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THE WHITE HOUSE

WASHINGTON
December 15, 1972

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM: JOHN W. DEAN, III 
SUBJECT: Acceptance of Christmas Gifts

With the Christmas season at hand, I would like to take this opportunity to bring to your attention the restrictions imposed by statute and regulations upon you, as a member of the White House Staff, regarding the acceptance of Christmas gifts.

Gifts between Staff members

Although federal statutes prohibit the acceptance of gifts from fellow employees of a lesser pay status, this has not been interpreted to preclude the traditional exchange of gifts of nominal value between co-workers within an office. The solicitation of contributions for a Christmas gift for an employee in a superior official position is also prohibited by statute, as is the giving of such a gift or donation.

Acceptance of other gifts

Members of the White House Staff are expressly prohibited from soliciting or accepting gifts from corporations or persons 1) who have or are seeking contractual agreements with any Executive department or agency, 2) who engage in activities regulated by Executive departments or agencies, or 3) who have any interests which may be substantially affected by the performance of your job. This latter group includes federal employees as well as persons in the private sector.

The foregoing does not, however, preclude your acceptance of unsolicited advertising or promotional items such as pens, pencils, note pads, calendars, etc., so long as they are of nominal value, i.e., \$10.00 or less. Similarly, you are not prohibited from accepting reasonable gifts, promotional or otherwise, from close personal friends or relatives who have dealings with the government, when it is clear that the motivation for the gift is the personal relationship, and acceptance would not give rise to the appearance of a conflict of interest.



Entertainment

At this time of year, members of the White House Staff are often invited to Christmas parties. If your attendance at a particular function is otherwise acceptable and does not create an appearance of conflict with your position on the Staff, there is no prohibition against your accepting food and refreshment while in attendance.

Procedures for disposition of prohibited gifts

Any prohibited gift should be returned to the donor along with a letter, a copy of which should be retained for your files, stating the reasons for its return. If for any reason it is not possible to return the gift, please forward it to my office along with a letter of explanation. The gift will then be turned over to a public or private charity or charitable institution.

The rationale for these restrictions is two-fold. First, as between members of the Staff, they remove any appearance that a person is attempting to gain favor with a superior by the giving of a gift, and also resolve that no such gift is expected. Second, with regard to gifts that might be offered from those outside the White House, they prevent you as a member of the Staff, from being thrust into a position of conflict with your job, or more often, from being exposed to the appearance of such a conflict.

If you have any specific questions with regard to the foregoing, or desire additional guidance on a problem, please feel free to consult with me or a member of my staff.



THE WHITE HOUSE
WASHINGTON
Western White House
San Clemente

August 29, 1973

MEMORANDUM FOR: THE WHITE HOUSE STAFF

SUBJECT: Poll Information

The President thought you would be interested in seeing the results of a poll conducted by Al Sindlinger following the President's press conference. The poll was based on 1284 samples over the period Friday through Monday, August 24-27.

-- 88.3% of those polled had knowledge of the President's press conference.

-- Of those with knowledge, 48.4% were strongly positive, 18.3% were neutral and 33.2% were negative.

-- On the question of how the President was doing his job, Sindlinger reports the following:

Excellent	13.2%
Good	37.1%
With a total of 50.3% distinctly positive	
Fair	20.5%
Poor	24.5%
No Opinion	4.7%

The preceding ratings suggest a dramatic improvement in the Gallup/Harris ratings published before his speech which reflected only 31% and 32% respectively as favorable. (Gallup showed 38% approval following the President's August 15 speech).

-- The Sindlinger Poll rated Congressional performance as follows:

Excellent	2.3%
Good	30.4%



-2-

Fair	35%
Poor	19.9%
No Opinion	11.6%

The above statistics confirm the dramatic impact of the President's speech, White Paper and especially his news conference. The President thought you would wish to have these statistics which will be released by Sindlinger to the media today.

BA Kehli (for Haig)
ALEXANDER M. HAIG, JR.
General, United States Army (Ret.)



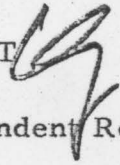
Hazel

THE WHITE HOUSE

WASHINGTON

September 13, 1973

MEMORANDUM FOR: WHITE HOUSE STAFF
DOMESTIC COUNCIL STAFF

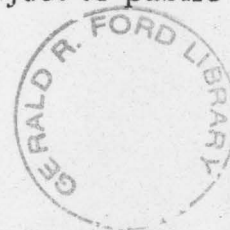
FROM: LEONARD GARMENT 

SUBJECT: Contacts with Independent Regulatory Agencies

It is most important that all members of the White House and Domestic Council staffs be familiar with the standards of conduct expected of them in regard to contacts with the independent regulatory agencies.

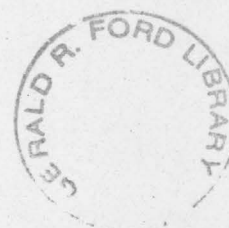
As part of their quasi-judicial statutory functions, such agencies have adjudicative responsibilities for resolving individual cases involving rates, licensing, route awards, enforcement and compliance, and the like. Likewise, often such agencies are charged with rule-making responsibilities. In the performance of these functions, the agency members are entitled and obligated to exercise their own independent judgment, free from control by the Executive and Legislative branches except as provided by law.

This does not mean that Executive branch officials may not express the Administration's views on any matter in issue before an independent regulatory agency; to the contrary, it is sometimes quite necessary and desirable that such views be made known. Nor does it mean that there can be no communications with independent regulatory agencies regarding matters of mutual interest or concern. However, to preserve the public confidence in the independence of such agencies, it is necessary that all such expressions and contacts be made in accordance with proper procedures and be subject to public scrutiny.



Accordingly, henceforth the following guidelines and procedures are to be observed in any matters relating to the activities of an independent regulatory agency:

1. Correspondence received from Senators, Congressmen, and the general public which should more properly be answered directly by an independent regulatory agency should be forwarded without substantive comment to the appropriate agency for response and an information copy of the transmittal should be forwarded to the office of the Counsel to the President.
2. In the course of the performance of your duties, you may be placed in a position where someone volunteers to you their comments and views on a matter pending before an independent regulatory agency. While you may, of course, listen to such views, such visits or the submission of written briefs should be avoided wherever possible. A better course in most instances is to suggest that the party submit his position directly to the agency involved.
3. No staff member should communicate with the personnel of an independent regulatory agency concerning any matter pending before that agency until prior consultation with and clearance by the Counsel to the President. This rule is applicable regardless of whether the matter is adjudicative or rule-making in nature, and is also applicable to mere inquiries as to the status of a case since experience has shown that the most innocent inquiry is subject to being misconstrued and could create the appearance of impropriety.
4. If after consultation with the Counsel to the President it is determined that a communication of views to an independent regulatory agency is necessary and appropriate, such communication shall be in writing or a written memorandum shall be made of any conversation or meeting. Copies of such records shall be forwarded to the Counsel's office, and will be available to anyone upon written request except to the extent that such disclosure is inconsistent with the



rules of the agency concerned to protect personal privacy, proprietary information, classified information, and the like.

If you have any questions regarding these guidelines and procedures, please contact the office of the Counsel to the President.

Star
John

THE WHITE HOUSE

WASHINGTON

October 1, 1973

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: STANLEY S. SCOTT
FROM: BRUCE A. KEHRLI *BK*
SUBJECT: Official Acceptance of Certificates,
Awards, Gifts, Etc.

Many requests are received at the White House from organizations, as well as private citizens, who wish to indicate their support of the President by personally presenting him with certificates, awards, gifts, etc.

The President's very heavy schedule will frequently make it impossible for him to be personally involved. In some cases, the person who asks to make the presentation will then indicate a desire to have a member of the President's staff accept. In other cases, it may be desirable for an official acceptance by the staff to be offered as a substitute because the request is especially worthwhile.

Before any commitment is made, however, the request and all necessary background information should be directed to Mike Farrell for a determination as to whether any official acceptance is appropriate. This applies not only in cases where it may seem appropriate for the acceptance to be done officially at the White House, but also applies to instances where you are representing the President at functions outside the White House and you have been informed in advance of a proposed presentation.

It should be noted, however, that this procedure in no way affects the operation of the Gift Unit, which is headed by Mrs. Marge Wicklein.

Please verbally inform your staff of this policy, in the event they might be involved in such an acceptance.

Thank you for your cooperation.



THE WHITE HOUSE
WASHINGTON

HIGH PRIORITY

October 9, 1973

MEMORANDUM FOR: STAN SCOTT
FROM: DAVID N. PARKER
SUBJECT: Presidential Telephone Program

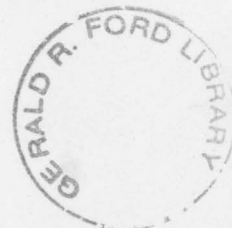
Over the past few months, we have reduced our efforts in generating good telephone call recommendations. However, the time has now come that we want to refocus our attention on this program and stimulate some more good ideas. We are interested in ideas that are in support of the President's positions or would have enormous value in showing the President's interest and concern in certain legislation. Routine or predictable calls, such as birthdays, etc., should be omitted except where unusual circumstances dictate that the call should be made.

Presidential calls provide an excellent opportunity to increase the President's exposure and identify the President with unique and worthwhile events and programs. I hope you and your staff will find the time to take a personal interest in making certain that the President receives the best possible proposals.

This new thrust will commence immediately and you should get your proposals to me starting today. A copy of the format is attached.

Your cooperation in this new effort will be much appreciated.

Thank you.



RECOMMENDED TELEPHONE CALL

TO: Name of person you recommend be called with brief identifying information only when you suspect name will be unfamiliar to the President.

RECOMMENDED BY: Your name and if recommendation has concurrence of another staff member, so state.

PURPOSE: Preferably one sentence; two at most.

BACKGROUND: Whatever background information you feel will be helpful to the President. Usually 3-4 short sentences will suffice to set the stage and give substance to talking points. Also, make sure that no letter has been sent by Correspondence for same purpose as the call and so indicate by stating this in the background.

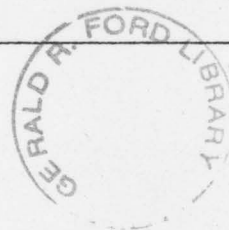
TALKING POINTS:

- 1.
- 2.
3. (The specific points that you recommend be made during the conversation)
- 4.

NOTE: Original plus 4 copies are to be sent to Mr. Parker.

Date of submission

Action _____



THE WHITE HOUSE

WASHINGTON

December 12, 1973

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM: FRED F. FIELDING 

SUBJECT: Acceptance of Christmas Gifts

With the Christmas season at hand, we would like to take this opportunity to bring to your attention the restrictions imposed by statute and regulations upon you, as a member of the White House Staff, regarding the acceptance of Christmas gifts.

