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SECURITY INVESTIGATION DATA
FOR SENSITIVE POSITION

CASE SERIAL NO. (CSC use only)

INSTRUCTIONS.—Prepare in triplicate, using a typewriter. Fill in all items. If the answer is "No" or "None," so state. If more space is needed for any item, continue under item 28.

1. FULL NAME <i>(Initials and abridgements of full name are not acceptable. If no middle name, show "(NMN)"; if initials only, show "(no given or middle name)"</i>	(LAST NAME)	(FIRST NAME)	(MIDDLE NAME)	2. DATE OF BIRTH
	Greene	Lillian	Hall (Mrs.)	April 12, 1906
	OTHER NAMES USED. (Maiden name, names by former marriages, former names changed legally or otherwise, aliases, nicknames, etc. Specify which, and show dates used.) Lillian Hall			3. PLACE OF BIRTH Hartsville, S.C.
				4. ☐ MALE ☒ FEMALE
5. HEIGHT		WEIGHT	COLOR EYES	COLOR HAIR
5' 4"		155	Blue	Brwn

6. ☐ SINGLE ☐ MARRIED ☐ WIDOW(ER) ☒ DIVORCED	7. IF MARRIED, WIDOWED, OR DIVORCED, GIVE FULL NAME AND DATE AND PLACE OF BIRTH OF SPOUSE OR FORMER SPOUSE. INCLUDE WIFE'S MAIDEN NAME. GIVE DATE AND PLACE OF MARRIAGE OR DIVORCE. (Give same information regarding all previous marriages and divorces.) W. Stowe Greene - Married Chesterfield, S.C. 1940 Divorced - Charlotte, N. C. late 1945 or 1946
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8. DATES AND PLACES OF RESIDENCE. (If actual places of residence differ from the mailing addresses, furnish and identify both. Begin with present and go back to January 1, 1937. Continue under item 28 on other side if necessary.)

FROM	TO	NUMBER AND STREET	CITY	STATE
1960	1970	2100 Connecticut Ave. N. W.	Washington,	D.C.
1957	1960	1028 Connecticut Ave. N.W.	Washington,	D. C.
1945	1957	1200 16th Street, N. W.	Washington,	D. C.
1940	1945	501 East Morehead St.	Charlotte,	N. C.
1933	1939	Stoneleigh Ct., 1025 Connecticut Ave. N. W.	Washington,	D. C.

9.	☒ BY BIRTH ☐ NATURALIZED	ALIEN REGISTRATION NO.	DATE, PLACE, AND COURT
☒ U.S. CITIZEN	CERT. NO.	PETITION NO.	
	☐ DERIVED-PARENTS CERT. NO(S).		
☐ ALIEN	REGISTRATION NO.	NATIVE COUNTRY	DATE AND PORT OF ENTRY

10. EDUCATION. (All schools above elementary.)

NAME OF SCHOOL	ADDRESS	FROM (Year)	TO (Year)	DEGREES
Sumter High School	Sumter, S.C.			
St. Joseph's Academy	Sumter, S.C.			
Salisbury Business College	Salisbury, N.C.			
Job Method and Job Relations - Employee Relations	Pentagon, Washington, D.C.			

11. THIS SPACE FOR FBI USE. (See also item 29.)	12. SOCIAL SECURITY NUMBER 233 - 24 - 7100			
	13. MILITARY SERVICE (Past or present) None			
	SERIAL NO. (If none, give grade or rating at separation)	BRANCH OF SERVICE (Army, Navy, Air Force, etc.)	FROM (Yr.)	TO (Yr.)

14. HAVE YOU EVER BEEN DISCHARGED FROM THE ARMED FORCES UNDER OTHER THAN HONORABLE CONDITIONS? ☐ YES ☒ NO.
(If answer is "Yes," give details in item 23.)

15. EMPLOYMENT. (List ALL employment dates starting with your present employment. Give both month and year for all dates. Show ALL dates and addresses when unemployed. Give name under which employed if different from name now used.)

FROM	TO	NAME OF EMPLOYER (Firm or agency) AND SUPERVISOR (Full name, if known)	ADDRESS (Where employed)	TYPE OF WORK	REASON FOR LEAVING
8/1970	9/70	Temporary assignment. Nation's Capital Chapter. Air Force Assoc. "Salute to Mendell Rivers" The Vice President was the speaker at the luncheon. Mrs. Helen S. Morgan, P.R.			
		Volunteer - Ball Committee. The Vice President and Mrs. Agnew are Hosts, honoring C. Stanley Blair - will work in evenings, Saturday and Sunday, Washington-Hilton Hotel offices.			
		Another temporary assignment - Air Force Association, in connection with Air Force - Navy Football Game. Mrs. Helen S. Morgan. P.R. 363-5944			
7/1970		Returned to Executive Office as volunteer to assist Mrs. Ann Higgins with The President's mail and other duties under the supervision of Mrs. Higgins.			
3/1970	7/70	Social Secretary, Mrs. Robert Low Bacon. July 1, Mrs. Bacon left for her summer home and a trip to Europe.			
10/69	3/70	Volunteer. The Executive Office - worked on The President and Mrs. Nixon's personal mail and miscellaneous duties. Mrs. Ann Higgins, Director of Special Projects.			
3/67	6/22/68	Executive Secretary, League of Republican Women of D. C. Resigned when the then President of League went out of office.			
1960	1966	Receptionist-Secretary, The Honorable Charles R. Jonas, North Carolina. Performed general receptionist duties, which included public relations with constituents, Governmental Departments and the general public. Handled all routine mail, preparing correspondence for the Congressman's signature. Handled all social affairs			

Continued on Attachment 1

16. HAVE YOU EVER BEEN DISCHARGED (FIRED) FROM EMPLOYMENT FOR ANY REASON? ☐ YES ☒ NO.

17. HAVE YOU EVER RESIGNED (QUIT) AFTER BEING INFORMED THAT YOUR EMPLOYER INTENDED TO DISCHARGE (FIRE) YOU FOR ANY REASON? ☐ YES ☒ NO.
(If your answer to 16 or 17 above is "Yes" give details in item 23. Show the name and address of employer, approximate date, and reasons in each case. This information should agree with the statements made in item 15--EMPLOYMENT.)

18. HAVE YOU EVER BEEN ARRESTED, TAKEN INTO CUSTODY, HELD FOR INVESTIGATION OR QUESTIONING, OR CHARGED BY ANY LAW ENFORCEMENT AUTHORITY? (You may omit: (1) Traffic violations for which you paid a fine of \$30 or less; and (2) anything that happened before your 16th birthday. All other incidents must be included, even though they were dismissed or you merely forfeited collateral.) ☐ YES ☒ NO.

IF YOUR ANSWER IS "YES," GIVE FULL DETAILS BELOW:

DATE	CHARGE	PLACE	LAW ENFORCEMENT AUTHORITY	ACTION TAKEN
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(SIGNATURE AND TITLE OF AUTHORIZED AGENCY OFFICIAL)

19. HAVE YOU EVER HAD A NERVOUS BREAKDOWN OR HAVE YOU EVER HAD MEDICAL TREATMENT FOR A MENTAL CONDITION? ☐ YES ☒ NO.
(If your answer is "Yes," give details in item 28.)

20. FOREIGN COUNTRIES VISITED (SINCE 1930). (Exclusive of military service.) None

COUNTRY	DATE LEFT U.S.A.	DATE RETURNED U.S.A.	PURPOSE
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21. ARE YOU NOW, OR HAVE YOU EVER BEEN, A MEMBER OF THE COMMUNIST PARTY, U.S.A., OR ANY COMMUNIST OR FASCIST ORGANIZATION? ☐ YES ☒ NO.

22. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF ANY FOREIGN OR DOMESTIC ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP, OR COMBINATION OF PERSONS WHICH IS TOTALITARIAN, FASCIST, COMMUNIST, OR SUBVERSIVE, OR WHICH HAS ADOPTED, OR SHOWS, A POLICY OF ADVOCATING OR APPROVING THE COMMISSION OF ACTS OF FORCE OR VIOLENCE TO DENY OTHER PERSONS THEIR RIGHTS UNDER THE CONSTITUTION OF THE UNITED STATES, OR WHICH SEEKS TO ALTER THE FORM OF GOVERNMENT OF THE UNITED STATES BY UNCONSTITUTIONAL MEANS? ☐ YES ☒ NO.

23. IF YOUR ANSWER TO QUESTION 21 OR 22 ABOVE IS "YES," STATE THE NAMES OF ALL SUCH ORGANIZATIONS, ASSOCIATIONS, MOVEMENTS, GROUPS, OR COMBINATIONS OF PERSONS AND DATES OF MEMBERSHIP. IN ITEM 28 OR ON A SEPARATE SHEET TO BE ATTACHED TO AND MADE A PART OF THIS FORM, GIVE COMPLETE DETAILS OF YOUR ACTIVITIES THEREIN AND MAKE ANY EXPLANATION YOU DESIRE REGARDING YOUR MEMBERSHIP OR ACTIVITIES.

