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**Folder Title:** White House Regulations – Staff  
(4 of 4)  
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# WITHDRAWAL SHEET

## Ronald Reagan Library

**Collection Name** BLACKWELL, MORTON: FILES

**Withdrawer**

RBW 6/22/2011

**File Folder** WHITE HOUSE REGULATIONS STAFF (4 OF 4)

**FOIA**

F06-0055/07

**Box Number** 28

POTTER, CLAIRE

~~36~~ 37

| DOC NO | Doc Type | Document Description                | No of Pages | Doc Date | Restrictions |       |
|--------|----------|-------------------------------------|-------------|----------|--------------|-------|
| 1      | PAPER    | RE. WHITE HOUSE COMPLEX PASSHOLDERS | 1           | ND       | B6           | B7(C) |

Freedom of Information Act - [5 U.S.C. 552(b)]

B-1 National security classified information [(b)(1) of the FOIA]

B-2 Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]

B-3 Release would violate a Federal statute [(b)(3) of the FOIA]

B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]

B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]

B-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]

B-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]

B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

*Admin*  
*Memorandum*

THE WHITE HOUSE  
WASHINGTON

April 1, 1981

MEMORANDUM FOR: MORTON BLACKWELL

FROM: JOHN F. W. ROGERS  
SPECIAL ASSISTANT TO THE PRESIDENT  
FOR ADMINISTRATION

SUBJECT: SEATS IN THE PRESIDENTIAL BOXES

When the Presidential boxes at the Kennedy Center are not being used by the President, the First Family, the Vice President or the Cabinet, White House staff has the opportunity to take advantage of this privilege.

The West Wing receptionist maintains the work sheets for all events and will answer your inquiries about the availability of seats for performances.

It is important to understand that an occasion may arise when it might be necessary to exercise "bumping rights" up to 24 hours in advance of a performance if one of the aforementioned groups wishes to use the boxes.

Any further questions should be directed to my attention.

Thank you.

MEMORANDUM

THE WHITE HOUSE  
WASHINGTON

*file  
W H regulations*

June 10, 1981

TO: Ed Hickey

FROM: Morton C. Blackwell *[Signature]*

It was a great surprise to walk back into my office this afternoon and find a television already installed and working. Thanks so much for your prompt attention and help with this matter.

THE WHITE HOUSE  
WASHINGTON

March 2, 1981

MEMORANDUM FOR: PARKING PERMIT HOLDERS

FROM: JOHN F. W. ROGERS  
SPECIAL ASSISTANT FOR MANAGEMENT

SUBJECT: MAXIMIZING PARKING SPACES

Many of the new members of the White House Staff are now aware that officers of the Uniform Division of the Secret Service have been there to assist parking permit holders as they arrive in the morning.

I'd like to emphasize that you cooperate fully with the officers; they are there to assist you and also to maximize the availability of parking spaces. When parking, please pull up to the next available space as directed by the officer. Your cooperation will be greatly appreciated.

Special attention for Ellipse parking: It is requested that those of you with small cars park on the inner edge of the circle and those with larger cars park in the diagonal spaces on the outer edge. This effort, again, will provide more parking spaces.

Thank you for your cooperation.

OPC Memos  
Filer  
check  
on pink permit

Betty Webbans  
-2500 White House  
Room 1 Office

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 6, 1981

TO: WHITE HOUSE PERSONNEL  
FROM: JAMES R. ROGERS *JRR*  
SUBJECT: Federal Employees' Group Life Insurance  
Open Enrollment Period March 1-31, 1981

A Federal Employees' Group Life Insurance Open Enrollment period is being held during the period March 1-31, 1981. The attached materials will provide all eligible personnel extensive information regarding changes in the Federal Employees' Group Life Insurance Program.