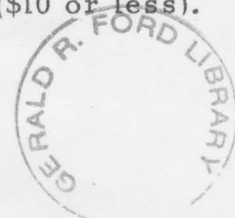
Gifts between Staff Members

Federal statutes prohibit the acceptance of gifts from fellow employees of a lesser pay status. The solicitation of contributions for a Christmas gift for an employee in a superior official position is also prohibited by statute, as is the giving of such a gift or donation. However, these laws have not been interpreted to preclude the traditional exchange of gifts of nominal value between co-workers within an office.

Acceptance of Other Gifts

As a member of the White House Staff you are expressly prohibited from soliciting or accepting gifts from corporations or persons (1) who have or are seeking contractual agreements with any Executive department or agency, (2) who engage in activities regulated by Executive departments or agencies, or (3) who have any interests which may be substantially affected by the performance of your job. This latter group includes federal employees as well as persons in the private sector.

The foregoing does not preclude your acceptance of unsolicited advertising or promotional items such as pens, note pads, calendars, etc., so long as they are of nominal value (\$10 or less).



Similarly, you are not prohibited from accepting reasonable gifts, promotional or otherwise, from close personal friends or relatives who have dealings with the government, when it is clear that the motivation for the gift is the personal relationship, and acceptance would not give rise to the appearance of a conflict of interest.

Procedures for Disposition of Prohibited Gifts

Any prohibited gift should be returned to the donor along with a letter, a copy of which should be retained for your files, stating the reasons for its return. If for any reason it is not possible to return the gift, please forward it to the Counsel's office along with a letter of explanation. The gift will then be turned over to a public charity or charitable institution.

The rationale for the foregoing restrictions is two-fold. First, as between members of the Staff, they remove any appearance that a person is attempting to gain favor with a superior by the giving of a gift, and also resolve that no such gift is expected. Second, as to gifts that might be offered from those outside the White House, they protect you as a member of the Staff, from being thrust into a position of conflict with your job, or more often, from being exposed to the appearance of such a conflict.

If you have any specific questions in regard to the foregoing, or desire additional guidance on a problem, please feel free to call me.



THE WHITE HOUSE

WASHINGTON

July 31, 1974

TO: THE WHITE HOUSE STAFF

FROM: ROLAND L. ELLIOTT

Citizens from around the nation and from foreign countries have been calling the White House around the clock to offer support and suggestions for the President during the impeachment proceedings. We feel it is important to be as responsive as possible to these calls and are working on an organized method of handling them. Anne Higgins is coordinating the effort and should you feel that you have some extra time to volunteer during the evenings or on weekends, would you please give her a call on Ext. 2109.

Also, should your offices receive any messages of support from the general public during your working hours, would you please record the full name, address, zip code and comments on index cards and send them to Mrs. Higgins, Room 98, EOB.



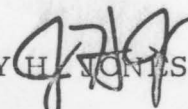
THE WHITE HOUSE

WASHINGTON

August 8, 1974

MEMORANDUM FOR:

FROM:

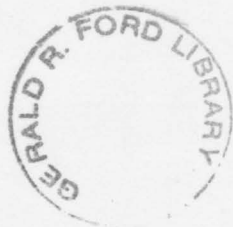
JERRY H.  JONES

SUBJECT:

East Room Invitation

You, your spouse and your secretary are invited to hear a statement by the President in the East Room on Friday morning, August 9. Mrs. Nixon and the Family are also expected to attend. Please be there by 9:15 a.m.

Thank you.





THE VICE PRESIDENT
WASHINGTON

MEMORANDUM FOR THE WHITE HOUSE STAFF

August 9, 1974

FROM: The Vice President

I know this has been a difficult and confusing time for each of you. You must have feelings of sorrow, as I do, but you also should be proud -- proud of the President you served and of your efforts for him and the country.

Many of you will want to go on to other pursuits now that your service to him has ended. I understand and respect that, but I also need your help. I ask each of you to stay on long enough to assure a steady and informed transition of the Presidency.

I have asked some friends whose counsel I respect to help me with the transition. They will form a bridge for me to my Vice Presidential staff office and to the officials of the Executive Branch until a permanent organization is established. I ask your help and cooperation for them as well as myself.

President Nixon fought long and with all his might to serve the American people well, ending his Presidency with a selfless and courageous act. You can still serve him and the Nation by helping me to carry on the essential functions of the Presidency. I will meet with the senior officials of the White House in the Roosevelt Room soon after I take the oath of office to discuss transition arrangements and responsibilities.



THE WHITE HOUSE

WASHINGTON

August 9, 1974

MEMORANDUM FOR THE WHITE HOUSE STAFF:

By custom and tradition, the files of the White House Office belong to the President in whose Administration they are accumulated. It has been the invariable practice, at the end of an Administration, for the outgoing President or his estate to authorize the depository or disposition to be made of such files.

President Taft in his book "Our Chief Magistrate and his Powers," made the following reference to this practice:

"The retiring President takes with him all the correspondence, original and copies, which he carried on during his Administration. . . ."

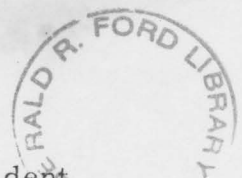
In the interest of continuing this practice, it has been directed that, so long as President Nixon's files remain in the White House Office, there is to be no intermingling of the files of the two Administrations. This applies of course both to the Central Files and the files in the offices of the various members of the staff.

Papers of the White House Office at the time of President Nixon's resignation as well as those enroute at that time and intended for him shall be considered as belonging to the Nixon Administration files. Of course, some Nixon Administration files may be needed for future reference. These files should be duplicated and placed with all other papers accumulated after noon today which constitute a new set of files for President Ford.

Specifically, please expedite the return of all withdrawals you have made from Central Files. On Monday, August 12, archivists under the supervision of John R. Nesbitt, Office of Presidential Papers, will be available to assist in the collection and segregation of President Nixon's papers for shipment. Meanwhile, please read the attached instructions.

Jerry H. Jones
Jerry H. Jones

Special Assistant to the President



WHITE HOUSE OFFICE PAPERS

By custom and tradition, all White House Office papers are regarded as the personal property of the President and subject to such control and disposition as he may determine. At the close of the Administration, the entire collection of papers now being created may be expected to be deposited in a Presidential library similar to the libraries that preserve the papers of the last six Presidents. To provide the President with a complete and accurate record of his tenure in office, the White House staff must oversee the preservation of the papers it generates.

The procedures set forth in this document represent the collective thinking of many members of the staff as to how best to preserve papers and documents for the President. Compliance with these procedures is an expression of loyalty by the staff to the President. For these procedures to be effective, it will require cooperation and assistance of every staff member.

The security classification of each document prepared in the White House is determined by the individual staff member writing it in accordance with Executive Order 10501—or other applicable Executive Orders. He is responsible for insuring that the classification assigned to his work reflects the sensitivity of the material concerned, and also for making certain that this classification is not excessively restrictive.

White House Office Papers: Filing with Central Files

1. *It is requested that the maximum possible use be made of Central Files, and the procedures listed below be followed.* This will aid in the faster and more complete retrieval of current information, eliminate unnecessary duplication of files, prevent excessive xeroxing, and maximize preservation of White House papers.

2. *Each staff member shall maintain his personal files separate from any working files he may keep on official business and clearly designate them as such.* Personal files include correspondence unrelated to any official duties performed by the staff member; personal books, pamphlets and periodicals; daily appointment books or log books; folders

of newspapers or magazine clippings; and copies of records of a personnel nature relating to a person's employment or service. Personal files should not include any copies, drafts or working papers that relate to official business or any documents or records, whether or not adopted, made or received in the course of official business.

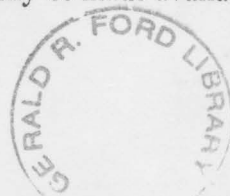
3. *Each staff office shall forward regularly to Central Files three copies of all outgoing official business consisting of correspondence and memoranda. One copy of all other outgoing related materials should also be filed.*

4. *Each staff office shall forward regularly to Central Files any incoming official business from sources other than White House staff offices after action, if any, has been taken.* Each staff office, if it so desires, may keep a copy of such incoming official business for its own working files.

5. *Each staff office shall forward regularly to Central Files any originals of incoming official business from other White House staff offices after action, if any, has been taken and if such originals were not intended to be returned to the sender.* If desired, a copy may be kept for the staff's working files.

6. *Each staff office shall forward to Central Files at such times as it determines to be appropriate all working files of official business which are inactive and no longer needed.* These files will be stored by office as well as listed by subject matter. They will, of course, always be available for later reference.

7. *Each staff office at its own discretion may segregate any materials that it believes to be particularly sensitive and which should not be filed by subject matter.* Such sensitive materials should be forwarded to the Staff Secretary on the same basis as outlined in paragraphs 3 through 6 in an envelope marked SENSITIVE RECORDS FOR STORAGE with the office or individual from which they are sent marked on the outside and (as appropriate) a list of inventory in general terms attached. This list of inventory should also be sent to Central Files so that notations can be made in subject files that certain material is missing from the file. These materials will be filed in locked containers and will only be made available to the in-



dividual or office from whom they were received.

8. *No defense material classified under Executive Order No. 10501 with a classification of TOP SECRET or Restricted Data under the Atomic Energy Act of 1954 should be forwarded to Central Files. All such material should be forwarded to the Staff Secretary for storage.*

9. *No exceptions to the above shall be made without the express consent of the Counsel to the President. Additional advice on the operation of Central Files may be obtained from Frank Matthews, Chief of Central Files (Ext. 2240).*

White House Office Papers: Disposition of Papers Upon Leaving Staff

1. *Upon termination of employment with the staff, each staff member will turn over his entire files to Central Files with the exception of any personal files he might have maintained.*

2. *Personal files include: correspondence unrelated to any official duties performed by the staff member; personal books, pamphlets and periodicals; daily appointment books or log books; folders of newspaper or magazine clippings; and copies of records of a personal nature relating to a person's employment or service. Personal files should not include any copies, drafts, or working papers that relate to official business; or any documents or records, whether or not adopted, made or received in the course of official business. The White House Office of Presidential Papers, staffed by representatives of the National Archives, is available to assist staff members in the determination of what are personal files. Any question in this regard should be resolved with their assistance by contacting John Nesbitt, supervisory archivist of the Office of Presidential Papers (Ext. 2545).*

3. *A staff member, upon termination of employment, may at his discretion make copies for his personal use of a carefully chosen selection of the following types of documents within his files:*

(A) *Documents which embody original intellectual thought contributed by the staff member, such as research work and draftsmanship of speeches and legislation.*

(B) *Documents which might be needed in future related work by the individual.*

4. *No staff members shall make copies as permitted in paragraph three of any documents which contain defense material classified as CONFIDENTIAL, SECRET OR TOP SECRET under Executive Order No. 10501, Restricted Data under the Atomic Energy Act of 1954, or information supplied to the government under statutes which make the disclosure of such information a crime.*

5. *Each staff member who decides to make copies of such documents described in paragraph three shall leave a list of all such documents copied with Central Files. This will enable retrieval of a document in the event that all other copies of it and the original should be later lost.*

6. *The discretionary authority granted in paragraph three is expected to be exercised sparingly and not abused. All White House Office papers, including copies thereof, are the personal property of the President and should be respected as such. Any copies retained by a staff member should be stored in a secure manner and maintained confidentially.*

7. *All confidential and sensitive materials will be protected from premature disclosure by specific provisions of the Presidential Libraries Act of 1955 (44 U.S.C. 2108).*

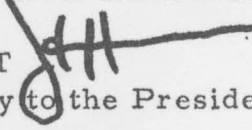


THE WHITE HOUSE

WASHINGTON

August 29, 1974

MEMORANDUM TO THE WHITE HOUSE STAFF

FROM: J. F. terHORST 
Press Secretary to the President

SUBJECT: "Ground Rules" Regarding Interviews with Newsmen

Most White House officials have occasion to be interviewed by the news media concerning matters pending before them or to discuss general Administration policy. The President supports and encourages increased accessibility to the media, balanced, of course, with the need to insure a proper and timely flow of information to the public.