NAME IN FULL	ADDRESS	FROM	TO	OFFICE HELD
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24. MEMBERSHIP IN OTHER ORGANIZATIONS. (List all organizations in which you are now a member or have been a member, except those which show religious or political affiliations.) (If none, so state.)

NAME IN FULL	ADDRESS	TYPE	FROM	TO	OFFICE HELD
Member, Board of Governors, N. C. State Society of Washington					
Salvation Army Women's Auxilliary					

25. RELATIVES. (Parents, spouse, divorced spouse, children, brothers, and sisters, living or dead. Name of spouse should include maiden name and any other names by previous marriage. If person is dead, state "dead" after relationship and furnish information for other columns as of time of death.)

RELATION	NAME IN FULL	YEAR OF BIRTH	ADDRESS	COUNTRY OF BIRTH	PRESENT CITIZENSHIP
Mother-Deceased	Mrs. Idona Hall				
Father-Deceased	William H. Hall				
Husband (Divorced)	W. Stowe Greene	unknown	unknown		
Son	Robert E. Galloway	1928	3349-B S. Wakefield St., Arlington, Va.	U.S.	U.S.
Daughter	Ruth D. Galloway	1928	2100 Connecticut Ave., N.W. Wash.	U.S.	U.S.
Sister-Deceased	Mrs. Lelial Marshall				

26a. REFERENCES. (Name three persons, not relatives or employers, who are aware of your qualifications and fitness.)

NAME IN FULL	HOME ADDRESS	BUSINESS ADDRESS	YEARS KNOWN
Mrs. Richard M. Simpson	5507 Parkston Rd. Washington, D. C.		4
Mrs. Frederick J. Cullen	2914 Garfield St. Washington, D. C.		8

26b. CLOSE PERSONAL ASSOCIATES. (Name three persons, such as friends, schoolmates or colleagues, who know you well.)

NAME IN FULL	HOME ADDRESS	BUSINESS ADDRESS	YEARS KNOWN
Mrs. Harry A. McDonald	2921 Garfield Terrace,	Washington, D. C.	25
Mr. C. E. Nance	2200 Westmoreland Ave.	Arlington, Va.	22
Mr. L. C. Major, Jr.		Suite 301 Tavern Sq. 421 King St., Alex. Va.	20

27. TO YOUR KNOWLEDGE, HAVE YOU EVER BEEN THE SUBJECT OF A FULL FIELD OR BACKGROUND PERSONAL INVESTIGATION BY ANY AGENCY OF THE FEDERAL GOVERNMENT? ☒ YES ☐ NO. (If your answer is "Yes," show in item 28, (1) the name of the investigating agency (2) the approximate date of investigation, and (3) the level of security clearance granted, if known.) OPS - Feb. 1952 See Attachment 2

28. SPACE FOR CONTINUING ANSWERS TO OTHER QUESTIONS. (Show item numbers to which answers apply. Attach a separate sheet if there is not enough space here.)

Item 26a - Mrs. Robert Taylor Behan, 4000 Cathedral Ave., Apt. 852-B
Washington, D. C. 20 years

29. REPORT OF INFORMATION DEVELOPED. (This space reserved for FBI use.)

DATE:

Before signing this form check back over it to make sure you have answered all questions fully and correctly.

CERTIFICATION

I CERTIFY that the statements made by me on this form are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

False statement on this form
is punishable by law.

9/14/1970
(DATE)

Lillian Hall Greene
(SIGNATURE—Sign original and first carbon copy)

INFORMATION TO BE FURNISHED BY AGENCY

INSTRUCTIONS TO AGENCY: See Federal Personnel Manual Chapter 736 and FPM Supplement 296-31, Appendix A, for details on when this form is required and how it is used. If this is a request for investigation before appointment, insert "APPL" in the space for Date of Appointment and show information about the proposed appointment in the other spaces for appointment data. The original and the first carbon copy should be signed by the applicant or appointee. Submit the original and the unsigned carbon copy of the form, Standard Form 87 (Fingerprint Chart), and any investigative information about the person received on voucher forms or otherwise, to the United States Civil Service Commission, Bureau of Personnel Investigations, Washington, D.C., 20415. If this is a request for full field security investigation, submit these forms to the attention of the Division of Reimbursable Investigations; if this is a request for preappointment national agency checks, submit these forms to the attention of the Control Section.

RETAIN THE CARBON COPY OF STANDARD FORM 86 (SIGNED BY THE APPLICANT OR APPOINTEE) FOR YOUR FILES

DATE OF APPOINTMENT	TYPE OF APPOINTMENT ☐ EXCEPTED ☐ COMPETITIVE. (Include indefinite and temporary types of competitive appointments.)	CIVIL SERVICE REGULATION NUMBER OR OTHER APPOINTMENT AUTHORITY	TITLE OF POSITION AND GRADE OR SALARY
DEPARTMENT OR AGENCY	DUTY STATION	SEND RESULTS OF PREAPPOINTMENT CHECK TO:	
THIS IS A SENSITIVE POSITION			
(SIGNATURE AND TITLE OF AUTHORIZED AGENCY OFFICIAL)			

Item 15. Employment

of office; certain cases from constituents; did passport and visa work; where policy was established, prepared without dictation, correspondence for Congressman's signature; handled part of the Congressman's personal dictation; maintained appointment schedule for the Congressman.

Reason for leaving: Personal. Relations remain cordial with Congressman Jonas.

1958-1960 Assistant to Executive Secretary, U. S. Naval Academy Foundation. Worked on scholarship cases for preparatory school candidates to the U. S. Naval Academy. Took dictation of the Director of the Foundation, and assisted in fund raising program to establish a \$1,000,000 permanent fund for the Foundation, which involved public relations.

Reason for leaving: To join the staff of Congressman Jonas.

1956-1958 Secretary and Assistant to Director of Public Relations, Mary Stuart Price, Sheraton-Carlton Hotel. Performed general secretarial and public relations duties.

Reason for leaving: Change of Management and cut-back of force.

1954-1956 Social and personal secretary to Martha Rountree, TV Commentator. Secretarial work plus a varied "Girl Friday" function.

Reason for leaving: Employer made plans to leave Washington.

1953-1954 Various short term assignments: Commission on Intergovernmental Relations; Hon. Charles R. Jonas, temp. secretarial; Inaugural Committee, Secretary, Office Manager, Inaugural Festival Committee, Mrs. A. Burks Summers, Gen. Chairman, Mr. George Murphy, Director of Entertainment.

1951-1953 Office of Price Stabilization, Mr. Norman O. Cruver, Chief, Lumber & Timber Products Division. Secretary.

1949-1950 Republican National Committee, Speakers Bureau, Secretary, Mr. Ben Whitehurst.

1949 Washington Properties - Secretary - Asst. Dir. of Publicity for seven months. Mr. Frank Weakley.

1945-1948 Secretary, Mr. Bryce Blair, Spec. Representative, General Electric.

1940-1945 Housewife, Charlotte, N. C. Concurrently several temporary secretarial appointments.

1933-1939 Secretary, Col. Kenneth Romney, Sgt. Arms, U.S. House of Representatives.

ATTACHMENT # 2

James B. Opsata, Executive Officer for Price

February 18, 1952

Vernon D. Acree, Jr., Security Officer

Secret Clearance of Miss Lillian Hall Greene

With reference to your request of February 14, please be advised that Miss Lillian Hall Greene is hereby granted clearance for access to confidential material up to and including "Secret".

JD Jr
Vernon D. Acree, Jr.
Security Officer

LPCCHDOR: jab

cc: Rufus L. Worrell, Director
Forest Products Division

Lillian H. Greene
Forest Products Division

Personal Notes on the Reorganization of the Personal Staff

Haldeman and Butterfield: To remain relatively unencumbered -- to be responsible for the continuous efficiency and responsiveness of the staff -- to implement new and better ways of doing things -- to continually inspect and trouble-shoot -- to be able to work interchangeably in all areas -- to guide "emphasis" appropriately, etc. -- to insure that the President's requests are fulfilled, and that he is served and supported in the best possible manner.

Rose Mary Woods: Essentially no change; however I would suggest some slight enlargement of this office, perhaps by 2-3 persons. I think it would be appropriate if Rose Mary's office assisted the Chapin and Newbrand offices with the handling of visitors (especially senior dignitaries and close friends of the President) while they wait to go into the Oval Office. It is my understanding that adjacent to RMW's new office, and just off the West Lobby, there will be one or two small but very nicely furnished waiting rooms. It makes sense to me to have one or two competent and attractive receptionists under Rose Mary's jurisdiction attend to these rooms and to their occupants.

Chapin: Essentially no change; however, the daily routine should be operated in such a way as to allow Dwight more time to think of and develop ideas -- to innovate -- to get more PR mileage out of the President's appointments, trips, visits, drop-bys, and ceremonies. (I understand that Dwight is working now on improvements to his office and its system of operation, so I have put no further thought to his bailiwick.)

Magruder: To be responsible for the development and implementation of special projects -- to move with some degree of independence among the offices of Chapin, Ziegler, Klein, and Keogh. A day-to-day "herd-rider" -- a bright and competent person to ramrod programs.

