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OFFICE OF THE WHITE HOUSE PRESS SECRETARY

THE WHITE HOUSE

BRIEFING FOR REPORTERS
BY JODY POWELL AND JACK WATSON

The Briefing Room

(3:37 P.M. EST)

MR. POWELL: Jack Watson has a little reporting to do for you on the transition arrangements. Let me let him do that first. I have very little, if anything, to offer beyond that, but once he's done that and we've dealt with whatever questions you may have on that specific topic, then I'll be glad to deal with whatever else you're interested in.

Q Have you talked to the President today, Jody?

MR. POWELL: No. There goes my reputation.

MR. WATSON: Unaccustomed as I am to presidential transitions, let me briefly outline what we're doing now so that it will be clear what steps we've taken. I think I can do this in a very summary fashion just to bring you up to date on what's happened, literally, in the last two or three days, and then I'll be happy to take any questions you have related to the transition specifically.

Before the President left for Camp David yesterday morning I met privately with him specifically to discuss the next 10-week period and particularly to discuss the arrangements for the transition. As you know, he asked me to coordinate or direct the transition from our side over to Governor Reagan's administration, and I am doing that.

Yesterday afternoon I had a series of conference calls beginning with a conference call with the Cabinet and followed by similar conference calls to all the major agency heads in the government. This morning I met with all of the unit heads and senior White House staff in the Executive Office of the President to pass on the president's instructions that he had given me yesterday morning.

Briefly stated, those instructions are basically two. The first is that the President wants the transition from the Carter administration to Mr. Reagan's forthcoming administration to be as constructive and smooth and effective a transition as has ever occurred. He wants every member of our administration to pledge their best efforts to briefing the incoming folks who will be representing Governor Reagan on those matters which they need to know about, which will give them as much of a headstart as they can possibly have on assuming the government responsibility on January 20th of next year.

The President has instructed, through me and through these conference calls to all the leaders, that fullest cooperation and a full and forthcoming effort on our part is the standard to be adhered to. That message has been clearly given to everyone and I think enthusiastically accepted by everyone.

The second instruction was really just the statement of what I think is an obvious point but of such importance that it bears repeating. Governor Reagan himself mentioned this in his press conference at 2:00 o'clock, which some of you may have seen. In our

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government, though we have the election in the fall, the authority and responsibility for the conduct of the affairs of the United States government does not shift in any way, in any respect, until the new president is inaugurated on the following January 20th. So that while we will be cooperating to the fullest extent in the briefing and passing of information and whatever other advice is sought, the responsibility for making decisions, for taking actions during the next approximately 10 weeks, remains with the President, the Vice President, and the members of his administration. That instruction is also very clearly understood by the members of our government and I think by you.

I have asked also on behalf of the President for each of the agency heads to appoint, as was done in 1976 very productively, a senior person in each department or agency to act as the transition official. In effect, the agency head himself or herself, the Cabinet secretary or the head of an Executive Office unit, is responsible for insuring that the transition is effectuated smoothly. But as a practical matter, one senior official reporting directly to the secretary or the agency head will have the day-to-day responsibility, much as I do, on behalf of the President, for executing the transition.

I have also asked, on behalf of the President, for all agency heads to see that there is prepared briefing materials, essential, concise, compact, briefing materials, which would highlight major work in progress, major decisions that will need to be made post-January 20 by the new administration, in effect, briefing materials which will give Governor Reagan and his people, again, the maximum advantage to anticipate what kinds of decisions they will be faced with. Those briefing materials I have asked for on behalf of the President by November the 15th. I think they will be ready for transmission to Mr. Reagan's people in a week following.

I had a conversation by telephone yesterday afternoon with Ed Meese, who, as you know, has been designated by Governor Reagan as the director of the transition on their side. I also learned, as you did, this afternoon, that Governor Reagan has appointed an executive transition committee, which Mr. Casey is chairing and Mrs. Armstrong is vice chairing. My dealings have not been with either of those two people but with Mr. Meese, and I will maintain a regular contact with him.

I asked that Mr. Meese give to me, again as we did in 1976 I think very effectively, the names of individuals who will be responsible for the transition liaison with the various departments and agencies. The reason we do that is a simple one. While both sides want there to be the fullest measure of cooperation and exchange of information, both sides also want there to be a minimum of disruption. By having the name of the individual, for example, who will be in charge of transition for Mr. Reagan with a given department, I can inform the Cabinet secretary or agency head and that senior transition official of who that is so that it's clear from the very outset that that person or people whom that person specifically designates are the only people with whom folks in the government should deal.

We found in 1976 that that worked very well. There is a tendency on some occasions for people who are not authorized to ask for information. By approaching it in the manner I've just outlined we can minimize the disruption.

Mr. Meese remains in California, I think, over the weekend and will not come to Washington until next Tuesday afternoon or Tuesday night. He and I have tentatively set a meeting between the two of us for Wednesday. We have not set up a particular time. I

suspect I will be talking to him tomorrow afternoon just for updates on what we are doing and what he is doing and to answer any questions he may have, but the first meeting that will occur will not be until next Wednesday.

We'll be happy to make a photo opportunity available.

Q Person -to-person?

MR. WATSON: That will be the first person-to-person, face-to-face contact between Mr. Meese and myself, though we will talk, I'm reasonably sure, several times between now and then on the telephone.

As Governor Reagan mentioned in his press conference just a few minutes ago, the President has asked also that Governor Reagan and Mr. Bush be given the intelligence briefings on a daily basis including the President's daily briefing called the PDB and other relevant intelligence information. We are making arrangements. I have already spoken with Stansfield Turner and contacts have been made with Ed Meese to effectuate that.

There again, the necessity for a very careful command and control of that information, of course, is a high priority, but that's being done.

Q When will they start?

MR. WATSON: I suspect that they'll actually start, probably, sometime early next week. In 1976, President Ford made the offer -- the same offer that we made this year the day after the election occurred. It took about, it's my recollection, a week to get everything worked out so that it could be done with the proper security, but I've already talked to Mr. Meese about that and he has clearly, as was revealed in the press conference, talked to Governor Reagan and that will be done as soon as possible.

I might just refresh your memory without going into detail about what is called the President's Transition Act of 1963. In brief, that act was passed to assure the continuity in the faithful execution of the laws and the conduct of the affairs of the federal government. That's in the title. Simply stated it means that because there is so much to be transferred, and in order to assure within the limits of our ability to do so, an orderly transfer of the authority and responsibility, monies are made available by the Congress for the transition.

In 1963, the amount was \$2 million. That was not changed until 1976, at which time the Congress authorized and appropriated \$3 million. \$2 million of which is available for the incoming President, \$1 million of which is available to the outgoing President and Vice President. This is a fine point, but I'll just mention it. The House approved an appropriation of the full \$3 million. The Senate cut it back to \$2.5 million. That

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has not been finally resolved yet, and will be resolved in the session that will begin next week. It could be done by a continuing resolution, but I anticipate no problems there at all.

