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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ACTION

Date: _____

FROM: Stanley S. Scott, Spec. Asst. to the Pres.
(Name and Title)

Name of Employee: ^{Miss} Mary Patricia Hughes

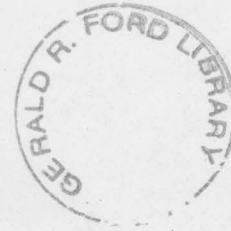
Requested action: Promotion

(check one)

☒ Administrative Pay Increase

☒ Change in Title

Reassignment



Such action will change

FROM: GS-8/4, \$12,133 Secretary

TO: Uncl. GS-9/5 \$13,825 Administrative Secretary

Desired effective date: as soon as possible

Justification for requested action: merited

Remarks:

I HEREBY ENDORSE AND AUTHORIZE THE ABOVE
DESCRIBED PERSONNEL ACTION FOR MY OFFICE:

SSS

(Signature of Requesting Official)

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

REQUEST FOR PERSONNEL ACTION

Date: _____

FROM: Same
(Name and Title)

Name of Employee: Mrs. Hazel D. Cornwell

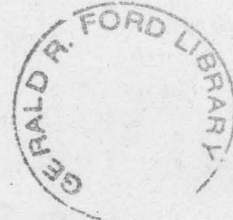
Requested action: Promotion

(check one)

☒ Administrative Pay Increase

☒ Change in Title

Reassignment



Such action will change

FROM: GS-7/3, \$10,633, Secretary

TO: UNCL. \$13,167. Administrative Secretary

Desired effective date: as soon as possible

Justification for requested action: wanted

Remarks:

I HEREBY ENDORSE AND AUTHORIZE THE ABOVE
DESCRIBED PERSONNEL ACTION FOR MY OFFICE:

SSS

(Signature of Requesting Official)

THE WHITE HOUSE

WASHINGTON

ACTION FOR PERSONNEL

233
52/12,167

233
233
466

104
176
156

207

156
41

Date:

FROM:

(Name and Title)

Name of Employee:

Requested action: Promotion

(check one) ☒ Administrative Pay Increase

☒ Change in Title

☐ Reassignment

Such action will change

FROM:

TO:

Desired effective date:

Justification for requested action:

Remarks:

I HEREBY ENDORSE AND AUTHORIZE THE ABOVE
DESCRIBED PERSONNEL ACTION FOR MY OFFICE:

(Signature of Requesting Official)

MEMORANDUM FOR: STANLEY S. SCOTT

FROM: JOHN CALHOUN

SUBJECT: Travel

After meeting with Cliff Graves at 3:30 p.m., and after talking with Frank Carpenter, I decided last night that we ought to support his efforts.

The one ~~day~~ panel I have been asked to chair will not be a part of OMBE's regular training, which ~~was~~ scheduled for Monday through Wednesday, culminating in a reception.

I will not be a party to these events, as per our discussion.

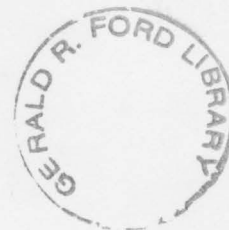
The Thursday panel is designed to evaluate the support given the Construction types and to refocus their thinking from Government contracts only, to single units, multi-units (low production cost) housing; the private sector and state construction work. The psychological barrier of dependence on the Government must be broken. Self evaluation, self motivation, and lots of hard appraisal of present efforts seems to me to be the right approach.

Reduced Federal spending in this area will bring much hardship to this area and Frank Carpenter's approach, I think, will help to demonstrate the need for change.

I feel that these efforts deserve our support; our full support.

I have therefore decide to do what little I can to these efforts and attend.

In the future, as in the past, I would not anticipate any one day travel plans. From a professional viewpoint, it would probably be advantageous for all travel, both yours and the little that I do, to be communicated to each other for obvious reasons.



THE WHITE HOUSE
WASHINGTON

NOV. 7, 1973

Date

TO: STAN

FROM: JOHN

I HAVE 16 DAYS (3 WEEKS AND ONE DAY)
OF ANNUAL LEAVE TO TAKE BEFORE DEC. 31.

I WOULD LIKE TO PROPOSE AN ALTERNATIVE:
I WILL WORK ALL EXCEPT 3-4 DAYS OF
THE LEAVE TIME IF I AM ADVANCED TO
THE PAY RATE OF 32,806. AND CHANGED
TO THE (AD ROLLS)

THIS I AM ENTITLED TO, I FEEL,
SINCE I HAD BEEN APPROVED FOR
THIS SALARY LEVEL AT NUD AND
IT REPRESENTS ONLY A ONE GRADE INCREASE,
SOMETHING I WOULD HAVE HAD ANYWAY.