Ziegler: Essentially no change -- to continue to be responsible for Ollie Atkins' office. (11 people + Atkins' 9 = 20 total)

Klein: Essentially no change -- to continue to insure that the President and his policies and programs are accurately represented and widely disseminated. (13 people; perhaps a few too many for the mission)

Keogh: Essentially no change except for the probable absorption by his office of Noble Melencamp's office of 4 persons and the responsibility for giving continual attention to the substance and quality of Presidential letters. (24 people; we should analyze staff and try to reduce total number)

Davies: Should continue to operate essentially as it does now, but there are a number of ways to get more out of the mission of the office -- more things along the lines of Julie's participation. If someone in the West Wing is eventually put in charge of the entire "East Wing" operation it would make sense to me to have John Davies report to or at least through that man. I say this because all other functions which concern the residence are a part of the East Wing operation ... and the Tour Office concerns the residence exclusively. (7 people in this office)

Aide: The Armed Forces Aide should be considered an integral member of the staff, which of course he is. I suppose his East Wing location is responsible for the impression that he is not ... and Carson Howell does not list the office at all. Whereas I do not think this office need be moved to the West Wing, I do think it essential that the Aide attend the "West Wing's" morning staff meeting and become exposed to the day-to-day concerns of the President and the balance of the personal staff. I would leave to Don Hughes all aspects of "organization and/or reorganization." (Incidentally, although only 13 persons are listed under the office of the Aide, Col. Hughes has command and operational jurisdiction over WHCA personnel and many others. The total figure is classified and considered "sensitive".

Stuart: I will not elaborate here for it is my understanding that Chuck is working independently on East Wing reorganization. I would say only that it is quite obvious that we miss opportunities to promote the First Lady and her activities ... including regular White House social functions. (There are 28 persons listed in the combined offices of Gerry Van der Heuval, Sandy Fox and Lucy Winchester.)

Personnel: The function of this office is obvious, and its efficient operation is of great importance. Errors of negligence and slipshod performance can cost us untold losses in the image and PR areas. I don't like the idea of our having to superimpose Flanigan over Flemming as top personnel man. If the requirement to do so is valid (and I don't question at all that it is) we should look hard for an individual who can handle the full job to our complete satisfaction. (There are 16 people in Flemming's office. It should be one of the first that Haldeman and Butterfield look into in their IG capacities.)

Security: Whatever functions John Ehrlichman and his staff perform vis-a-vis security should properly be vested in a separate office on the personal staff of the President. Ehrlichman must relinquish some of his current responsibilities -- even though gradually -- if he is to take on the task of overseeing all domestic affairs for the President.

Note: There are now some 270-280 people on the personal staff. (Their names and offices are listed on the following pages.) The support staff totals approximately 280-290. It is interesting to note that in March of 1968 (just prior to President Johnson's historic announcement that he would not run again for the Presidency) there was the same number of people on the support staff but only 174 people on the personal staff. The support staff as presently organized appears below:

(Exec Sec'y)	Hopkins	3
(Acctg, Purch & Personnel)	Howell	19
(Corres)	Bradshaw	56
(Central Files)	Frank Matthews	58
(Ushers)	Scouten	6
(Gift Unit)	L. Ferguson	6
(Mail Room)	M. Mondlock	52
(Records)	T. Jones	3
(Recep Desk)	Newbrand	5
(Msg Rm)	G. Parker	45
(Press Releases)	Hooper	9
(Record Book)	M. Fitzgerald	3
(Telegram & Travel)	Ed Fauver	9
(Telephone Rm)	Bev Cole	21
(Garage)		2
	Total	<u>297</u>

Secretaries accompanying the President to Camp David

<u>Secretary</u>	<u>Dates</u>
Rose Mary Woods	13-16 January 14-16 March 20-24 April 5-7 May 28-30 July 17-21 August
Marj Acker	13-16 January 14-16 March 17-21 August
Pat McKee	6-9 June 21-23 July 14-15 August 18-21 August 12-13 September 19-20 September
Beverly Kaye	16-19 May 11-13 August
Kathy Bachman	15-18 August
Sarah Currence	28-29 June
Terry Decker	23-25 June
Diana Gwen	8-10-September
Sally Inge	16-17 September
Nell Yates	12-13 April
Jana Hruska	15-16 March
Pat Siemien	15-16 March
Sally Cutting	15-16 March
Virginia Whitehead	15-16 March

list Sam
9/20/72

① Miss Joan Spellman
1600 South Eads ST
Arlington, Va. 22202

Tel (O) OX-55175
(H) 920-0064

② Mrs. Paula J. Brokaw
1405 N. Scott ST.
Arlington, VA. 22209

(O) 347-8500 x 356
(H) 528-9103

③ Miss Kathy Levan
2514 K ST NW Apt 61
Wash DC 20037

(O) 963-5534
(H) 338-2943

Henry Hyde Jr.
5807 Abundeen Rd.
~~Dept. HEW~~
Bethesda, Md.
20034

④ Miss Rene V. Metz
101 G ST. SW Apt A-109
Wash. D.C. 20024

Emergency
authorization

Original

No

18

White House and Executive Office.

ORGANIZATION AND RULES.

This pamphlet is not intended for general circulation. The person to whom it is issued must treat it as personal, and will be held responsible for its care and for its return to the Secretary to the President whenever requested.

WHITE HOUSE AND EXECUTIVE OFFICE.

ORGANIZATION AND RULES.

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EXECUTIVE ORDER.

The following is promulgated for the purpose of defining in permanent form certain general duties of the Secretary to the President, in addition to such special duties as may be assigned him from time to time by the President; and the scope of the control to be exercised by him in the White House and the Executive Office:

The Secretary to the President shall have supervision and control of the ushers, doorkeepers, and police officers stationed in and about the White House, the Executive Office, and the grounds. He shall also have general supervision of the work of the steward; and he shall exercise supervision over the arrangements for all public functions at the White House.

He shall have supervision of the Executive Office, including its clerical work and its correspondence by mail, cable, telegraph, telephone, messenger, or other means; and all persons engaged in the performance of any duty immediately connected with or incident to the work of the Executive Office shall be under his direction and subject to his orders. He shall organize the office in such manner as may seem to him best suited to the transaction of its business and shall make such changes in its organization from time to time as in his opinion are necessary or advisable.

He shall have a general supervision of the White House stables; and of the work of all persons employed in connection therewith.

THEODORE ROOSEVELT.

WHITE HOUSE, December 8, 1902.

(3)

ASSIGNMENT OF DUTIES.

Assistant Secretary Barnes, in addition to such other duties as may be assigned him, shall have immediate supervision of the confidential correspondence of the office, the confidential files, the record and disposition of documents bearing the President's signature, and the transmission of the President's messages to Congress. He shall give his personal attention to insuring the proper transaction of the work of these branches; and shall from time to time report in writing to the Secretary to the President any matters which, in his judgment, require the Secretary's attention.

Assistant Secretary Foster, in addition to such other duties as may be assigned him, shall have immediate supervision of the general correspondence, the telegraph, cable, and telephone service, the work of the disbursing officer, and the purchase and distribution of stationery and other office supplies. He shall give his personal attention to insuring the proper transaction of the work of these branches. He shall also report weekly upon the condition of the doorkeeper, messenger, and police force, and upon the condition of the White House stables; and shall from time to time report in writing to the Secretary to the President upon any other matters which, in his judgment, require the Secretary's attention.

Executive Clerk Young shall have supervision of the clerical and messenger force. He shall perform such duties as may be required of him by the Secretary to the President and the Assistant Secretaries. He

(5)

shall report to either Assistant Secretary from time to time in writing any matters which should be brought to his attention.

The Disbursing Officer shall keep accurate and complete accounts of disbursements and appropriations. He shall pay salaries on the fifteenth and last days of the month; and shall make no other disbursement without first obtaining in each case the approval of the Secretary to the President. Every voucher before submission to the Secretary for approval must be O. K.'d by the official immediately cognizant of the particulars of the expenditure. The Disbursing Officer shall make purchases of stationery and other office supplies under the supervision and direction of the Assistant Secretary to whom that duty is assigned; and shall perform such other duties as may be required of him by the Secretary and the Assistant Secretaries.

The Chief Doorkeeper shall have immediate supervision and direction of the doorkeepers, and of the police officers detailed for duty at the White House, the Executive Office, and in the grounds. He shall see that their duties are at all times properly performed; and that a report is made to the Secretary to the President at the conclusion of each watch by the doorkeeper in charge of that watch. He shall submit to the Secretary weekly a summary in writing of matters coming within the scope of his duties during the week; and at other times shall make immediate report to the Secretary of matters which, in his judgment, require such treatment.

RULES—EXECUTIVE OFFICE.

Office Hours:

Punctuality is required in morning arrival and in return from lunch.

Office hours begin at 9 o'clock. Those clerks whose work is finished at 4 o'clock will be excused then; but the character of the work of the Executive Office renders it impracticable to terminate the day at that hour, and clerks will be expected, whenever necessary, to remain as much later as required.

Some member of the clerical force must be on hand at all times; the staff room must never be left vacant during business hours.

No absence without permission will be excused except in case of sickness, and that should be reported at once to the office.

