

DOCUMENT WITHDRAWAL RECORD [NIXON PROJECT]

DOCUMENT NUMBER	DOCUMENT TYPE	SUBJECT/TITLE OR CORRESPONDENTS	DATE	RESTRICTION
1	case file	Judith J. Bousha to Central Files (1p) w/ attached re Victor L. Pizzulo : Letter, Pizzulo to President Nixon (3pp) Letter, Pizzulo to Walter R. Tkach (1p) Letter, Tkach to Pizzulo (carbon, 1p) Letter, Pizzulo to President Nixon (3pp)	10/23/69 10/14/69 10/6/69 10/1/69 9/25/69	D
2	case file	Robert E. Kintner to William J. Hopkins (2pp) re possible secretarial employment for Mrs. Coote w/ attached: Letter, Hopkins to Kintner (carbon, 1p) Letter, Kintner to Hopkins (2pp)	8/21/70 8/14/70 8/12/70	G

FILE GROUP TITLE	BOX NUMBER
WHCF: Subject Files (WH)	17

FOLDER TITLE
Gen WH 5 Personnel Management [1/29/69 - 11/20/70]

RESTRICTION CODES

- | | |
|--|--|
| A. Release would violate a Federal statute or Agency Policy. | E. Release would disclose trade secrets or confidential commercial or financial information. |
| B. National security classified information. | F. Release would disclose investigatory information compiled for law enforcement purposes. |
| C. Pending or approved claim that release would violate an individual's rights. | G. Withdrawn and return private and personal material. |
| D. Release would constitute a clearly unwarranted invasion of privacy or a libel of a living person. | H. Withdrawn and returned non-historical material. |

dg/ 12
February 3, 1969

GENERAL
2045
11D8/H * ①

FGG-11-1/Hughes Col.
James. W.

Dear Sergeant Henry:

Your letter to Colonel Hughes of January 30th has been referred to me for answering, and to express the Colonel's regret that he will be unable to see you.

He asked me to tell you he was certain your services over the past ten years were outstanding. He also knows that you realize, after twenty-four years of service, transfers are things that happen to persons who serve in the Armed Forces, and he feels you were fortunate to have spent ten years in one location.

May I personally wish you the best of luck in your new assignment.

Sincerely,

W. L. GULLEY
Administrative Assistant to the
Armed Forces Aide to the President

*
Master Sergeant Paul L. Henry
6141 Morgan Street
Alexandria, Virginia

WLG:mmc . 2

RECEIVED
FEB 4 1969
CENTRAL FILES

30 January 1969

Colonel James D. Hughes
Armed Forces Aide to the President
The White House
1600 Pennsylvania Avenue N.W.
Washington, D. C.

Dear Sir:

Having been a member of the White House Garage only until 14 January 1969 prevented me from having the opportunity to meet you personally so I am asking for, and at your convenience, an appointment to discuss why I am still not there.

After over twenty four years of service, of which ten were spent serving three presidents and the staff members I feel that my unwarranted transfer should be justified. I feel regardless of my future that you should be told the true story and that I be given a chance to at least tell my side.

At present, I am on convalescence leave from Walter Reed Army Hospital and may be reached at home should you decide to honor my request.

Sincerely,

Paul L. Henry
PAUL L. HENRY

6141 Morgan Street
Alexandria, Va. 22312
Phone: 354-7856

gh
GENERAL

W H 5

January 29, 1969

Dear Senator Aiken:

Your note of January 16 to Bryce hailing Norma^{*}Arata supports our theory - you don't let a good gal go!

Norma is working in Bryce's office and he wanted you to know that he greatly appreciated your interest in endorsing such a fine staff member.

With warm regards,

Sincerely,

Kenneth E. BeLieu
Deputy Assistant

Honorable George D.⁺Aiken
United States Senate
Washington, D. C. 20510

bcc: Mr. Harlow
E. Frayer *eat*

BH/KEB/ly

9

RECEIVED
JAN 31 1969
GENERAL FILES

GEORGE D. AIKEN
VERMONT

United States Senate

WASHINGTON, D.C.

January 10, 1969

*In Harlow's off
del. to Harlow*
JAN 16 1969

Dear Bryce:

Mrs. Norma Arata is presently secretary to Mike Manatos at the White House.

I thought I should make you aware of the fact that she came to the White House in the Eisenhower Administration and was kept on because she is so outstanding in Congressional Liaison.

You may already know Norma but I thought I should also put in a plug for her.

Sincerely yours,

GEORGE D. AIKEN

Mr. Bryce N. Harlow
Office of The President-Elect
Pierre Hotel
61st Street and 5th Avenue
New York, New York 10021

GENERAL

WHS-

February 21, 1969

Dear Mr. Bow:

Bryce asked me to thank you for your February 11 letter endorsing Alice Hipseley for a position in the White House.

x
You will be pleased to know that she is already working with Jack Woolley at the Department of Housing and Urban Development.

With warm regard,

Sincerely,

Bill

William E. Timmons
Deputy Assistant to
The President

x
Honorable Frank T. Bow
House of Representatives
Washington, D.C. 20515

WET:EF:ech:eme

9

Bryce -

Alice is now on board
with Jock Woolley at
HVD.

- Bill

FRANK T. BOW
16TH DISTRICT OF OHIO

DISTRICT OFFICE:
810 PEOPLES-MERCHANTS TRUST BUILDING
CANTON, OHIO 44702

RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, D.C. 20515

Congress of the United States
House of Representatives
Washington, D.C.

L-2/13
COMMITTEE:
APPROPRIATIONS
RANKING MINORITY MEMBER

SUBCOMMITTEES:
STATE, JUSTICE, COMMERCE,
JUDICIARY, AND RELATED
AGENCIES

February 11, 1969

WT/s
ef

Mr. Bryce Harlow
Special Assistant to the President
The White House
Washington, D. C.

Dear Bryce:

I am certain that you have known my late good friend Elmer Hipsley, and his charming and capable wife, Mae, over the years. I also assume that you would have had occasion to meet their daughter, Alice, who has done a great deal of work with the Congressional and National committees in recent years.

Alice is most interested in a position in the White House and her resumé is on file with Harry Flemming. Alice is a dedicated young Republican and a hard working girl, and I hope she will have consideration.

With kind regards.

Sincerely yours,

Frank

Frank T. Bow, M. C.

B:gc

March 10, 1969

Dear Mrs. Buysse:

Thank you for your recent correspondence to the President.

You may be assured that each member of the White House staff is thorough investigated by the FBI -- even the secretaries.

Thank you for your interest.

Sincerely,

Harry S. Flemming
Special Assistant
to the President

Mrs. Evangeline L. Buysse
2712 South Arlington Ridge Road
Arlington, Virginia 22202

HSF:jam

BW

April 8, 1969

Dear Mrs. Winner:

This is just a note to thank you for your letter of April 1st, telling me of your plan to write a story about White House secretaries in a May issue of GRIT.

Judging from the questions which you included, I feel that your letter may have been misdirected and should have been addressed to Mrs. Gerry Van der Heuvel, who is Press Secretary to Mrs. Nixon. Consequently, I am taking the liberty of forwarding it, and the material you enclosed, to Mrs. Van der Heuvel's attention.

With every good wish,

Sincerely,

Rose Mary Woods
Personal Secretary
to the President

Mrs. Erma M.^x Winner
Women's Editor
^x Grit Publishing Company
Williamsport, Pennsylvania 17701

RMW:feb

stamped envelope returned

9

Copy & incoming to G. Van der Heuvel - filed Serial File

RECEIVED
APR 9 1969
CENTRAL FILES



CIRCULATING MORE THAN 1,200,000 COPIES EACH WEEK IN
OVER 16,000 OF THE SMALL TOWNS IN AMERICA

GRIT PUBLISHING CO., Publishers • Williamsport, Penna. 17701

April 1, 1969

Miss Rose Mary Woods
The White House
Washington, D. C.

Dear Miss Woods:

I am planning to use a story with color transparencies about the White House secretaries in a May issue of GRIT.

GRIT is a weekly small-town newspaper with a circulation of a million and a quarter. Enclosed is a copy of this week's issue.

