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1.) Budget - *650T. Chap. that we make decisions on how money will be spent.

Priority or not.

Partitions & desks.

20 last wk.

Today 20 athys + 15 support,

Can send people back.

DOD main agency not sending anyone.

Personnel - no body, no slot,
no heat from DM B.

Feeble.

C.B. calls - DM B must call.



Clerency Board - April to Sept.

April	May	June	July	August
April 15 th 200 attys 100 support. 800 summaries mailed to Bd by May 2 nd	May 5 th 400 attys 200 support. 300 producing petitioners 1500 summaries/wk. 6000 summaries in May	5 weeks - 750 summaries		
18,000	17,000	11,000	3500	
Bd meets 3 rd , 4 th , 5 th 150 cases	Bd meets, 8 th , 9 th , 10 th 18 members. 4 Journals 800 cases (200 cases/journal)	6000 cases decided	6000 cases decided	4000 cases decided.
19,000	17,500	10,000	4000	
Assumptions: 18,000 applications 1 summary per city per day				



Clemency Board - April.

Board	Staff	Week of
Bd meet 3rd, 1st 45#. 150 summaries.	150 summaries	7/2 3/21
		14/2
		200 attys of which 150 doing summaries
		21/2 21/3†
		28/2

Assumptions: 1 summary / day / atty.

Clement Board - May

Week of
5/22

12th

19th

26th

Board

Shelf

Clemency Board - June

Staff

Board

Week of
2-21-11

9~~25~~

16~~25~~

23~~25~~

30~~25~~

Clementy Board - July

Wed of

7/22

14~~22~~

21~~22~~

28~~22~~

Staff

Board

Clement Board - August

Week of

11/24

18/25

25/25

Staff

Board

75/panel/day.

6000 cases = 80 panel days

4 panels for 20 days

100 cases/panel/day

6000 cases = 60 panel days

4 panels for 15 days

50 cases/panel/day

6000 cases = 120 panel days

6 panels for 20 days - (24 member Bd)



April 4, 1975

MEMORANDUM FOR:

Vincent Puritano
Deputy Associate Director
IRRO, OMB

FROM:

Lawrence M. Baskir
General Counsel

RE:

Status Report - PCB Expansion

The following is our third weekly report on the PCB expansion program. As you will see, a number of persistent problems remain to be solved, and some we thought taken care of apparently are not.

A. Space

1. Still unresolved is the date on which the Veterans Administration will vacate the space at 2033 M Street. In our last Status Report (March 27), we indicated that the central dictation system contract had been let and the system could be installed by April 15. This was based on information we received that week from GSA and VA. We now have learned that to date GSA has not yet granted sole source procurement authority for this equipment. Clearly, this threatens our projected moving date of April 15. Immediate action is needed to authorize the quick procurement of the equipment and to ensure the VA moving goal of mid-April.

*No one at
OMB know
O'Neill going
to be with
GSA + VA.*

*Will OMB
go to the next
ul. Dwight & Clark
re V.R. GSA!*
2. We are scheduled to move into existing space at 1206 New Hampshire Avenue on April 7. To date, we have no commitment of funds to cover the reasonable and ordinary expenses of xerox equipment, guard service, transportation of furniture, and other set up costs incidental to our occupancy of the new space. Some type funding commitment or interim arrangement is required. The Board is ready to move in April, or as soon as the personnel have reported in the required number (see item C).

3. Apparently neither VA nor GSA has received the required notice to put the VA move on the highest priority. We are informed that this has resulted in delays which could be prevented with the proper rush authority. For example, the phone company has not been given the order by VA or GSA to install phones on a crash basis.



B. Equipment

1. Our projected requirement for typewriters is between 60 and 100. At this point, it would appear most economical to recycle old IBM typewriters at about \$90 each. CSA has begun this at our request.

2. Apparently, there are sufficient desks (battleship grey steel type) to meet our needs. We anticipate no problem with procuring them.

3. Since 1206 New Hampshire Avenue has virtually no single offices, and 2033 M Street has just a few administrative offices, we would require approximately 120-150 partitions to provide office space for the 35-40 supervisory attorney team leaders.