There are certain ground rules to be observed when talking to a reporter. The most important rule -- and the one most often misused or misunderstood -- concerns the attribution of information given to a newsman by someone on the White House staff.

It is the responsibility of the person releasing the information to set the level of attribution -- on the record, on background, on deep background, off the record, or for guidance.

It is the reporter's job to seek the highest level of attribution for his story. If no discussion of attribution occurs, the reporter is correct to assume the information is on the record.

The five types of attribution under which the Press Office operates are as follows:

ON THE RECORD: All statements are directly quotable and attributable, by name and title, to the person who is making the statement.



ON BACKGROUND: All statements are directly quotable, but they cannot be attributed by name or specific title to the person commenting. The type of attribution to be used should be spelled out in advance: A White House official, an Administration spokesman, a government lawyer, or whatever.

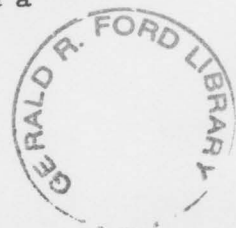
ON DEEP BACKGROUND: Anything that is said in the interview is usable but not in direct quotation and not for attribution. The reporter writes it on his own, without saying it comes from any government department or official.

NOTE: Reporters generally dislike this form of attribution and it should be used only in the most delicate circumstances and urgent news. Too often, government officials use "deep background" to plant or leak stories or to get the reporter to stick his neck out when the official has only part of the information.

OFF THE RECORD: Information given "off the record" is for the reporters' knowledge only and is not to be printed or made public in any way. The information also is not to be taken to another source in hopes of getting official confirmation. This form is mainly used to prevent reporters from speculating along inaccurate lines.

NOTE: Reporters do not like to obtain information "off the record" because they have to sit on it while their competitors are able to get it "on background" somewhere else and print it. Some absolutely refuse to hear it, so it is essential to secure a reporter's agreement before going "off the record." But if there is good reason -- and the reason is clear -- they will go along with it.

GUIDANCE: Reporters often will ask for "guidance" on the particular timing or status of an event. In this case, they believe they are receiving the information on a "background" basis, and not "off the record," and the information will be used in stories which say "White House sources predicted that the appointment would be made this week." It must be made clear when giving a reporter "guidance" whether he can use the information in a story.



It is important to understand that the terms "off the record," "background," "deep background," and "guidance" are much misused, even by reporters themselves. To avoid confusion which might have serious consequences, make sure you and the reporter know exactly how he is receiving his information and to whom he can attribute it before the interview begins.

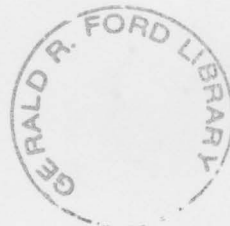
You should both understand not only which of the categories you are speaking under, but exactly what that category means to the other person.

One of the most commonly misunderstood uses of attribution is by the government official who says to a reporter that he is supplying the information off the record and not to quote him. By saying, "Don't quote me," the source is really talking "on background" and not "off the record," so the reporter feels he is entitled to use the information as long as he doesn't attribute it to a specific source.

Those who choose to talk to reporters on something other than an "on the record" basis should be aware that they, as well as the reporter, have a responsibility for keeping the conversation confidential. An official who tells someone he has been interviewed by a reporter can't complain if he is later identified with something written by the reporter.

Finally, the Press Office strongly recommends that White House officials speak "on the record." It is by far the safest policy.

We also encourage you to speak to reporters openly and fully about matters within your area of responsibility and personal knowledge -- but you should be aware of the dangers of uninformed speculation or talking about something not within your field of expertise.



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

September 4, 1974

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:

JERRY H. JONES 

This is just a reminder that all official correspondence should be typewritten on White House stationery. Several handwritten envelopes have been arriving at the Mail Room to be stamped and sent out. Of course, White House stationery and postage are to be used only for official business and are not to be used for personal use. The azure paper and envelopes are to be used exclusively for Presidential correspondence and should never be used for any other purpose. The White House Correspondence Manual should be consulted if there are any questions.

Mail deposited in mail boxes in the White House and EOB is picked up by the U. S. Postal Service and goes directly to the City Post Office. It should be properly stamped when placed in these boxes. Mail placed on top of the boxes will not be picked up by the Postal Service and it could become lost.

Official outgoing mail should be sent to Room 99, EOB to be stamped and dispatched. Any questions concerning the handling of mail should be directed to the Mail Room, Extension 2541.

Thank you.



MEMORANDUM

THE WHITE HOUSE

WASHINGTON

September 18, 1974

FOR: ALL WHITE HOUSE AND OEOB STAFF

FROM: LUCY WINCHESTER *LW*
SOCIAL SECRETARY

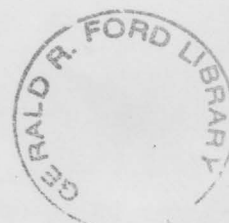
SUBJECT: STAFF PICNIC
September 19, 1974
11:30 a. m. thru 2:00 p. m.

The President and Mrs. Ford wish to invite White House and OEOB Staff Members to a picnic on the South Grounds of the White House on Thursday, September 19, 1974, between 11:30 a. m. and 2:00 p. m. This should permit office supervisors to rotate lunch hours in order to keep phones covered, as usual.

The East Wing and West Wing Staff should enter the South Grounds through their respective foyer entrances. All OEOB pass holders should enter the South Grounds through the Southwest Gate. This is a "lunch hour" picnic for the White House and OEOB Staff and does not include spouses or families.

Should there be inclement weather on Thursday, the picnic will be rescheduled for Friday at the same time.

The President and Mrs. Ford are looking forward to meeting as many of you as possible and hope each of you will enjoy the picnic.



THE WHITE HOUSE

WASHINGTON

September 18, 1974

MEMORANDUM FOR: STANLEY SCOTT
FROM: WARREN S. RUSTAND *WSR*
SUBJECT: Presidential Schedule Suggestions

With the new faces on the White House Staff, this is a good time for me to take the opportunity to remind you that we are constantly looking for creative suggestions for the President's schedule.

You can help by making certain that each and every good idea generated by you or your staff is written up in our schedule proposal format (copy attached) and forwarded to me, the Appointments Secretary to the President.

I look forward to receiving your recommendations and hopefully on a regular basis.



SCHEDULE PROPOSAL

DATE:

FROM:

VIA: David N. Parker

MEETING: or greeting - drop-by - address - reception -
etc.

DATE: day and date proposed (leave blank if no
specific time requirement)

PURPOSE: explicitly stated as to why the event should
be done and exactly what our objective is in
doing it

FORMAT: -location (room, office or city and specific
place in the city)
-participants (attach list and narrative dis-
cussion of composition of the group or
audience)
-expected length of participation requested
-when speaking to an audience or convention,
preliminary program must be attached
-indicate other suggested movements

SPEECH
MATERIAL: remarks or talking points - required topic
state concisely what types of remarks are
appropriate

PRESS
COVERAGE: state what type of press and photo coverage
would be desirable to accomplish our press
objectives

STAFF: attending meeting

RECOMMEND: list of those who support the proposal and
include any pertinent comment they may make
concerning the proposal

OPPOSED: cite any opposition to the proposal and why

PREVIOUS
PARTICIPATION: state whether or not the President has seen
officials or participated in meetings of
organization named and when

BACKGROUND: this should indicate both the pros and cons
of the proposal in the briefest possible
manner

APPROVE _____

DISAPPROVE _____



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

October 16, 1974

MEMORANDUM FOR:

WHITE HOUSE STAFF
AND
CABINET MEMBERS

FROM:

PAUL A. MILTICH

SUBJECT:

ATTACHED

I thought the attached article by Karen Elliott of the Wall Street Journal in the October 16 issue of the Journal would be of interest to you.



The Pardon of Nixon Was Timely, Legal, Jaworski Believes

He Says Nixon's Acceptance
Clearly Shows His Guilt
And More Evidence Is Due

By KAREN J. ELLIOTT

Staff Reporter of THE WALL STREET JOURNAL

WASHINGTON—Special Watergate Prosecutor Leon Jaworski sees nothing wrong with President Ford's decision last month to pardon Richard Nixon.

Mr. Jaworski, talking publicly about the

The special prosecutor said he has kept silent on the pardon and on Mr. Nixon's role in the Watergate cover-up for two reasons: He wanted to wait until a jury was chosen and sequestered for the trial of five of Mr. Nixon's former top aides, and he wanted to wait until he had announced his resignation. All that has happened, and now Mr. Jaworski is talking: There will be more newspaper interviews, and on Sunday he is scheduled to appear on NBC's "Meet the Press" program.

Mr. Jaworski denies that the pardon prompted his resignation. He said in the in-



whether he would have prosecuted the former President if Mr. Ford hadn't pardoned him. "Nothing is served by talking about hypothetical situations now," he declared.

But Mr. Jaworski said that if the former President had been charged, his trial wouldn't have come for many months. "We gave no consideration to doing anything with the former President until after the cover-up jury was sequestered," he said.

A major task still facing the special prosecution force is a report to Congress on the Nixon investigation and on other aspects of the Watergate case. That report will exclude much evidence against the former President unless Congress specifically authorizes its inclusion. Without such authority, Mr. Jaworski believes, a prosecutor can't ethically disclose evidence against a man who hasn't been charged; Mr. Jaworski has asked Congress for authority to include such material in the report.

"We can paint a very full picture of Mr.