Night and Sunday Duty:

The clerks on duty at night are expected to report at the office not later than 9 o'clock and remain until 11 o'clock. In case of illness or other equally serious consideration which prevents a compliance with this requirement, prompt report must be made to the office in order that a substitute may be provided.

Those on duty Sundays are expected to report at the office at 10.30 o'clock in the morning.

The clerk designated to open the mail, or his substitute, is expected to be at the office by 8.30 o'clock every morning in the year except Sundays, and on Sundays by 10 o'clock.

(7)

Care of Desks:

Each clerk must keep his desk properly stocked with necessary stationery.

Desks must be kept as neat and orderly as possible; there must be nothing unnecessary on tops of desks, and unfinished work must not be left in sight at close of day.

Each clerk's desk must be kept inviolate; it must not be occupied or used by another unless absolutely necessary.

Reception and Treatment of Packages:

Notification of receipt of all packages must be given at once to the office.

With any gift sent over to the house a copy of the letter transmitting it must be sent, so that the President and Mrs. Roosevelt may be informed of the circumstances attending it.

Opening and Disposition of Mail:

All mail received at desks must be disposed of promptly.

All marks on letters must be as small as practicable and made in the upper left-hand corners of the letters. Shorthand notes on letters forwarded to the Departments or otherwise sent out of the office, must be erased with rubber—not merely canceled with pencil; and these notes should be made as lightly as possible, in order to make complete erasure feasible.

Letters of the following classes are to be treated without acknowledgment:

Organized or circular complaints;

Letters of an offensive or objectionable character;

Formal indorsements of candidates for office containing nothing personal to the President;

Merely routine communications on matters pertaining to the various branches of the Government service;

Unimportant letters of suggestion.

Preparation of Letters:

Each clerk must read the communications assigned to him for answer with sufficient care to insure accurate and intelligent treatment.

Stenographers must at all times have paper and pencil ready at hand for taking dictation.

All letters must be written on ordinary note unless otherwise specified, except acknowledgments of courtesies, short notes of a social or personal nature, and notes intended to be sent immediately by messenger to points other than Government offices, when small paper should be used.

Envelopes must match paper.

The date should end very near right margin of letter.

At least two lines should be allowed between date and salutation where possible, and in short letters three; never more than three.

If a letter requires more than one page, the last line on the first page should not be the first line of a paragraph; and where possible the second page should contain one *complete* line or more.

All letters must be properly spaced, so as to appear in good proportion and have proper margins.

Letters on the President's paper should be 50 spaces in width, with equal margins.

Three lines space for signature and two lines before address must be allowed where possible. Address must be single-spaced with indentations of five points.

Envelopes must be neatly spaced, care being taken to have the top line of address well below the usual location of the postmark.

Spelling and capitalization must be correct before letter is turned in for signature. A *specific title* should be begun with a capital; the name of a *class of positions* should not. Care must be taken to have titles and initials correct. *Each clerk must revise his own work before submitting*—errors in spelling, omission of words, incorrect address, and other defects of similar nature will not be excused.

Punctuation marks must be used with good judgment, so as to bring out the meaning clearly.

All work must be neat, and if badly blurred must be rewritten before submitting. Type must always be kept clean and typewriters in perfect repair. Only the *best* work will be accepted.

Every letter, when answer has been prepared, must be marked acknowledged, with date; and when inclosures are returned to writer, or otherwise sent out of the office, a notation to this effect must be made on the letter.

Communications within the Office:

All inquiries made by the Secretary and the Assistant Secretaries within the office regarding matters of business must be answered in writing, unless otherwise directed; such answers must be to the point, as brief as possible, and complete, or if incomplete the reasons therefor must be stated.

Referring to Departments:

All important communications on matters pertaining to the various branches of the Government service must be acknowledged and recorded before forwarding to the Departments.

Merely routine communications on matters pertaining to the various branches of the service should be forwarded in a wrapper without recording.

When papers are sent out of the office with a letter of transmittal, a card showing their disposition must be made out and placed on file.

Copies of documents (other than printed) sent out of the office must be typewritten in every instance. Press copies must never be sent.

Filing:

All letters retained in the office must, after acknowledgment, be turned over to the file clerk, who will be held responsible for their disposition. If any papers are withdrawn from the files a notation must be made to that effect showing their disposition. Filing must be kept up to date.

Treatment of Papers from Departments for the President's Signature:

Papers for the President's signature received from the Departments must be examined by the clerk

designated for such work, and be laid before the Secretary as promptly as possible; when signed and returned they must be properly recorded and disposed of without delay.

Engagement Book:

When an engagement is made for the President all the papers in the case, together with a memorandum of particulars on an engagement card, must be called to the attention of the Assistant Secretary having charge of the engagement book, so that the book may be checked up each day.

A list must be made out from the book each morning of the engagements for that day; one copy to go to the President, one to the Secretary, one to the President's doorkeeper, and two to the Chief Doorkeeper.

Messengers and their Duties:

The messenger force is placed under the immediate direction of the employee designated as Chief Messenger. A schedule must be so arranged as to secure economical and satisfactory service and good morale.

All messengers must be present every day during the prescribed hours, unless ill, or absent with permission.

Upon arrival at the office in the morning each messenger must indicate his presence on the bulletin board prepared for this purpose. When leaving the office he must so indicate on the board.

As far as possible at least one messenger must be present at all times; and when but one is present he must not leave except upon urgent official business.

Messengers must return from errands without unnecessary delay.

All bells must be answered promptly, by any messenger present.

All correspondence for delivery by messenger must be attended to promptly after it has been prepared for sending.

Arguing and other unnecessary and loud talking must be avoided.

Messengers must observe proper decorum at all times.

Press Copying:

Letters must be press-copied neatly, and in such manner as to be entirely legible. The Chief Messenger will be held accountable for the proper execution of this work.

Extreme care must be taken to copy each letter in the proper book.

Where a letter is accompanied by a note of introduction, both communications must be thoroughly dried before inclosing, in order to guard against sealing the note of introduction.

Miscellaneous:

Clerks must refrain from unnecessary newspaper reading during office hours. They must, however, keep themselves posted on current events,

and to this end should read at least one daily newspaper before coming to the office in the morning.

Unnecessary and loud talking must be avoided.

Necessary conversation must be conducted quietly.

No smoking is allowed in any part of the building between 9 a. m. and 4 p. m.

The conduct of clerks and other employees must be at all times consistent with the dignity of the office.

WM. LOEB, JR.,
Secretary to the President.

October 1, 1903.

Deputy Assistant to the President for Congressional Relations -- Franklyn C. Nofziger

Deputy Press Secretary to the President -- Gerald L. Warren

Deputy Assistant to the President for Domestic Affairs -- John C. Whitaker

Personal Secretary to the President -- Rose Mary Woods

Special Assistant to the President -- George T. Bell

Special Assistant to the President -- Robert J. Brown

Special Assistant to the President -- Patrick J. Buchanan

Special Assistant to the President -- Charles Clapp

Special Assistant to the President -- Jack T. Cole

Special Assistant to the President -- Richard K. Cook

Special Assistant to the President -- Eugene S. Cowen

Special Assistant to the President -- John S. Davies

Special Assistant to the President -- Harry S. Flemming

Special Assistant to the President -- William Gifford

Special Assistant to the President -- Edwin L. Harper

Special Assistant to the President -- Roger E. Johnson

Special Assistant to the President for Consumer Affairs -- Mrs. Virginia H. Knauer

Special Assistant to the President -- Frederick Malek

Special Assistant to the President -- Jeb S. Magruder

Special Assistant to the President -- John R. Price, Jr.

Special Assistant to the President -- Raymond K. Price, Jr.

Special Assistant to the President -- William L. Safire

Special Assistant to the President for Liaison with former Presidents --

Brig. Gen. Robert L. Schulz

Staff Director for Mrs. Nixon -- Mrs. Constant Stuart

Physician to the President -- Brig. Gen. Walter R. Tkach, USAF, MC.