For the stories, I shall pull from the published wire releases but I am interested in a little more information.

Were you surprised when you were offered the position and had you any qualms about accepting?

Would you please be so kind as to jot down (on the back of this sheet if you like) a few of your impressions of your "job" as press secretary to Mrs. Nixon. Also, I am wondering about your wardrobe. Since you will likely be attending numerous important social functions, I am wondering whether you will have a wardrobe allowance or if a considerable part of your salary must go for clothes.

Will you also list some of the duties your job entails. Did you have an opportunity to confer with President's Johnson's secretary or did you just go into the work cold?

Your cooperation will be greatly appreciated and a stamped, self-addressed stamped envelope is enclosed for your reply.

Sincerely,

GRIT PUBLISHING COMPANY

Erma M. Winner
(Mrs.) Erma M. Winner,
Women's Editor.



FOUNDED IN 1882

Reproduced at the Richard Nixon Presidential Library and Museum

PRESERVATION COPY

GENERAL

(3)

WH5
PR7-2/W*

June 4, 1969

Dear Bill:

This is just a short note to acknowledge receipt of your request that Mrs. Whalen meet with the White House Curator, Florist and Chef.

I must admit this is a first, and I'm running it through the mill now. We'll be back in touch with final results soon.

Sincerely,

Bill
William E. Timmons
Deputy Assistant to
the President

*regretted via
Ray Bulow -
(Bill Timmons)*

6/14/69

D. Murray

Mr. William P. Steponkus
Executive Assistant to
Honorable Charles W. Whalen, Jr.
House of Representatives
Washington, D.C.

WET:sle

Mrs. Barbara *
Whalen *

SEARCHED	INDEXED
SERIALIZED	FILED
JUN 15 1969	
FBI - WASHINGTON	

PRESERVATION COPY

June 4, 1969

Dear Bill:

This is just a short note to acknowledge receipt of your request that Mrs. Whalen meet with the White House Curator, Florist and Chef.

I must admit this is a first, and I'm running it through the mill now. We'll be back in touch with final results soon.

Sincerely,

William E. Timmons
Deputy Assistant to
the President

Mr. William P. Steponkus
Executive Assistant to
Honorable Charles W. Whalen, Jr.
House of Representatives
Washington, D. C.

WET:slc

Debbie - sent my love to Mrs. Whalen. Problem - Mrs. Whalen leaves June 20 to summer in Dayton, Ohio. They want to schedule at all possible. Bill recommends if it is possible. Will you let me know.

Janie Vander Haar

Thanks Kay

CHARLES W. WHALEN, JR.
THIRD DISTRICT, OHIO

1225 LONGWORTH HOUSE OFFICE BUILDING
WASHINGTON, D.C. 20515
(202) 225-6465

COMMITTEE:
ARMED SERVICES
SUBCOMMITTEE NUMBER 3
SPECIAL SUBCOMMITTEE ON
EXCHANGES AND COMMISSARIES
SPECIAL SUBCOMMITTEE ON
MILITARY AIRLIFT

Congress of the United States
House of Representatives
Washington, D. C.

DISTRICT OFFICE:
315 POST OFFICE BUILDING
DAYTON, OHIO 45401
(513) 461-4830, EXT. 5286

May 28, 1969

Mr. William Timmons
Special Assistant to the President
The White House
Washington, D. C.

Dear Bill:

This is to confirm our discussion on the telephone yesterday regarding the request of the Congressman's wife, Barbara, to meet certain people on the White House staff and observe their operations.

As I indicated, Mrs. Whalen writes a column once a week for The Journal Herald, Dayton, Ohio, one of the two daily newspapers serving our District. Her column is well read as we know from first-hand experience, i.e., comments from constituents, and from the reaction of the paper itself.

What Mrs. Whalen would like to do is:

1. Meet and interview the Curator of the White House.
2. Observe the White House florist in operation doing an arrangement and perhaps to ask a question or two, no more than that.
3. Observe the White House Chef preparing a meal for a function and, as she puts it, "be as inconspicuous as possible." In no case would there be a photographer.

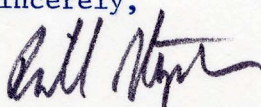
I might say also that Mrs. Whalen well understands the problems people such as the chef have in performing their duties and she therefore would keep her presence unobtrusive.

Whatever approvals you can obtain would be deeply appreciated, Bill. I should mention also that Mrs. Whalen will be going back to Dayton with the children for the summer on June 20.

Thanks for your past assistance.

Best wishes.

Sincerely,



William P. Steponkus
Executive Assistant

ms
GENERAL

WHS

June 9, 1969

Dear Mr. Becker:

Your May 26 letter concerning miniskirts^X has been referred to me for reply. We were interested to learn that you have undertaken a thorough investigation of the sociological aspects of this matter. In response to your question, the White House has not followed any policy on miniskirts. We have assumed that the very able women who work here will dress in a manner appropriate to their duties.

Sincerely,

John R. Brown III
Staff Assistant
to the President

Mr. John A. ^XBecker
71 Eaton Road
Bordentown, New Jersey 08505

JRB:Melencamp:ehw

3

RECEIVED
JUN 11 1969
CENTRAL FILES

PRESERVATION COPY

THE WHITE HOUSE
WASHINGTON

June 5, 1969

FOR: Herb Klein

FROM: Noble Melencamp

The following is suggested for reply
to Mr. Becker:

No particular policy has been followed
on this question by the White House.

women
We assume that the exceptionally
able ~~men~~ who work here will dress
appropriately to their activities,
~~and our trust in their good sense~~
~~has been more than amply displayed.~~

For your approval.

*J. Brown
signature*

*HK has
approved
margita*

PRESERVATION COPY

22
45-2
My Pres views on "miniskirt"

JOHN A. BECKER
71 EATON ROAD
BORDENTOWN, NEW JERSEY 08505

May 26, 1969

The Office of the President of the United States
Washington, D. C.
U. S. A.

Re: "Our Miniskirt Study at Rutgers"

Gentlemen:

First, my apologies for contacting you on such a seemingly frivolous subject, though it is important to us and quite serious.

Specifically, we are interested in learning if your office has any policy regarding the height of the current hemline as worn by your personnel.

Perhaps you have heard of our rather recent sociological study on the miniskirt which developed here on the Camden Campus of Rutgers University College out of an innocent little class room project. Having gained unexpected national and international press coverage (e.g., The New York Times, Jan 19, '69; the St. Louis Post-Dispatch, Jan. 26, '69; and the International Herald Tribune, Jan. 29, '69) and wide radio and TV attention we have been forced to take ourself a bit more seriously and have just about completed a full-fledge study with professional staff.

Anticipating a report for publication in the very near future we would more than welcome any and all comments you may wish to offer on short skirt policy - if any.

May I say that we are quite objective about this study with most of our research being anthropologically and psychologically oriented. And it is our opinion that our study is in good taste.

Looking forward to hearing from you, I am

Respectfully yours,

John A. Becker
John A. Becker, M.A.

Sociologist

Rutgers University College

Camden Division, Camden, New Jersey

P.S. Inasmuch as the current term is nearing its conclusion I suggest that you write me at home.

ce/Ag
June 11, 1969

Dear Mr. White:

We have examined the attached storyboards which depict Rene^x Verdon, former White House Chef, endorsing various products for Hamilton Beach.

We have no objection to Mr. Verdon identifying himself in these commercials as a "former White House Chef". We do not believe the commercial implies White House endorsement and recognize further that Mr. Verdon's past employment record is fact and forever part of his credentials.

Very truly yours,

Charles E. Stuart
Staff Assistant to the Counsel

Mr. R. Quincy White, Jr.
Leibman, Williams, Bennett,
Baird and Minow
208 South LaSalle Street
Chicago, Illinois 60604

National Broadcasting Co.