THE WHITE HOUSE

WASHINGTON

October 24, 1974

MEMORANDUM FOR THE WHITE HOUSE STAFF

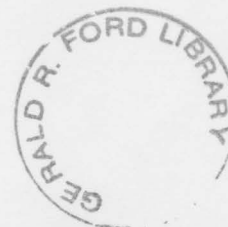
SUBJECT: Court Order Regarding Presidential
Materials of the Nixon Administration

Attached is a copy of a Supplemental Order of the United States District Court for the District of Columbia, by Judge Charles R. Richey, issued October 22, 1974. The Defendants are: Arthur E. Sampson, Administrator of the General Services Administration; Philip W. Buchen, Counsel to the President; and H. Stuart Knight, Director of the Secret Service.

Please note:

- 1) The order enjoins "the Defendants, their superiors, agents, and assigns" against certain acts.
- 2) The order applies to "the materials, including documents, tapes and other papers, known as the 'Presidential materials of the Nixon Administration' that are presently in the custody and control of the Defendants."
- 3) The order enjoins the persons affected "from disclosing, transferring, disposing or otherwise making known to any person, be he/she private citizen or public official, the materials." The order does not prohibit use of the papers for court, prosecutorial or grand jury matters, or for purposes of current government business.

Although the order by its terms does not apply to all members of the White House staff, all White House staff personnel are expected to act as if they were bound by it. Similarly, all materials and papers prepared during the Administration of President Nixon should be regarded as actually or potentially subject to the order.



Attached also is a copy of an August 9, 1974, memorandum from Jerry H. Jones on the subject of collecting and segregating "papers of the White House Office at the time of President Nixon's resignation as well as those enroute at the time and intended for him."

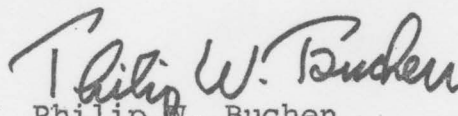
Based on the August 9, 1974, memorandum and the printed attachment to it, and in accordance with Judge Richey's order, I have notified counsel to Mr. Nixon and hereby give my consent that:

(i) The remaining papers in the files of the White House Office which have not yet been segregated and placed in storage may be used to complete implementing the August 9, 1974, memorandum.

(ii) Papers necessary for purposes of current government business shall be used for such purposes if practicable in the form of duplicated files as provided in the memorandum, and a listing of any files so duplicated shall be supplied to me.

Implementation of the August 9 memorandum shall be completed by November 1, 1974, except that no papers will be prepared, as provided in that memorandum, "for shipment." To this end, each member of the White House staff subject to the August 9 memorandum shall certify in writing to this office, by November 1, that the collection and segregation called for have been completed, and that the materials have been stored within the White House complex as designated by the Office of Presidential Papers.

John Nesbitt, supervisory archivist of the Office of Presidential Papers (Extension 2545) and his staff will be calling on you and will be available for assistance.


Philip W. Buchen
Counsel to the President

Enclosures



COPY

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

RICHARD M. NIXON

Plaintiff

v.

ARTHUR F. SAMPSON, et al.,

Defendants

and

THE REPORTERS COMMITTEE FOR FREEDOM
OF THE PRESS, et al.,

Plaintiffs

v.

ARTHUR F. SAMPSON, et al.,

Defendants

:

:

: C.A. No. 74-1518

:

:

:

:

:

:

C.A. No. 74-1533

:

:

:

SUPPLEMENTAL ORDER

Upon consideration of the Temporary Restraining Order issued yesterday, dated October 21, 1974 at 4:20 p.m., and upon consideration of the parties' requests for certain modifications thereof, and it appearing that the parties consent to said modifications and that the same are consistent with the ends of justice, and it appearing that the aforesaid Order as well as this Supplemental Order are necessary to preserve the status quo in the above-entitled litigation, it is by the Court this 22nd day of October, 1974,

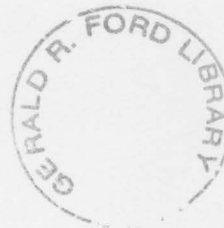
ORDERED, that the Court's Order of October 21, 1974, be and the same is hereby amended and supplemented as follows:

ORDERED, that the Motions for a Temporary Restraining Order be, and the same are hereby granted in part and denied in part; and it is



COPY

2



FURTHER ORDERED, that the Defendants, their superiors, agents and assigns are, subject to the conditions hereinafter described in the balance of this Order, hereby enjoined from disclosing, transferring, disposing or otherwise making known to any person, be he/she private citizen or public official, the materials, including documents, tapes and other papers, known as the "Presidential materials of the Nixon Administration", that are presently in the custody and control of the Defendants; and it is

FURTHER ORDERED, that the Defendants are hereby enjoined from effectuating the terms and conditions of the "Agreement" entered into by Richard M. Nixon and Arthur F. Sampson, on or about September 6, 1974, and it is

FURTHER ORDERED, that the injunction shall not serve as a bar to the production of said materials pursuant to a validly-issued subpoena, discovery demand, or court order in any civil or criminal case, either outstanding or while this injunction is extant; or to the production of said materials in regard to the ongoing Watergate criminal trial before United States District Judge John Sirica; or to the production of said material pursuant to requests by the Special Prosecutor, or to a validly issued subpoena by a Grand Jury; or to the use of said materials, with prior notification to counsel for Plaintiff Richard M. Nixon and with the consent of Defendant Philip W. Buchen, for purposes of current government business, and it is

FURTHER ORDERED, that Plaintiff Richard M. Nixon, or his attorney, shall be afforded access to said materials under current access procedures established by Defendants for the sole purposes of preparing to testify in the Watergate trial and determining whether to raise any privileges or defenses he believes he might have in opposition to production of said materials for current government business or pursuant to requests by the Special Prosecutor or to validly-issued subpoenas, discovery demand or a court order, and if Plaintiff Richard M. Nixon shall be unable to physically do so, the government Defendants shall provide copies of said materials for such use, but he shall not disclose or divulge the contents thereof except in regard to his testimony or in response to validly-issued subpoenas, and said copies shall be returned promptly to the Defendants when such purposes have been served; and it is

COPY

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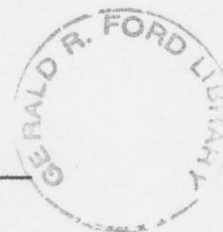
FURTHER ORDERED, that any person either now or previously a member of the White House staff shall be afforded access under current access procedures established by Defendants, with or without his/her attorney present, to said materials which comprise or comprised his/her files while a member of the White House staff, and be allowed to take notes regarding the same, but not to make copies thereof, all the above solely for any purposes relating to criminal investigations or prosecutions; and it is

FURTHER ORDERED, that any search conducted for purposes of producing or using said materials as provided in this Order shall be conducted jointly by Defendant Philip W. Buchen, or his agent, and counsel for Plaintiff Richard M. Nixon, or his agent, and said persons shall take such steps as are necessary to assure that the search for and copying of said materials will in no way destroy or affect the original character of any of the materials, including tapes, documents or other papers referred to herein; and it is

FURTHER ORDERED, that the Plaintiffs shall not be required to post any bond; and it is

FURTHER ORDERED, that this injunction shall be effective for ten (10) days and shall be renewed upon proper application of the parties.

/s/ CHARLES R. RICHEY
Charles R. Richey
United States District Judge



United States District Court
for the District of Columbia
A TRUE COPY

JAMES F. DAVEY, CLERK,

By /s/ ESTHER E. CREIDEN
October 22, 1974
Time 2:35 p.m.

THE WHITE HOUSE

WASHINGTON

August 9, 1974

MEMORANDUM FOR THE WHITE HOUSE STAFF:

By custom and tradition, the files of the White House Office belong to the President in whose Administration they are accumulated. It has been the invariable practice, at the end of an Administration, for the outgoing President or his estate to authorize the depository or disposition to be made of such files.

President Taft in his book "Our Chief Magistrate and his Powers," made the following reference to this practice:

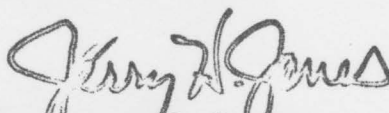
"The retiring President takes with him all the correspondence, original and copies, which he carried on during his Administration. . . ."



In the interest of continuing this practice, it has been directed that, so long as President Nixon's files remain in the White House Office, there is to be no intermingling of the files of the two Administrations. This applies of course both to the Central Files and the files in the offices of the various members of the staff.

Papers of the White House Office at the time of President Nixon's resignation as well as those enroute at that time and intended for him shall be considered as belonging to the Nixon Administration files. Of course, some Nixon Administration files may be needed for future reference. These files should be duplicated and placed with all other papers accumulated after noon today which constitute a new set of files for President Ford.

Specifically, please expedite the return of all withdrawals you have made from Central Files. On Monday, August 12, archivists under the supervision of John R. Nesbitt, Office of Presidential Papers, will be available to assist in the collection and segregation of President Nixon's papers for shipment. Meanwhile, please read the attached instructions.


Jerry H. Jones

Special Assistant to the President

WHITE HOUSE OFFICE PAPERS



By custom and tradition, all White House Office papers are regarded as the personal property of the President and subject to such control and disposition as he may determine. At the close of the Administration, the entire collection of papers now being created may be expected to be deposited in a Presidential library similar to the libraries that preserve the papers of the last six Presidents. To provide the President with a complete and accurate record of his tenure in office, the White House staff must oversee the preservation of the papers it generates.

The procedures set forth in this document represent the collective thinking of many members of the staff as to how best to preserve papers and documents for the President. Compliance with these procedures is an expression of loyalty by the staff to the President. For these procedures to be effective, it will require cooperation and assistance of every staff member.

The security classification of each document prepared in the White House is determined by the individual staff member writing it in accordance with Executive Order 10501—or other applicable Executive Orders. He is responsible for insuring that the classification assigned to his work reflects the sensitivity of the material concerned, and also for making certain that this classification is not excessively restrictive.

White House Office Papers: Filing with Central Files

1. *It is requested that the maximum possible use be made of Central Files, and the procedures listed below be followed.* This will aid in the faster and more complete retrieval of current information, eliminate unnecessary duplication of files, prevent excessive xeroxing, and maximize preservation of White House papers.

2. *Each staff member shall maintain his personal files separate from any working files he may keep on official business and clearly designate them as such.* Personal files include correspondence unrelated to any official duties performed by the staff member; personal books, pamphlets and periodicals; daily appointment books or log books; folders

of newspapers or magazine clippings; and copies of records of a personnel nature relating to a person's employment or service. Personal files should not include any copies, drafts or working papers that relate to official business or any documents or records, whether or not adopted, made or received in the course of official business.

