

The original documents are located in Box 129, folder “Jenkins, Wilbur” of the Ron Nessen Papers at the Gerald R. Ford Presidential Library.

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November 13, 1975

MEMORANDUM FOR: WILBUR JENKINS

FROM: Connie Gerrard

Attached is the bill for the Bicentennial paperweights purchased for use by Ron Nessen as official gifts to his foreign counterparts on Presidential trips.

You will recall that this was cleared by Jim Connor by phone, and that we also talked concerning this matter.

Thank you.



October 27, 1975

Dear Miss Kerwis:

This letter is to confirm an order for 20 paperweights, type 236, of green marble with the seal of the United States on the top, and the Declaration of Independence replica on the front. I understand the cost of these paperweights is \$5.90 each.

Could you mail also 20 boxes to fit these paperweights, at 47¢ each.

If you will include the bill with the shipment, a check to cover the cost will be mailed from the White House office.

We would like to receive this order as soon as possible.

Thank you very much.

Sincerely,

**Connie Gerrard
Staff Assistant
Press Office**

**Ms. Debbie Kerwis
Paperweights, Inc.
100 Broadway
Garden City Park
New York, New York 11040**

cg/pac



THE WHITE HOUSE

WASHINGTON

May 20, 1976

MEMORANDUM FOR WILBUR JENKINS

FROM: RON NESSEN

SUBJECT: Mike Hoffman

Mike (Myron) Hoffman, with the USIA, has helped the White House Press Office on several occasions in making advance press arrangements for Presidential international trips. Most recently, Mike assisted my office in the preparations for the President's Pacific Basin trip.

Mike departed Washington November 20, 1975 on the advance plane en route Tokyo. He helped us in Tokyo and then proceeded to Manila, The Philippines, for the President's visit there and returned to Washington on December 8, 1975 via the press charter.



October 29, 1975

Dear Jim:

I would like to request the assistance of Mike Hoffman on the President's trip to China. We would like him to go on the pre-advance trip leaving Washington on Monday, November 3, if enough seats are available. If he is not able to go on the pre-advance trip, we would like to have him go into China with the advance team now scheduled for departure November 12, though the date is not yet firm.

When the China pre-advance team returns and we are better able to assess our needs in China and any other possible stops on the trip, we may want to request additional USIA personnel support. I will be in touch with you as soon as we have definite information.

Thanks again for all your help.

Sincerely,

Ron Nessen
Press Secretary
to the President

The Honorable James Keogh
Director
United States Information Agency
Washington, D. C.

ER/RN:jc