In summary these improvements include:

1. Purchase of Additional Insurance
2. Extra Benefits for Employees Under 45
3. Life Insurance for Eligible Family Members
4. Lesser Reduction Available After Retirement

Please read and consider the attached material carefully in order to make the best decision to meet your own personal life insurance needs. BUT, YOU MUST MAKE A DECISION --- ALL PERSONNEL MUST COMPLETE THE BLUE FORM (SF 2817) ENTITLED "LIFE INSURANCE ELECTION" BY MARCH 31, 1981 and return it to the White House Personnel Office, Room 6, Old EOB.

If you have any questions, please call my office on extension 2260.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 26, 1981

TO: ALL WHITE HOUSE PERSONNEL  
ELIGIBLE FOR LIFE INSURANCE  
COVERAGE

FROM: JAMES R. ROGERS *JRR*

SUBJECT: Open Enrollment Period  
March 1-31, 1981

Your attention is called to my earlier memorandum of March 6, 1981 with regard to the Open Enrollment Period, March 1 - 31, 1981 for Federal Employees' Group Life Insurance.

If you have completed and returned the blue "Life Insurance Election" form (SF2817), thank you for responding to this matter. But, if you have not responded and are eligible for coverage, please complete the election form and return it to the White House Personnel Office, Room 6, Old EOB immediately, but in no case past March 31, 1981.

If you do not return the election form by March 31:

- You will be covered for Basic Life insurance on the first day on or after April 1, 1981, during which you are in a pay and duty status. Deductions for this coverage will be withheld from your salary unless you specifically waive this coverage on the Standard Form 2817.
- Any waiver or declination you may have previously filed prior to this open registration period is now void.
- Your optional life insurance, if any, will stop with the pay period ending on or after March 31.

If you have questions, please call the Personnel Office on extension 2260.

MEMORANDUM FOR:

OPL STAFF

FROM:

ERNIE GARCIA 

RE:

POLICY ON USAGE OF FEDERAL PROPERTY  
( Conference/Meeting rooms )

The following prescribes guidelines and rules to be followed by agencies in permitting the use, as meeting places, of auditoriums, conference rooms, and any other space within the periphery of the property lines of Government owned or leased buildings or portions thereof which are, pursuant to statute, reorganization plan, or Executive order, controlled for space assignment and reassignment purposes by GSA. Agencies occupying buildings which are not controlled by GSA for space assignment and reassignment purposes may elect to follow the guidelines and rules prescribed by the Federal Property Management Regulations.

Reg. 101-20.701 FPMR

... agencies having exclusive use of and/or exercising authority over meeting places may permit their use for:

- (1) Meetings to carry out the assigned functions of Federal agencies.
- (2) Meetings of recognized Federal employee groups and organizations, including retired Federal employee groups.
- (3) Meetings conducted by or actively participated in by employees of the agency and approved by the head of the agency.
- (4) Presentation to the public of lectures, concerts, or similar performances by a Federal agency or at which its employees participate in an official capacity, or for the presentation of such a performance by a recognized employee group.
- (5) Meetings or performances not directly related to the functions of Federal agencies or activities of employee groups when authorized by the head of the Federal agency occupying the building and controlling the use of the meeting place, and when the agency head determines that such meetings or performances would not adversely affect the interests of the Government.

... meeting places may not be used for:

- (1) Meetings or performances sponsored or conducted by any organization, individual, or activity practicing or advocating discrimination based on race, creed, color, sex, or national origin.

- (2) Meetings or activities having a partisan political, sectarian, or similar nature or purpose.
- (3) Meetings or activities for the purpose of advocating or influencing action on legislation.
- (4) Meetings or activities sponsored or conducted by or for commercial enterprises for profit-making purposes through the direct sale of articles, charging of admission fees or the making of an indirect assessment for admission, or the taking of a collection.

Reg. 101-20.705 FPMR

Provision of services and equipment: Special building services, such as projectionists to operate installed equipment, guards, elevator operators, or additional utilities when required to supplement normal building services or outside regular building hours, will be provided to the extent available, if requested by the agency, by the GSA buildings manager on a reimbursable basis. The furnishing of program requirements, such as music racks, ushers, cloakroom attendants, tickets, etc., will be the responsibility of the applying or sponsoring Federal agency or activity.