Q Two million for the Reagan people?

MR. WATSON: And one million for President Carter

Q Five hundred million for --

Q Five hundred thousand.

MR. WATSON: No, if it stays, I expect the full amount. I expect that we will have the full three million. I think, without trying to anticipate every single question that you might have, that those cover the essential elements of what's happened. I anticipate. I must tell you, a very smooth and constructive transition. These matters are terribly important because of the importance of the transfer of all this responsibility. Both Mr. Meese, and I'm sure all the people on behalf of Governor Reagan, as well as all the people working on behalf of the President, are eager to see that this is done professionally, fully, and well.

Q What kinds of additional presidential support are being made available now to Reagan. For example, WHCA Air Force transportation, things like that-- has that been done or is that being done?

MR. WATSON: It has not been done but it will be done. I can't give specific detailed information on that because those are some of the kinds of details that I'll be discussing with Mr. Meese as to exactly what the Governor's requirements will be. But I can assure you that the kinds of facilities that we can make available, communications and otherwise, which will assist the Governor in moving through this transition, we will make available. That's really what that money is for.

Q Do you know where Mr. Reagan will be based during the transition period?

MR. WATSON: I do not know that for sure. That's one of the subjects that I'll be talking further about with Mr. Meese tomorrow.

Q There was reportedly a house -- (inaudible).

MR. WATSON: In 1976, let me say that, for those of you who don't remember, President-elect Carter spent most of his time during the transition in Georgia. It was only on occasion that he came to Washington for meetings and briefings and so forth. On those occasions, which I think never lasted on any one occasion for more than just two or three days. President Ford made the Blair House available. We will similarly make the Blair House available, but I have not worked out those details, and I do not know exactly what the Governor's plans are.

Q With regard to the security briefings, if you could give us some idea as to how the logistics of that would be carried out -- would it be done over any kind of secure phone line, or would it be a messenger going out with these briefings, or what?

MR. WATSON: I have not gotten the report back from Stansfield Turner. All that I can say at this point is, the highest

security will be maintained on that, and the details, as I requested of Stan Turner yesterday, will be worked out by him and reported back to me for --

Q How was this done four years ago?

MR. WATSON: It was done by a combination of messenger and personal transmission and secure phone. But I don't have those details right now.

Q What will you hope to do differently, by way of helping them to improve on what your experience was?

MR. WATSON: Let me say in the sincerest way, that in 1976 the Ford administration, I thought, went to extraordinary measures to be forthcoming and cooperative with us. I have never forgotten that. I have never forgotten how helpful it was. They're not many ways, in truth, that we can improve on that. I've talked, as a matter of fact, with Jack Marsh, I did so yesterday-- Jack Marsh, as you may recall, was the man whom President Ford designated as his transition director to the Carter administration -- just to refresh my mind on some of the things that they had done for us -- we are doing all of those things. Mainly, Walt, it's a matter of setting an attitude on the part of all the people on both sides who are engaged in this process, an attitude which is positive, forthcoming, constructive and cooperative. And, at the President's instructions, I have been doing, and will continue to do everything possible to see that that attitude permeates this government. And I think it will.

Q --on
the other side now, what is the essential pitfall. the biggest pitfall that you ran into on the other end when you did it four years ago? Is there one thing that you tend to look at the trees rather than the forest, or is there any specific problem that you encountered that you didn't expect?

MR. WATSON: I can tell you that a transition in is more fun than a transition out. I can also tell you that, on a very practical level, in my conversations over the telephone on these conference calls yesterday, I urged everyone not to come forward with volume upon volume of information describing everything in God's creation about the department, because it was my experience in 1976, on a practical level, that the value of the materials is almost inversely proportional to their volume.

If the people who are doing the transition materials from the government really exercise some degree of common sense and judgment and a high degree of priority setting of what is most important, and what is less important, and share that judgmental information and judgmental priority setting with the folks who are coming in, it's far more valuable than just giving a kind of unexpurgated disgorgement of bureaucratic information. I think that the folks that I've talked to on the phone are going to do it more or less as I have outlined. Helen?

Q When you came into office the so-called plum book which had been like this wide for all the federal appointees and so forth, the Schedule C, was much smaller than for Nixon and so forth. Is it going to be the same size?

MR. WATSON: It's about the same size now, Helen. I have not gone back to check in a specific way, but the presidential appointments are in the range of 2500. There were about that many

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for us in 1976 government-wide, and there are approximately that many now.

Q Tell us whether Meese accepted your proposal that these transition people be appointed by function and if so, did he indicate when that would be accomplished?

MR. WATSON: He did agree. Let me clarify your question not by function, but by department or area. In other words, I've asked, in effect, Mr. Meese, to give me a list agency by agency, department by department, of the name of the senior official on behalf of Governor Reagan who will be responsible for the transition. That person will meet, in most cases, with the secretary of the department in the first instance, clearly with the senior transition official, and will work out with them what other people are necessary to be involved in the transition. Obviously, the transition to these large departments will require the efforts and time and work of more than one person. But I want it all to go through this command and control central point first, and Mr. Meese has agreed with that enthusiastically.

Q Cabinet departments only or how far down will it go?

MR. WATSON: No, they include Cabinet agencies as well as the Veterans' Administration, the General Services Administration, the Community Services Administration, ACTION, the Peace Corps and so forth.

Q Jack, will somebody from the Reagan team actually move into the White House soon?

MR. WATSON: No.

Q Nobody? You don't intend to give them any office space until after January 20th?

MR. WATSON: That's correct. I think what we did in 1976 was very workable, and that is, that we established on behalf of the Carter/Mondale group, a headquarters building which was in the old HEW Building up near the Capitol with the overflow being in the Old Executive Office Building. And I, as the transition director, and Hamilton and Jody and all the rest of us, basically operated out of that building or those two buildings. I've also asked the Cabinet and department agency heads to anticipate making available an office space in their agency for the particular team that will come to their agency for the transition, and they'll do that.

But that's not necessary for here. I found in 1976 that a great deal of the work that needed to be done, the coordination that needed to be done between me and Jack Marsh could be done on the telephone. I haven't checked the record, but I suspect that during the 10-week period of transition, Mr. Marsh and I did not meet more frequently than once a week on the average.

Q He's asked or indicated he will ask for any additional information on the budget or Office of Management and Budget than you asked four years ago?

MR. WATSON: We've not discussed that yet. It's that kind of information, that kind of detail really that we will be moving towards and that, in that case, will basically be decided by Jim McIntyre, his senior transition official and the folks who approach him about the budget.

Q Has McIntyre designated a transition official yet?

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MR. WATSON: I'm getting the list from everybody of the transition officials. I don't have them, but when I do have them, we'll make it available to you.

Q What is the money used for that will be given to the outgoing administration for transition? To move files and that kind of work?

MR. WATSON: Yes, basically there's a huge logistical operation that's involved in the movement of an outgoing president and vice president with all of their files and everything.