C. Personnel

1. Of the 68 professionals scheduled to report on March 31, only 16 have arrived. Of the 33 support personnel slated to report on March 31, only 4 have arrived. A breakdown of the arrival date and number of people is as follows:

	<u>Professional</u>	<u>Support</u>
March 31	5	0
April 1	0	2
April 2	5	1
April 3	5	0
April 4	1	1
Total	16	4

Although we are getting fine cooperation from a number of agencies, we are having very little success on our own in impressing others with the importance of rapidly supplying the requested personnel. It is quite clear that only personal and continuing efforts by OMB can get these agencies to fulfill their goals in the short time necessary for them to do so.

2. Of the emergency detail of 28 administrative persons promised us by OMB on March 4 to take care of a pressing mail back-log, only 21 have reported. None have reported since last week.
3. Of 15 name requests which OMB was to have detailed to us, only 2 have reported. (On March 27 we erroneously said 5 had reported). None have reported this week.
4. OMB has taken no action on placement problems for select personnel which were first raised with OMB on March 4. Mrs. Handwerger, our Administrator, remains employed only as a consultant. We have managed to place three employees who had been working as volunteer, on HEW's rolls. We have placed Bruce Lawhead (our space chief), on HEW's rolls on a 30-day emergency basis. OMB must yet place him in a permanent GS slot.
5. We remain in desperate need of a personnel chief and several assistants. None have been referred to us. We located one available person, not presently employed by government, but to date have been unable to have her placed on any agency rolls. OMB has thus far not succeeded in locating a personnel expert presently in government employ.
6. With respect to the 17 people whose details were due to expire within the past two weeks, we have managed to have their details extended. Originally, OMB had assured us that it would take care of this problem.
7. It appears that some agencies and departments are complaining that our taps take too large a percentage of their legally trained personnel. The April 4 Backir memorandum (a copy of which is attached) sets forth our position.

D. Training

As we previously reported on March 27, a training program has been developed in cooperation with Civil Service experts. Each new detailee has been or is currently being trained in accordance with the new training program.

- 4 -

E. PCB Financial Requirements through September 15, 1975

Nat Scurry of OMB and Bob Horn recently met to discuss our operating budget estimates. The Horn memorandum and budget (copies attached) reflect these estimates and the continuing problem of a lack of funds for operating until the end of the fiscal year.

F. Things to do

1. OMB and CSA must confirm PCB occupancy of 2033 M Street by mid-April and ensure that all VA problems in moving are resolved expeditiously.
2. OMB must locate funds for our operations in the immediate future.
3. OMB should assist us in locating a permanent GS slot for our Administrator, Mrs. Handwerger.
4. OMB must assist in placing the personnel person we have located on a government payroll as a consultant.
5. OMB must assist us in obtaining our name requests.

Attachments

Economic Work - May to Aug.

April	May	June	July
April 15 th 300 cities 100 suffit. 800 summaries mailed to Bd by May 2 nd	May 5 th 400 cities 200 suffit. 300 producing cities at 1500 summaries/wk. 6000 summaries in May	5 weeks - 7500 summaries 3500 cases 11,500	1000 cases decided 3500
18,000	17,000	6000 cases decided 150 cases (200 cases) (and)	17,500
		Bd meets 8 th , 9 th , 10 th 18 members. 4 Janelles 800 cases	15,900

Assumptions:
 18,000 applications
 1 summary or city or day



100 cases
decided

Concerning Detroit - Argus

Week of 31.21	7 th Staff 150 summaries	14 th 200 cities of which 150 doing summaries	21.24 23 rd
		Board Bal month 3 rd , 4 th , 9-5 th . 150 summaries.	

Description: 1 summary / day / city.



Kennedy Board Staff

Week off	13 $\frac{1}{2}$	19 $\frac{1}{2}$	26 $\frac{1}{2}$
Staff			

Board



Alimony Bill - June

Week off	9 th	16 th	23 rd	30 th
Staff				

staff

Board



Kennedy Board - July

Week of	14 th	21 st	28 th
Staff			
Board			

Staff

Board



Olcott - August

Week off

11th

18th

25th

Staff

Board



49

April 3, 1975

MEMORANDUM FOR: NATHANIEL SCURRY
FROM: BOB HORN
SUBJECT: PRESIDENTIAL CLEMENCY BOARD
OPERATING BUDGET

This is a follow-up to our meeting on Wednesday. Again, to emphasize our urgent funding situation, we expect to begin moving into 1206 New Hampshire Avenue on Monday. This requires xerox machines, phones, guards, desks, and other furnishings. We need immediate funding authority.