MEMORANDUM FOR JOHN BENNET

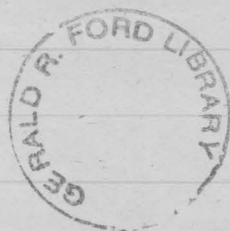
FROM: STAN SCOTT

WOULD APPRECIATE ASSISTANCE IN ADVANCING JOHN CALHOUN OF MY STAFF TO THE ANNUAL PAY RATE OF \$32, ~~800~~⁸⁰⁶. AND HIS BEING ADDED TO THE AD PAY SCALE.

CALHOUN IS DESERVING OF THIS INCREASE. THE DEMANDS OF MY OFFICE IN RELATING TO THE MORE THAN 25 MILLION BLACKS IN THIS COUNTRY ARE EXACTING AND REQUIRE ^{EXTRA} LONG HOURS OF ATTENTION TO METICULOUS DETAILS.

HE HAD BEEN ACCEPTED AT THIS PAY ~~GRADE~~^{LEVEL} AT THE TIME OF HIS APPOINTMENT TO THE STAFF.

JOHN, THANKS.



March 28, 1974

MEMORANDUM FOR:

Terry Jones

~~WILLIAM BARBOUR~~

FROM:

STANLEY S. SCOTT

SUBJECT:

Salary Increases

Request your concurrence in the attached pay increases for my staff. This request, I feel, is long overdue because of the ever increasing demands placed on them and the long hours of continuous work they must put in.

New Federalism, Revenue Sharing, the demise of OEO, are but a few of the many items that have caused much misinformation and created a demand for information/correspondence within the black community. My staff has met this and many other challenges.

Attached are memoranda required for administrative pay increases effective ~~March 28, 1974~~ (if possible). These increases, if approved, would be greatly appreciated.

Thank you.

June 25, 1974

Attachments



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR:

~~STANLEY SCOTT~~

FROM:

STANLEY SCOTT

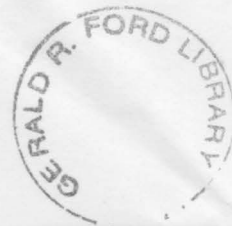
SUBJECT:

Secretarial Salary Increases

WORTHEN
This is to request authorization for moving ^{both of my secretaries,} Mary Patricia Hughes and Hazel D. Cornwell to new ~~positions and~~ titles and new salaries changes ~~iff~~ as soon as possible. This request, I think is long over due, mainly because these ~~girls~~ have ~~dedicated themselves~~ maintained assistance and dedication to this office.

Attached are memoranda required for these increases for Administrative Pay Increases effective ~~3/31~~ March 31, 1974 (if possible). ~~For Mary Patricia Hughes~~
These increases, if approved would be greatly appreciated.

Thank you.



Hazel - Pst
↑

THE WHITE HOUSE
WASHINGTON

October 18, 1974

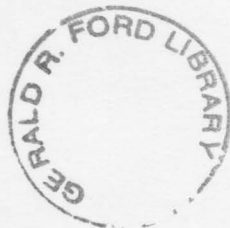
MEMORANDUM FOR: ~~STAN SCOTT~~

FROM:

JERRY H. JONES

Your request for travel for John Calhoun's trip to Montreal on September 10 has been approved. As you know, there are restrictions on first class travel and John Calhoun should not travel first class in the future.

Thank you.



THE WHITE HOUSE

WASHINGTON

Pat

Hazel called

All people have been cleared for today's meeting.

There's a letter in box to Jim Hurt that Stan should take with him to Atlanta

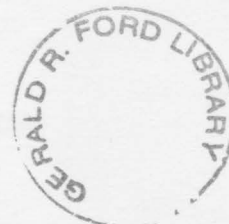
Check on correspondence from Elizka Hasek that Stan should take to Atlanta

Sent correspondence across street to be xeroxed for a Mr. Phillips (be on lookout for it) its a referral

Carolyn

Hazel out sick

10/25/74



THE WHITE HOUSE
WASHINGTON

Date Nov. 4, 1974

TO: STAN

FROM: HAZEL

Action _____

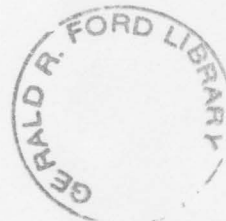
FYI _____

Appropriate Handling _____

Recommendation _____

Other _____

COMMENTS: I have a doctor's appt. this
afternoon at 5:30 p.m. Would like to leave
ofc. at 5:00 p.m. Thanks.



THE WHITE HOUSE

WASHINGTON

November 18, 1974

Stan:

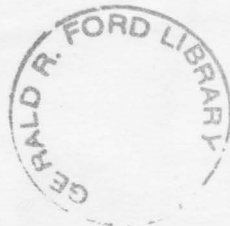
Request one day annual leave, Friday,
November 29, 1974.

I plan to be out of the city for Thanksgiving
weekend.

Thank you .

A handwritten signature in dark ink, appearing to be 'Pat' with a stylized flourish.