Social Secretary -- Mrs. Lucy A. Winchester

December 15, 1969

PETER FLANIGAN
Assistant to the President

DEPARTMENTAL/AGENCY RESPONSIBILITIES

Department of Commerce
Department of the Treasury
Council of Economic Advisers
Bureau of the Budget

SCIENTIFIC AGENCIES

Atomic Energy Commission
National Aeronautics and Space Administration
National Aeronautics and Space Council
National Science Foundation

Backup
Kriegsman
Kriegsman
Kriegsman
Whitehead

INDEPENDENT ADMINISTRATIVE AGENCIES

General Services Administration
Office of Emergency Preparedness (Except DTM)
Selective Service System
Tennessee Valley Authority
Small Business Administration
Office of Science and Technology
Export-Import Bank

Trent
Trent
Rose
Kriegsman
Trent
Whitehead
Freeman

INDEPENDENT REGULATORY AGENCIES

Civil Aeronautics Board
Federal Communications Commission
Federal Maritime Commission
Federal Trade Commission
Federal Power Commission
Interstate Commerce Commission
Securities and Exchange Commission
Federal Home Loan Bank Board
Federal Reserve Board

Trent
Whitehead
Trent
Rose
Kriegsman
Trent
Hofgren
Freeman
Freeman

INTERAGENCY COORDINATING COMMITTEES

Office of Special Representative for Trade Negotiations Freeman

PETER FLANIGAN (continued)

BOARDS AND COMMISSIONS

Backup

Ash Commission	
Atlantic-Pacific Interoceanic Canal Study Commission	Hofgren
Automotive Agreement Adjustment Board	Rose
Foreign Claims Settlement Commission of the U.S.	Freeman
Federal Deposit Insurance Corporation	Freeman
International Telecommunications Satellite Consortium (INTELSET)	Whitehead
Joint Committee on the Coinage	Freeman
United States Tariff Commission	Freeman
Renegotiation Board	Rose
Director of Telecommunications Management	Whitehead
Trade Expansion Act Advisory Committee	Freeman
President's Committee on Consumer Interests	Rose
International Atomic Energy Agency	Kriegsman
International Telecommunications Union	Whitehead
Corporation for Public Broadcasting	Whitehead
Federal Radiation Council	
National Commission on Product Safety	

ISSUES

Inflation
Draft Reform
Tax Reform
Vatican
Banking and Currency
Exports
Consumer Affairs
Oil Import Program
Administration Personnel Recruitment
Tariffs
Census
Stockpiles
Small Business
Science Policy
Economic Growth
Minority Business
Disaster Relief

JOHN C. WHITAKER

Deputy Assistant to the President for Domestic Affairs

DEPARTMENTAL/AGENCY RESPONSIBILITIES

Department of Agriculture
Department of the Interior (Except Bureau of Indian Affairs)
Department of Commerce (Economic Development Administration)
Army Corps of Engineers
Farm Credit Administration

SCIENTIFIC AGENCIES

National Council on Marine Resources and Engineering Development

INTERAGENCY COORDINATING COMMITTEES

Water Resources Council

BOARDS AND COMMISSIONS

Appalachian Regional Commission
Ozarks Regional Commission
New England Regional Commission
Delaware River Basin Commission
Public Land Review Commission
Marine Science Council
National Water Commission
Interstate Commission on Potomac River Basin

ISSUES

Environment
Land Use
Conservation
Rural Development
Farm Policy
Air Pollution

EDWARD MORGAN

Deputy Assistant to the President for Domestic Affairs

DEPARTMENTAL/AGENCY RESPONSIBILITIES

Department of Health, Education and Welfare

Department of Labor

Office of Economic Opportunity

Veterans Administration

BOARDS AND COMMISSIONS

National Labor Relations Board

National Mediation Board

President's Advisory Committee on Labor Management Policy

Administrative Conference of the United States

Railroad Retirement Board

Federal Metal and Non-Metallic Mine Safety Board of Review

Federal Coal Mine Safety

Federal Labor Relations Council

Federal Mediation and Reconciliation Service

ISSUES

Hospital Construction

Food and Nutrition - Hunger

Welfare Reform

Unemployment Insurance

Manpower Training

Veterans Programs

Labor Management Relations

Social Security

Health Insurance

Public Health Service

Education

Physically Handicapped

Revenue Sharing.

LEONARD GARMENT

Special Consultant to the President

DEPARTMENTAL/AGENCY RESPONSIBILITIES

Department of State (Cultural)
Department of the Interior (Bureau of Indian Affairs)
Department of Commerce (Office of Minority Business Enterprise)
Civil Rights (All Departments and Agencies)
National Goals Research Staff

BOARDS AND COMMISSIONS

Civil Rights Commission
Equal Employment Opportunity Commission
President's Committee on Equal Opportunity in Housing
President's Council on Youth Opportunity
Indian Claims Commission
National Foundation on the Arts and the Humanities
1. National Endowment for the Arts
2. National Endowment for the Humanities
3. Federal Council on the Arts and Humanities
Commission on Fine Arts
Smithsonian Institution
Board of Trustees of Joseph H. Hirschhorn Museum
and Sculpture Garden
National Council on Indian Opportunity

ISSUES

Civil Rights
Youth
Minority Groups
Cultural Affairs
The Arts
Voluntary Action
National Youth Policy
Individual Freedom
Voting Rights
Aging
Women's Rights and Responsibilities
Minority Business

HENRY C. CASHEN

Deputy Assistant to the President for Domestic Affairs

DEPARTMENTAL/AGENCY RESPONSIBILITIES

Department of Housing and Urban Development
Department of Transportation
Post Office Department
Civil Service Commission
Library of Congress
Federal Aviation Agency

BOARDS AND COMMISSIONS

National Transportation Safety Board
Pan American Railway Congress Association
Post Office Advisory Board
President's Commission on Postal Organization
President's Commission on Urban Housing

ISSUES

Postal Reform
Mass Transportation
Air Transportation
Model Cities
Low-Income Housing
National Urban Policy
Highway Safety
Urban Renewal
Miami Jetport
Trucks - weights and sizes

EGIL KROGH, JR.

Deputy Assistant to the President for Domestic Affairs

DEPARTMENTAL/AGENCY RESPONSIBILITIES

- Department of Justice
- Department of Defense (Civilian)
- Department of State (Domestic)
- District of Columbia
- Department of the Treasury (Law Enforcement)
- Supreme Court
- Tax Court of the United States

BOARDS AND COMMISSIONS

- Commission on Obscenity and Pornography
- Subversive Activities Control Board
- Civil Defense Advisory Council
- General Advisory Committee on Arms Control and Disarmament Agency
- General Advisory Committee on Foreign Assistance Programs
- National Committee on Causes and Prevention of Violence
- District of Columbia Redevelopment Land Agency
- National Capital Planning Commission
- Temporary Commission on Pennsylvania Avenue
- Washington Metropolitan Area Transit Authority
- Washington Metropolitan Area Transit Commission
- National Capital Housing Authority
- Commission on Political Activities of Government Personnel
- Commission on the Revision of Criminal Laws of D. C.
- National Commission on Reform of Federal Criminal Laws

ISSUES

- Law and Order
- Drugs
- Civil Defense
- Legal Questions
- Conflict of Interest
- Governmental Regulations
- Immigration, Naturalization, and Citizenship
- Prisoner Rehabilitation
- Electoral Reform
- Judiciary

EMPLOYMENT

A. What an office head should do:

1. To employ someone new in the White House as a member of his staff—

a. Complete the Request for Personnel Assignment form and Information Sheet (copies of each are attached as enclosures 1 and 2). Forms are available from the Personnel Office, extension 2260.

b. After completion of the above forms, they should be sent to the Staff Secretary for his approval and forwarding to the Personnel Office for appropriate processing.

c. A copy of the completed Information Sheet should be sent to the Security Office, Room 43, EOB, Ext. 2345 so that preliminary security clearance can be established.

2. To add someone employed at the White House to his staff—

a. Send a memorandum requesting the desired reassignment to the Staff Secretary, who will authorize the Personnel Office to take appropriate action if the request is approved.

3. To arrange for a member of his staff to leave the White House Office—

Note: The requirements stated in a, b and c above must be satisfied before new employee reports to work.

a. Call the Personnel Office (extension 2260) for resignation forms to be completed. Examples are attached as enclosures 3, 4 and 5. These forms will provide guidance for final clearance with various offices that need information about departing staff members.

B. What an employee should do:

1. When being employed as a new member of the staff—

a. Complete an Information Sheet and S.F. 171 to provide background information necessary for appointment and security clearance on the White House staff.

b. On his first day the employee should advise the Personnel Office (extension 2260) that he has reported for work.

c. Contact the Security Office (extension 2345) about an appropriate pass.

2. To move from one office to another—

a. No action required by employee except to notify telephone and mail rooms—official desiring change sends appropriate request to Staff Secretary.

3. When leaving the White House Staff—

a. Complete resignation form and clearance form (examples attached as enclosures 4 and 5). Resignation form will provide for an address to which final check will be sent. Clearance form will provide guidance for you to notify various offices that need information about your departure.

c. Report to the Pass Office (Room 23) for photographing and fingerprinting.

THE WHITE HOUSE

WASHINGTON

Advance notice on separations is necessary in order that replacements may be provided, current organizational records may be maintained, and proper budget projections may be made. The following checklist is provided for your use to simplify procedures for your separation and the proper notification of White House Offices:

Name _____ Title _____

Current Address _____

Forwarding Address _____

1. The employee's White House or EOB Pass has been surrendered to the Secret Service.

_____ Al Wong
Mr. Al Wong
United States Secret Service
EOB, Room 23 (ext. 2376)

2. The employee's parking permit has been removed and remains have been returned to my office.

_____ Michael J. Farrell
Mr. Michael J. Farrell
East Wing, Room 100 (ext. 2202)

3. The employee's final bill has been paid and his White House mess privilege has been cancelled.

_____ CMDR. Craig C. Campbell
CMDR. Craig C. Campbell
East Wing, Room 210 (ext. 2153)

4. The White House Telephone Switchboard has been advised where telephone calls may be referred.

_____ Miss Beverly Cole
Miss Beverly Cole
EOB, Room 09 (ext. 2134)

5. The White House Mail Room has been advised where mail may be forwarded.

_____ Miss Marguerite Mondlock
Miss Marguerite Mondlock
EOB, Room 91 (ext. 2541)

6. The White House Federal Credit Union has been notified of the separation, the employee's forwarding address, and firm arrangements have been made for the repayment of any outstanding loans.

