
Washington, DC
Tel: 333-0171

James Poole
1513 North Longfellow
Arlington, Virginia 22205
Tel: 536-8019

Richard Hunt
8315 Moline Place
Springfield, Virginia
Tel: 455-9448

William Klein
500 Glyndon Street, N.E.
Vienna, Va. 22180
938-2287

Jon Bridge
2100 Third Ave., #2003
Seattle, Washington 98121
Tel: 323-6456 or 682-6688

Cathy Russell
4521 Valley Forge Drive
Rockville, Md. 20853
Tel: 924-2022

continued

Leona Chazen
4000 Tunlaw Road, N.W. #1029
Washington, D. C. 20007
965-2468

Richard A. Tropp
907 6th Street, S.W., #104C
Washington, D. C. 20024
484-1063

Joan Vinson
2607 Childs Lane
Alexandria, Virginia 22308
780-4126

Nia Nickolas
1644 Anderson Road
McLean, Virginia 22101

790-0275 Private
790-0270 rec'd a message

Thomas O'Hare
501 Slater Lane, Apt. 816
Alexandria, Virginia
683-0121

Mary Liekweg
6317 Rockhurst Road
Bethesda, Maryland 20034
530-5375

Gloria M. Pacini
332-8835

Evelyn McCargar
2311 Connecticut Ave., N.W.
Apt. B-4
Washington, D. C. 20008
483-8097

Charles E. Goodell
2823 Q Street, N.W.
Washington, D. C. 20007

Sen Goodell copy

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE
WASHINGTON, D.C. 20500

SEPTEMBER 19, 1975



MEMORANDUM FOR : EDWARD LEVI
FROM : CHARLES E. GOODALL *5/*
SUBJECT : Extension of Details for Key Personnel

I apologize for writing you about a rather mundane matter. As you are aware, when we last spoke I explained that the Clemency Board is in the final stages of preparing its report. A revised draft of that report was submitted to the Board members on September 15. It is expected that they will comment on that draft shortly and the final report can be ready for submission soon.

In the interim I have requested that certain key personnel, namely, Lawrence Baskir, General Counsel; Robert Knisely, Deputy General Counsel; Robert Horn, Executive Secretary; William Strauss, Associate General Counsel, and Robert Quartel remain on detail to the Justice Department for purposes of completing the final report. In addition, because of their experience with the Clemency Board, they can be of assistance to the Pardon Attorney and the transition staff and in supplying them with information on previous policy decisions.

According to Larry Traylor there appears to be some concern about allowing these people to stay on a short time. Knisely, Horn, Strauss and Quartel have been informed that their termination date is September 19. I know for a fact that their detailing agencies have no objection to their remaining to complete the work at no cost to the Justice Department.

Many of the Board members expect to get together on September 29 to discuss the final report. We will require the services of the five individuals named until about a week after that date so that Board recommendations can be included in the paper. Larry Baskir's services will be required until November 1st.

I have also discussed this issue with Phil Buchen and explained that the report will be jeopardized if these people do not remain on detail. I believe that all of them performed their responsibilities exceptionally well, and it would be unreasonable to require them to leave before the work was done.

I thank you for your help on this matter and hope it will be resolved very shortly.

cc: Lawrence Traylor

C & Goodell

PRESIDENTIAL CLEMENCY BOARD
THE WHITE HOUSE
WASHINGTON, D.C. 20500

September 29, 1975



MEMORANDUM FOR : William R. Feezle, Chief
Field Operations Branch, OMB

FROM : Lawrence M. Baskir, Clemency Office ^{1/43}

SUBJECT : Detailees necessary to complete
the PCB Final Report

This is a follow-up to our telephone conversation this afternoon. Please be advised that the following staff will be necessary during the designated time periods to complete the PCB's Final Report:

PHASE I--This Phase will consist of final drafting, editing, and proofreading. It will take into consideration recommendations made by the Board to the staff today. Ten professionals are required. These will include:

Lawrence M. Baskir (Detailing agency: HUD)
William Strauss (Detailing agency: HEW)
Robert Knisely (Detailing agency: FEA)
Robert Horn (Detailing agency: HUD)
Michael Remington (Detailing agency: Justice)
Leland Beck (Detailing agency: HUD)
David R. Quartel (Detailing agency: FEA)
Robert Terzian (Detailing agency: DOD)
Wilfred Ebel (Detailing agency: HEW)
Leona Chazen (Detailing agency: HEW)

In addition, we will require four clericals including two with MTST experience. We request specifically that we be allowed to retain the services of Mary Essex (detailing agency: Commerce) and Antonia Lynch (detailing agency: HUD). This Phase should be completed by Friday, October 10.