White House Office of Administration

The Administrative Law Officer in the WH Office of Administration recommends we use these rules and regulations as a guideline to OPL's usage of conference/ meeting rooms. When in doubt about what to do ... ASK ... I will be more than glad to inquire about your particular situation that may not be covered by GSA regs.

With regard to outside groups (constituent groups) picking up the tab for a reception in any of the White House or EOB rooms, the WH Office of Administration Law Officer suggests we not encourage this kind of arrangement. There is no specific rule or regulation prohibiting this kind of arrangement, however, the informal policy has been not to allow groups to hold a reception/ meeting at their expense.

THE WHITE HOUSE  
WASHINGTON

10/10/78

Tim Kraft  
Jim Gammill

The attached was returned in  
the President's outbox. It is  
forwarded to you for appropriate  
handling.

Rick Hutcheson

MEMBER, FEC COMMISSION

7:45 AM

THE WHITE HOUSE  
WASHINGTON

October 5, 1978

MEMORANDUM FOR THE PRESIDENT

FROM: TIM KRAFT *TK*  
JIM GAMMILL *Jim G*

SUBJECT: Member, Federal Election Commission

For the present non-Democrat vacancy on the Federal Election Commission, Senator Baker and Congressman Rhodes submitted a list of eight candidates for your review.

The Vice President's staff and the Presidential Personnel Office have interviewed all candidates and recommend two candidates for your consideration.

Max Friedersdorf was Assistant to the President for Legislative Affairs during the Ford Administration. He actively worked on the legislation creating the FEC during his tenure at the White House which began in 1971. Friedersdorf is not a lawyer; he worked as a reporter and as a Capitol Hill press secretary prior to joining Donald Rumsfeld's staff during the Nixon Administration.

Friedersdorf is Senator Baker's clear first choice, and is an acceptable candidate to the United Auto Workers.

Frank Reiche, an attorney from Princeton, New Jersey, presently serves on the New Jersey Election Law Enforcement Commission. He was first appointed by former Governor William Cahill and has been reappointed by Governor Brendon Byrne.

The New Jersey Election Commission has an excellent national reputation. Reiche is regarded as its best member, and he is valued for his objectivity and judiciousness.

RECOMMENDATION:

Based on a comparison of past experiences, we recommend that you nominate Frank Reiche.

DECISION:

Nominate to the Federal Election Commission for a term  
expiring in April 1983:

\_\_\_\_\_ Frank Reiche

✓ \_\_\_\_\_ Max Friedersdorf

A large, stylized handwritten mark, possibly a signature or initials, consisting of a long horizontal stroke with a diagonal line crossing it from the top right to the bottom left, forming a shape similar to a '7' or a checkmark.

Jim  
Kathy  
Lari

10/11/78

Patty

Steve

THE WHITE HOUSE  
WASHINGTON

July 24, 1978

CONFIDENTIAL

MEMORANDUM FOR: SENIOR STAFF

I am deeply concerned over recent reports that some members of the White House staff are using illegal drugs.

I expect every member of the White House staff to obey the law. Whether you agree with the law or whether or not others obey the law is totally irrelevant. You will obey it, or you will seek employment elsewhere.

I expect that you will convey my feelings directly and in no uncertain terms to every member of your staff.

*Jimmy Carter*

TO # 128

File  
W.H.  
Ruler

Put  
the document to  
appropriate staff  
JFK

THE WHITE HOUSE  
WASHINGTON

March 17, 1981

MEMORANDUM FOR: WHITE HOUSE STAFF

FROM: JOHN F. W. ROGERS  
SPECIAL ASSISTANT FOR MANAGEMENT

SUBJECT: CLARIFICATION OF LEAVE POLICY

Employees of the White House Office who are paid below the Executive Level are granted annual leave on the same basis as other federal employees. This memorandum sets forth the policy of this Administration with respect to the granting and use of compensatory leave and the law governing the restoration of forfeited annual leave so that leave policy will be consistent throughout the White House Office and all employees will be on notice as to the rules being applied.