3. *Each staff office shall forward regularly to Central Files three copies of all outgoing official business consisting of correspondence and memoranda. One copy of all other outgoing related materials should also be filed.*

4. *Each staff office shall forward regularly to Central Files any incoming official business from sources other than White House staff offices after action, if any, has been taken. Each staff office, if it so desires, may keep a copy of such incoming official business for its own working files.*

5. *Each staff office shall forward regularly to Central Files any originals of incoming official business from other White House staff offices after action, if any, has been taken and if such originals were not intended to be returned to the sender. If desired, a copy may be kept for the staff's working files.*

6. *Each staff office shall forward to Central Files at such times as it determines to be appropriate all working files of official business which are inactive and no longer needed. These files will be stored by office as well as listed by subject matter. They will, of course, always be available for later reference.*

7. *Each staff office at its own discretion may segregate any materials that it believes to be particularly sensitive and which should not be filed by subject matter. Such sensitive materials should be forwarded to the Staff Secretary on the same basis as outlined in paragraphs 3 through 6 in an envelope marked SENSITIVE RECORDS FOR STORAGE with the office or individual from which they are sent marked on the outside and (as appropriate) a list of inventory in general terms attached. This list of inventory should also be sent to Central Files so that notations can be made in subject files that certain material is missing from the file. These materials will be filed in locked containers and will only be made available to the in-*

dividual or office from whom they were received.

8. *No defense material classified under Executive Order No. 10501 with a classification of TOP SECRET or Restricted Data under the Atomic Energy Act of 1954 should be forwarded to Central Files. All such material should be forwarded to the Staff Secretary for storage.*

9. *No exceptions to the above shall be made without the express consent of the Counsel to the President. Additional advice on the operation of Central Files may be obtained from Frank Matthews, Chief of Central Files (Ext. 2240).*

White House Office Papers: Disposition of Papers Upon Leaving Staff

1. *Upon termination of employment with the staff, each staff member will turn over his entire files to Central Files with the exception of any personal files he might have maintained.*

2. *Personal files include: correspondence unrelated to any official duties performed by the staff member; personal books, pamphlets and periodicals; daily appointment books or log books; folders of newspaper or magazine clippings; and copies of records of a personal nature relating to a person's employment or service. Personal files should not include any copies, drafts, or working papers that relate to official business; or any documents or records, whether or not adopted, made or received in the course of official business. The White House Office of Presidential Papers, staffed by representatives of the National Archives, is available to assist staff members in the determination of what are personal files. Any question in this regard should be resolved with their assistance by contacting John Nesbitt, supervisory archivist of the Office of Presidential Papers (Ext. 2545).*

3. *A staff member, upon termination of employment, may at his discretion make copies for his personal use of a carefully chosen selection of the following types of documents within his files:*

(A) *Documents which embody original intellectual thought contributed by the staff member, such as research work and draftsmanship of speeches and legislation.*

(B) *Documents which might be needed in future related work by the individual.*

4. *No staff members shall make copies as permitted in paragraph three of any documents which contain defense material classified as CONFIDENTIAL, SECRET OR TOP SECRET under Executive Order No. 10501, Restricted Data under the Atomic Energy Act of 1954, or information supplied to the government under statutes which make the disclosure of such information a crime.*

5. *Each staff member who decides to make copies of such documents described in paragraph three shall leave a list of all such documents copied with Central Files. This will enable retrieval of a document in the event that all other copies of it and the original should be later lost.*

6. *The discretionary authority granted in paragraph three is expected to be exercised sparingly and not abused. All White House Office papers, including copies thereof, are the personal property of the President and should be respected as such. Any copies retained by a staff member should be stored in a secure manner and maintained confidentially.*

7. *All confidential and sensitive materials will be protected from premature disclosure by specific provisions of the Presidential Libraries Act of 1955 (44 U.S.C. 2108).*



THE WHITE HOUSE
WASHINGTON



November 1, 1974

MEMORANDUM FOR THE WHITE HOUSE STAFF

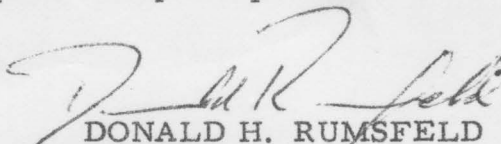
SUBJECT: Safeguarding Classified and Sensitive Information

Each staff office is requested to establish adequate internal procedures to assure that classified and sensitive documents and related materials are protected at all times. A specific person in each office should be given this responsibility, but it should be made clear that the last person in an office assumes the responsibility for the security of classified material.

The Executive Protective Service officers have been instructed to conduct a thorough after-hours security inspection of each staff office in the White House and Executive Office Building (EOB) on a nightly basis. Their authority to inspect extends to all exposed classified or sensitive documents, as well as all other related materials not properly secured. Classified material to be destroyed should be handled in the manner prescribed below. All other classified material should never be left unattended on desks. When an office is closed or unattended, materials should be locked in a secure cabinet. In the event of a serious security violation, the Executive Protective Service will file a formal report with the office concerned.

All classified and sensitive materials to be destroyed should be separated from other office trash and waste materials and placed in a specific container designated for this purpose. At present, paper bags marked "BURN" are available from the White House Supply Room and can be ordered along with other office supplies. Burnbags are collected under Executive Protective Service supervision and are disposed of in the secure macerator located in the EOB. Since the macerator has a limited capacity, all nonclassified and nonsensitive waste materials are collected and disposed of by the regular GSA cleaning force.

The provisions of the memorandum do not apply to the Situation Room since, because of the volume, separate disposal procedures are required.


DONALD H. RUMSFELD
Assistant to the President

THE WHITE HOUSE

WASHINGTON

December 19, 1974

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM: PHILIP W. BUCHEN *P.W.B.*
SUBJECT: Acceptance of Christmas Gifts

With the Christmas season at hand, I would like to take this opportunity to bring to your attention the restrictions imposed by statute and regulations upon you, as a member of the White House Staff, regarding the acceptance of Christmas gifts.

Gifts between Staff Members

Federal statutes prohibit the acceptance of gifts from fellow employees of a lesser pay status. The solicitation of contributions for a Christmas gift for an employee in a superior official position is also prohibited by statute, as is the giving of such a gift or donation. However, these laws have not been interpreted to preclude the traditional exchange of gifts of nominal value between co-workers within an office.

Acceptance of Other Gifts

As a member of the White House Staff you are expressly prohibited from soliciting or accepting gifts from corporations or persons (1) who have or are seeking contractual agreements with any Executive department or agency, (2) who engage in activities regulated by Executive departments or agencies, or (3) who have any interests which may be substantially affected by the performance of your job. This latter group includes federal employees as well as persons in the private sector.

The foregoing does not preclude your acceptance of unsolicited advertising or promotional items such as pens, note pads, calendars, etc., so long as they are of nominal value (\$10 or less). Similarly,



you are not prohibited from accepting reasonable gifts, promotional or otherwise, from close personal friends or relatives who have dealings with the government, when it is clear that the motivation for the gift is the personal relationship and acceptance would not give rise to the appearance of a conflict of interest.

Additionally, present law prohibits the acceptance of gifts in excess of \$50 (retail value in U. S.) from representatives of foreign governments except with the express consent of Congress. Any such gift which cannot appropriately be refused shall be submitted to the Counsel's office (Room 106, OEOB) for transmittal to the Department of State.

Procedures for Disposition of Prohibited Gifts

Any prohibited gift should be returned to the donor along with a letter, a copy of which should be retained for your files, stating the reasons for its return. If for any reason it is not possible to return the gift, please forward it to the Counsel's office (Room 106, OEOB) along with a letter of explanation. The gift will then be turned over to a public charity or charitable institution.

The rationale for the foregoing restrictions is two-fold. First, as between members of the Staff, they remove any appearance that a person is attempting to gain favor with a superior by the giving of a gift, and also resolve that no such gift is expected. Second, as to gifts that might be offered from those outside the White House, they protect you as a member of the Staff from being thrust into a position of conflict with your job, or more often, from being exposed to the appearance of such a conflict.



THE WHITE HOUSE

WASHINGTON

December 20, 1974

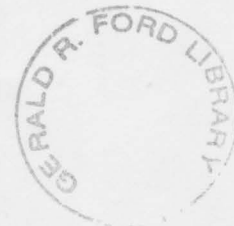
MEMORANDUM FOR ALL WHITE HOUSE PERSONNEL

FROM: PHILIP W. BUCHEN

SUBJECT: Tax Assistance

The Internal Revenue Service Taxpayer Assistance Service has been useful to White House employees in the past. I am attaching a schedule of the services available in this area and want to point out that the location of the closest IRS office for this purpose is 1201 E Street, N. W.

In other years, IRS representatives have visited our offices to help those requesting such service. Due to the low volume of inquiries, however, I have agreed that we can use the E Street office and we will no longer have special representatives visit the White House.



Hours of Service (Contd.)

Monday evenings (beginning January 27, 1975) -
5:00 p.m. - 7:00 p.m.

Saturdays (beginning February 1, 1975) - 9:00 a.m. -
1:00 p.m.

Walk-In Assistance

If your tax questions are not resolved by telephone, the Internal Revenue Service has conveniently located personal contact facilities available as follows:

WASHINGTON, D. C.

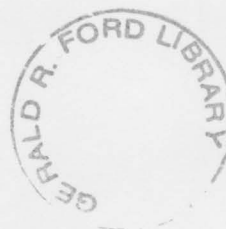
1201 E Street, N.W. - Room 604
Monday through Friday - 8:30 a.m. - 5:00 p.m.
Saturdays (February 8 & 15 - April 5 & 12) -
9:00 a.m. - 1:00 p.m.
Tuesday, April 15 - 6:00 p.m. - 9:00 p.m.

WHEATON, MARYLAND

Wheaton Plaza - South
Monday through Friday - 8:30 a.m. - 5:00 p.m.
Saturdays (February 8 & 15 - April 5 & 12) - 9:00 a.m. -
1:00 p.m.
Tuesday, April 15 - 6:00 p.m. - 9:00 p.m.

BAILEYS CROSS ROADS

Skyline Center, 5205 Leesburg Pike - Room 600
Monday through Friday - 8:15 a.m. - 5:00 p.m.
Saturdays (February 8 & 15 - April 5 & 12) - 9:00 a.m. -
1:00 p.m.
Tuesday, April 15 - 6:00 p.m. - 9:00 p.m.



ATTACHMENT

FEDERAL TAX ASSISTANCE - 1975

TELEPHONE SERVICE

Most tax questions can be resolved by calling the Internal Revenue Service on its toll-free telephone system. More than 100 Internal Revenue employees will be staffing these telephones and they are capable of providing a service ranging from sending you a tax form to answering tax questions. This service is prompt, convenient, and is available to persons working in the Washington, D. C. area as follows:

D.C. OR MARYLAND TAXPAYERS

Residents of Washington, D. C., Montgomery and Prince Georges County

Call 488-3100

All Other Maryland Counties

Call 1-800-492-0460

Hours of Service

Monday through Friday - 8:30 a.m. - 5:00 p.m.