Q Yesterday, the President indicated that he would probably work on his memoirs somewhere near where his files were moved to. Do you yet know where his files are going?

MR. WATSON: No, I do not.

Q Are you going to be shutting down your lobbying operation on Capitol Hill or do you still have some bills that you want to see worked through as a lame duck?

MR. WATSON: We will not shut down our operation on Capitol Hill. As all of you know, the Congress is coming back into session next week. We will determine in consultations with the leadership on the Hill what high priority items we might be able to close on in this remaining session. Those decisions have not been made, so any questions that you would pursue me on there, I'd have to say we've not made any final choices yet. We will be consulting with the leadership on them. But there's a government to be run, here are responsibilities to be discharged, and we will do that vigorously between now and January 20th.

Q Leaving aside legislation,

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there are still executive things that this government can do, some of which the incoming Administration might not like you to do. For example, my understanding from ABC is that you would like to have, do a lot of civil rights -- initiate a lot of civil rights lawsuits. And they're not sure whether the incoming people want them to or not, but they're inclined to do it anyway if you're going to let them. There's also the question of appointments of judges and so forth. How is all of this going to be handled?

MR. WATSON: Basically, the same answer. We will make those decisions in consultation with the people who are involved with us in executing those kinds of decisions. In the case of the judgeships, for example, we have numerous nominations pending on the Hill. Whether or not it will be possible to move the confirmation of some or all of those judges remains to be seen. I can't answer that here. The President has spoken as to who his nominees are, and it would be our hope that they would be confirmed. But that's something to be determined.

Q With Marbury versus Madison. How about the other one -- Suppose the Education Department wants to really enforce, really initiate a lot of lawsuits that the Reagan Administration would have to either drop or go through with --

MR. WATSON: Let me give you the same answer again. Make no mistake about this. The Administration and the conduct of the affairs of this government remain under the direction of President Carter until January 20th. We will exercise those duties and those responsibilities in accordance with his best judgments as to what ought to be done between now and January 20th. So if decisions need to be made about proceedings with this or that matter, even though they cannot be concluded between now and January 20th, we will do so. But those judgments I cannot make in accordance with some formula. The government does not stop. The President's responsibility to govern and to lead and to initiate do not terminate on November 4th. They terminate on January 20th.

Q -- executive decisions are that you know of that needs to be made before, let's say, the end of the year or before January 20th?

MR. WATSON: I'm getting a list of those now. I've asked the various agency heads and Cabinet Secretaries and other Executive Office of the President folks to prepare for the President's review that kind of a list, and we'll have such a list. I do not have it now. Yes, sir.

Q -- advice about Presidential appointments such as whether sub-Cabinet officials should be determined by the Cabinet appointees themselves or whether such a control --

MR. WATSON: I did not.

Q -- you characterize the attitudes that -- would you care to characterize Mr. Meese's attitudes and response --

MR. WATSON: My conversation with Mr. Meese reflected to me, Walter, that he had the exactly the same approach, exactly the same aims and desires. In my conversation with Jack Marsh yesterday, I learned that Jack had also already talked to Ed Meese and, in fact, had prepared some briefing material for Ed based on the 1976 experience. I fully expect that the attitudes that I have expressed on behalf of the President and this government are reflected by the Reagan people.

MR. POWELL: Anything else?

MR. WATSON: Yes, ma'am.

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Q What are your own personal plans for after January 20th?

MR. WATSON: I have no earthly idea. Thank you for asking, but I don't know.

Q --- legal counsel's office put anything out to people as far as job seeking, or are there any regulations or rules that pertain to this transition period?

MR. WATSON: I'm glad you asked the question. I hadn't thought of that because it doesn't really pertain to the transferral of the authority of the government. But what the President wants to do, and what we will do in off-duty hours, is to assist the folks in the Executive Office of the President in finding their own job opportunities. We'll do that in a way which simply gives them the opportunity to know where opportunities are outside the government, to assist them as they require in the preparation of their resumes or their contacts and so forth. All of that will be done after working hours. But it will be done because I think it's going to be necessary to help them, some of us find a new job. Thank you all.

MR. POWELL: Any questions on anything else?

Q What about your plans?

MR. POWELL: I haven't thought of that either. What I'm really more concerned about right at the moment with, the folks in the campaign, others that don't have until January 20th. They've just got until Friday. So, we'll worry about them for the moment.

Q -- Nofziger or any of your counterparts in Reagan's camp?

MR. POWELL: I spoke with Nofziger today to congratulate him and to tell him that we were ready to help them out as far as press operations are concerned whenever they were ready. He was -- as you know, they were getting ready for a press conference. So, we didn't have a long conversation about it. And that won't be separate necessarily from the regular transition operation. But, Nessen was very helpful to me, and his people, in '76 and early '77. And I hope to return the favor.

Q Did he communicate to you that he would be coming to Washington?

MR. POWELL: He didn't. I didn't ask about that.

Q Can you bring us up to date on what the status of our communications with Iran and the President's thinking on how -- what the next steps are as far as he's concerned?

MR. POWELL: Well, that -- the possibility for bringing about the release of our people under the conditions and within the bounds set forth by the President repeatedly and, most recently, a few days ago is continuing, is being pursued. I'm not going to get into the details of how we're going about that. And I can't -- I really can't characterize it beyond that.

Q The President said more recently that he was more encouraged than at any time in the past -- sometime in the latter days in the campaign, but there was still no timetable. I guess it was election day. I don't remember the exact date. But in any event, does that statement still stand --

MR. POWELL: The answer is there is still no basis for a timetable or a date.

Q What's the status of their being transferred to Algerian custody or --

MR. POWELL: I don't know anything more than the public statements that have been made.

Q Jody, has there been some -- you're indicating that there's something really going on here -- more than --

MR. POWELL: No, not more than usual. I mean, you know the Iranians made a statement in an action by the Majlis. We view that as being a possible basis for -- as something positive and possibly a basis for settling this thing. And that is being pursued, aggressively.

Q Jody, can you say whether the President intends to say publicly or through you whether he accepts the conditions?

MR. POWELL: I think the President made his comment on -- some days ago.

Q But he didn't say whether he had accepted the conditions. Will we find that out?

MR. POWELL: I think, as I said, the President, if you'd read what he had said, I think most people were able to understand it.

Q Jody, when -- they are asking for some kind of public response. You're telling us that your feeling is that --

MR. POWELL: I think the President has made a statement. I'm not responding to the statements from Iran.

Q Let me ask you then. They've asked for a public statement. Are you -- is there going to be one?

MR. POWELL: I'm not going to comment on -- this is not something I think will be handled between -- with my comments from the briefing room.

Q Has this government received from the Iranian government, the text that the Majlis directed it to prepare, of the conditions?

MR. POWELL: I think I'd check with State on that.

Q What do you mean, pursuing aggressively?

MR. POWELL: Well, in the common definition of both terms. I'm not going to any more go into detail of what sort of, about what channels or means or so forth now than I was earlier.