PHASE II--This Phase will involve final completion of the proofreading and printing. It will also involve last minute substantive changes by the Chairman and the Board. Five professionals will be required. They are:

Lawrence M. Baskir
William Strauss
Leland Beck
David R. Quartel
Wilfred Ebel

The four clericals will still be needed. This Phase should be completed on Friday, October 24.

PHASE III--This Phase will involve last minute cleanup and distribution of the Report. The services of Lawrence M. Baskir plus one additional professional (to be designated later) will be required. The only clerical person needed will be Mary Essex. This Phase should be completed on Friday, October 31.

cc: Paul O'Neill
Charles E. Goodell✓

THE WHITE HOUSE

WASHINGTON

October 6, 1975



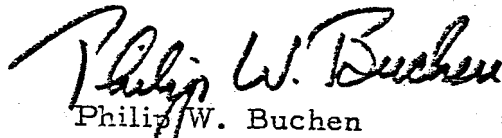
MEMORANDUM FOR:

The Attorney General
Department of Justice

SUBJECT:

Employment of Charles E. Goodell
Registered under Foreign Agents
Registration Act

I hereby certify, pursuant to 18 U.S.C. Sec. 219, that the employment of Charles E. Goodell as Chairman of the Presidential Clemency Board is required in the national interest.


Philip W. Buchen
Counsel to the President

cc: Charles Goodell ✓

PRESIDENTIAL CLEMENCY BOARD

THE WHITE HOUSE

WASHINGTON, D.C. 20500

October 20, 1975

Mr. Thomas Jenkins
Deputy Assistant Secretary
for Fair Housing and Equal Opportunity
U.S. Department of Housing and Urban
Development
451 7th Street, S.W.
Washington, D. C. 20451



Dear Mr. Jenkins:

I understand that Robert Horn, previously of my staff, has accepted a position with you as Executive Assistant to the Assistant Secretary. As you are aware for the past year he served as Executive Secretary of the Presidential Clemency Board. As Chairman of that Board, I had an opportunity to observe Bob's work and found that he conducted himself in an outstanding manner. His judgment and administrative skills did much toward ensuring the success of the President's clemency program.

On the basis of his high level of performance, I would like to recommend Bob for a quality step increase. I believe such recognition would be appropriate because I expect that Bob will continue to perform outstandingly well in the future.

Thank-you for considering my request.

Sincerely,

A handwritten signature in dark ink, reading 'Charles E. Goodell'. The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Charles E. Goodell
Chairman

NOTICE TO SPONSORS

SPONSOR WILL PROCEED TO THE ROSTRUM WHEN HIS NAME IS CALLED BY THE CLERK. YOU SHOULD WAIT FOR THE CHIEF JUSTICE TO RECOGNIZE YOU BEFORE YOU MAKE THE FOLLOWING STATEMENT:

"MR. CHIEF JUSTICE AND MAY IT PLEASE THE COURT,
I MOVE THE ADMISSION OF _____
OF THE STATE OF _____."

I AM SATISFIED HE POSSESSES THE NECESSARY QUALIFICATIONS."



ADMISSIONS TO THE BAR

OCTOBER 20, 1975

A GROUP OF ATTORNEYS FROM THE FORMER PRESIDENTIAL CLEMENCY BOARD
PRESENTED BY SENATOR CHARLES ELLSWORTH GOODELL:

John Morran Grander

William F. Gallo

James E. Poole

CALIFORNIA

Mrs. Judith W. Aronoff

Miss Diane M. Bratter

Lee Joseph Burstyn

Joseph D. Crumlish

Lawson Harr Lair

James L. Montgomery

Joseph A. Oertel

Walter A. Piczak

Joseph P. Sindaco

WASH. D.C.

David Eric Brockway — IOWA

John D. C. Dalton — KANSAS

Richard L. Little — MASSACHUSETTS

Ralph Ellis Burr

Chris John Christie

Harvey D. Gold

Herbert Frank Ross

Danny Craig Rupli

Norman K. Schwab

Clement Shugerman

Gil Weidenfeld

Arthur Wolter Jr.

MARYLAND

Douglas LeRoy Edwards — MICHIGAN

Herbert Neil Broder

Paul Dennis Krause

NEW YORK

Miss Veronica O'Keefe — PENNA

Vincent P. Marcaccio Jr.

~~RHODE ISLAND~~

Miss Patsy Ann Fortinberry — S.D. CAROLINA

Andrew B. Waggener — TENNESSEE

Christopher Bryant Rickett — UTAH

Edward Simon Cohen

Thomas H. Conway

Frank Moorman Lane

Miss Vita Ann Simon

VIRGINIA