The following summarizes our discussion and expands those points where we now have additional information:

- (1) After June 1, we will probably require \$2800 per Board member working 20 days per month.
- (2) Space rental -- 44,376 sq. ft. As for a staff of 450. If our staff expands, we will require the full building at 2033 M Street, N.W., which is 69,000 sq. ft.
- (3) Communications -- The GSA phone average is 5 long distance phone calls per phone per day. We should not assume a long distance rate lower than that of the agency which picks up the costs.
- (4) Typewriters -- It appears we can get 100 rehabilitated typewriters at \$190 ea., equalling \$19,000. This would really save the government money. The cost of renting the typewriters for the duration is \$31,300.
- (5) Partitions -- We would need as many as 120 partitions which cost \$119 ea. Since there are very few offices, we will require partitioning space for our team leaders.

BH:jz



PRESIDENTIAL CLEMENCY BOARD
 PROJECTION OF OBLIGATIONS
 MARCH 1 - SEPT. 15, 1975
 (Supporting Detail)

Mar. 1 - June 30

July 1 - Sept. 15

<u>Permanent Positions</u>	No Cost	No Cost
<u>Positions other than permanent</u>		
9 Board members actually cost \$700 ea. per month for period Nov. - Feb.		
18 Board members at \$700 ea. per month, all 18 figured for period Apr. 1 - Sept. 15	<u>\$37,800</u>	<u>\$31,500</u>
<u>Overtime and holiday pay</u>	No cost	No cost
<u>Reimbursable details</u>	None	None
<u>Personnel benefits</u>		
for Board members, @ 5.85% of pay	<u>\$ 2,200</u>	<u>\$ 1,900</u>
<u>Travel (Mar. 1 - Sept. 15)</u>		
Based on Mr. Horn's opinion that new Board members would be local, same cost figure for period ending Feb. is estimated, plus \$500 per mo. for local travel (including car)	<u>\$12,200</u>	<u>\$ 7,600</u>
<u>Rent, communications</u>		
<u>Space rental</u>		
1206 New Hampshire Ave. (per Glenda Prouty 183-5414) 22,624 sq. ft. @ \$6.33 (Apr. 1 - Sept. 15)	\$35,800	\$29,800
2033 "M" St. (per L. Shipp, space avail. May 2) 44,376 sq. ft. @ \$6.07 (May 2-Sept. 15) (per L. Shipp, space not available till May 2)	\$44,900	\$56,000
<u>Equipment rental (Apr. 1 - Sept. 15)</u>		
3 IEM #2 copiers @ \$800 per mo. ea.	\$ 7,200	\$ 6,000
1 labeling machine @ \$300 per mo.	\$ 900	\$ 700
typewriters, 180 @ 30. per mo.	\$17,100	\$14,200
<u>Communications (Apr. 1 - Sept. 15) per Doug McCrum</u>		
ADTS 962-7693		
<u>Telephone, local</u>		
<u>Installation</u>		
400 phones, range \$55-\$70 per phone (computed at \$62)	\$24,800	-----
<u>Monthly charge (local)</u>		
\$13.50 per phone, \$4,050 per mo.	\$16,300	\$13,100
<u>Long distance (FTS) (Apr. 1 - Sept. 15)</u>		
Computed on basis of 150 phones, 7 calls per day per phone, 22 day month, 90¢ per call = \$14,850 per mo.	<u>\$62,300</u>	<u>\$51,940</u>
	<u>\$209,300</u>	<u>\$171,740</u>
<u>Printing (Apr. 1 - Sept. 15)</u>		
(per Mr. Lawhead) \$3,500 per mo.	\$10,500	\$ 8,800
Final report	-----	\$10,000
Total	\$10,500	\$18,800
<u>Other services (contracts)</u>		
<u>Reimbursement to GSA (for administrative services)</u>	\$ 5,000	\$ 5,000
<u>Moving cost</u>	\$ 8,500	

