

7/13/93 -

Space - for fifteen -
Medical Prepared Unit - Room 20?

25-30 Bodies

PAID Volunteer Coordinators

Paid-Scheduling]-

Theory - volunteers to do work -

Gift unit } volume
to get to the core - 4

{ Director -
Deputy
Janet - job -
Writer
(twenty - thirty)

THE WHITE HOUSE

WASHINGTON

7/12/93

RATIO OF FIRST LADY'S CORRESPONDENCE
TO PRESIDENTIAL CORRESPONDENCE

JANUARY 20 THROUGH APRIL 15, 1993 CUMULATIVE:

First Lady: 14,400 per week
President: 162,000 per week
Ratio: 8.9%

ARRIL 1 THROUGH JUNE 30, 1993 CUMULATIVE:

First Lady: 11,000 per week
President: 90,000 per week
Ratio: 12.2%

APRIL

First Lady: 14,900 per week
President: 120,000 per week
Ratio: 12.4%

MAY

First Lady: 10,920 per week
President: 81,600 per week
Ratio: 13.4%

JUNE

First Lady: 6,720 per week
President: 69,600 per week
Ratio: 9.7%

File Correspondence

Discussion points for meeting 7-13-93

1. Space
2. Staffing
Present situation
Needs
3. Retaining employee slots designated as data entry
(Alternative to #2 above)
4. Data Entry
Establish designated staff in Steve Horn's shop as
First Lady priority
5. Presidential Resources (aka Typing) *(Autopen authority)*
Establish procedure to handle typing of gift letters per
discussion with Tim Flynn - complete editing
6. Recommendations - Kelly
New directions

David George

*Call
Angela*

Letters than card

Synopsis of Report of agencies

*File
Correspondence*

July 14, 1993

MEMORANDUM

TO: Maggie Williams
Chief of Staff for the First Lady

FROM: Alice Pushkar *AP*
Director of First Lady's Correspondence

SUBJECT: Follow-up to 7/13 Meeting - Talking points for 7/15 Meeting

It is my understanding that we will discuss the following issues with Marsha Scott at our meeting:

1. Space - The most logical space is Room 20 which adjoins current space.
2. Staffing - We need 3 additional slots. Our suggestion is that we be given either three slots from the gift unit or two slots from the gift unit and one slot from elsewhere in correspondence.
3. Data Entry - Two data entry persons should be designated as First Lady priority.
4. Presidential Resources - Confirm procedure to handle typing of gift letters per discussion with Tim Flynn. A designated staff member should be available on an "as needed" basis to type these letters.
5. Computer Planning - First Lady Correspondence should have a representative on the computer planning group.
6. White House Booklet - First Lady's Correspondence should have a proof copy of the book as soon as it is available.

Please note: Meeting is scheduled for 3:00 p.m. in Marsha's office Room 94.

File Correspondence

July 14, 1993

MEMORANDUM

TO: Maggie Williams
Chief of Staff for the First Lady

FROM: Alice Pushkar
Director of First Lady's Correspondence

SUBJECT: Follow-up to 7/13 Meeting - Talking points for 7/15 Meeting

It is my understanding that we will discuss the following issues with Marsha Scott at our meeting:

1. Space - The most logical space is Room 20 which adjoins current space.
2. Staffing - We need 3 additional slots. As slots become available, we would like First Lady's Correspondence to have priority for them.
3. Data Entry - Two data entry persons should be designated as First Lady priority.
4. Presidential Resources - Confirm procedure to handle typing of gift letters per discussion with Tim Flynn. A designated staff member should be available on an "as needed" basis to type these letters.
5. Computer Planning - First Lady Correspondence should have a representative on the computer planning group.
6. White House Booklet - First Lady's Correspondence should have a proof copy of the book as soon as it is available.

Please note: Meeting is scheduled for 3:00 p.m. in Marsha's office Room 94.