Compensatory Leave

An employee who is paid at or below GS 15 level or an administratively determined equivalent may be granted compensatory leave for unpaid overtime worked. Compensatory leave is calculated on the basis of one hour off for each hour of overtime worked. Within a calendar quarter an employee may accumulate no more than 40 hours of compensatory leave. Compensatory leave should be used within two months of the time it was earned; if not, the leave is forfeited. No more than 16 hours of compensatory leave may be used within a consecutive time period. Individual offices are responsible for keeping records of compensatory leave earned and used.

Restoration of Forfeited Annual Leave

An employee may accumulate up to 240 hours of annual leave and carry that accumulation over from year to year. Annual leave accumulated in excess of 240 hours is forfeited at the end of a leave year.

Federal law and civil service regulations permit forfeited annual leave to be restored under certain narrow circumstances. If an employee has, in writing, scheduled annual leave and has had that leave approved by his supervisor on or before the first weeks in November and the leave is subsequently cancelled because the President or a senior staff member designated by him has determined that "an exigency of the public business" requires cancellation of the leave, the otherwise forfeited leave can be restored. Leave which is restored under these circumstances must be used within the next two years or it will be forfeited.

Employees should not expect annual leave to be restored as a routine matter or on a blanket basis.

Rowland Evans and Robert Novak

# Cleaning Out the Kitchen

The "kitchen cabinet," whose members financed Ronald Reagan's long road to the White House and want to continue advising him now that he is there, has been given an eviction notice in the latest battle over who will pick the administration's top officials.

After weeks of conflicting legal opinions between him and the kitchen cabinet, presidential counselor Edwin Meese III issued this decree last week: Out! The law is clear; this privately funded band of private citizens can no longer occupy government quarters; the modest offices in the Executive Office Building next door to the White House must be vacated.

"Getting us out of the White House is not the same as getting us out of town," a defiant kitchen cabinet member told us. But removal from the president's proximity will not help the millionaire kitchen cabinet conservatives promote Reaganite loyalists for high office.

Even before Meese delivered his eviction notice, that effort had been flagging. Defense Secretary Caspar Weinberger last week told a conservative personnel aide: I will not accept any more recommendations from the White House, so don't bother sending them. Weinberger and other officials who place pragmatism and administrative competence above loyalty and ideology were advancing on all fronts, causing this question to

be repeated: Can Reaganite policy be maintained by non-Reaganite officials?

In the heady days following his election, Ronnie Reagan's old California kitchen cabinet cronies thought they were picking the entire official Cabinet. Their comeuppance came early when Meese helped to thwart the nomination of their East Coast colleague, William Simon, to be secretary of the Treasury.

By the time they came East after the inauguration, kitchen cabinet members had switched from offense to defense. They were attempting to veto non-Reaganites regularly selected for high government posts by the White House personnel office, headed by Meese's close friend E. Pendleton James.

Longtime Reagan aide Lyn Nofziger, who was performing much the same function as White House political aide, provided the kitchen cabinet office space adjoining his own. "You can't imagine," one Reagan aide told us, "how much trouble Lyn got himself into doing that. This was not a popular decision with the White House staff."

"The kitchen cabinet has been treated shabbily, disgracefully," said another insider. Reagan's oldest supporters were denied the convenience of a regular White House pass (except for southern California tycoon William Wilson, who got his by virtue of being the president's

envoy to the Vatican). They were often treated with condescension.

Meese and his second-in-command, Mike Deaver, marshaled legal opinions holding that the kitchen cabinet was an illegal occupant of government property. Kitchen cabinet member Joseph Coors, the Golden, Colo., brewer who long has dreamed of a Reagan presidency, produced conflicting legal opinions. He lost, and now Reagan's oldest buddies must move, perhaps to Republican National Headquarters on Capitol Hill.