Attachments a/s

RECEIVED
JUN 12 1969
CENTRAL FILES

Leibman, Williams, Bennett, Baird and Minow

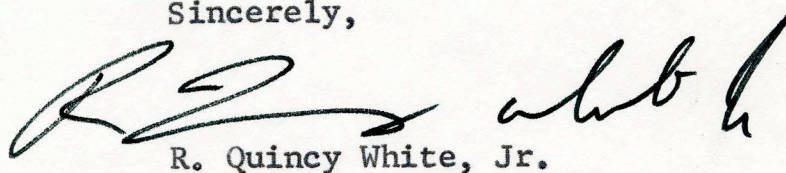
The Honorable John D. Ehrlichman

June 9, 1969

Page Two

While the matter is less important than others with which you are dealing, I am unfortunately facing a last minute objection by the network and an imminent filming schedule. It would be extremely useful if Mr. Stewart could call me Tuesday.

Sincerely,

A handwritten signature in dark ink, appearing to read 'R. Quincy White, Jr.', with a stylized, cursive script.

R. Quincy White, Jr.

52:jb
Enclosure

JUN 11 1969

Leibman, Williams, Bennett, Baird and Minow

MORRIS I. LEIBMAN
D. B. WILLIAMS
RUSSELL O. BENNETT
RUSSELL M. BAIRD
NEWTON N. MINOW
LAURENS G. HASTINGS
JOHN H. ROCKWELL
GALE A. CHRISTOPHER
DAVID P. LIST
A. BRUCE SCHIMBERG
GEORGE J. McLAUGHLIN, JR.
THOMAS H. MORSCH
FRANKLIN A. CHANEN
ROBERT E. MASON
NEIL FLANAGIN
R. QUINCY WHITE, JR.
DONALD A. MACKAY

208 SOUTH LA SALLE STREET · CHICAGO 60604 · FINANCIAL 6-2200

CABLE ADDRESS "CROLEX CHICAGO"

June 9, 1969

OF COUNSEL
G. KENNETH CROWELL
J. ARTHUR FRIEDLUND
THOMAS J. HOUSER

THOMAS H. BALDIKOSKI
JAMES L. MAROVITZ
WILLIAM L. KELLEY
STEPHEN P. THOMAS
MARTIN F. ROBINSON
MARK J. LEVICK
MATA P. HILGESON
STEPHEN P. DURCHSLAG
PATRICIA A. WILBERT
EDWARD T. JOYCE
HENRY L. MASON III
TOMAS M. RUSSELL
MICHAEL S. SIGAL
ALAN P. OLSCHWANG
KENNETH A. MANASTER
H. BRUCE BERNSTEIN
JON N. EKDAHL
LEE M. MITCHELL

AIR MAIL

The Honorable John D. Ehrlichman
Counsel to the President
The White House
Washington, D. C. 20500

Dear Mr. Ehrlichman:

I enclose a storyboard advertising a mixer manufactured by our client, Hamilton Beach. The commercial and three other similar commercials correctly identify the actor as René Verdon, former White House Chef. While Hamilton Beach has been using and identifying Mr. Verdon in connection with these products for several years, NBC today asked that we obtain your permission for the reference to the White House.

It is our position, as attorneys familiar with this area of the law, that we are not using or implying a White House endorsement but merely identifying a celebrity with the cause of his fame. I would appreciate your confirmation that this is not an endorsement to which you would object.

When I spoke to your secretary this afternoon she said that you might pass this on to Mr. Stewart.

ms/01
GENERAL

WH 5

PK 18

June 11, 1969

Dear Senator Curtis:

Bryce and I are extremely pleased that you took the time to send the ringing salute to Mrs. Dora Tennant of the White House Visitors Office. We are delighted that your office has received such good treatment from Mrs. Tennant, and we trust that this fine relationship will continue.

With warm regard,

Sincerely,

Dale Grubb
Special Assistant to
the President

Honorable Carl T. ^XCurtis
United States Senate
Washington, D. C. 20510

bcc w/inc to John Davies, WH Visitors Office

DG:EF:ef

9

RECEIVED
JUN 12 1969
GENERAL FILES

United States Senate
WASHINGTON, D.C.

COMMITTEES:
FINANCE
AGRICULTURE
RULES AND ADMINISTRATION
AERONAUTICAL AND SPACE SCIENCE
JOINT ATOMIC ENERGY

June 5, 1969

BUN 7

Honorable Bryce N. Harlow
Assistant to the President
The White House
Washington, D. C. 20500

Dear Bryce:

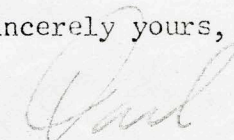
I always feel that a job well done should be called to the proper person's attention. That is why I am taking the liberty of writing this letter in behalf of a young lady who is on the White House staff.

Like all offices on Capitol Hill, in the last few years the number of requests coming into my office for White House tours has greatly increased. Scarcely a day passes without a call to the Visitors Office at the White House for a special tour. The members of my staff charged with this responsibility have been extremely high in their praise of the young ladies in that office and particularly of Mrs. Dora Tennant. They tell me that no matter how many times they call or how rushed or outrageous the request, she is always pleasant and just as helpful as she possibly can be. In other words, she puts forth that extra bit of effort which is so vital and so very much needed in every office.

I do not know what the arrangements are for retaining the people on the White House staff who have served for a number of years. I do know that the members of my staff who have worked with Mrs. Tennant will be most unhappy should it be necessary for her to leave. As I say, I think that a job well done should be reported.

With personal greetings, I am

Sincerely yours,


CARL T. CURTIS, USS

CTC/rmg

file
GENERAL

June 23, 1969

WH5

F8100

Dear Senator Gore:

Thank you for your letter to Bryce with the enclosed letter from Mrs. Elizabeth B. Patten. Unfortunately, we have not been able to obtain the requested information concerning a Mr. Orrin June, since there is no record of him here at the White House. I am sorry that we could not be of assistance to you in this instance.

With cordial regard,

Sincerely,

Dale Grubb
Special Assistant to
the President

Honorable Albert^X Gore
United States Senate
Washington, D.C. 20510

DG:EF:cmf

9
RECEIVED
JUN 24 1969
CENTRAL FILES

J. W. FULBRIGHT, ARK., CHAIRMAN

JOHN SPARKMAN, ALA.
MIKE MANSFIELD, MONT.
WAYNE MORSE, OREG.
ALBERT GORE, TENN.
FRANK J. LAUSCHE, OHIO
FRANK CHURCH, IDAHO
STUART SYMINGTON, MO.
THOMAS J. DODD, CONN.
JOSEPH S. CLARK, PA.
CLAIBORNE PELL, R.I.
EUGENE J. MC CARTHY, MINN.

BOURKE B. HICKENLOOPER, IOWA
GEORGE D. AIKEN, VT.
FRANK CARLSON, KANS.
JOHN J. WILLIAMS, DEL.
KARL E. MUNDT, S. DAK.
CLIFFORD P. CASE, N.J.
JOHN SHERMAN COOPER, KY.

United States Senate

COMMITTEE ON FOREIGN RELATIONS

WASHINGTON, D.C. 20510

CARL MARCY, CHIEF OF STAFF
ARTHUR M. KUHL, CHIEF CLERK

June 9, 1969

JUN 10 1969

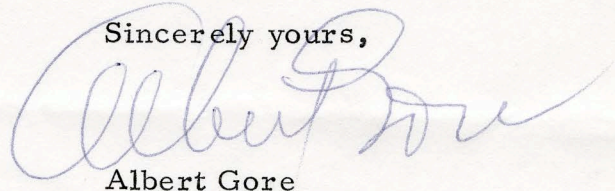
Mr. Bryce N. Harlow
Assistant to the President
The White House
Washington, D. C.

Dear Bryce:

I enclose a letter that I have received from a constituent who inquires about the background of a Mr. Orrin June, who at one time was an advisor to a White House Restoration Committee.

I would appreciate it if you would advise me whether any readily available records might contain information that would be responsive to Mrs. Patten's request.

Sincerely yours,



Albert Gore

AG:bes
Enclosure

LONGVIEW
406 NORTH PALISADES DRIVE
SIGNAL MOUNTAIN, TENN. 37377

June 2, 1969

Senator Albert Gore
Senate Office Bldg.
Washington, D.C.

Dear Senator:

As an active preservationist I am interested in getting from the White House information about a Mr. Orrin June. The enclosed folder indicates he was "Advisor, by invitation of Mrs. John F. Kennedy, on White House Restoration Committee."