Q Any new people been appointed, or is anyone on the way to Tehran?

MR. POWELL: I'm just not going to get into that.

Q Jody, can you tell us about -- the President had mentioned at one point meeting with the Japanese Prime Minister. Was that only if he were re-elected?

MR. POWELL: That -- didn't he say the other day that he was still looking toward doing that?

Q He still hopes to do that. Have you got definite news?

MR. POWELL: No, I don't.

Q Do you have any idea, the President said he would be up at Camp David for the next week, but he'd come down if absolutely necessary. Do you have any idea when --

MR. POWELL: I already said he's expected to be back and forth --

Q -- when is the next time he'll be down here?

MR. POWELL: -- ad-hoc basis.

Q My understanding when I heard him yesterday was that he plans to take no vacation other than his stops back and forth at Camp David.

MR. POWELL: Well, I don't know any more than what you have heard, frankly. I think he was asked if he had planned to take some extended vacation later on this month or something, and he indicated not.

Q Will he go to Plains Christmas would you expect?

MR. POWELL: I just do not know.

Q Do you see him coming back this weekend barring any kind of development?

MR. POWELL: Helen, I just don't know.

Q Does the President have any -- I don't know how to ask this -- has he had any second thoughts at all about his going to make a concession statement on election night before the polls closed on the West Coast? There have been several statements.

MR. POWELL: Yes. I know. I'm glad you asked that. In fact, I noticed a peremptory conclusion drawn by Mr. Schram in the Washington Post today that the quote "the President's statement" had resulted in, quote, "thousands of Democrats failing to go to the polls" and apparently had contributed to the defeat of Democratic candidates out there.

He went further to use that as a metaphor for the whole administration which I think may have been more appropriate than he knew. The fact of the matter is, as I think everybody knows, that the President's statement was made, I think in some cases, a couple of hours after the news organizations had said that Governor Reagan had won. It was being broadcast all over the West Coast.

Q Not all of them.

MR. POWELL: Not all of them. That's right. (Laughter.)

Q That's true, Jody, but his making a concession statement obviously has greater impact than --

MR. POWELL: Well, we'll put you in the same category as Mr. Schram. Is that something you intuitively know or is that something you just figured out for yourself last night?

Why do you think the President --

Q Well, put it in Ullman's words then.

MR. POWELL: Well, being involved in the loss of the election, myself, I recognize and sympathize with the inclination and under those circumstances to look for some reason for your defeat that pertains more to somebody else than to you is a natural human tendency, but I would just submit, one, as I said, anyone whose participation in the election was going to be affected by their knowledge or lack of knowledge of the outcome clearly knew how that election was coming out and I am tempted to say, look to your own skirts if you're concerned about that. But, I won't say that, because as a matter of fact -- no, let me finish -- as a matter of fact, there is, as I think most people who are familiar with this thing know -- Mr. Schram was either ignorant or chose to ignore it -- there's been a great deal of work done on whether or not knowledge of the outcome of elections influences voting behavior. I can't say that I've surveyed every piece of work on that, but generally speaking, I think the conclusion is that knowledge of the outcome of an election does not affect, or to say it the way it has to be stated in terms of a scientific matter, that it is very difficult to come up with any empirical evidence to support the idea that knowledge of the outcome of an election affects voting behavior.

So --

Q Why then -- let me ask in a different way --

Q -- so early then. What went into the decision at that point?

Q Because you said that --

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MR. POWELL: Well, just basically because it was -- I don't want -- I don't mean for this to be a restatement, but it happens to be a fact that it seemed to us that it was clear to everybody who was even remotely interested in who won that election, who won, and it wasn't us. And that having been clear for some number of hours, it just seemed that the appropriate and the decent thing to do was to go ahead and make that statement, rather than attempting to impose some artificial and meaningless delay on it -- and it truly was meaningless by that point rather, and in fact a trifle ungracious to sit there and artificially say well, we can't say anything until the polls are closed because it might -- we certainly considered that factor -- because it might -- the claim that we thought it might affect voting behavior on the West Coast, when frankly we knew that it was not going to affect voting behavior on the West Coast.

God knows we certainly would not want to do anything that would be harmful to the Democratic Party or to the individual Democrat and I obviously regret if there are those who even wrongfully feel that that happened, but they just happen to be wrong. As I said, it's a very natural human sort of attitude. I thought of several reasons and excuses for our defeat myself over the past several days, but I'll save that for another forum.

Q Jody, there's something that has been troubling me and probably would be better directed -- should have been directed to the President yesterday. But, his finale was that he wants the next 2-1/2 months to be the best of his administration. How is that possible in a lame duck era where his power has practically evaporated except for the day-to-day routine, maybe the hostages? Can you explain what he meant by that?

MR. POWELL: I think he referred to the way in which we conduct ourselves and the manner in which we discharge our responsibilities which are ours and --

Q But, you have no ability to really act other than in the Iranian --

MR. POWELL: You have, I think as Jack said, you have a job to do and it may not be exactly the same job that you had before, but you've got to do that. And I think that's what he meant.

Q It surely can't be the best 2-1/2 months. You wouldn't want the judgment of the administration (inaudible) --

MR. POWELL: You can do your best whatever the circumstances and that's what I think he meant.

Q You have to admit that he can't do much.

MR. POWELL: Well, I don't want to argue with you about that. I think you understand the reference that he made.

Q Jody, what are your priorities from the lame duck session on the Hill?

MR. POWELL: I think Jack just responded to that. I can't be any more help than he has.

Q You don't plan to push the tax cut bill or revise some type of controversial --

MR. POWELL: Well, we've never planned to push a tax cut bill. Remember that?

Q -- or continue consultations with appropriate committees?

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MR. POWELL: As Jack said, that is something which we will need to talk with the leadership about before we deal with it.

Q Thank you.

Q Thanks, Jody.

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(4:15 P.M. EST)

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THE WHITE HOUSE

WASHINGTON

November 5, 1980

MEMORANDUM FOR: WHITE HOUSE STAFF

FROM : JACK WATSON *Jack*
AL MCDONALD *Al*

SUBJECT : Instructions on Transition

The President has instructed that we provide the finest transition in history for the President-elect and his team. He directed further that we carry out this important task in as gracious, constructive and helpful way as possible.

The President, his Cabinet and his staff continue to bear the full authority and the responsibility for determination of policy and the conduct of the government until the end of the term. Therefore, the transition should in no way diffuse this authority or responsibility. Its aim is to provide for appropriate orientation, informational exchanges and planning for a smooth transition of the Presidency on Inauguration Day.

Our office will be overseeing the transition efforts and making sure these activities are conducted in a planned, disciplined and orderly way. Until appropriate contact points are named and links established between unit transition leaders and the President-elect's designees, you should refer all requests for information, orientation sessions or other actions to this office for coordination and clearance.