The loss of proximity will further reduce kitchen cabinet successes (such as appointment of Donald Devine to run the Office of Personnel Management over the objections of Meese and James). What's more, it coincides with a serious setback for James' deputy, Willa Johnson, placed there by conservatives to safeguard ideological purity in national security posts.

Weinberger, a Reagan intimate and veteran bureaucratic infighter, has resisted all such tests for his lieutenants. In a personal confrontation with Johnson last week, he told her to stop sending résumés of "Reaganauts" for the Defense Department because he would pay no attention to them. She promptly resigned and returned to her old job at the Heritage Foundation, a conservative think tank (but later was talked into returning).

One reason for Johnson's pique was the fact that San Francisco millionaire financier William Draper, who has been serving in James' personnel office, was present but said nothing in her defense during the confrontation with Weinberger. Johnson's aggravation was heightened by her irritation that Draper, who backed George Bush for the 1980 presidential nomination, would soon be named president of the Export-Import Bank, a job the kitchen cabinet had slated for ardent Reaganite Washington banker William Middendorf.

Kitchen cabinet plans to battle for Middendorf vanished March 12 when the president himself asked Middendorf to give up his Ex-Im Bank ambitions to serve as ambassador to the Organization of American States. He had no choice but to agree.

Reagan's call suggests the battle for ideological purity is lost. It is not imaginable for the kitchen cabinet to be evicted. Cappy Weinberger to refuse to consider political qualifications in filling defense posts or Bush backers to gain preference over Reagan backers for prestigious jobs if Ronald Reagan opposed it. If his political revolution is set back by acts of the non-Reaganites given command posts, the blame will be his alone.

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W Post  
3/20/81  
W.H.  
personnel

Preservation Copy

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Plan to protect the Reagan ~~Executive~~ Mandate

1. Monitoring Status Books - ~~at~~ Laxalt + his designee  
+ Bill Wilson

2. Tell Weinberger + Bell to  
be cooperative w/ Pres. for  
otherwise the Adm. will be  
filled with people who are  
180° away from Reagan Mandate

3. Review <sup>+ Report to Pres. on</sup> Political Balance  
of Personnel & Associate Directors  
now that Willa is out.  
~~Have they been cleared by~~  
Entity will continue

4. Wendy Bordardt to take  
Wm. Propper's place.  
as top operational assistant

5. ~~Good~~ Good Replacement for Willa

<sup>+ titular here</sup>  
Hume - Prelude to Victory - because of  
S.B.  
he wouldn't have  
pitched him for an  
Told Jack + Wendy  
he didn't support the  
pres.

Ernie H Doesn't have the exp

<sup>Kirs</sup>  
Kriten Huey - Ed Meese promised  
her a job  
- wants to work with  
E.H.D.

file W. H  
personnel

## THE WHITE HOUSE

WASHINGTON

April 9, 1981

MEMORANDUM FOR: WHITE HOUSE STAFF

FROM: JOHN F. W. ROGERS  
SPECIAL ASSISTANT TO THE PRESIDENT  
FOR ADMINISTRATION

SUBJECT: OVERTIME PAY

There have been numerous questions raised recently regarding overtime pay and amounts. Therefore, effective immediately the following policies are established relating to overtime payments. This memo supercedes all previous policies or agreements.

Eligibility for Overtime

Employees classified for salary purposes at GS-12 or below, or \$30,000 or less if their salary is administratively determined may be paid for up to eight hours of overtime each biweekly pay period without further approval. Additional overtime pay beyond eight hours per pay period may only be granted when specifically approved in writing by the Special Assistant to the President for Administration. All overtime approved for payment must have actually been worked, and shall be recorded on the employee's time and attendance card. Employees classified at GS-13 and above, or whose administratively determined salary exceeds \$30,000 are not eligible for overtime pay unless specifically approved by the Special Assistant to the President for Administration.

Overtime Rates

A. Employees whose annual salary is lower than the annual salary for a GS-10, step 1 (currently \$20,467) will be paid for overtime worked at a rate of  $1\frac{1}{2}$  times their regular hourly earnings.