What were his qualifications for the appointment? Did he have an antique shop? He seems very knowledgeable about antiques. What are the duties of an Advisor?

Thanking you in advance. Carter asks to be remembered to you. With best wishes.
Sincerely,

Mrs. Carter Patten

C. files ①

GENERAL

WH5

FG6-11-1/Trent, Darrell

July 7, 1969

MEMORANDUM FOR DARRELL TRENT

Regarding the addition of one clerk typist for your operation, it is requested that you or your department attempt to have someone detailed directly from an agency for this purpose. The funds are unavailable on the White House staff at this time to make an additional person available.

Larry Higby

LH:pm

cc: Peter Flanigan

Nothing else sent to 8-11-69
Central Files as of -----

B.T

RECEIVED
JUL 10 1969
CENTRAL FILES

GENERAL

WHS (2)

July 25, 1969

Dear Jan:

I have asked again for the pictures of Rex^x Scouten to be sent to you. I will follow through this time to make certain.

Thank you for calling.

Hope to see you the next time I get home. With best wishes,

Sincerely,

Bob

Robert C. Odle, Jr.
Staff Assistant to the
Director of Communications
for the Executive Branch

Miss Jan^x Mitchell
The^x Port Huron Times Herald
Port Huron, Michigan 48060

RCO:cap

RECEIVED
JUL 25 1969
CENTRAL FILES

BROUGHT FORWARD

GENERAL

WH5

Previously filed

10/1/69

Date

NAME

Victor L. Pizzulo

ORGANIZATION

GENERAL

WH5

New File Symbol

10/23/69

Date

FINAL ACTION

Judith J. Bousha's
Ltr. to Central Files

GENERAL

PK 2

WH 5

October 20, 1969

*Heid, Patricia Huntington
Rudy, John Farnay*

Dear John:

Just a brief response to your October 9 note to let you know that I have placed your daughter-in-law's resume into the appropriate hands hereabouts for further attention.

Good luck to her!

Sincerely,

Bryce N. Harlow
Assistant to the President

Mr. John F. Rudy
The Goodyear Tire & Rubber
Company
902 Ring Building
Washington, D. C. 20036

cc: Flemming w/copy of incoming

Sent

BNH:NB:nb

/

RECEIVED
OCT 22 1969
CENTRAL FILES

NIXON PRESIDENTIAL MATERIALS PROJECT
DOCUMENT CONTROL RECORD

ITEM REMOVED FROM THIS FILE FOLDER

A RESTRICTED DOCUMENT OR CASE FILE HAS BEEN REMOVED FROM
THIS FILE FOLDER. FOR A DESCRIPTION OF THE ITEM REMOVED
AND THE REASON FOR ITS REMOVAL, CONSULT DOCUMENT ENTRY
NUMBER 1 ON EITHER THE DOCUMENT WITHDRAWAL RECORD
(GSA FORM 7279 OR NA FORM 1421) OR NARA WITHDRAWAL SHEET
(GSA FORM 7122) LOCATED IN THE FRONT OF THIS FILE FOLDER.

November 20, 1969

FC 18
WH 5

Dear Congressman Both:

This is in response to your letter of July 30 concerning Mr. George R. Cannon's query regarding employment with the White House mail room. Please accept my apology for the long delay. Your letter was originally answered on August 5 but was misplaced in the White House stripping desk and just brought out.

We are told that employees for positions in the mail room are detailed from the Post Office Department. As Mr. Cannon is now working at the Post Office Department, I suggest he make known to his department his interest in being detailed to the White House.

I hope this information is useful to you, and again, I do apologize for the delay.

Sincerely,

Harry S. Flemming
Special Assistant
to the President

Both
Honorable William V. Both, Jr.
House of Representatives
Washington, D.C. 20515

RECEIVED
NOV 21 1969
CENTRAL FILES

cc/

GENERAL

WH5
FG31
FG21

January 28, 1970

Dear Ralph:

You're a nice guy; your January 21 letter proves it. Maybe it proves exactly the opposite of the message you sought to convey!

Cordially,

Bryce N. Harlow
Counsellor to the President

Honorable L. Ralph^x Mecham
Federal Cochairman
Four Corners Regional Commission
U. S. Department of Commerce
Washington, D. C. 20230

BNH:nb - 2

Tom^x KOROLOGOS

RECEIVED
JAN 29 1970
CENTRAL FILES

FOUR CORNERS REGIONAL COMMISSION
U.S. Department of Commerce
Washington, D.C. 20230

UTAH

COLORADO

Area Code: 202 967-5534

ARIZONA

NEW MEXICO

OFFICE OF THE FEDERAL COCHAIRMAN

JAN 21 1970

January 21, 1970

Mr. Bryce N. Harlow
Counsellor to the President
Room 6, West Wing
White House
Washington, D. C.

Dear Bryce:

When I talked to Harry Dent, I had not realized that Tom Korologos was a candidate for a congressional relations position at the White House. Had I known, I would not have expressed an interest but rather would have supported Tom. This I do now. He is a first-rate man.

Sincerely,

Ralph

L. Ralph Mecham
Federal Cochairman

Jeff
↓

Dear Ralph
You're a nice guy; your January 21
letter proves it. Maybe it proves
exactly the opposite of the message
you sought to convey!
Cordially,
Bryce

cc
owa

GENERAL

WH5
NR8/B *

January 29, 1970

Dear Colonel Gibson:

Thank you for your letter and for your offer of assistance.

There is no position such as you describe at the White House. Infrequently we may ask for help but in the year that I have been here we have not asked for such assistance. If we did, it would be on a one-time basis.

Best wishes for your future,

Sincerely,

Walter R. Tkach
Colonel, USAF, MC

Lt. Colonel James D. Gibson
Surgeon's Office
Headquarters, Sixth US Army
Presidio of San Francisco, California 94129

RECEIVED
FEB 13 1970
CENTRAL FILES

20 January 1970

Colonel Walter R. Tkach (MC), USAF
The White House Physician
The White House
Washington, D. C.

Dear Colonel Tkach:

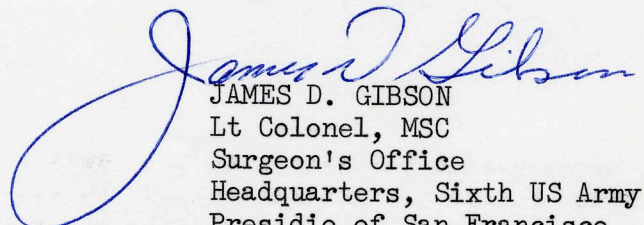
During my tenure at the Pentagon Dispensary in 1963, I was privileged to be designated as the liaison officer for contact with Dr. George Burkley reference his medical supply requirements. During a visit to the Executive Mansion Dispensary, we discussed the requirement for a qualified, medically oriented person to assist the White House Physician. The general need would be in advance planning, actual site visits, review of site personnel qualifications, adequacy of equipment, and the many other functions so important to medically support travel requirements of the President and the staff supported by the Executive Mansion Dispensary.

I am planning retirement from the service, and a position of this nature would be of great challenge to me, as well as a privilege. I have taken the liberty of enclosing a resume, and would be most appreciative of your review.

It would be a pleasure to meet with you, and discuss in detail how I may be of service to you.

Sincerely yours,

1 Incl
as


JAMES D. GIBSON
Lt Colonel, MSC
Surgeon's Office
Headquarters, Sixth US Army
Presidio of San Francisco
California 94129

JAMES D. GIBSON

Surgeon's Office
Headquarters Sixth US Army
Presidio of San Francisco
California 94129

Telephone: Home 661-4422
Office 561-2971/3729

JOB OBJECTIVE: Health Care Administrator, Director of Logistics, Procurement/Contracting Agent, and or position with related executive responsibilities. Will relocate anywhere in the world.

EXPERIENCE AND QUALIFICATIONS

Currently Staff Supervisor and principal advisor to Surgeon on all aspects of medical logistics and maintenance in the eight state western United States. Responsible for supervision of Five Year Army Medical Materiel Replacement Program, preparation, justification, and execution of Army Medical Service budget for medical materiel, and technical supervisor of all related logistical functions. Staff supply supervisor over seven hospitals, and ten medical treatment facilities.