PRESIDENTIAL CLEMENCY BOARD
SUMMARY PROJECTION OF OBLIGATIONS MARCH 1-SEPT. 15, 1975

(in hundreds of dollars)

	FY 1975			FY 1976	
	Thru Feb. actual	Mar. 1-Jun 30 estimate	total	Jul. 1-Sep 15 estimate	Grand Total estimate
Permanent positions	-----	-----	-----	-----	-----
Positions other than permanent	24,900	37,800	62,700	31,500	94,200
Other personnel compensation	-----	-----	-----	-----	-----
Special personnel services payments	-----	-----	-----	-----	-----
Total personnel compensation	24,900	37,800	62,700	31,500	94,200
Personnel benefits:					
Civilian	1,500	2,200	3,700	1,900	5,600
Benefits for former personnel	-----	-----	-----	-----	-----
Travel and transportation of persons	10,200	12,200	22,400	7,600	30,000
Transportation of things	-----	-----	-----	-----	-----
Rent, communications, and utilities	8,400	209,300	217,700	171,240	388,440
Minting and reproduction	800	10,500	11,300	18,800	30,100
Other services	10,400	33,500	43,900	21,700	65,600
Supplies and materials	600	6,600	6,600	5,000	11,600
Equipment	-----	20,000	20,000	5,000	25,000
Contingency	-----	20,000	20,000	20,000	40,000
Total	56,800	351,500	408,300	282,740	691,040



Set 3/29

Ray Mitchell

4/15

- 200 summaries.
50 quality control.

$$\begin{array}{r} 5 \\ \hline 750 \\ 4 \\ \hline 300 \end{array}$$

$$\begin{array}{r} 200 \\ 5 \\ \hline 1000 \end{array}$$

18,000

300 attys

Apr - 1500

12 wks for staff
to produce.

May 5th

1000/wk average

\$ 4 panels.
1000/mo./panel.
250/wk.

18

30th May 8, 9 12 800
24, 23 19 mailed by 4000 cases

May 2 15 panel days/mo.

2 two day mgs in May.

13 wks.

June 26 mailed by 800

4 panel days/wk.

300 attys

14,000

2 - 4 panels 4 days

~~1000 summaries~~

~~panel. 1500/wk.~~

1500
16,500

9 16th mailed by

May 23rd

7500

16

15 panel days/wk.

7500
9000 aft.

23

75 panel days for June.

6,500

30

July

7

14

21

28

1500
4
6000



15 panel days/wk - June. 6000 cases.

20 panel days/wk - July 8000 cases.

Chesney Bend - May 1944

Month	May	June	July	
April	April 15 th 200 cities 100 outfit. 800 summaries mailed to Bd by May 2 nd	May 5 th 400 cities 200 outfit. 300 gradually eliminated 1500 summaries left. 600 summaries in May	May 5 weeks - 750 summaries	5 weeks - 750 summaries
			3500	3500
		11,000	6000 cases decided	6000 cases decided
		150 cases	150 cases (20 cases per panel)	150 cases (4 panels - 800 cases)
		18,000	15,000	10,000
			4000 cases decided.	

Assumptions:
 1. 18,000 applications
 2. Summary outfit on day



Planning Board - Agre.

Week of

31st

1st

2nd

3rd

Staff

150 summaries
200 cities of which
150 doing summaries

2nd

3rd

4th

5th

6th

7th

8th

9th

10th

11th

12th

13th

14th

15th

16th

17th

18th

19th

20th

21st

22nd

23rd

24th

25th

26th

27th

28th

29th

30th

31st

1st

2nd

150 summaries

Board meets 3rd, 4th,
8th, 9th.

150 summaries,

Board

Assumptions: 1 summary / day / city.



Gleeson Library

Week off

13th

14th

15th

Board

Staff



Clementine David - June

Ward off	9 th	16 th	23 rd	30 th
Staff				

Staff

Board



Clementine Board - July

Week off	14 $\frac{3}{4}$	21 $\frac{2}{4}$	28 $\frac{1}{2}$
Staff			Board



Clementine Brum - Abigayle

Wack off

4th

11th

18th

25th

Staff

Board