We welcome ideas and suggestions you may have to make this transition the finest ever. Many of you shared the experience of an earlier transition, and your advice and counsel would be much appreciated. Please send your suggestions directly to us marked "Administratively Confidential."

THE WHITE HOUSE

WASHINGTON

November 7, 1980

MEMORANDUM FOR ALL CABINET AND AGENCY HEADS

FROM : JACK WATSON *Jack*

This is to reiterate the information conveyed by telephone concerning the transition. Until the official transition unit heads are designated by the President-elect and you are so notified by this office, any informal requests of any persons representing themselves as officials of the President-elect should be courteously refused and this office notified.

We are cooperating fully to establish a planned and coordinated transition program with the official representatives of the President-elect. Consequently, all orientations and exchanges of information should be channeled through these official designees.

cc: White House Senior Staff

THE WHITE HOUSE
WASHINGTON
November 10, 1980

FB3
PE
WH4
COPY
from ORM

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM: HUGH A. CARTER *HAC*
SUBJECT: PERSONNEL INFORMATION

(1) Federal Benefits Available to White House Staff Members Who Leave Federal Government Employment

I thought it would be helpful to review for you the benefits that White House Staff members are entitled to when leaving employment in the Federal Government. This section is directed specifically to White House staff members who are political appointees and not those on the career staff. However, much of the information contained herein applies equally to civil servants who plan to leave the Government.

I. Civil Service Retirement Fund

Contributions to the civil service retirement fund through payroll deductions result in a guaranteed return from the retirement fund of an amount which is at least equal to your contribution. The return may be in the form of annuity payments or in the form of a lump sum refunded to you or your survivors. In order to have a vested annuity right, you must have an aggregate of five years of civilian Government service.

A. Less Than Five Years of Civilian Government Service

If you leave Government before completing five years of civilian service, your annuity will not have vested. At any time that an employee leaves Federal employment, he or she may receive a refund of retirement deductions. Though an interest rate of 3 percent is paid on retirement deductions during the time of Government service, that interest is not paid after the employee leaves Government. If an individual re-enters Government service, he or she may place the prior deductions back in the retirement fund upon payment of interest for the period of the deductions and for the period of separation at a probable interest rate of 3 percent. Re-payment of prior deductions is not necessary for vesting, does not have to take place when an individual starts his or her new period of Federal employment, but must take place prior to eligibility for annuity payments and during a period of Government service after vesting. Thus, you should carefully consider taking a refund of your retirement deductions when leaving the Government.

B. Vested Annuity Right: Five Years of Civilian Government Service

If you have completed five years of civilian government service, you have a vested annuity right. Most military service counts toward retirement, but in all cases an employee must have had at least five years of civilian service in order to be vested.

A vested annuity right means that you may retire at the following ages, and receive an immediate annuity, if you have at least the amount of Federal service shown:

<u>Earliest Age</u>	<u>Years of Service</u>	<u>Remarks</u>
62	5	None
60	20	None
55	30	None
Any*	25	May retire voluntarily in major
50*	20	reduction in force situations as
		determined by the Office of
		Personnel Management
Any*	25	Separation must be involuntary
50*	20	without cause
Any	5	Must be totally disabled

*Annuity is reduced if under age 55.

In order to be eligible for an immediate annuity at any age with 25 years of Federal service or at age 50 with 20 years of Federal service, your separation from the Federal Government "must be involuntary without cause". In the case of White House staff, a change of Administrations is considered involuntary separation. In the category of 25 years of service and any age, an immediate annuity will be reduced by 2 percent a year for every year under the age of 55. For the category of 20 years of service and age 50, an immediate annuity will be reduced by 2 percent a year for every year under the age of 55. However, if you are involuntarily separated at age 55 or older with 20 years of Federal service, there will be no percentage reduction in an immediate annuity.

If you leave after completing at least five years of service, but before you are eligible for an "immediate" annuity, you will be entitled to a "deferred" annuity at age 62. A survivor annuity can be provided under either an "immediate" or a "deferred" annuity. However, if you die before age 62 under a "deferred" annuity, no survivor annuity can be paid. Instead, your deductions will be paid in a lump sum to your designated beneficiary or to your heirs.

Your basic annuity is computed on the basis of your length of service (which includes unused sick leave if you are retiring on an immediate annuity) and "high-three" average pay. Your "high-three" average pay is the highest average basic pay you earned during any three consecutive years of service.

The general annuity formula is as follows: (a) 1-1/2 percent of your "high-three" average pay times five years of service, plus (b) 1-3/4 percent of your "high-three" pay times years of service over five and up to ten, plus (c) 2 percent of your "high-three" pay times years of service over ten. Annuities may also be adjusted on the basis of future cost-of-living increases.

If you take your deductions out of the retirement fund when you leave the Government, you may put the deductions back into the fund with interest at any time that you re-enter Government service but before you are actually eligible for annuity payments. If you leave your deductions in the retirement fund when you leave the Government and later decide that you want a refund, a refund will be made, provided you are not already eligible (or within 31 days of being eligible) for an annuity at the time you apply for the refund.

II. Payment for Unused Annual Leave

A. Executive Level Appointees

Executive Level Appointees do not accrue annual leave. However, if an executive level appointee was in Government service, either appointive or civil service, before receiving his or her appointment the leave time that

individual accrued during that period is credited to the individual. Further, unused leave time is credited to the salary rate that the individual was earning immediately before he or she received the executive level appointment.

B. Other White House Staff Members

Any other White House staff member who is leaving Government employment is paid a lump sum for unused accrued annual leave. Unused leave generally may be accumulated up to a maximum of 240 hours.

C. Sick Leave

Staff members are not entitled to payment for unused sick leave. However, unused sick leave will be re-credited to you if you return to Government within a three-year period. Further, for those who are retiring on an immediate annuity, unused sick leave may be credited to your years of service, but cannot be utilized to reach the 20 or 25 year retirement requirements.

III. Life Insurance

Federal life insurance is straight term insurance and your coverage will terminate upon your leaving the Federal Government unless you meet certain special requirements for carrying it into retirement. However, your life insurance protection will continue for an additional 31 days beyond the final date of your employment. During this 31-day period, you may convert all or any part of your life insurance to a policy issued on a participating or non-participating basis, without having to

take a medical examination. This individual policy may be purchased from any eligible insurance company you select and will be a private transaction between you and the company. The premium will be that applicable to your age and class of risk and will be payable by you without contribution from the Government.

You may continue your regular life insurance into retirement, free, provided you retire: (1) on an immediate annuity; (2) after at least 12 years of Federal service or for disability; and (3) do not convert to an individual policy. Any option life insurance (for which you pay the full cost until you are age 65) can also be carried into retirement provided your regular insurance continues and you have had the optional insurance since your first opportunity to get it.

IV. Health Benefits

The Federal Employees Health Benefits Program provides various types of hospital, surgical and medical benefits for Federal employees. Your health insurance will continue in effect for 31 days from the end of the pay period in which you leave Government. During that 31-day period, you are entitled to convert to a private individual plan with the company that provided you with Federal coverage. The company must provide you with a rate and coverage as equivalent as possible to that which you had while in the Federal Government, though you will now pay the full cost. You will not be required to take a medical examination.