Research Project Manager: Have demonstrated capability of working closely with top executives of major corporations, research scientists, engineers, physicians, dentists, college deans and professors. Have presented papers on equipment, systems, and general interest subjects dealing with complex medical problems. Was Senior Project Manager for design and development of high priority medical field equipment items and systems

Medical Administrator: Experience includes supervision of the construction and assembly of medical treatment facilities ranging in size from small aid stations to 1,000 bed General Hospitals. Was responsible for the administration of the medical and general supply support of a 600 bed Medical Center which included a 62 Operatory Dental Activity, a Veterinary Activity, a Preventive Medicine Facility, and a 1200 man troop command.

Medical Industry Knowledge has been obtained through visits to over 100 manufacturers and suppliers facilities, reading manufacturers literature and attendance at trade shows.

Distribution Management experience includes planning for inventory control, warehousing, materiel handling, transportation, procurement, maintenance and packaging operations. Was supervisor of storage operation, supporting twenty-one hospitals, several laboratories, dispensaries, and the US Seventh Army.

EDUCATION/TRAINING

Presently working for degree completion, with approximately twenty semester hours remaining prior to award. Plan to continue this work and complete in immediate future.

Hospital Administration and Supply Course. Medical Field Service School, Fort Sam Houston, Texas, 6 months, completed 1952.

Associate Advance Course, Medical Service, Medical Field Service School, Fort Sam Houston, Texas, 4 months, completed 1953.

Executive Management of Storage Operations, Rossford Ordnance Depot, Toledo, Ohio, 3 weeks, completed 1955.

Logistics Management Course, U.S. Army Logistic Management Center, Fort Lee, Virginia, 3 months, completed 1959.

Traffic Management Course, Rossford Ordnance Depot, Toledo, Ohio, 3 weeks, completed 1959.

Medical Materiel Management, Brooke Army Medical Center, Fort Sam Houston, Texas, 1 week, completed 1960.

Management of Economic Assistance to Foreign Governments, Military Assistance Institute, Arlington, Virginia, 4 weeks, completed 1961.

Modern Techniques of Management, Brooke Army Medical Center, Fort Sam Houston, Texas, 1 week, completed 1962.

Management Information System Programs, PERT Orientation and Training Center, Washington, D. C. 1 week, completed 1966.

PERSONAL DATA

U.S. Army Officer, Lieutenant Colonel, excellent health, married, three children, 11, 10 and 9 years. Height 6 ft, weight 190. Born September 19, 1919.

REFERENCES

Top level executives, college professors, research scientists, and military officers. Will be furnished upon request.

SALARY DESIRED

Will negotiate.

GENERAL

WH2

PR2 1B *

FC6-11-1 Haldeman, H. R.

WH5

March 13, 1970

Dear Louis:

I'm glad to hear that you've decided to do the story on "Management of the White House". I'll wait to hear from Juan Cameron as to how best to proceed. X

I've informed Ron Ziegler and Herb Klein of your interests and their offices will cooperate in whatever way possible.

I very much enjoyed talking to you and hope we have the opportunity to do so again soon. Your request for some conversation with the President is noted and Mr. Dwight Chapin, the President's Appointment's Secretary, will be in touch with you should things work out.

Best wishes,

Sincerely,

H. R. Haldeman
Assistant to the President

X
Mr. Louis Banks
X FORTUNE Magazine
Time & Life Building
Rockefeller Center
New York, New York 10020
HRH:LH:pm

cc: Dwight Chapin - No need to program Banks in for an appointment - at least not at this point - but thought you'd be interested in this letter.

RECEIVED
MAR 18 1970
CENTRAL FILES

GENERAL

PEI
WH 5

AP COUNTY

April 30, 1970

Dear Bruce:

I have compiled for you the basic documents which I use at the White House in order to make judgments on conflicts of interest questions involving White House employees and high Federal political appointees. I hope they are helpful for your purposes.

You are in for a lot of fun trying to resolve the issue you face. Good luck and let me know if I can be of further assistance.

Sincerely,

Egil Krogh, Jr.
Deputy Assistant
to the President
for Domestic Affairs

Attachment

X
Mr. Bruce D. Brunton
Deputy Prosecuting Attorney
823 Bay Street
Port Orchard, Washington 98366

EK:JD:lm

RECEIVED
MAY 1 1970
CENTRAL FILES

June 18, 1970

Dear Mr. Rosen:

On behalf of the President, I want to thank you for your letter of May 21.

We were very interested to have your comments, but there is no one by the name of Danny X Frank on the President's staff or the White House staff, nor do I know of anyone in the Administration by that name.

It was thoughtful of you to write and bring this to our attention.

With the President's best wishes,

Sincerely,

(Mrs.) Margita E. White
Assistant Deputy Director
of Communications

X
Mr. Mel Rosen
C. W. Post Center
Brookville, New York

MEW:WP:jb-2

X
WCWP FM Radio

RECEIVED
JUN 19 1970
CENTRAL FILES

77
WCWP

88.1

MERRIWEATHER CAMPUS, BROOKVILLE, NEW YORK
P.O. GREENVALE, N. Y. 11548

C. W. POST COLLEGE
LONG ISLAND UNIVERSITY

THE BENJAMIN ABRAMS
COMMUNICATIONS CENTER

May 21, 1970

HK-1
President Richard Nixon

C/O The White House

Washington D.C.

Dear Mr. President,

It has come to my attention that you have a certain Mr. Danny Frank working for you in an administrative position. It has also come to my attention that in his position he represents the feelings and attitudes of the youth in this country. This is what he himself tells me as I go through my morning mail some mornings.

I have just turned twenty-one and I have become quite a well known radio personality in the last few months. I have no political affiliations as of yet but Mr. Frank is slowly persuading me of the sickness ravaging the Republican Party. Mr. Frank is sly, arrogant and clearly obnoxious in the presence of any-one in his own age category. Why does a person who rejects the youth of which he is a part, represent those same youth? If Mr. Frank is my representative to the government of this country, then I am not being represented in any way nor are any of today's youth. Mr. Frank's arrogance and hostility towards my-self and all of those in my age category only serves to alienate the youth of today even more than they feel alienated now.

I am only writing you to reflect upon this example and to weigh your consideration of appointments more carefully in the future.

Sincerely
Mel Rosen
Mel Rosen
Director of P.R. WCWP FM

GENERAL

WH1

WH5

July 14, 1970

Dear Forrest: *T. Rettgers*

Thank you for your letter requesting information in response to the inquiry Senator Byrd has received from Mrs. R. L. Major, Jr., of Portsmouth, regarding the budget request for the White House staff.

This year, for the first time, the budget will reflect the actual cost of the White House operation. Over a period of years, many of the staff members have been carried on the payroll of other departments and agencies although in fact operating as an actual White House staff member. I believe the following excerpt from Director Mayo's testimony before House Committee on Appropriations subcommittee on Departments of Treasury, Post Office and Executive Offices will be helpful to you in responding to Mrs. Major. You will note that the 1971 estimate of \$8,550,000, which she mentions, represents a reduction of \$450,000 from the comparable 1970 level of \$9 million.

"The 1971 estimate is a new departure proposed in the interest of candor and accuracy, to give the Congress and the Nation a long overdue appreciation of White House costs and needs. For the first time in many years this estimate combines into one appropriation the actual White House Office staff costs that traditionally have been dispersed and obscured. In fiscal year 1970 and prior years a considerable segment of White House Office staff costs have not been readily apparent, as many White House staff personnel have been paid from the appropriations of other Federal agencies. The President's special projects fund has also been drawn on year after year to augment funds for the regular White House Office staff complement. This practice must be discontinued in order to restore the President's flexibility to deal with the special problems that the fund is provided to meet."

So that the total costs of White House Office staff operations can be clearly seen and accurately measured in future years, the 1971

budget request provides direct funding for all regular office staff assistance and administrative services within the "Salaries and expenses, White House Office" appropriation.