Pat



THE WHITE HOUSE
WASHINGTON

Hazel

11/25/74

STAN:

Sick Leave - 11/16 - 11/22

FYI --

Attached is my doctor's statement. From the medical standpoint, my condition during last week was such that my doctor considered it inadvisable for me to report to work.

May I have the slip back, please?

H



Wednesday, 11/27/74

Stan:

Have to meet someone at airport tonight
would have to leave at 5:30 p.m. to meet
flight.

Pat



11/29/74

STAN:

I would like to get out of here early today
if I can.

Thanks.

H



December 3, 1974

MEMORANDUM FOR:

JOHN CALHOUN

FROM:

STANLEY SCOTT 

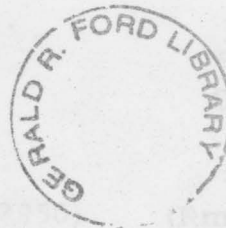
SUBJECT:

Request for Travel

In view of our joint discussions with Department of Commerce personnel and my personal conversations with you regarding the OMBE conference in California, I was suprised to see your request for travel to this event.

John, as I am sure you are aware, we spend much of our time in this office working with and for OMBE and OMBE clients, so our support is obvious, I believe.

If you think that the conference is of such importance that participation by our office is essential, I would have no objection to this trip. However, I would hope that in the future we might discuss your travel plans prior to a one-day notice.



THE WHITE HOUSE
WASHINGTON

Date Jan. 27, 1975

TO: STAN

FROM: HAZEL

Action _____

FYI X

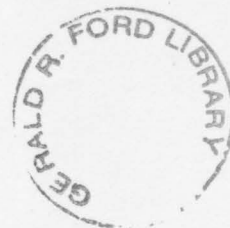
Appropriate Handling _____

Recommendation _____

Other _____

COMMENTS: I have a doctor's appt. on

Wed., Jan. 29 at 3:00 p.m.



THE WHITE HOUSE
WASHINGTON

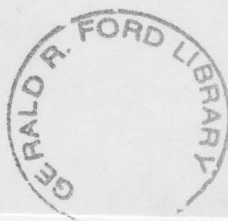
3 March 1975

Stan,

I am going home this
weekend - Would like
to have Friday off.

yes — no —

H



THE WHITE HOUSE
WASHINGTON

Thursday, March 13

SS:

Friday, 3/14/75

Request leave office 4:00 p. m.

Monday, 3/17/75

Annual leave.

Thanks.

Pat



March 19, 1975

MEMORANDUM FOR THE RECORD

TO: HAZEL CORNWELL
FROM: STAN SCOTT



I can only ^{of} express surprise, shock and dismay after reading your memo to me March 19. I think you will agree that the record will show that I have called you and Pat Hughes into my office on at least two separate occasions to discuss so-called "existing animosities" between the two of you, which, I must say has reduced the productivity and effectiveness in recent months of our efforts to serve the people.

I, in fact, urged you and Pat to come to me if you could not resolve existing personal differences. This is something you have not done. As a result of your failure to keep me abreast of your personal concerns in the operation of our office, I was shocked last Friday, 3/14/75, to learn that you walked off the job in the midst of one of our ~~hardest~~ most hectic days of work.

While I am informed that you are within your legal rights to stay off the job on ^{as you can} ~~the following~~ Monday and Tuesday of this week without notice to me--except through a third party, I must say that your absence on Monday coupled with Pat's annual leave on the same day highlighted the problems that I continue to encounter because of "existing animosities" between you and Pat.

In prior conversations I urged the both of you to look at your ~~personal and~~ professional responsibilities above and beyond personal considerations. I will say that again. In the interest of the Administration and in an effort to achieve maximum results in our office operations, if you find that "existing animosities" can't be worked out to mutual satisfaction, I request that you provide me 30-days notice so that we can work out a placement to your satisfaction so that the work in this office will not continue to suffer.

if you find that

Mon., 4/7/75 5:00 p.m.

Stan:

Hazel will no be in tomorrow, Tues., 4/8.
Her son is sick w/ flu. Will probably
be in Wednesday if he is better.

Pat

Bob Lunder - 301

Call



(See Guano Andersen)

Call Joycelio - 404-758-6696

Apr. 21
5:15 p.m.

[1975]

STAN:

I have a doctor's appointment tomorrow (Tues.)
at 3 p.m. Will have to leave office at 2:30.
Won't return since office is out in Oxon Hill.

H



Monday, April 21

[1975]

Stan:



Request leave Friday, 4/25.

Monday, 4/28 will be in office late. Will arrive 11:00 a.m.
Have an appointment.

Pat

THE WHITE HOUSE
WASHINGTON

May 7, 1975

STAN:

Request leave for Monday, May 12 and to
leave Friday at 3 p.m. -- going home for
Mother's Day.

Thanks.

H