If you are eligible for retirement and do retire, you may continue your enrollment in one of the Federal plans and the Government will continue to pay the same contribution it pays for active employees, provided: (1) you retire on an immediate annuity after at least 12 years of Federal service, or for disability; and (2) you have been continuously enrolled or covered as a family member during all of your service (a) for the five years immediately preceding your retirement, or (b) since your first opportunity to enroll, or (c) from on or before December 31, 1964.

V. Unemployment Compensation

Federal workers are eligible for unemployment compensation rights similar to those of workers in private industry. In order to be eligible for unemployment compensation, a Federal

employee must have been involuntarily separated from his or her job. As noted earlier in this memorandum, the change in Administration constitutes involuntary separation for staff members. Staff members who intend to submit resignation letters to the President may do so and still be considered involuntarily separated for purposes of unemployment compensation.

The law of the District of Columbia will govern benefits available to White House staff members, though you may apply, if you wish, in your state of residence.

(2) Civil Service Eligibility for White House Staff Members

Pursuant to 5 C.F.R. 315.602, White House staff members, who are paid from White House Office appropriations may be eligible for appointment to the Federal competitive service on a non-competitive basis under the following conditions:

- A. The staff member must have served at least two aggregate years on the White House and/or VP staff;
- B. The White House staff member must be fully qualified for the agency position;
- C. The White House staff member must begin the job in the Federal Agency without a single day's break in Federal service.

White House staff members who have acquired civil service status during some period of their past Federal employment may be eligible for non-competitive reinstatement to any position in the competitive civil service for which they meet the experience and other requirements.

Assistance will be provided to departing staff members in seeking other employment. Further information on the scope of this effort will be provided later.

Staff members who are interested in further information about the above procedures should contact the White House Personnel Office, on extension 2260.

THE WHITE HOUSE

WASHINGTON

November 10, 1980

MEMORANDUM FOR CABINET AND AGENCY HEADS

FROM: JACK WATSON *Jack*
SUBJECT: An Orderly Transition of the Presidency

The purpose of this memorandum is to confirm and clarify the President's instructions given last week regarding the transition.

The Presidential Transition Act of 1963 is intended to facilitate "... the orderly transfer of the executive power in connection with the expiration of the term of office of a President and the inauguration of a new President...." The Act states:

"The national interest requires that such transitions in the office of the President be accomplished so as to assure continuity in the faithful execution of the laws and in the conduct of the affairs of the Federal Government, both domestic and foreign."

As you know, the President has asked me to serve as overall coordinator of the transition effort on his behalf. Al McDonald, White House Staff Director, will be working closely with me on the transition, as will Harrison Wellford, Executive Director of OMB. As soon as Governor Reagan officially designates his transition representative(s) for your agency, I will transmit those names to you. I am planning to meet with Governor Reagan's director of the transition, Ed Meese, on Wednesday, November 12th, and should receive the names at that time.

The transition briefing materials you are preparing should be concise and contain information that will be of immediate usefulness to the incoming officials. It would not be fruitful, in my opinion, to inundate Governor Reagan's people with excessive detail or with unsolicited advice and recommendations. Our guideline is simply to be helpful and forthcoming in every way possible, without burying the new people under mountains of briefing books and paper.

Although the exact form and content of the transition briefing materials will be determined by each agency, those materials should cover the subjects set forth in the attachment to this memorandum.

Attachment

Subjects for Transition Materials

1. Agency missions, programs, and statutory authorities.
2. Basic organization and functions.
3. Budgetary and financial information.
4. Personnel policies and administration -- nature and tenure of appointment to major positions, conflict of interest, compensation and benefits, supporting services.
5. Key senior career personnel.
6. Significant interagency relationships.
7. Significant intergovernmental relationships.
8. Budget and appropriation processes.
9. Legislative processes, including legislative clearance requirements.
10. Issues and priorities, with emphasis on matters requiring immediate decision and those requiring action during the first quarter of 1981.

The President and his Administration are, of course, fully responsible for the exercise of all governmental responsibilities until the President-elect assumes office on January 20, 1981. As the Presidential Transition Act states, one of our primary goals is to "minimize any disruption which could produce results detrimental to the safety and well-being of the United States and its people."

Please submit to my office a brief progress report on your transition efforts on November 15, 1980, and each two weeks thereafter.

Office of the White House Press Secretary

THE WHITE HOUSE

Jack Watson, the President's transition coordinator, met this morning with Ed Meese, Governor Reagan's coordinator, to initiate formal transition efforts.

Authorized lists of transition officers were exchanged and procedures outlined for contact between the two transition teams.

Assisting Mr. Watson will be Alonzo McDonald, White House Staff Director, and Harrison Wellford, Executive Associate Director of OMB. Ambassador McDonald will coordinate the White House transition. Mr. Wellford will oversee the efforts of the transition officers named for each department and agency of the Executive Branch.

Accompanying Mr. Meese at the meeting was William J. Casey, chairman of the Transition Executive Committee.

Governor Reagan's transition team has been located at 1726 M Street, N.W., Washington, D.C. Space for a staff of 250 is available. The headquarters are now operational, with telephones installed and furniture in place. As provided for in the Presidential Transition Act of 1963, the General Services Administration will provide support services and fund the President-elect's transition effort up to \$2 million.

Later this afternoon, Mr. Meese and several assistants met with the President's transition officers to discuss procedures for contacts between Governor Reagan's team and the government.

* * *

(A list of Governor Reagan's transition team was furnished to the White House Press Office by Mr. Meese, and is available upon request. The White House and Executive Branch transition list follows.)

WHITE HOUSE

Jack Watson, White House Chief of Staff
Al McDonald, White House Staff Director
Harrison Wellford, OMB Executive Associate Director
Michael Rowny, Deputy to the Staff Director

White House Administrative Contact:

Hugh Carter, Special Assistant to the President for
Administration

White House Press Office Contacts:

Ray Jenkins, Special Assistant to the President
Rex Granum, Deputy Press Secretary

Vice President's Office:

Dick Moe, Vice President's Chief of Staff

EXECUTIVE BRANCH DEPARTMENTS AND AGENCIES

Department of Agriculture: Jim Williams, Howard Hjort, Joan Wallace
Department of Commerce: Elsa Porter
Department of Defense: Peter Hamilton
Department of Education: Steven A. Minter
Department of Energy: Douglas G. Robinson
Department of Health and Human Services: Randy Kinder,
Alair Townsend

MORE
(over)