In connection with a general tightening in the executive branch, the requested level provides for a decrease from the actualities of 1970 both in staff and funds. Appropriate adjustments have been made in the employment and accounts of those agencies from which details have been provided the White House in prior years. Funds and end-of-year employment for the consolidated White House Office appropriation on a comparable basis with 1970 are shown in the following table:

In Thousands of Dollars	1970		1971	
	Amount	Employment	Amt.	Emp.
Salaries and expenses, White House Office - - - - -	\$3,940	208	\$8,550	548
Special projects - - - - -	2,240	95	-----	
Personnel detailed from other Federal agencies - - - - -	2,820	273	-----	
Total - - - - -	9,000	576	8,550	548

If I may be of further assistance to you regarding this matter, please let me know.

With warm regard,

Sincerely,

Kenneth E. Belieu
Deputy Assistant to the President

Mr. Forrest L. Settgers
Administrative Assistant
Honorable Harry F. Byrd, Jr.
United States Senate
Washington, D. C. 20510

WEC:EF:VO:ehw

BROUGHT FORWARD

GENERAL

WH5

7-23-70

Previously filed

Date

NAME

John F. Mabry

ORGANIZATION

East Texas

University

GENERAL

WH5

9-14-70

New File Symbol

Date

FINAL ACTION

John F. Mabry

8/

August 14, 1970

Dear Mrs. Fletcher:

This will acknowledge and thank you for your note of August 12th regarding information on the White House Ushers.

Since this is not in my area of responsibility, I am taking the liberty of forwarding your note to our personnel staff and am asking that they either call or drop you a note on the matter.

With cordial regard,

Sincerely,

Kenneth E. BeLieu
Deputy Assistant to the President

✓
Mrs. Ruth Fletcher
Office of Senator Carl T. Curtis
United States Senate
Washington, D. C. 20510
✓

bcc: Mr. Bill Hopkins w/inc corresp for further approp. action

KEB/ly

August 15, 1970

TO REX SCOUTEN
FROM BILL HOPKINS

Will you please give this lady a ring.

RECEIVED
AUG 17 1970
CENTRAL FILES

12 August 1970

Dear Mr. Belieu:

Walter Mote (Vice President's Office) suggested that I drop you a note to see if you could furnish me with a bit of information about the White House Ushers.

I know the job is under Civil Service (Schedule C), but what I would like to find out is; what are the qualification requirements; how one would apply for such a position; and, approximately what is the starting salary.

If you could furnish me with this information without going to a lot of trouble, I would be most appreciative.

Thank you very much.

Ruth Fletcher

(Mrs.) Ruth Fletcher
c/o Senator Curtis
225-4227 or 4228
Monday, Wednesday & Friday

NIXON PRESIDENTIAL MATERIALS PROJECT
DOCUMENT CONTROL RECORD

ITEM REMOVED FROM THIS FILE FOLDER

A RESTRICTED DOCUMENT OR CASE FILE HAS BEEN REMOVED FROM THIS FILE FOLDER. FOR A DESCRIPTION OF THE ITEM REMOVED AND THE REASON FOR ITS REMOVAL, CONSULT DOCUMENT ENTRY NUMBER 2 ON EITHER THE DOCUMENT WITHDRAWAL RECORD (GSA FORM 7279 OR NA FORM 1421) OR NARA WITHDRAWAL SHEET (GSA FORM 7122) LOCATED IN THE FRONT OF THIS FILE FOLDER.

BROUGHT FORWARD

GENERAL

WH5

9-14-70

Previously filed

Date

NAME

Mr. John F. Mabry

ORGANIZATION

East Texas Univ.

GENERAL

WH5

11-20-70

New File Symbol

Date

FINAL ACTION

Same

off
September 15, 1970

GENERAL

WH5

FGC-11-1/ZIEGLER, RONALD

Dear Miss Grillo:

Thank you for your interest in serving on the White House Staff. I am sorry to say that there are no openings in the Press Office at this time.

I am impressed with your qualifications and will keep your resume on file. Should a job become available, we will get in touch with you.

Sincerely,

Ronald L. Ziegler
Press Secretary
to the President

X
Miss Elizabeth E. Grillo
5320 Truman Avenue
Alexandria, Virginia 22304

L

RECEIVED
SEP 21 1970
CENTRAL FILES

Mr. Ron Ziegler -

*nothing
available*

Enclosed is my resume. I called your office today but no one was in town. The person I talked to encouraged me to send you my resume. I have just received my master's degree from Northwestern University. I am presently working for Senator Mark Hatfield as a summer intern. I am looking for a permanent position either writing or in press-relations. I understand you have this type of opening.

Elizabeth Grillo
Elizabeth Grillo

RESUME of Elizabeth E. Grillo

General

Address:	2209 Ridge Avenue	Phone:
	Evanston, Illinois 60201	(312) 328-8671
Home Address:	5320 Truman Avenue	or 328-4813
	Alexandria, Virginia 22304	(703) 370-3156
Age:	22	
Marital Status:	Single	
Birthplace:	Washington, D.C.	
Height:	5'4"	
Weight:	110 lbs.	

Education

High School:	F.C. Hammond, Alexandria, Virginia	1963-65
College:	Mary Washington College	1965-66
	Fredericksburg, Virginia	
	Northwestern University	1966-69
	Evanston, Illinois	
Degree:	Bachelor of Science in Journalism	
Graduate:	Northwestern University	1969-70
	Evanston, Illinois	
Degree:	Master of Science in Journalism	
Honors:	Graduate Journalism Scholarship	

Working Experience

International Business Machines	June - September	1965
Clerical Duties - typing, filing, some artwork, keypunching, etc.		1966
		1968
<u>Daily Northwestern</u>	September - June	1966-67
Advertising salesman - sell ads, create layouts.		1967-68
Advertising Manager - same, plus organizing and supervising ad salesmen.		
<u>Summer Northwestern</u>	June - August	1967
Business Manager - sell ads, create layouts, keep books, billing, etc.		
<u>Syllabus (yearbook)</u>	September - June	1968-69
Business Manager - organize business and financial affairs, sell ads, layouts, and layout book.		
Students Publishing Company	September - June	1969-70
Publisher - (graduate student advisor) - advise students on policy and personnel matters, prepare budget and coordinate financial activities.		

Additional: Free-lance creative advertising and photography work.

Job Preference

Type - Work in communications which has variety and possibilities of meeting people. Travel desirable.
Place- Washington, D.C., New York, or Europe.

af
GENERAL

September 15, 1970

WHS
FG6-11-11 ZIEGLER, RONALD

Dear Mr. Cook:

Among the hundreds of personal resumes which come to my desk, few tell a more impressive story of achievement and ability than yours. Thank you for writing to me.

At the present time we are not in a position to add to the Press Office staff. I shall certainly keep your letter under consideration -- should an opening develop, I would be interested in discussing it with you.

Sincerely,

Ronald L. Ziegler
Press Secretary
to the President

X
Mr. James A. Cook
549 Midvale Avenue
Los Angeles, California 90024

2

RECEIVED
SEP 21 1970
CENTRAL FILES

C

James A. Cook
549 Midvale Avenue
Los Angeles, California
90024

September 6, 1970

Mr. Ronald Ziegler
Press Secretary
White House
Washington, D.C.

Dear Mr. Ziegler:

I urge that you examine the enclosure.

Reputedly you are interviewing potential assistants.

Currently I am producing a weekly television series examining minority problems for CBS-KNXT....now in its third year, it is believed to be the longest continuing television series devoted to this important topic.

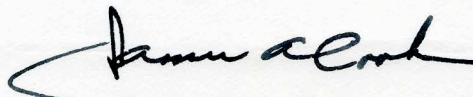
Many of the other tasks itemized in the centerfold were done doncurrently.

I also have substantial government news experience, both in Washington and abroad, of an intensive and critical nature, in addition to that listed on the concluding page.

John Ehrlichman may vouch for my suitability. He is a long time friend and acquaintance. If you wish, I can also refer you to other Washingtonians and Californians.

At your convenience, I would appreciate an exploratory conversation.

