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This is a PDF of a folder from our textual collections.

Collection:
Green, Max: Files, 1985-1988
Folder Title:
Duty / Officer Vacation
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Matt —

- ① Good work
- ② Start file on
vacation/duty
officers, etc.

— ✓

LINAS

THE WHITE HOUSE
WASHINGTON

November 26, 1986

NOTE TO CAROLYN BECKER

FROM: MATT ZACHARI *mz*

RE: Christmas Plans Update

Where everyone will be at Christmas:

Linas Kojelis: in town 25, 27, 28
skiing on 26th (Penn.)

Max Green: in town

Rudy Beserra: Albuquerque, NM

Rita Bureika: Los Angeles (T)

Matt Zachari: Woodstock, Illinois

Regarding New Year's:

Looks like everyone will be here in D.C.
except Linas Kojelis.

	Oct	Nov	Nov	Nov	Nov	Dec	Dec	Dec	Dec	Jan	Jan	Jan	Jan	Jan	
	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31
Linus	NY	WDC	(WDC) NO	NJ	WDC					Toronto					
Max	NY	WDC		NJ	NO								Speakeasy		
Rudy	LV, NY NJ	CA	WDC	PR	LA				NM						
Ritu	VA				CA??										
Juli	WDC				Ohio										
Matt	NY			IL											

Dates-
Organization

→ Dates-
→ organization

WEEKEND DUTY OFFICER

Weekend of October 25

Duty officer: Matt ZACHAM

Weekend phone numbers:

Linus NY - cont. Waldorf - Little Caesars

Max Sat - VA; Sun NY - G.O. Archduke Waldorf - staying Sheraton Ctr

Rudy Sat DC; Sun New Brunswick NJ - Asian Indian - Hyatt

Rita VA - personal leave

Matt WDC

Juli WDC

WEEKEND DUTY OFFICER

Weekend of November 1-2

Duty officer: Max Green

Weekend phone numbers:

Linas WDC

Max WDC

Rudy ~~California~~ WDC

Rita WDC

Matt NYC 212/737-9583

Juli

WEEKEND DUTY OFFICER

Weekend of November 8-9

Duty officer: Rudy Beserra

Weekend phone numbers:

Linas WDC

Max _____

Rudy WDC

Rita _____

Matt _____

Juli _____

WEEKEND DUTY OFFICER

Weekend of November 15-16

Duty officer: Rita Bureika

Weekend phone numbers:

Linus NJ

Max San: NJ

Rudy Puerto Rico

Rita WDC

Matt Illinois

Juli _____

WEEKEND DUTY OFFICER

Weekend of November 22-23

Duty officer: Li ao

Weekend phone numbers:

Linas _____

Max _____

Rudy _____

Rita _____

Matt _____

Juli _____

WEEKEND DUTY OFFICER

Weekend of November 29-30

Duty officer: _____

Weekend phone numbers:

Linas _____

Max _____

Rudy _____

Rita _____

Matt _____

Juli _____

WEEKEND DUTY OFFICER

Weekend of _____

Duty officer: _____

Weekend phone numbers:

Linas _____

Max _____

Rudy _____

Rita _____

Matt _____

Juli _____

WEEKEND DUTY OFFICER

Weekend of _____

Duty officer: _____

Weekend phone numbers:

Linas _____

Max _____

Rudy _____

Rita _____

Matt _____

Juli _____

WEEKEND DUTY OFFICER

Weekend of _____

Duty officer: _____

Weekend phone numbers:

Linas _____

Max _____

Rudy _____

Rita _____

Matt _____

Juli _____

THE WHITE HOUSE
WASHINGTON

November 26, 1986

NOTE TO CAROLYN BECKER

FROM: MATT ZACHARI *mz*

RE: Christmas Plans Update

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Regarding New Year's:

Looks like everyone will be here in D.C.
except Linas Kojelis.

Boss Man

THE WHITE HOUSE
WASHINGTON

December 11, 1986

NOTE TO DFP STAFF

FROM: MATT

As you probably know by now, the President has given us Friday, December 26th off.

Also, I'll need to know what days you will be out of the office during the holiday and where you can be reached by phone. My life will be made easier if you can get this to me by COB Friday.

Thanks!

P.S. Rooms 194-196-198 will be painted this weekend. Everything must be removed from desks, tables, etc. for the movers.

MZ

- LK gone
from noon on
12/31 → 1/4

- no address yet.
- LK goes skiing (tent) on 12/26.
No phone yet.
- L

23, 24

505/883-2673

~~Monday, Friday~~

Rudy

THE WHITE HOUSE
WASHINGTON

December 11, 1986

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THE WHITE HOUSE
WASHINGTON

November 25, 1986

NOTE TO CAROLYN BECKER

FROM: MATT ZACHARI

SUBJECT: Holiday Duty Officers

Duty Officers/Persons in the Office for
the following holidays:

November 27, 28, 29, 30:
Matt Zachari

December 25, 26:
Max Green

December 27, 28:
Linas Kojelis

January 1, 2, 3, 4
Rudy Beserra

Matt -
pls handle
- lines

THE WHITE HOUSE
WASHINGTON

November 20, 1986

MEMORANDUM FOR SPECIAL ASSISTANTS

FROM: LINDA L. AREY, DEPUTY DIRECTOR FOR PUBLIC
LIAISON *Carolyn Becker (for)*

SUBJECT: CHRISTMAS HOLIDAY

Please let my office know by COB Friday, November 21, Christmas holiday plans for your respective divisions. We will need to know who will be in the office on December 26 and January 2. Also, please identify the duty officer for each holiday and subsequent weekend.

TO C.A.

Fr. LK

Subject: Christmas Holiday

Dec 25 }
Dec 26 } Max

Dec 27-28 } Lines

Jan 1 }
Jan 2 } Rudy Bexena
Jan 3-4 }

THE WHITE HOUSE
WASHINGTON

February 12, 1987

NOTE TO CAROLYN

FROM: MATT

The DFP Duty Officer this weekend
will be Rita Bureika.

Out of Town:

Linus Kojelis:

Saturday evening 2/14: New York City

Sunday 2/15: Toronto, Canada

416/239-1047

Monday 2/16: return to D.C.

Max Green:

Sunday 2/15: New York City

Helmsley Palace 212/888-7000

Monday 2/16: return to D.C.

Rudy Beserra:

Thursday 2/12: Las Vegas, Nevada

Tropicana Hotel (T)

Saturday 2/14: return to D.C.

Matt Zachari:

Friday 2/13: Vail, Colorado

Monday 2/16: return to D.C.