Monday evenings (beginning January 27, 1975) -
6:00 p.m. - 8:00 p.m.

Saturday (beginning February 1, 1975) - 9:00 a.m. -
1:00 p.m.

VIRGINIA TAXPAYERS

Northern Virginia Residents

Call 557-9230

Other Areas of Virginia

Call 1-800-552-9500

Hours of Service

Monday through Friday - 8:15 a.m. - 5:00 p.m.



THE WHITE HOUSE

WASHINGTON

January 21, 1975

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:

PHILIP W. BUCHEN

P.W.B.

SUBJECT:

Presidential Memberships and
Endorsements

The President continually receives offers of honorary memberships or requests to endorse various causes. With few exceptions, such solicitations are routinely denied. Since many of these solicitations are made through the White House staff, and not directly to the President, you should be aware of the procedures for handling memberships and endorsements involving the President.

No membership or endorsement is to be declined or accepted other than by or through Mr. Roland L. Elliott, Director of Correspondence. Any staff member who receives a solicitation for a membership or endorsement on behalf of the President should refer it promptly to Mr. Elliott's office for review. Do not refer such matters to the Office of the Counsel. In the event of any questions, Mr. Elliott will consult with the Counsel to the President prior to declining or accepting the membership or endorsement.

Your cooperation in complying with the procedures described above is appreciated.



THE WHITE HOUSE

WASHINGTON

February 3, 1975

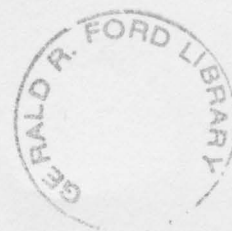
MEMORANDUM FOR: MEMBERS OF THE WHITE HOUSE STAFF
FROM: DONALD A. WEBSTER *DW*

The attached booklet provides a brief and fairly simple explanation of the President's economic and energy proposals. If you would like additional copies in order to answer inquiries which you have received on the program, please call John Unland of Bill Baroody's office on extension 6262.

Attachment



ECONOMY AND ENERGY:
THE PRESIDENT'S PROGRAM IN BRIEF



THE WHITE HOUSE

ECONOMY AND ENERGY

The President's Program in Brief

THE WHITE HOUSE

ECONOMY AND ENERGY
THE PRESIDENT'S PROGRAM IN BRIEF

President Ford's message to the Congress and the people of the United States on January 15, 1975, was a landmark in American history. It was the first time that a President had addressed the nation on the economic and energy issues. The President's message was a bold and clear statement of his vision for the future of the United States. It was a message of hope and confidence, and it was a message that inspired the American people.

- FOREWORD -

Immediately following the State of the Union message, over one thousand leaders from every segment of American society came to the White House for a series of briefings and discussions on the economic and energy proposals in President Ford's message. In the course of this series of discussions, certain basic questions kept recurring.

The purpose of this pamphlet is to answer many of the most commonly-asked questions by presenting a brief overview and highlights of the President's program.



ECONOMY AND ENERGY -
THE PRESIDENT'S PROGRAM IN BRIEF

President Ford's comprehensive economic and energy proposals are designed to respond to one of the most complex and serious challenges in American history. This paper provides a brief and frank discussion of the situation.

The problem can be simply stated: We are experiencing the highest rate of inflation since World War II and a recession with unemployment already over seven percent. On top of this, the United States is faced with a growing dependence for oil on unreliable foreign sources at prices that pose very serious national security, financial and economic problems.

Each of these problems is closely linked to the others. Because of that linkage they must be treated together.

Inflation has resulted from a number of causes, including:

- Many years of excessive Federal spending and too rapid growth of money and credit.
- The quadrupling of oil prices by the major foreign producing countries.
- Poor harvests leading to higher food prices.
- Two devaluations of the dollar.

This inflation has helped create the recession by:

- Cutting the real purchasing power of paychecks.
- Pushing interest rates to high levels that work severe hardship on many sectors of the economy, particularly homebuilding.
- Depressing consumer confidence and their willingness to buy.



Higher oil prices imposed by the oil exporting countries contributed directly to both recession and inflation. This increase in the price of energy and energy-related products works like a tax levied by a foreign power. It reduces the cash an individual or a family has available for other spending, but also removes these revenues from our Nation as a whole because, unlike domestic taxation, they are not even available for public spending here at home.

The higher energy bill has thus resulted in a massive flow of dollars to the oil exporting countries. Other industrialized countries are also paying very high oil bills, threatening the stability of world financial markets and their ability to pay for the energy they need.

The Arab oil embargo brought home forcefully to every American what this dependence could mean to our economy and to our national security, and yet our dependence steadily increases. Domestic oil and gas production is falling and imports are rising. Today, imports account for about 40% of our petroleum consumption. If present trends continued, we would be importing 50% of our oil by 1985.

Unless we take immediate steps to reduce our consumption of fuel and increase our self-reliance, we will experience greater imports, have more severe balance of payments problems, and be subject to major interruptions and price manipulation by oil exporting countries.

The control of the oil cartel countries over oil supply and prices gives them leverage over our entire economy, and represents a tremendous drain on our national wealth.

To put the situation in perspective: In 1970, we spent less than \$3 billion on oil imports; in 1974, we spent roughly \$25 billion; and by 1977, if we fail to take action now, it is estimated that we will pay \$32 billion to the oil-producing countries. And with those import dollars go the real income and wealth we could otherwise enjoy.

The President believes we must cut our oil imports by about one million barrels per day by the end of this year and by two million barrels per day by the end of 1977.

President Ford, after wide consultation, has developed a three-pronged attack on the challenges of recession, inflation and energy dependence. Since it is designed to deal with a wide range of very difficult problems, his program is complex. As a result, the program can be judged fairly only by viewing it as a whole since the various parts are closely interrelated to achieve the desired objectives.

The goals of the President's program may be summarized as follows:

- To hasten recovery from the recession, the President sees the need for an immediate, across-the-board tax rebate of \$12 billion for individual taxpayers on 1974 taxes, returning to them up to 12 percent of their taxes in May and September of 1975. An additional \$4 billion would be in the form of a one-year increase to 12% in the investment tax credit, thus spurring industrial expansion and creating new jobs. The intent of the tax refund is to give the economy a sharp, one-time stimulus (\$16 billion total) that would speed recovery without causing more inflation.

- To curb inflation, the President will attempt to effect a moratorium on new spending programs outside the energy field and a five percent limit on automatic cost of living increases in social security benefits, military retirement pay and the like. The program also includes a five percent limit on Federal pay increases in 1975. Inflation is showing some signs of abating, but the President believes it is critical to restore long-term discipline to our fiscal and monetary policies in order to eliminate this continuing threat.

- To free us from dependence on foreign energy sources, the President has designed a tough new program to encourage conservation and greater domestic energy production.

Energy conservation would be achieved through a series of import fees, excise taxes and decontrol of domestic oil and gas prices with the increased costs recaptured through tax revenues that would raise the price of most petroleum products on an average of 10 cents a gallon. This will reduce demand for these products sufficiently so that, together with increased domestic production, the President's goals can be met.



As part of a longer run solution, the President has an agreement with the major domestic auto makers to improve gasoline mileage by 40% on the average by 1980, compared to 1974 cars. He is also working to change building standards to improve insulation and other building practices so as to reduce energy needs. Efforts are also under way to substantially improve the energy efficiency of major appliances.

Increased energy production in the United States would be achieved through a number of measures. These include oil production from Naval Petroleum Reserves and higher production from existing wells in response to improved incentives because domestic oil prices will no longer be below prices we must pay for imported oil. These policies will be supplemented by actions to encourage faster development and production of our domestic energy resources.

In addition, the President would require:

- Such adjustments as are necessary to permit expanding use of our domestic energy supplies to produce electric power.
- A long range synthetic fuels program.
- A continuation of the accelerated program of research and development in the energy area.

A question that is often raised is whether this program contributes both to inflation and recession by increasing energy costs to consumers.

The President felt that the costs could not be avoided if the economy was going to reduce its demand for petroleum products and become less dependent on foreign energy sources by 1985. The alternative would have been a system of rationing that would not solve our energy problem and would be unfair to the average American.

The President's total energy program will have a one-time effect of increasing prices by about 2%. The estimated increased cost of petroleum and petroleum-related products to all segments of society will be about \$30 billion a year. Estimate of the average annual cost per family is about \$275.

The President's total program will not depress the economy because higher energy costs will be offset by the permanent reduction of taxes. This program of tax reduction includes \$16.5 billion for individuals that will show up as an immediate reduction in taxes withheld from current earnings. Seventy percent will go to persons with incomes of less than \$15,000 per year. Individuals who pay no taxes at all will receive \$2 billion annually - or about \$80 per person. Corporate taxes will be cut by \$6 billion. State and local governments will also receive added funds under the General Revenue Sharing formula. In addition, individuals who install insulation in their homes will receive a tax credit for a portion of those costs.

In summary, higher energy taxes will increase energy prices, but these higher prices will be an incentive for all energy users to look for ways to reduce their own use of energy, whether for gasoline, heating oil, electricity, etc. Some businesses or individuals will find that they can reduce their use of energy, while others will decide to pay the higher price. Under the President's program everyone can make his or her own decision.

In order to avoid hurting average and lower income people most, because of higher energy costs, a disproportionate share of the reduction in taxes will go to low and middle income families. For many families, the tax cut will restore a part of the purchasing power that has been lost as a result of inflation. Higher income people, however, will receive permanent tax reductions that do not fully offset their higher energy costs.

The President contemplates a tough, comprehensive, and integrated program. It would help protect our national security. It would stimulate the economy through tax cuts to get us out of the recession. It would keep a lid on Federal spending to prevent a new round of inflation, and bring the Federal budget into balance when the economy recovers. It would raise petroleum prices in order to encourage conservation and increase domestic production. And it would recapture excessive oil company profits through a windfall profits tax. On balance, it would deal fairly and equitably with consumers and producers alike.



THE WHITE HOUSE
WASHINGTON

Revised: 7 Feb 1975
Effective: 6:30 a.m.
10 Feb 1975

WHITE HOUSE TRANSPORTATION AGENCY RULES

The White House Transportation Agency is available to assist the Staff in moving throughout the Washington area on official business. Since the number of vehicles and drivers is limited, it is necessary that members follow the established rules to assure fair and equitable use.

Accordingly, the Agency has been instructed to provide portal to portal transportation for those persons designated as Group A members. Portal to portal transportation is defined to include all official trips as well as transportation to and from work.

Restricted official use is authorized for those persons designated as Group B members. Restricted official use includes official trips in the Washington area between the hours of 8:30 a.m. and 5:30 p.m., but not transportation to and from work. Such trips must be scheduled not to impinge on our operations during the hours of peak demand, which are (Monday thru Friday):

6:30 a.m. to 8:30 a.m.