_____ White House Federal Credit Union
White House Federal Credit Union
EOB, Room (ext. 4175)

SEPARATION FORM 1

Enclosure B-4

7. Equipment charged to the employee has been returned to the White House Communications Agency.

Brigadier General Albert Redman, Jr.

Brigadier General Albert Redman, Jr.
White House Communications Agency
(ext. 4040)

8. The employee has satisfied the requirements of the Office of Presidential Papers and Archives for debriefing and deposit of presidential papers.

John Nesbitt

Mr. John Nesbitt
EOB, Room 487 (ext. 2546)

9. The employee has satisfied the requirements of the National Security Council and the Central Intelligence Agency for security debriefing

Miss Trudy Brown

Miss Trudy Brown
EOB, Room 41 (ext. 2345)

10. The employee has satisfied all separation requirements of the Personnel Office.

James R. Rogers

Mr. James R. Rogers
EOB, Room 6 (ext. 2260)

Return completed form to: James R. Rogers
Personnel Officer
EOB, Room 6

The employee has satisfied security debriefing requirements.

of the Government of the United States of America for the construction of the works referred to in the Order of Approval of the International Joint Commission of October 29, 1952.

Sec. 2. Establishment of United States Section of St. Lawrence River Joint Board of Engineers. There is hereby established the United States Section of the St. Lawrence River Joint Board of Engineers, composed of two members and hereinafter referred to as the United States Section. The Secretary of the Army and the Chairman of the Federal Power Commission are hereby designated members. Each may designate an alternate to act for him as member of the United States Section.

Sec. 3. Duties of the United States Section. The United States Section shall represent the Government of the United States on the Joint Board of Engineers in the performance of the duties specified in condition (g) of the Order of Approval and is authorized to act with the Canadian Section in the approval of the plans and specifications of the works and the programs of construction thereof submitted for approval of the respective Governments as required by the Order of Approval, and to assure the construction of the works in accordance with such approval.

Sec. 4. Assistance to the United States Section. The Department of the Army and the Federal Power Commission are authorized to furnish such assistance, including facilities, supplies and personnel, to the United States Section as may be consonant with law and necessary for the purpose of effectuating this order.

Sec. 5. Reports to the President. The United States Section shall submit its final report to the President upon the completion of construction and shall submit such interim reports as may appear to be desirable.

Sec. 6. Effective date. This order shall be effective upon the date that the License becomes final.

DWIGHT D. EISENHOWER

THE WHITE HOUSE,

November 4, 1953.

EXECUTIVE ORDER 10501

SAFEGUARDING OFFICIAL INFORMATION IN THE INTERESTS OF THE DEFENSE OF THE UNITED STATES

WHEREAS it is essential that the citizens of the United States be informed

concerning the activities of their government; and

WHEREAS the interests of national defense require the preservation of the ability of the United States to protect and defend itself against all hostile or destructive action by covert or overt means, including espionage as well as military action; and

WHEREAS it is essential that certain official information affecting the national defense be protected uniformly against unauthorized disclosure:

NOW, THEREFORE, by virtue of the authority vested in me by the Constitution and statutes, and as President of the United States, and deeming such action necessary in the best interests of the national security, it is hereby ordered as follows

SECTION 1. Classification Categories. Official information which requires protection in the interests of national defense shall be limited to three categories of classification, which in descending order of importance shall carry one of the following designations: Top Secret, Secret, or Confidential. No other designation shall be used to classify defense information, including military information, as requiring protection in the interests of national defense, except as expressly provided by statute. These categories are defined as follows:

(a) *Top Secret.* Except as may be expressly provided by statute, the use of the classification Top Secret shall be authorized, by appropriate authority, only for defense information or material which requires the highest degree of protection. The Top Secret classification shall be applied only to that information or material the defense aspect of which is paramount, and the unauthorized disclosure of which could result in exceptionally grave damage to the Nation such as leading to a definite break in diplomatic relations affecting the defense of the United States, an armed attack against the United States or its allies, a war, or the compromise of military or defense plans, or intelligence operations, or scientific or technological developments vital to the national defense.

(b) *Secret.* Except as may be expressly provided by statute, the use of the classification Secret shall be authorized, by appropriate authority, only for defense information or material the unauthorized disclosure of which could

result in serious damage to the Nation, such as by jeopardizing the international relations of the United States, endangering the effectiveness of a program or policy of vital importance to the national defense, or compromising important military or defense plans, scientific or technological developments important to national defense, or information revealing important intelligence operations.

(c) *Confidential.* Except as may be expressly provided by statute, the use of the classification Confidential shall be authorized, by appropriate authority, only for defense information or material the unauthorized disclosure of which could be prejudicial to the defense interests of the nation.

SEC. 2. Limitation of Authority to Classify. The authority to classify defense information or material under this order shall be limited in the departments and agencies of the executive branch as hereinafter specified. Departments and agencies subject to the specified limitations shall be designated by the President:

(a) In those departments and agencies having no direct responsibility for national defense there shall be no authority for original classification of information or material under this order.

(b) In those departments and agencies having partial but not primary responsibility for matters pertaining to national defense the authority for original classification of information or material under this order shall be exercised only by the head of the department or agency, without delegation.

(c) In those departments and agencies not affected by the provisions of subsection (a) and (b), above, the authority for original classification of information or material under this order shall be exercised only by responsible officers or employees, who shall be specifically designated for this purpose. Heads of such departments and agencies shall limit the delegation of authority to classify as severely as is consistent with the orderly and expeditious transaction of Government business.

SEC. 3. Classification. Persons designated to have authority for original classification of information or material which requires protection in the interests of national defense under this order shall be held responsible for its proper classification in accordance with the

definitions of the three categories in section 1, hereof. Unnecessary classification and over-classification shall be scrupulously avoided. The following special rules shall be observed in classification of defense information or material:

(a) *Documents in General.* Documents shall be classified according to their own content and not necessarily according to their relationship to other documents. References to classified material which do not reveal classified defense information shall not be classified.

(b) *Physically Connected Documents.* The classification of a file or group of physically connected documents shall be at least as high as that of the most highly classified document therein. Documents separated from the file or group shall be handled in accordance with their individual defense classification.

(c) *Multiple Classification.* A document, product, or substance shall bear a classification at least as high as that of its highest classified component. The document, product, or substance shall bear only one over-all classification, notwithstanding that pages, paragraphs, sections, or components thereof bear different classifications.

(d) *Transmittal Letters.* A letter transmitting defense information shall be classified at least as high as its highest classified enclosure.

(e) *Information Originated by a Foreign Government or Organization.* Defense information of a classified nature furnished to the United States by a foreign government or international organization shall be assigned a classification which will assure a degree of protection equivalent to or greater than that required by the government or international organization which furnished the information.

SEC. 4. Declassification, Downgrading, or Upgrading. Heads of departments or agencies originating classified material shall designate persons to be responsible for continuing review of such classified material for the purpose of declassifying or downgrading it whenever national defense considerations permit, and for receiving requests for such review from all sources. Formal procedures shall be established to provide specific means for prompt review of classified material and its declassification or downgrading in order to preserve the effectiveness and integrity of the classification system and

to eliminate accumulation of classified material which no longer requires protection in the defense interest. The following special rules shall be observed with respect to changes of classification of defense material:

(a) *Automatic Changes.* To the fullest extent practicable, the classifying authority shall indicate on the material (except telegrams) at the time of original classification that after a specified event or date, or upon removal of classified enclosures, the material will be downgraded or declassified.

(b) *Non-Automatic Changes.* The persons designated to receive requests for review of classified material may downgrade or declassify such material when circumstances no longer warrant its retention in its original classification provided the consent of the appropriate classifying authority has been obtained. The downgrading or declassification of extracts from or paraphrases of classified documents shall also require the consent of the appropriate classifying authority unless the agency making such extracts knows positively that they warrant a classification lower than that of the document from which extracted, or that they are not classified.

(c) *Material Officially Transferred.* In the case of material transferred by or pursuant to statute or Executive order from one department or agency to another for the latter's use and as part of its official files or property, as distinguished from transfers merely for purposes of storage, the receiving department or agency shall be deemed to be the classifying authority for all purposes under this order, including declassification and downgrading.

(d) *Material Not Officially Transferred.* When any department or agency has in its possession any classified material which has become five years old, and it appears (1) that such material originated in an agency which has since become defunct and whose files and other property have not been officially transferred to another department or agency within the meaning of subsection (c), above, or (2) that it is impossible for the possessing department or agency to identify the originating agency, and (3) a review of the material indicates that it should be downgraded or declassified, the said possessing department or agency shall have power to declassify or downgrade such ma-

terial. If it appears probable that another department or agency may have a substantial interest in whether the classification of any particular information should be maintained, the possessing department or agency shall not exercise the power conferred upon it by this subsection, except with the consent of the other department or agency, until thirty days after it has notified such other department or agency of the nature of the material and of its intention to declassify or downgrade the same. During such thirty-day period the other department or agency may, if it so desires, express its objections to declassifying or downgrading the particular material, but the power to make the ultimate decision shall reside in the possessing department or agency.