Sincerely,



James A. Cook

213-GRanite 9-2822
213-HOLlywood 9-1212, ext 277

File

Send Nick

turn down - not

breaching of this

trial

James A. Cook

549 Midvale Avenue, Los Angeles, California 90024
GRanite 9-2822 / HOLlywood 9-1212, ext 277

Twenty years' experience in:

International communications, public relations, advertising & research with specialization in:

Financial-investment community
relations at corporate level

International operations and
expansion

Television & film production, public
affairs, news programming and
newsfilm

Economic topics, strategic and
substantive issues

Glendale Federal S&L Assn.

Manager, Public Relations & Advertising

401 North Brand Blvd., Glendale, California 91209

(2nd largest Federal S&L, over \$1 billion assets, 23 branches in California)

Administered \$1¼ million PR & advertising budget while Ass'n converted from
net outflow to net inflow of assets,

Envisioned method for securing customers as Treasury bills mature,

Proposed mechanism for obtaining deposit of retired Federal employee checks,

Originated branch customer-traffic builders,

Introduced heretofore new & unique graphic creations,

Key administrator of promotion opening Beverly Hills branch building resulting
in 20,000 visitors, over \$1 million in deposits, within two weeks.

Planning:

Formulate marketing goals

Select priorities

Allocate resources

Recommend marketing strategies

Identify priority audiences

Propose advertising copy

Assess competition

Evaluate results

Plan budget allocation

Initiate examination of competitive
investments for sales improvement

Managing:

Promote Assn-wide campaigns

Author Assn-wide pronouncements

Manage news bureau

Initiate brochure production

Conduct photo program

Create direct mail programs

Dedicate & open buildings

Operate speakers bureau

Maintain community meeting rooms

Allocate donation & gift support

Launch exhibit program

Liaison with suppliers

Select promotional gifts

Supervise house organ

Independent Securities Corporation Director of Corporate Communications

201 South Lake Avenue, Pasadena, California 91101

(ISC is registered with Nat'l Ass'n of Securities Dealers, represents over 200
mutual funds, "financial planning" packages, payroll deduction plans, SEC-
registered managed account counseling department)

Responsible for public relations, advertising, sales promotion orientation,
liaison with regulatory agencies, research & analysis to ascertain business
expansion.

Instrumental in ISC expansion from 500 registered representatives to 1,000,
from 1 state to 5, from 3 regional offices to 9.

Created marketing network materials representing over 200 mutual funds.

Prepared private-placement offering circular with Wall Street underwriting firm.
resulting in \$1½ million investment for expansion.

Developed analytical resource files on mutual fund sales volume, performance,
trends, investment objectives.

Drafted SEC-registered managed account counseling department brochure.

Created format of client, agent, interoffice communications.

Instituted nationwide advertising campaign in Wall Street Journal,

Investment Dealers Digest, Investment Sales Monthly, etc.

Surveyed competitive status and future markets in mutual fund and
insurance fields.

Established master list of influential opinion moulders in
investment community.

Initiated one-ton, three unit, portable exhibit booth for investment conventions.

Supervised press release operations and placement in financial media.

Originated tombstone announcement stylization announcing acquisition,
officer advancement, office openings, new financial services.

Booke & Company

8920 Wilshire Blvd., Beverly Hills, California

Corporate investment account liaison

(Booke is financial public relations counseling firm located in New York, London, Chicago, San Francisco and Beverly Hills)

Drafted, assembled, organized corporate profiles for financial analysts.
 Authored, organized analysts presentation utilizing 35mm slides, audio tapes, company history, development, and competitive status.
 Selected & organized financial analyst contact list by field of specialization and influence of investment houses.
 Interviewed, assembled, drafted corporate-client annual report.
 Created priority checklist of essential tasks for well-rounded corporate financial relations program.
 Exchange-listed and OTC clients with whom worked: Host International, Beneficial Standard Corp., Bank of California, Fidelity Bank, General Health Services, etc.

Litton Industries, Inc.

9370 Santa Monica Blvd., Beverly Hills, California

Corporate public relations & advt. staff

Researched, authored material on pivotal topics for ranking corporate officers.
 Managed award-winning annual report theme & style development, corporate philosophy and ascertained message emphasis for investor community.
 Supervised production, in Europe, of 6 language versions of report.
 Compiled, delineated 687-page study organizing annual financial reporting.
 Responsibility for foreign CPA-firm financial translation at seven overseas offices.
 Created listing of 3,218 foreign bankers, brokers, and financial institutions amenable to American securities.
 Polled 1,040 stock brokerages to rank importance and volume of "street name" stock purchases.
 Maintained specialized distribution to 304 newsmen & publications in 57 countries, 155 government-economic-financial officials in 55 countries, and 406 business-trade officials in 50 countries.
 Placed financial report advertising in major media resulting in 10,000 new information requests.

Projects (examples from over 20 subjects):

U.S.-U.K. economic, commercial, financial issues,
 Technical & management services for economic development,
 Public service and national development,
 California's search for sources of economic growth,
 Systems movement and acceleration of the economy,
 Innovation: Conflicts vs. conquests; Demands of technology on society,
 Economic & political information about the Congo, Ethiopia, Chad & Greece.

Columbia Broadcasting System—KNXT

6121 Sunset Blvd., Los Angeles, California 90028

Producer, public affairs series

Producer of weekly television series examining minority problems in urban environment.
 Responsible for topics, objectivity of series, organizing crew, selecting guests, supervising on-camera host, conducting research, authoring announcer segments, establishing schedule, meeting deadlines.
 Created, thus far, 90 one-half hour shows featuring 173 authority-professionals in guest-interview capacity with 1,300 members of minority communities as participating on-camera audiences.
 Initiated series, entitled INSIDER/OUTSIDER, now in third year of broadcast.

Research Institute,

School of International Relations, University of Southern California

Producer & Research Associate

Producer of award-winning television series, COMMUNISM: Myth vs Reality, telecast by 80 stations, primarily CBS, including 32 stations abroad.
 Produced 38 weekly telecasts analyzing Russia, China, and Communism (e.g. The Military Establishment, Science & Technology, Economic Offensive, Negotiating with the Soviets, etc.)
 Created program format, researched problems, authored narration, acquired documentary film from 22 sources (inside Communist orbit and abroad) undertook photography, specified editing.
 Series now used widely in 16mm form for training and information purposes by U.S. Government agencies, military academies, and some foreign governments.

The RAND Corporation

1700 Main Street, Santa Monica, California

Compiled synopsis and intent of studies for release (e.g. Wohlstetter "Delicate Balance of Terror," Brodie "Strategy in the Missile Age," Herman Kahn "Nature & Feasibility of War & Deterrence," etc.)
 Managed two yearly staff tours to Europe, including political-economic orientation with American officials in the Middle East.
 Producer-director of 14 films about RAND studies (e.g. Soviet political exploitation of space, limited war, computer education, USAF command & control research, etc.)
 In Soviet Union, satellites, and Middle East, photographed, researched, and produced films used by U.S. Government to orient Americans dealing in Russian, Balkan, and Middle East affairs.
 Supervised creation of corporation explanatory brochure.
 Authored and placed press releases.

Department of State—U.S. Information Agency

Abroad, and in Washington, D.C.

Eight successive years of increasingly responsible government assignments:

Foreign Affairs Guidance Officer, News Policy Staff.	Chief, Near East & African Section, International Motion Picture Service.
Television Production Specialist, International Broadcasting Service.	Assistant Attache, USIS, American Embassy, Tehran, Iran.

Formulated information policy decisions for USIA's press, radio, television and motion picture operations, including advice on development of news and commentary.

Created guidance directives to media based on: analysis of communications between State Department, USIA, and missions abroad; study of foreign broadcasts; review of world-wide news; consultation daily with State Department officers.

Examples of information problems undertaken:

Clarification of U.S. proposal for International Economic Development Assn.;
Purpose of U.S. Marines landing in Lebanon;
U.S. intention in the U.N. regarding 1958 Middle East crisis;
Latin American Foreign Ministers Conference, etc.

On-site, overseas, crisis situation assignments:

Iran oil nationalization & governmental overthrow coups;	Nepal overtures by Chinese communists;
Arab-Israeli frontier;	Greek-Turkish elections;
Syrian coup;	Libyan, Saudi Arabian USAF base situations.