Department of Housing and Urban Development: Terrence Duvernay
Department of Interior: William Kendig
Department of Justice: Kevin D. Rooney
Department of Labor: Paul Jensen
Department of State: Peter Tarnoff
Department of Transportation: Bill Beckham
Department of the Treasury: Curtis Hessler
ACTION: Robert Currie
Community Services Administration: Lee Foley
Council of Economic Advisers: Susan Irving
Council on Environmental Quality: Malcolm Baldwin
Council on Wage and Price Stability: Bob Russell
Environmental Protection Agency: Jack Ford
Federal Emergency Management Agency: William S. W. Jones
General Services Administration: E. Perley Eaton, Jr.
National Security Council: Les Denend, Christine Dodson
Office of Administration: Sarah T. Kadec
Office of Management and Budget: Alice Rogoff
Office of Personnel Management: Alan Campbell
Selective Service System: Bernard Rostker
Small Business Administration: Bill Mauk
Special Representative of the President (Ambassador Sol
Linowitz): Andy Marks
U.S. Trade Representative: Robert Hormats, Robert Cassidy
Veterans Administration: Rufus H. Wilson
CIA: Richard Lehman
International Communication Agency: Richard Cohen
Office of Science and Technology Policy: Frank Press
National Aeronautics and Space Administration: Jerry Griffin
Peace Corps: Dick Celeste
Office of Consumer Affairs: Esther Peterson

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THE WHITE HOUSE

WASHINGTON

November 12, 1980

MEMORANDUM FOR CABINET AND AGENCY HEADS

FROM: JACK WATSON *Jack*

The purpose of this memorandum is to inform you of persons designated by the President and Governor Reagan as members of their respective transition teams. A description of the transition teams is attached.

This memorandum also establishes guidelines for the filling of SES positions during the transition period and the detailing of agency employees to the Reagan transition team.

Filling SES Vacancies

As part of the President's commitment to an effective transition, it is important that the new Administration be given appropriate latitude in filling key career Senior Executive Service (SES) positions when it assumes office. This is particularly true since involuntary reassignments of career SES employees may not be made within 120 days after the appointment of a new agency head.

Accordingly, the President expects all department and agency heads personally and carefully to review all recommendations for new SES appointments and transfers of career SES employees between now and January 20, 1981.

Use of Detailees

The Presidential Transition Act of 1963 (Sec. 2) provides that any employee of any agency of any branch of the government may be detailed to a Presidential transition team on a reimbursable basis with the consent of the head of the agency. An employee so detailed shall continue to receive compensation for regular employment and retain the rights and privileges of such employment without interruption. The detailee will be responsible only to the President-elect or Vice President-elect for the performance of such duties.

As stated in previous memoranda, it is the President's desire that all departments and agencies should cooperate fully with the transition team. This general policy extends to any requests for detailees. Requests should generally be granted, unless the person requested is necessary for the continued effective performance of agency functions and operations.

The agency head should personally approve the use of any detailees. In order for us to maintain a complete record of transition services, you are requested to include in your transition progress reports, a list of the detailees whom you have approved. Please report any decision to deny a request for detailees to Harrison Wellford, Executive Associate Director of OMB.

Request for detailees should be discussed by the respective transition officers for the agency. Formally, the request must be transmitted to the agency head in writing, and signed by Mr. Peter McPherson or Vernon Orr (or their designee) with a copy to the Comptroller of GSA (Mr. Raymond Fontaine).

(The following is a reproduction of the list of Governor Reagan's transition team as furnished to Jack Watson by Ed Meese:)

William E. Timmons, Deputy Director of the Transition, is responsible for the Office of Executive Branch Management.

Frank A. Whetstone is the senior advisor to this office and Stanley Ebner is Coordinator.

The following is a listing of Executive Branch agencies and the Director responsible for teams to be assigned to them. The groupings are for the administrative convenience of the transition staff only and have no policy implications.

NATIONAL SECURITY GROUP

Dr. David M. Abshire

- Department of State
- Department of Defense
- Central Intelligence Agency
- International Development Cooperation Agency
- Arms Control Disarmament Agency
- International Communication Agency
- Veterans Administration
- International Bank for Reconstruction and Development
- Overseas Private Investment Corporation
- Foreign Claims Settlement Commission
- Board for International Broadcasting

RESOURCES AND DEVELOPMENT GROUP

Richard Fairbanks

- Department of Agriculture
- Department of Energy
- Federal Energy Regulatory Commission
- Department of the Interior
- Environmental Protection Agency
- Nuclear Regulatory Commission
- Alaska Natural Gas Transportation System
- Commodity Futures Trading Commission
- Farm Credit Administration
- Tennessee Valley Authority
- Syn-Fuels Corporation
- Office for Micronesian Status Negotiations
- National Aeronautics and Space Administration

HUMAN SERVICES GROUP

Elizabeth Dole

- Department of Education
- Department of Health and Human Services
- Department of Housing and Urban Development
- ACTION
- Community Services Administration
- Federal Council on Aging
- National Credit Union Administration

ECONOMIC AFFAIRS GROUP

Stanton D. Anderson

Council on Wage and Price Stability
Office of Special Trade Representative
Department of Commerce
Department of Treasury
Department of Transportation
Comptroller of the Currency
Export-Import Bank
Federal Home Loan Bank Board
Small Business Administration
International Trade Commission
Federal Deposit Insurance Corporation
Federal Reserve System
National Transportation Safety Board
Regional Development Commissions
National Labor Relations Board
Department of Labor
Federal Labor Relations Authority
Federal Mediation and Conciliation Service
National Mediation Board
Occupational Safety and Health Review Commission
Federal Savings and Loan Insurance Corporation

LEGAL AND ADMINISTRATIVE AGENCIES GROUP

Loren A. Smith

Department of Justice
General Services Administration
Office of Personnel Management
United States Railway Association
Civil Aeronautics Board
Federal Communications Commission
Federal Trade Commission
Interstate Commerce Commission
Securities Exchange Commission
Federal Maritime Commission
Consumer Product Safety Commission
Federal Emergency Management Agency
National Science Foundation
Advisory Commission on Intergovernmental Relations
United States Postal Service
Federal Election Commission
Merit System Protection Board
Smithsonian Institution
National Endowment for the Arts
National Endowment for the Humanities
Advisory Council on Historic Preservation
Postal Rate Commission
Civil Rights Commission
Equal Employment Opportunity Commission
Miscellaneous Boards and Commissions

Team leaders report to one of five Group Directors who manage issues clusters.

Department team leaders are:

Department of State: Robert E. Neumann
Department of Defense: William Van Cleave
Department of Treasury: Gerald L. Parsky
Department of Justice: Richard Wiley
Department of Interior: Richard Richards
Department of Agriculture: Richard Lyng
Department of Commerce: Calvin J. Collier
Department of Labor: Richard Shubert
Department of Health and Human Services: Robert Carleson
Department of Housing and Urban Development: Gerald Carmen
Department of Transportation: Arthur E. Teele
Department of Energy: Michael Halbouty
Department of Education: Loreli Kinder

Team leaders for agencies and independent commissions, as well as members of the departmental teams, will be announced later.