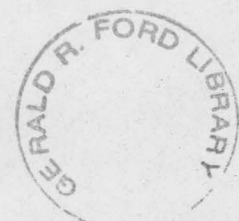
11:00 a.m. to 2:00 p.m.

5:30 p.m. to 8:30 p.m.

Female staff members who work after 8:30 p.m. may request transportation home if a genuine requirement for such service exists. This special courtesy will be extended only when doing so will not interfere with normal car operation commitments. This service is not available to female personnel whose normal working hours began after 4:00 p.m.

To assure availability of transportation for official use, it is necessary that all members of the staff observe the following rules:

a. Do not ask drivers to wait more than 20 minutes. Drivers are instructed to return to the Garage for subsequent trips after discharge of passengers.



b. Do not request transportation to or from restaurants, hotels or to private homes for social purposes.

c. Do not request transportation for members of your family or guests. Persons on the Group A list may request transportation for their wives to attend official and social functions at the White House. Transportation will not be provided to any other place.

d. Group A members may authorize official use of cars for members of their staffs.

Because the number of vehicles is limited and to provide service in the immediate Washington area, we do not routinely accept requests for trips to Dulles, Baltimore-Washington International Airports, Andrews AFB or other areas outside the Washington metropolitan area. However, if cars are available, transportation to these airports may be provided to Group A members in conjunction with official travel.

All requests for transportation outside the Washington metropolitan area will be referred to the Military Assistant's office.

Due to the location of the Garage, you should allow ten minutes for a car to arrive at the White House.

THE WHITE HOUSE
WASHINGTON

DATE:

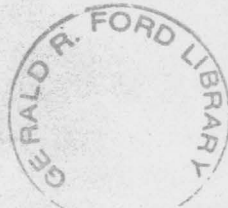
2/25

TO: F. DEBACA PAM POWELL
 JEFF EVES ✓ STAN SCOTT
 VIRGINIA KNAUER WAYNE VALIS
 PAT LINDH DON WEBSTER
 TED MARRS

FROM: WILLIAM J. BAROODY, JR.

 ✓ FOR YOUR INFORMATION
 FOR APPROPRIATE ACTION
 FOR YOUR COMMENTS/
RECOMMENDATIONS
 OTHER:

3 attachments



THE WHITE HOUSE
WASHINGTON

February 17, 1975

*circulate to
SMJ*

MEMORANDUM FOR:

PAUL MILTICH
✓ BILL BAROODY
PAUL THEIS

FROM:

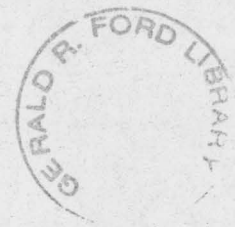
RON NESSEN

It seems to me that entirely too many articles for various publications are going out under the President's name. And it is even more troublesome to me that the vast majority of these proposals for signed articles by the President never come through the Press Office for my approval.

Recently, signed articles by the President have either appeared or been prepared for the Water and Sewer Journal, a bank's private house organ, the pulpy Sunday supplement Family Weekly, and many, many others.

I hope we can make it a policy that whenever a request for a signed article by the President comes into the White House, I will get a chance to approve or disapprove it before the actual writing starts.

cc: Bob Hartmann
Dick Cheney



THE WHITE HOUSE
WASHINGTON

February 13, 1975

For me
circulate to
skm?

MEMORANDUM FOR: BILL BAROODY
THROUGH: PAUL A. THEIS *PAT*
FROM: ELISKA HASEK *EH.*

In order to ensure the most efficient handling of correspondence typed for the President's signature, I would appreciate your completing the attached form and enclosing it with each letter which you submit for signature. If there are a number of identical letters as part of a robot project, for instance, only one form will be necessary to cover the whole project.

By way of explaining the attached form, information for the "research" category should include a brief notation of the source of any figures, statistics or quotations, etc., used in the letter. The "cleared by" category should have the name and initials of each staff member who cleared the text.

It would be most helpful if personal Presidential correspondence in which a recipient's first name is used in the salutation were separated in some way from the more routine letters. Also, mail that needs to be dispatched right away should be red-tagged and separated from less urgent material.

Although you are free to make photocopies of this form to submit with requests, my office will keep an ample supply on hand for your use if you prefer. Please do not hesitate to call us.

I am grateful for your cooperation and welcome any suggestions you may have. Caron McConnon of my staff will be coordinating all letters submitted to my office for signature. If you have any questions, call her on extension 2836.

Att.



CLEARANCE FOR PRESIDENTIAL SIGNATURE

Date: _____

TO: ELISKA HASEK
Room 121, OEOB

FROM: _____

SUBJECT: _____

Requested by: _____

Research material,
if any, supplied by: _____

Cleared by: _____

SPECIAL INSTRUCTIONS

1. Date needed (if for special occasion): _____

2. Suggested signature (check one): ☐ Gerald R. Ford

☐ Jerry Ford

3. After signature, please:

☐ Send to Stripping Desk for mailing.

☐ Return to me for handling.

☐ Other _____



THE WHITE HOUSE
WASHINGTON

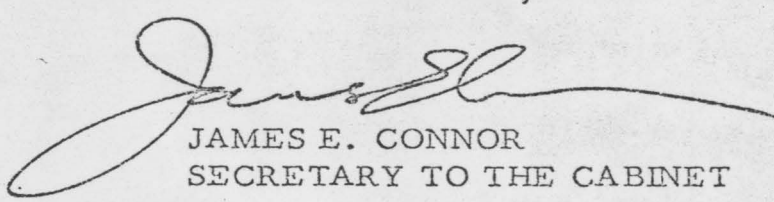
February 5, 1975

MEMORANDUM FOR

THE VICE PRESIDENT
THE SECRETARY OF THE TREASURY
THE SECRETARY OF THE INTERIOR
THE SECRETARY OF AGRICULTURE
THE SECRETARY OF COMMERCE
THE SECRETARY OF LABOR
THE SECRETARY OF HEALTH, EDUCATION AND WELFARE
THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT
THE ACTING ATTORNEY GENERAL
THE ACTING SECRETARY OF TRANSPORTATION

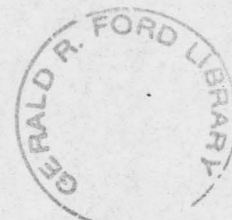
SUBJECT: Talking Points on Supplemental Assistance for
Cambodia and South Vietnam

Talking Points on supplemental assistance for Cambodia and South Vietnam were requested at the Cabinet Meeting on January 29th. General Scowcroft has prepared the attached material for your use in this connection.


JAMES E. CONNOR
SECRETARY TO THE CABINET

Attachment

bcc: Counsellor to the President Hartmann
Counsellor to the President Marsh
Counsel to the President Buchen
Assistant to the President Rumsfeld
Alan Greenspan, Chairman, CEA
William Seidman, EPB
Richard Cheney
William Baroody ✓
Max Friedersdorf
Ron Nessen
Jerry Warren



TALKING POINTS

Supplemental Assistance for Cambodia and South Vietnam

General Situation

Cambodia

-- The situation in Cambodia is serious. The Communists -- no doubt encouraged by the low level of our aid -- continue to believe a total military victory is possible. They are now conducting an all-out offensive. We believe they will only come to the bargaining table when they see they cannot defeat the Cambodian army on the battlefield.

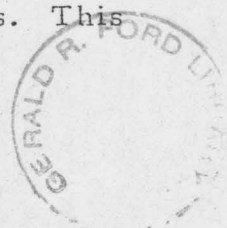
-- The Cambodian Government has shown it can thwart Communist advances if given the means to defend itself. A year and a half ago, many predicted the imminent collapse of the Government. In fact, the opposite has occurred: The Government and its forces have kept up the fight. They are now holding their own and have kept the Mekong River open so that supply convoys can reach Phnom Penh.

-- They are, however, in danger of defeat for lack of the material means to defend themselves. Funds currently available for military assistance will be totally exhausted and the army out of ammunition by April. At the current levels of economic aid, the Cambodian economy will probably experience a serious downturn in April and could collapse in June or July.

South Vietnam

-- The situation in South Vietnam is also serious. The South Vietnamese have also shown they are fully capable of defending themselves if given adequate levels of assistance. The recent tenacious stand by the garrison at Phuoc Binh in the face of armor attacks and against great odds, proves beyond any doubt that the South Vietnamese are willing to defend themselves.

-- The problem is that the present level of U.S. assistance does not allow them to adequately defend themselves. Our aid was sufficient until last June (1974) when cuts were imposed by the Congress. This



forced a reduction in ammunition expenditure. At the same time, the Communists stepped up attacks. The result was a great increase in casualties, a loss of mobility and a deterioration in the military situation. Government casualties were higher in 1974 than any previous year except 1972 (the year of a major Communist offensive). At the same time, ammunition expenditure dropped nearly 70 percent between 1972 and 1974.

-- Some have argued that if we cut our aid we would force a political settlement. Last year the Congress cut our assistance in half. The result was just the opposite. Hanoi saw Saigon in a weakened state and opted for increased military action. Cutting aid actually increased the fighting and the dying.

-- What is needed in both cases are relatively small increases to cover costs of ammunition, gasoline and other basic items.

U. S. Commitment

-- Some have said that granting additional aid would mean making a recommitment in Indochina.

-- We are not asking for a new commitment which would lead us down the path to greater involvement. We are just seeking to insure survival.

-- We are on the way out, not in.

-- We have already spent 98 percent of what it will take to end our involvement. The final two percent is critical to preserving what we built there.

Implications of Not Providing Adequate Aid

International

-- We have made a commitment to a friend. The depth of that commitment, in the eyes of the world, is measured not just by what we say but by the tens of thousands of American lives which have been lost and the many tens of billions of dollars which have been spent. The world



is watching us and the constancy of our pledges. If, after demonstrating the depth of that commitment through the expenditure of so much blood and treasure, we withdraw, who can have faith hereafter in our word?

-- Two years ago we signed an agreement that climaxed the longest military undertaking in our country's history. The agreement was endorsed by every great power in the Western World. Now, two years later a country of 13 million people has torn it to shreds and the survival of an American ally is threatened -- and we apparently stand helpless, our fidelity in question, our word at stake. Under the terms of that agreement we established the right to provide replacement items of equipment so that the South Vietnamese could take care of their own security. Now, in the face of massive infusion of Communist arms and supplies, we aren't even exercising that right. Current funds will allow only for the provision of critically needed fuel and ammunition. If we fail to do even that, our credibility as an ally will be totally lost.

-- The repercussions could be enormous. If our adversaries see our constancy and determination lacking here, they may be tempted to test our will in other areas of the world.

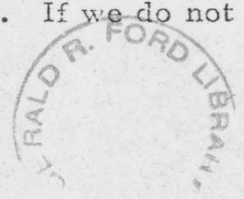
-- And, with our friends, the message is even more vital. We ask them to trust us, to work with us. In this world of ours, it is not without hazard to be a friend of the U.S. While our power is obvious, it is the strength of our will which is the vital ingredient in inducing our friends to stand at our side.