(e) *Classified Telegrams.* Such telegrams shall not be referred to, extracted from, paraphrased, downgraded, declassified, or disseminated, except in accordance with special regulations issued by the head of the originating department or agency. Classified telegrams transmitted over cryptographic systems shall be handled in accordance with the regulations of the transmitting department or agency.

(f) *Downgrading.* If the recipient of classified material believes that it has been classified too highly, he may make a request to the reviewing official who may downgrade or declassify the material after obtaining the consent of the appropriate classifying authority.

(g) *Upgrading.* If the recipient of unclassified material believes that it should be classified, or if the recipient of classified material believes that its classification is not sufficiently protective, it shall be safeguarded in accordance with the classification deemed appropriate and a request made to the reviewing official, who may classify the material or upgrade the classification after obtaining the consent of the appropriate classifying authority.

(h) *Notification of Change in Classification.* The reviewing official taking action to declassify, downgrade, or upgrade classified material shall notify all addressees to whom the material was originally transmitted.

SEC. 5. *Marking of Classified Material.* After a determination of the proper defense classification to be assigned has been made in accordance with the

provisions of this order, the classified material shall be marked as follows:

(a) *Bound Documents.* The assigned defense classification on bound documents, such as books or pamphlets, the pages of which are permanently and securely fastened together, shall be conspicuously marked or stamped on the outside of the front cover, on the title page, on the first page, on the back page and on the outside of the back cover. In each case the markings shall be applied to the top and bottom of the page or cover.

(b) *Unbound Documents.* The assigned defense classification on unbound documents, such as letters, memoranda, reports, telegrams, and other similar documents, the pages of which are not permanently and securely fastened together, shall be conspicuously marked or stamped at the top and bottom of each page, in such manner that the marking will be clearly visible when the pages are clipped or stapled together.

(c) *Charts, Maps, and Drawings.* Classified charts, maps, and drawings shall carry the defense classification marking under the legend, title block, or scale in such manner that it will be reproduced on all copies made therefrom. Such classification shall also be marked at the top and bottom in each instance.

(d) *Photographs, Films and Recordings.* Classified photographs, films, and recordings, and their containers, shall be conspicuously and appropriately marked with the assigned defense classification.

(e) *Products or Substances.* The assigned defense classification shall be conspicuously marked on classified products or substances, if possible, and on their containers, if possible, or, if the article or container cannot be marked, written notification of such classification shall be furnished to recipients of such products or substances.

(f) *Reproductions.* All copies or reproductions of classified material shall be appropriately marked or stamped in the same manner as the original thereof.

(g) *Unclassified Material.* Normally, unclassified material shall not be marked or stamped *Unclassified* unless it is essential to convey to a recipient of such material that it has been examined specifically with a view to imposing a defense classification and has been determined not to require such classification.

(h) *Change or Removal of Classification.* Whenever classified material is de-

classified, downgraded, or upgraded, the material shall be marked or stamped in a prominent place to reflect the change in classification, the authority for the action, the date of action, and the identity of the person or unit taking the action. In addition, the old classification marking shall be cancelled and the new classification (if any) substituted therefor. Automatic change in classification shall be indicated by the appropriate classifying authority through marking or stamping in a prominent place to reflect information specified in subsection 4 (a) hereof.

(i) *Material Furnished Persons not in the Executive Branch of the Government.* When classified material affecting the national defense is furnished authorized persons, in or out of Federal service, other than those in the executive branch, the following notation, in addition to the assigned classification marking, shall whenever practicable be placed on the material, on its container, or on the written notification of its assigned classification:

This material contains information affecting the national defense of the United States within the meaning of the espionage laws, Title 18, U. S. C., Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law.

Use of alternative marking concerning "Restricted Data" as defined by the Atomic Energy Act is authorized when appropriate.

SEC. 6. Custody and Safekeeping. The possession or use of classified defense information or material shall be limited to locations where facilities for secure storage or protection thereof are available by means of which unauthorized persons are prevented from gaining access thereto. Whenever such information or material is not under the personal supervision of its custodian, whether during or outside of working hours, the following physical or mechanical means shall be taken to protect it:

(a) *Storage of Top Secret Material.* Top Secret defense material shall be protected in storage by the most secure facilities possible. Normally it will be stored in a safe or a safe-type steel file container having a three-position, dial-type, combination lock, and being of such weight, size, construction, or installation as to minimize the possibility of surreptitious entry, physical theft, damage by fire, or tampering. The head

of a department or agency may approve other storage facilities for this material which offer comparable or better protection, such as an alarmed area, a vault, a secure vault-type room, or an area under close surveillance of an armed guard.

(b) *Secret and Confidential Material.* These categories of defense material may be stored in a manner authorized for Top Secret material, or in metal file cabinets equipped with steel lockbar and an approved three combination dial-type padlock from which the manufacturer's identification numbers have been obliterated, or in comparably secure facilities approved by the head of the department or agency.

(c) *Other Classified Material.* Heads of departments and agencies shall prescribe such protective facilities as may be necessary in their departments or agencies for material originating under statutory provisions requiring protection of certain information.

(d) *Changes of Lock Combinations.* Combinations on locks of safekeeping equipment shall be changed, only by persons having appropriate security clearance, whenever such equipment is placed in use after procurement from the manufacturer or other sources, whenever a person knowing the combination is transferred from the office to which the equipment is assigned, or whenever the combination has been subjected to compromise, and at least once every year. Knowledge of combinations shall be limited to the minimum number of persons necessary for operating purposes. Records of combinations shall be classified no lower than the highest category of classified defense material authorized for storage in the safekeeping equipment concerned.

(e) *Custodian's Responsibilities.* Custodians of classified defense material shall be responsible for providing the best possible protection and accountability for such material at all times and particularly for securely locking classified material in approved safekeeping equipment whenever it is not in use or under direct supervision of authorized employees. Custodians shall follow procedures which insure that unauthorized persons do not gain access to classified defense information or material by sight or sound, and classified information shall not be discussed with or in the presence of unauthorized persons.

(f) *Telephone Conversations.* Defense information classified in the three

categories under the provisions of this order shall not be revealed in telephone conversations, except as may be authorized under section 8 hereof with respect to the transmission of Secret and Confidential material over certain military communications circuits.

(g) *Loss or Subjection to Compromise.* Any person in the executive branch who has knowledge of the loss or possible subjection to compromise of classified defense information shall promptly report the circumstances to a designated official of his agency, and the latter shall take appropriate action forthwith, including advice to the originating department or agency.

SEC. 7. Accountability and Dissemination. Knowledge or possession of classified defense information shall be permitted only to persons whose official duties require such access in the interest of promoting national defense and only if they have been determined to be trustworthy. Proper control of dissemination of classified defense information shall be maintained at all times, including good accountability records of classified defense information documents, and severe limitation on the number of such documents originated as well as the number of copies thereof reproduced. The number of copies of classified defense information documents shall be kept to a minimum to decrease the risk of compromise of the information contained in such documents and the financial burden on the Government in protecting such documents. The following special rules shall be observed in connection with accountability for and dissemination of defense information or material:

(a) *Accountability Procedures.* Heads of departments and agencies shall prescribe such accountability procedures as are necessary to control effectively the dissemination of classified defense information, with particularly severe control on material classified Top Secret under this order. Top Secret Control Officers shall be designated, as required, to receive, maintain accountability registers of, and dispatch Top Secret material.

(b) *Dissemination Outside the Executive Branch.* Classified defense information shall not be disseminated outside the executive branch except under conditions and through channels authorized by the head of the disseminating department or agency, even though the person

or agency to which dissemination of such information is proposed to be made may have been solely or partly responsible for its production.

(c) *Information Originating in Another Department or Agency.* Except as otherwise provided by section 102 of the National Security Act of July 26, 1947, c. 343, 61 Stat. 498, as amended, 50 U. S. C. sec. 403, classified defense information originating in another department or agency shall not be disseminated outside the receiving department or agency without the consent of the originating department or agency. Documents and material containing defense information which are classified Top Secret or Secret shall not be reproduced without the consent of the originating department or agency.

SEC. 8. *Transmission.* For transmission outside of a department or agency, classified defense material of the three categories originated under the provisions of this order shall be prepared and transmitted as follows:

(a) *Preparation for Transmission.* Such material shall be enclosed in opaque inner and outer covers. The inner cover shall be a sealed wrapper or envelope plainly marked with the assigned classification and address. The outer cover shall be sealed and addressed with no indication of the classification of its contents. A receipt form shall be attached to or enclosed in the inner cover, except that Confidential material shall require a receipt only if the sender deems it necessary. The receipt form shall identify the addressor, addressee, and the document, but shall contain no classified information. It shall be signed by the proper recipient and returned to the sender.

(b) *Transmitting Top Secret Material.* The transmission of Top Secret material shall be effected preferably by direct contact of officials concerned, or, alternatively, by specifically designated personnel, by State Department diplomatic pouch, by a messenger-courier system especially created for that purpose, or by electric means in encrypted form; or in the case of information transmitted by the Federal Bureau of Investigation, such means of transmission may be used as are currently approved by the Director, Federal Bureau of Investigation, unless express reservation to the contrary is made in exceptional cases by the originating agency.