National Advertising Service & Campus Merchandising Bureau, Inc.

420 Madison Avenue, New York, New York

Managed office operations, including compilation and production of promotion material for media agency serving 60 national advertisers appearing in 700 university publications.

Administered promotion program of 95 men in 12 western states operating public relations campaigns at 45 universities.

Business Manager, Daily Campus Newspaper

University of California at Los Angeles

Controlled daily collegiate newspaper business operations, including income and disbursement, advertising solicitation, layout, copy, billing.

Education: University of California at Los Angeles, BS, (Internat'l Relations)
George Washington Univ. Law School (one year, night school, non-grad)
(contracts, property, criminal system)

American University at Beirut, Lebanon

(graduate study economics, politics, history)

U.S. Department of State, Foreign Service Institute

(policy formulation, foreign service, Communist strategy)

Air Force Cryptographic School, Pawling, New York

American Management Assn.—Principles of Supervisory Management

Personal: Married, one son. Wife: Physical chemist—mathematician

Veteran, U.S. Air Force (Pacific Theatre, WWII)

Author: "Films relating to Communism," 418-page annotated survey of 1,000 films. Library of Congress card nr 66-18119

Memberships: Past President, UCLA Alumni class

Past Chairman. Washington, D.C. chapter, UCLA alumni

Foreign Service Association, Washington, D.C.

American Academy of Political and Social Science

World Affairs Council of Los Angeles

Alpha Delta Sigma, advertising professional

Pi Delta Epsilon, journalism professional

Horseless Carriage Club of America

Classic Car Club of America

Honors, Awards:

Publication: 11 awards for corporate annual report in which Cook served as managing coordinator. Presumed most numerous awards ever accorded a single report.

Television: Award for TV series: INSIDER/OUTSIDER

3 awards for TV series: COMMUNISM: Myth vs Reality

Military: Distinguished Unit Citation, 7 Battle Stars

U.S.I.S.: Commendation for service during critical Iran diplomatic situation, 1951-53 to members USIS staff, Tehran.

Several commendations for assignments and reporting:

Mid East Crisis

Election Reporting

British Relations

Military Mission Cooperation

Congressman Saund

Employee Supervision

Iran-America Society

Film Operations, Iran

Collegiate: Honor award edition yearbook for outstanding service

Chairman, UCLA homecoming

President, Junior & Senior men's leadership honorary

President, Kappa Sigma fraternity chapter

Guest lecturer, film presentations: Town Hall, New York / Middle East Institute

Washington, D.C. / American Friends of the Middle East, New York City /

University of Southern California / University of California at Los Angeles /

The Pentagon / and others.

www.
3
GENERAL

WH 5

September 22, 1970

Dear Mr. Helfer:

Thank you very much for your recent
letter concerning Dolly Madison.
x

Miss Madison was a summer employee
in this office, but has since returned
to college to finish her senior year.

We appreciate your interest and we are
sorry that we can no longer boast that
Dolly Madison is with us in the White
House.

With warm regards,

Sincerely,

John S. Davies
Special Assistant to the President
Office of White House Visitors

Mr. Harold Helfer
x "Our Navy" x
8502 16th Street
Silver Spring, Md. 20910

23 Aug 70

Dear sir.....

I read the story in today's local press, The Star, about Dolly Madison showing tourists around the White House. I'd like to do a piece about and wondered if you might be able to send me reproducible photograph or two of Miss Madison showing people about the White House.

Cordially

Harold Helfer

Harold Helfer

8502 16th St

Silver Spring Md 20910

Our Navy

THE NAVY'S OLDEST MAGAZINE - FOUNDED 1897

HAROLD HELFER
WASHINGTON CORRESPONDENT

8502 16TH ST., SILVER SPRING, MD. 20910
TELEPHONE (301) 588-0455

97/

GENERAL

WHS

October 7, 1970

Dear Miss Migonis:

Thank you for your letter to Miss Rose Mary Woods. It was kind of you to give us the information about your services, and we will be happy to keep your letter available in the event an opportunity to take advantage of your offer should arise.

Sincerely,

Noble M. Melencamp
Staff Assistant
to the President

X
Miss Eva M. Migonis
Executive President
X Academe Executive Services
Suite 1110
1750 Pennsylvania Avenue, NW.
Washington, D. C. 20006

cc: Mr. Hopkins
Mrs. Robb

JEW:ki

9

RECEIVED
OCT 9 1970
CENTRAL FILES

THE WHITE HOUSE
WASHINGTON

Correspondence

acknowledge - appropriate
information - we will be
happy to ~~make~~^{keep} information
available in the event
of opportunity to ~~make~~
take advantage of your
yfr

Copies to Mr. Hopkins
Mrs. Roberts

10-7
14i

ACADEME EXECUTIVE SERVICES

Suite 1110
1750 Pennsylvania Ave., N.W.
Washington, D.C. 20006
Area Code (202) 298-6605

International Executive Services
Cable Address: INTEXSER
Eva M. Mignonis, Executive President

August 13, 1970

Miss Rose Mary Woods
Personal Secretary to the President
The White House Office
1600 Pennsylvania Avenue, NW
Washington, D.C. 20500

Dear Miss Woods:

Many times you may be confronted with emergencies which require additional help, or possibly you may have something of a personal nature to be typed, with which you do not wish to burden your staff. We stand by ready to assist you in emergencies in any number of areas.

To acquaint you with our service, we have been in the secretarial service and employment business (temporary and permanent) for the past ten years. We are conveniently located a block and one-half beyond the White House. References (character or business) will be gladly furnished. All work done in the office is given utmost confidential treatment.

Should you have additional questions, do give us a call. We are open 9 a.m. to 6 p.m., Monday through Friday, and by appointment after hours.

Very truly yours,

Eva M. Mignonis
Executive President

OCT 28 1970

The appropriation language for Salaries and Expenses, The White House Office for FY 1971, reads as follows:

"For expenses necessary for the White House Office, including not to exceed \$2,250,000 for services as authorized by title 5, United States Code, section 3109, at such per diem rates for individuals as the President may specify, and other personal services without regard to the provisions of law regulating the employment and compensation of persons in the Government service ****."

The purpose of this special allotment of \$2,250,000 is for personal costs of personnel other than those classified according to the General Schedule or provided for by statute.

At the beginning of the fiscal year \$540,000 was transferred from the White House Office to the Domestic Council and 19 persons were also transferred from the White House rolls to the Domestic Council rolls. The total basic yearly compensation of these 19 was \$352,867. Of these 19, 6 were paid under the General Schedule in the basic amount of \$58,867 per annum. The other 12 would, if continued on the rolls here, have been paid from the special allotment at the basic rate of \$294,000 per annum.

QUESTION: Is the White House Office still authorized to expend \$2,250,000 for personal services without regard to the provisions of law regulating the employment and compensation of persons in the Government service, or is the amount now limited to \$2,250,000 less \$294,000 and the cost of personal benefits relating to this later figure?

Original (John Brown) 10/24/70
W. J. B.

RECEIVED
OCT 29 1970
CENTRAL FILES

GENERAL

PE
WH5

November 12, 1970

Dear Mr. Locke:

Responding to your query of November 5th, we do not appear to have any record here in the White House Office of the employment of Mary Welcome Mercer (Mary Sue Welcome). This does not mean, however, that no record exists in the Executive Office of the President since the White House Office is but one of the constituent agencies of the Executive Office of the President.

I can only suggest that Mrs. Mercer be asked to identify the agency in the Executive Office of the President with which she was employed in order that you may direct your query to that agency.

Sincerely,

William J. Hopkins
Executive Assistant

Mr. C. R. Locke
Director
National Conference of Bar Examiners
333 North Michigan Avenue
Chicago, Illinois 60601

WJH:rah

29

BROUGHT FORWARD

GENERAL

WH5

11-20-70

Previously filed

Date

Name

John Mabe

Organization

he emply of male
Secretaries at white House

Same

11-29-72

New File Symbol

Date

FINAL ACTION

Further Cases. Imputed
to R. M. Woods on same
Subject