THE WHITE HOUSE

WASHINGTON

November 17, 1980

MEMORANDUM FOR WHITE HOUSE OFFICE STAFF MEMBERS AND
HEADS OF ALL EXECUTIVE OFFICE OF THE
PRESIDENT ELEMENTS

FROM: LLOYD N. CUTLER *LNC*
SUBJECT: DISPOSITION OF PRESIDENTIAL PAPERS
BY DEPARTING STAFF MEMBERS

Within the next few days, the President will review and approve procedures to be followed for the disposition of "Presidential papers" originated or received during his Administration. A memorandum defining "Presidential" and "Personal" papers and their proper disposition will be promulgated at that time. Until that memorandum is circulated, no papers or documents should be removed from the White House or destroyed.

If you have any questions in the interim, please direct them to Michael Cardozo or Philip Bobbitt in the office of the Counsel to the President.

THE WHITE HOUSE

WASHINGTON

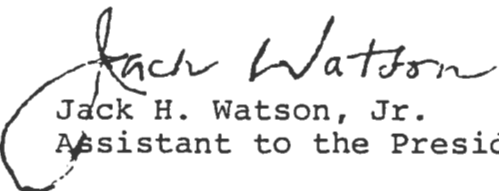
November 17, 1980

MEMORANDUM FOR THE HEADS OF

DEPARTMENTS AND AGENCIES

As a part of our transition process and the development of archival records, please prepare a summary of major accomplishments during this Administration in your agency's area of jurisdiction. These summaries should highlight, in no more than ten pages, the achievements which represent significant accomplishments or noteworthy changes of direction in public policy. Add any personal comments or suggestions you might have.

Please direct these papers to the attention of the President by Friday, December 12. They will be handled confidentially, as appropriate.


Jack H. Watson, Jr.
Assistant to the President

THE WHITE HOUSE

WASHINGTON

November 19, 1980

MEMORANDUM FOR: WHITE HOUSE STAFF
FROM: HUGH CARTER *HC*
SUBJECT: Employment Survey

We have been requested by the Reagan transition group to determine if any White House secretarial/administrative assistant staff members are interested in working at the White House in the new administration. Secretarial/administrative assistant staff members who would like to be considered for continuing employment should contact the White House Personnel Office on Ext. 2260 or 6470. Those employees who work within the White House Operating Units are historically part of the career service, and we have no reason to believe they will not be retained.

The White House Personnel Office will prepare a listing of those who are interested in remaining, and will provide that to the Reagan transition group for their review. Decisions on continuing employment will be determined solely by the incoming administration.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

November 20, 1980

NOTICE TO WHITE HOUSE AND EOP STAFF

FROM: LARRY E. BYRNE

SUBJECT: Career Counselling Seminars

Based on our planned reevaluation of those interested after the first introductory seminar, we have made a number of changes in the schedule for this week and next. We have specifically expanded the opportunity for one-on-one counselling sessions, which were requested by a large number of the participants. We have also consolidated the seminars to provide more substance at each individual session. The attached calendar contains the latest revisions.

CAREER COUNSELLING SEMINAR, NOVEMBER 1980

<u>MONDAY</u> 17	<u>TUESDAY</u> 18	<u>WEDNESDAY</u> 19	<u>THURSDAY</u> 20	<u>FRIDAY</u> 21
Introduction:	<u>SEMINAR I</u>			
JOB SEARCH ORIENTATION	SKILLS/ PERSONAL ASSESSMENT	ONE-ON-ONE SESSION	ONE-ON-ONE SESSION	ONE-ON-ONE SESSION
(OEOB 450 5:15-6:30)	(OEOB 450 5:15-7:00)	(By appointment, 3745,3581)	(By appointment) -----	(By Appointment)
Arthur J. Letcher Graduate Placement Director (Wharton)	Dr. Roderic Hodgins, Ed.D. (Private Practice)	Mark O'Brien Placement Associate, (Wharton)	<u>SEMINAR II</u> RESUME DEV./ INTERVIEWING TECHNIQUES (OEOB 450 5:15-7:15)	Arthur Letcher Mark O'Brien Richard Sherman
			David Wolford (Director Oral Communication Program)	
			Richard Sherman, Ph.D. (Consultant)	
			Larry M. Robbins, Ph.D. (Wharton Communica- tions Program)	

Monday
24

SEMINAR III

THE JOB CAMPAIGN:
RESOURCING JOBS
HOW TO MAKE CONTACTS
USING EXECUTIVE SEARCH FIRMS
(EOB, 5-7:00)

James Newpher, President
Newpher-Haas Inc.

John Steele, Director
Career Planning Placement
(Boston College)

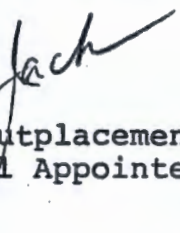
TUESDAY
25

ONE-ON-ONE
SESSIONS

(To be scheduled
if necessary)

THE WHITE HOUSE
WASHINGTON
November 28, 1980

MEMORANDUM FOR DEPARTMENT AND AGENCY HEADS

FROM: JACK WATSON 
SUBJECT: Executive Outplacement Program for
Presidential Appointees

The Presidential Personnel Office has arranged a professional executive outplacement program for Presidential appointees. The program will be conducted as a public service by the New York firm of Fuchs, Cuthrell and Co., Inc.

Fuchs, Cuthrell is an organization of experienced consultants who specialize in helping executives who, for whatever reason, have been separated from their company. They provide a comprehensive program of professional counseling designed to assist people to relocate satisfactorily as quickly as possible consistent with their interests and abilities. They have worked for executives with a variety of backgrounds and industries, including senior managers from more than 100 of the Fortune 500 companies. More than 85% of Fuchs, Cuthrell's participants relocated to better positions than their previous ones.

Their program for us will include:

- . A two-day seminar on Saturday December 6 and Sunday, December 7

At this seminar, Fuchs, Cuthrell will provide an in-depth series on -- how to assess one's skills and abilities, resume development, planning and implementing a job campaign, job interview techniques and other vital techniques needed to successfully relocate.

- . A two-day series of small group sessions on Saturday, December 13 and Sunday, December 14

During these sessions Fuchs, Cuthrell's professional counselors will work individually in small groups to help participants design and tailor their own job campaign.

We have had to limit these seminars to only Presidential appointees to keep the number of participants manageable. Fuchs, Cuthrell is developing a handbook that we will send you soon that will

(2)

be a useful tool for non-career employees who are not Presidential appointees. You may want to distribute this handbook.

Please let Decker Anstrom in the Presidential Personnel office (456-2995) know by noon, Wednesday, December 3 which Presidential appointees in your agency want to participate in this program. We will then give them final details about the time and location of the session. Participants should also send the attached form to Decker by December 3.

Attachment

cc: Transition Officers

"PRE-LIM" QUESTIONNAIRE

Participants Name _____

Home Phone _____ Office Phone _____

Current Position _____

Years in Present Position _____

Compensation _____

Education _____

Past Major Positions _____