(c) *Transmitting Secret Material.* Secret material shall be transmitted within the continental United States by one of the means established for Top Secret material, by an authorized courier, by United States registered mail, or by protected commercial express, air or surface. Secret material may be transmitted outside the continental limits of the United States by one of the means established for Top Secret material, by commanders or masters of vessels of United States registry, or by United States Post Office registered mail through Army, Navy, or Air Force postal facilities, provided that the material does not at any time pass out of United States Government control and does not pass through a foreign postal system. Secret material may, however, be transmitted between United States Government and/or Canadian Government installations in continental United States, Canada, and Alaska by United States and Canadian registered mail with registered mail receipt. In an emergency, Secret material may also be transmitted over military communications circuits in accordance with regulations promulgated for such purpose by the Secretary of Defense.

(d) *Transmitting Confidential Material.* Confidential defense material shall be transmitted within the United States by one of the means established for higher classifications, by registered mail, or by express or freight under such specific conditions as may be prescribed by the head of the department or agency concerned. Outside the continental United States, Confidential defense material shall be transmitted in the same manner as authorized for higher classifications.

(e) *Within an Agency.* Preparation of classified defense material for transmission, and transmission of it, within a department or agency shall be governed by regulations, issued by the head of the department or agency, insuring a degree of security equivalent to that outlined above for transmission outside a department or agency.

SEC. 9. *Disposal and Destruction.* Documentary record material made or received by a department or agency in connection with transaction of public business and preserved as evidence of the organization, functions, policies, operations, decisions, procedures or other activities of any department or agency

of the Government, or because of the informational value of the data contained therein, may be destroyed only in accordance with the act of July 7, 1943, c. 192, 57 Stat. 380, as amended, 44 U. S. C. 366-380. Non-record classified material, consisting of extra copies and duplicates including shorthand notes, preliminary drafts, used carbon paper, and other material of similar temporary nature, may be destroyed, under procedures established by the head of the department or agency which meet the following requirements, as soon as it has served its purpose:

(a) *Methods of Destruction.* Classified defense material shall be destroyed by burning in the presence of an appropriate official or by other methods authorized by the head of an agency provided the resulting destruction is equally complete.

(b) *Records of Destruction.* Appropriate accountability records maintained in the department or agency shall reflect the destruction of classified defense material.

SEC. 10. *Orientation and Inspection.* To promote the basic purposes of this order, heads of those departments and agencies originating or handling classified defense information shall designate experienced persons to coordinate and supervise the activities applicable to their departments or agencies under this order. Persons so designated shall maintain active training and orientation programs for employees concerned with classified defense information to impress each such employee with his individual responsibility for exercising vigilance and care in complying with the provisions of this order. Such persons shall be authorized on behalf of the heads of the departments and agencies to establish adequate and active inspection programs to the end that the provisions of this order are administered effectively.

SEC. 11. *Interpretation of Regulations by the Attorney General.* The Attorney General, upon request of the head of a department or agency or his duly designated representative, shall personally or through authorized representatives of the Department of Justice render an interpretation of these regulations in connection with any problems arising out of their administration.

SEC. 12. *Statutory Requirements.* Nothing in this order shall be construed

to authorize the dissemination, handling or transmission of classified information contrary to the provisions of any statute.

SEC. 13. *"Restricted Data" as Defined in the Atomic Energy Act.* Nothing in this order shall supersede any requirements made by or under the Atomic Energy Act of August 1, 1946, as amended. "Restricted Data" as defined by the said act shall be handled, protected, classified, downgraded, and declassified in conformity with the provisions of the Atomic Energy Act of 1946, as amended, and the regulations of the Atomic Energy Commission.

SEC. 14. *Combat Operations.* The provisions of this order with regard to dissemination, transmission, or safekeeping of classified defense information or material may be so modified in connection with combat or combat-related operations as the Secretary of Defense may by regulations prescribe.

SEC. 15. *Exceptional Cases.* When, in an exceptional case, a person or agency not authorized to classify defense information originates information which is believed to require classification, such person or agency shall protect that information in the manner prescribed by this order for that category of classified defense information into which it is believed to fall, and shall transmit the information forthwith, under appropriate safeguards, to the department, agency, or person having both the authority to classify information and a direct official interest in the information (preferably, that department, agency, or person to which the information would be transmitted in the ordinary course of business), with a request that such department, agency, or person classify the information.

SEC. 16. *Review to Insure That Information is Not Improperly Withheld Hereunder.* The President shall designate a member of his staff who shall receive, consider, and take action upon suggestions or complaints from non-Governmental sources relating to the operation of this order.

SEC. 17. *Review to Insure Safeguarding of Classified Defense Information.* The National Security Council shall conduct a continuing review of the implementation of this order to insure that classified defense information is properly safeguarded, in conformity herewith.

SEC. 18. Review Within Departments and Agencies. The head of each department and agency shall designate a member or members of his staff who shall conduct a continuing review of the implementation of this order within the department or agency concerned to insure that no information is withheld hereunder which the people of the United States have a right to know, and to insure that classified defense information is properly safeguarded in conformity herewith.

SEC. 19. Revocation of Executive Order No. 10290. Executive Order No. 10290 of September 24, 1951 is revoked as of the effective date of this order.

SEC. 20. Effective Date. This order shall become effective on December 15, 1953.

DWIGHT D. EISENHOWER

THE WHITE HOUSE,
November 5, 1953.

EXECUTIVE ORDER 10502

SUSPENDING CERTAIN STATUTORY PROVISIONS RELATING TO EMPLOYMENT IN THE CANAL ZONE

By virtue of the authority vested in me by section 103 of the Civil Functions Appropriations Act, 1954 (Public Law 153, 83d Congress), and section 615 of the Department of Defense Appropriation Act, 1954 (Public Law 179, 83d Congress), relating to certain kinds of employment in the Canal Zone, and deeming such course to be in the public interest, I hereby suspend, from and including the effective date of the said acts, compliance with the provisions of the said sections: *Provided*, that this suspension shall not be construed to affect the provisions of the said sections relating to the amount of compensation that may be received by persons employed in skilled, technical, clerical, administrative, executive or supervisory positions on the Canal Zone directly or indirectly by any branch of the United States Government or by any corporation or company the stock of which is owned wholly or in part by the United States Government.

DWIGHT D. EISENHOWER

THE WHITE HOUSE,
December 1, 1953.

EXECUTIVE ORDER 10503

AMENDMENT OF EXECUTIVE ORDER NO. 10011,¹ AS AMENDED, AUTHORIZING THE SECRETARY OF STATE TO EXERCISE CERTAIN POWERS OF THE PRESIDENT WITH RESPECT TO THE GRANTING OF ALLOWANCES AND ALLOTMENTS TO GOVERNMENT PERSONNEL ON FOREIGN DUTY

By virtue of the authority vested in me by section 301 of title 3 of the United States Code (65 Stat. 713), it is ordered that section 1(d) of Executive Order No. 10011 as last amended by Executive Order No. 10391² of September 3, 1952, authorizing the Secretary of State to exercise certain powers of the President with respect to the granting of allowances and allotments to Government personnel on foreign duty, be, and it is hereby, amended to read as follows:

"(d) The authority vested in the President by section 1303 of the Supplemental Appropriation Act, 1954 (Public Law 207, 83rd Congress), or by any reenactment of the provisions of such section, and by section 302 of the United States Information and Educational Exchange Act of 1948 (62 Stat. 8) to prescribe, with respect to civilian officers and employees of the Government, regulations governing living-quarters allowances, cost-of-living allowances, and representation allowances in accordance with, or similar to, such allowances authorized by the said act of June 26, 1930, or the said section 901 of the Foreign Service Act of 1946.

This order shall be effective as of July 1, 1953.

DWIGHT D. EISENHOWER

THE WHITE HOUSE,
December 1, 1953.

EXECUTIVE ORDER 10504

TRANSFERRING CERTAIN FUNCTIONS, POWERS, AND DUTIES TO THE SMALL BUSINESS ADMINISTRATION

By virtue of the authority vested in me by section 218 of the Small Business Act of 1953 (Title II, Public Law 163, 83rd Congress; 67 Stat. 232, 239), and as President of the United States, it is ordered as follows:

SECTION 1. There are hereby transferred and assigned to the Small Business Administrator all functions, powers,

¹ 3 CFR 1948 Supp., p. 244; 13 F. R. 6263.

² 3 CFR 1952 Supp., p. 100.

THE WHITE HOUSE
WASHINGTON

<u>Cabinet Member</u>	<u>Will Call</u>
The Vice President	P
Sec Rogers	P
Sec Shultz	Kehrli
Sec Richardson	P
Atty Gen'l Kleindienst	P
Sec Morton	P
Sec Butz	P
Sec DeLoach	Kehrli
Sec Brennan	P
Sec Weinberger	Kehrli
Sec Lynn	Kehrli
Sec Brinegar	Kehrli
Dir. Ash	Kehrli
Counsella Armstrong	Kehrli
Dir. Scali	Kehrli