-- We are now involved in delicate negotiations in the Middle East. The success of these negotiations may well rest on whether the other parties believe we will keep our word and honor the commitments we make.

-- Like it or not, the burden of leadership of the western world is ours. Friend and foe alike judge us by our performance. If we falter, those who rely on us will be quick to make other accommodations to protect themselves. The results would be an alien world in which the costs for our survival would dwarf anything we have ever known.

Domestic

-- The Vietnam war seriously divided this country. Vietnam must not be allowed to become the central issue of American domestic politics. The question of American reinvolvement is not at issue. If we do not



provide sufficient aid, the danger of an all-out Communist victory will be very real. Should this come to pass, we will have to choose whether we are going to abandon an ally or become directly involved in Vietnam again. Whichever choice is taken will rend the country and leave a stain which we may never be able to erase. To keep this question from arising, we must provide the South Vietnamese with the modest amounts necessary for their self defense. With sufficient money, Saigon can stand alone and defend itself. The question of American involvement need never arise.

-- How we end our involvement is vitally important. We have made many sacrifices and have a tremendous investment: Fifty thousand Americans died and we were spending \$30 billion a year. We achieved our purpose. South Vietnam remained free to choose its own course and was strong enough to defend itself. Now for want of a small amount, it all may have been for naught.

-- By providing what is needed now, our aid can be significantly reduced in the near future.

The Best Way to End Our Involvement

-- The South Vietnamese do not want to go on fighting, they want peace. On three separate occasions they have called for full implementation of the Paris Agreement with a specific date set for elections. The Communists have turned down these offers and broken off negotiations. They also have refused to let us search for our missing men, refused to contribute to the ICCS peacekeeping budget and attacked and overrun 11 government district capitals and one province capital.

-- As long as their survival is threatened, the South Vietnamese will fight back. All they ask is that we give them the wherewithal to defend themselves.

-- Giving them the means to do this is the best way to end America's involvement in Indochina.

-- America has never abandoned a friend. The American people do not want such an end for Vietnam and Cambodia.



1/30/75

FACT SHEET

U.S. Military and Economic Assistance to
Cambodia and Vietnam for FY 75

	<u>Administration Request</u>	<u>Authorized</u>	<u>Appropriated</u>	<u>Additional Amounts Requested</u>
<u>South Vietnam</u>				
Military	\$1.45 billion	\$1.0 billion	\$700 million	\$300 million
Economic	\$750 million	\$449.9 million	appropriation process now underway	0
<u>Cambodia</u>				
Military	\$362.5 million	\$200 million ¹	appropriation process now underway	\$222 million
Economic	\$110 million	\$100 million	" "	0 ²

¹The Foreign Assistance Act also authorizes the President to use "drawdown authority" to provide an additional \$75 million of military stocks to the Cambodian Army. The President authorized the use of these funds in early January 1975. The \$75 million of drawdown authority is not included in the ceiling on aid to Cambodia.

²There is no need for any additional economic assistance funds for Cambodia. The problem is that the Foreign Aid Authorization Act sets a ceiling of \$377 million on total aid to Cambodia during FY 75. With \$200 million for military assistance and \$100 million for economic aid, this leaves only \$77 million for commodity assistance within the PL-480 program. Originally \$77 million was thought to be enough. However, due to the significant number of new refugees created by the current Communist offensive, price rises and some initial inaccurate estimates, it is now clear that additional assistance, mainly food for refugees, is required. The commodities are available. No additional appropriation is required. However, unless the ceiling is lifted, they cannot be sent.

THE WHITE HOUSE
WASHINGTON

April 4, 1975

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:

JACK MARSH *jm*

As you may know, Ted Marrs, Special Assistant to the President, has taken over the Bicentennial responsibilities previously accomplished for me by Dick Lukstat, who has now joined the staff of Secretary Dunlop at the Department of Labor.

In connection with this additional responsibility, Dr. Marrs serves as liaison between the White House, the American Revolution Bicentennial Administration and the individual Departments and Agencies.

If you have any matters relating to the Bicentennial, they may be forwarded directly to Dr. Marrs in care of Sandra Drake, Room 191, Extension 2800.



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

April 18, 1975

MEMORANDUM FOR:

WHITE HOUSE STAFF

FROM:

JERRY WARREN

The Sunday shows, April 20, 1975:

<u>Face the Nation</u>	Sheik Ahmed Zaki Yamani, Petro- leum Minister of Saudi Arabia	(9)	11:30 a.m.
<u>Meet the Press</u>	Panel of 6 industrialists, all Chairmen of the Board: Thomas A. Murphy, GM; Reginald H. Jones, General Electric; Irving S. Shapiro, DuPont; Donald C. Cook, American Electric Power Company; Arthur M. Wood, Sears Roebuck & Company; Walter B. Wriston, First National Bank of New York	(4)	12:30 p.m.
<u>Issues & Answers</u>	Congressman John J. Rhodes of Arizona	(7)	1:30 p.m.



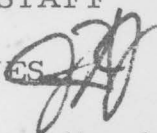
MEMORANDUM

THE WHITE HOUSE
WASHINGTON

May 14, 1975

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:

JERRY JONES 

SUBJECT:

Annual leave policy for the
White House Office

General policy. Annual leave is an important and significant benefit for employees. Supervisors and employees have a mutual responsibility to plan and schedule the use of annual leave to avoid forfeiture. Employees should be given the maximum opportunity to use leave at those times which are personally beneficial, provided that absences do not interrupt or delay the work of the office.

Leave approval. The head of each staff office or operating unit has the authority to approve annual leave requests. This authority may be delegated to any supervisory official reporting to the office head. It is the responsibility of the approving official to insure that an Application for Leave (Standard Form 71-109) is completed and filed with the Payroll Section, Room 7 EOB, prior to the time an employee goes on annual leave. Specific procedures are outlined below.

Requests for annual leave. To provide for the orderly administration of leave policy, the following procedures will apply:

1. Annual leave in excess of three consecutive days will be requested on a SF 71-109. The approving official will approve or disapprove the request by completing the form and notifying the employee. Approved forms will be sent to the Payroll Section.

Annual leave of three consecutive days or less need not be applied for on a SF 71-109, but should be approved in advance by the approving official and proper notations made on the Time and Attendance cards.



2. Ordinarily, annual leave may be accumulated for later use until a total of 240 hours is reached. Annual leave accumulated in excess of 240 hours must be used by the end of the leave year or be forfeited. (This forfeiture does not apply to annual leave credited to an employee in excess of 240 hours at the end of the 1952 leave year.)
3. Public Law 93-181 permits the restoration of forfeited annual leave if such leave was scheduled in advance but was later cancelled due to exigencies of public business or sickness. Leave may also be restored if there was administrative error in computing leave balances. The procedures for requesting the restoration are outlined in a separate memorandum to the staff entitled "Restoration of forfeited annual leave," dated May 14, 1975.
4. Annual leave will be charged against the current leave year unless the employee makes a request, in the Remarks section of SF 71-109, that restored annual leave from a prior year be used. Attached is a sample SF 71-109. In addition, a salmon colored Time and Attendance card should be turned into the Payroll Section when using leave from prior year balances. Salmon colored T&A's may be obtained from the Payroll Section.

Attachment



NAME (Print or type—Last, First, Middle Initial) DOE, Jane J.		IDENTIFICATION NO.	
ORGANIZATIONAL UNIT Office of the Staff Secretary		FROM (Mo., Day, Hr.) 4/14/75 9:00 AM PM	NO. OF HOURS 40
TYPE OF LEAVE ☒ ANNUAL—"I understand that any annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP." ☐ SICK—Complete other side of this form. ☐ WITHOUT PAY ☐ COMPENSATORY ☐ OTHER (Specify)		TO (Mo., Day, Hr.) 4/18/75 5:30 PM AM	
REMARKS Leave to be charged to 1974 leave year	SIGNATURE OF EMPLOYEE /s/		DATE April 1, 1975
INSTRUCTIONS: Complete above part of form. If applying for sick leave, check appropriate box on back (top) of form. If you were under care of a doctor, he should complete "CERTIFICATE OF PHYSICIAN OR PRACTITIONER" also on back.			
OFFICIAL ACTION ON APPLICATION			
☒ APPROVED ☐ DISAPPROVED (If disapproved, give reason)		SIGNATURE AND DATE John Smith 4/2/75	
STANDARD FORM Revised September 1970		71-109	
APPLICATION FOR LEAVE		U.S. CIVIL SERVICE COMMISSION FPM SUPPL. 990-2	

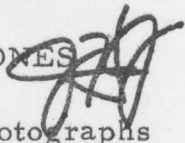


THE WHITE HOUSE
WASHINGTON

May 22, 1975

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:

JERRY H. JONES 

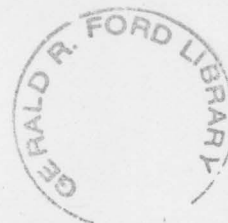
SUBJECT:

New Pass Photographs

If the photograph on your pass is out of date and you desire to have it retaken, please inquire at the office of the Technical Security Division, United States Secret Service, OEOB Room 23.

A new pass will be prepared with your new photograph and exchanged for your present pass.

Thank you.



THE WHITE HOUSE

WASHINGTON

May 30, 1975

MEMORANDUM FOR THE CABINET

FROM: JERRY WARREN *J*

With the heavy responsibilities each of you carries within your respective departments, we recognize the difficulty in keeping current on Administration positions and programs of key concern to other departments and to the President. Yet, as you speak around the country, you undoubtedly often are asked questions on a broad spectrum of issues on the President's and your colleagues' agendas.

To help you in keeping up to date on overall Administration priorities, we will send you on a regular basis the key speeches delivered by other Cabinet members. Some such recent addresses are attached and we will circulate to you weekly a selection of current addresses as we receive them from your public affairs offices.

Enclosures

bcc: Senior White House Staff



THE WHITE HOUSE
WASHINGTON

June 13, 1975

MEMORANDUM FOR STANLEY S. SCOTT
FROM: DONALD RUMSFELD

During the course of Meetings the President frequently gives directives that require follow-up by staff. In order to ensure that proper follow-up occurs, I would appreciate it if the lead staff member present at the meeting would report the following:

- ...What actions, if any, have been directed by the President at the meeting.
- ...Who is responsible for follow-up.
- ...When the follow-up is due.

In most cases the lead staff member would be the one who submitted the President's briefing paper. In cases where there is no briefing paper, or where the paper is a joint submission, the staff members should decide in advance of the meeting who is responsible for reporting on it.

You should submit your reports to me and to Jim Connor, the Secretary to the Cabinet, within twenty-four hours of the meeting.