B. Employees whose annual salary is equal to or greater than the rate for a GS-10, step 1 will be paid for overtime worked at a rate of  $1\frac{1}{2}$  times the basic hourly rate for a GS-10, step 1 (currently \$14.76 per hour) regardless of the employee's regular hourly pay rate.

THE WHITE HOUSE  
WASHINGTON

February 23, 1981

for 3/26  
W.H. Regulation

MEMORANDUM FOR MEMBERS OF THE WHITE HOUSE OFFICE STAFF

FROM: FRED F. FIELDING *FF*  
COUNSEL TO THE PRESIDENT

SUBJECT: Support of Administration Legislative Programs

This memorandum is intended to alert members of the White House staff to proscriptions on lobbying activities imposed by federal law and to provide general guidelines to staff members working in this area so as to insure compliance with those laws.

Simply stated, the so-called "Anti-Lobbying Act" (18 U.S.C. §1913) prohibits the use of appropriated funds, directly or indirectly, to pay for "any personal service, advertisement, telegram, telephone, letter, printed or written matter or other device" intended to influence a Member of Congress in acting upon legislation, before or after its introduction. There is also an appropriation rider, which has appeared in appropriation bills since 1951, barring the use of appropriated funds for "publicity or propaganda purposes" designed to support or defeat legislation pending before Congress.

Interpretations of 18 U.S.C. §1913 by the Department of Justice make it clear that an employee of the Executive Branch, while acting in his or her official capacity, may communicate with a member of Congress for the purpose of providing information or soliciting that member's support for the Administration's position on matters before Congress, whether or not such contact is invited and whether or not specific legislation is pending. Thus, the ordinary and traditional inter-action between the Executive and Legislative Branches is permitted. Likewise, it is not improper for an Executive Branch employee to provide legitimate informational background and material to the public in support of an Administration policy effort.

Problems arise where employees of the Executive Branch become involved, directly or indirectly, in efforts to induce or encourage members of the public to lobby members of Congress on Administration programs or legislation. Unfortunately, the line separating proper and improper conduct is imprecise

and the propriety of an activity may well depend on each individual situation. The following comments and examples are intended to provide general guidance for the more frequently encountered contacts and activities:

- 1) Executive Branch officials may speak freely in meetings with individuals or groups, at public forums, at news conferences, and during news interviews, but where these appearances of personnel become so excessive as to be deemed to be a publicity campaign, the activity might be challenged. Any undue degree of direct contact with the private sector by persons who do not ordinarily engage in such activities is evidence of prohibited conduct.
- 2) Appropriated funds should not be used to produce written, printed or electronic communications for distribution with the intent to induce members of the public to lobby members of Congress. For example, an organized mailing to members of the public initiated by Executive Branch personnel, stating the Administration's position and asking the recipients to contact their Senators and Representatives in support of that position should be avoided. Moreover, asking recipients to contact their elected representatives should also be avoided in communications sent in response to inquiries received by the Executive Branch. However, responses to incoming communications may include information which responds to the specific inquiries as well as explanations of the Administration's position on matters of public policy, including proposed legislation.

Massive distribution by the Executive Branch of unsolicited copies of a public document, such as the reprint of a public official's speech or other informational materials, may raise a question even though the contents are only informational and do not suggest that the recipients contact members of Congress. Normal unsolicited distribution of press releases, public officials' speeches, fact sheets and other informational materials to persons, because of governmental or organizational position or expression of interest in the subject matter, would not ordinarily create a problem. Each such proposed distribution must be separately judged based on the purpose and content of the communication and the number and kind of people who will receive the information.

- 3) Officials and employees of the Executive Branch may properly have regular contact with non-governmental organizations which have among their purposes lobbying members of Congress or attempting to influence the general public to lobby the Congress. However, in these dealings, the officials should not or even appear to dominate the group or use the group as an arm of the Executive Branch.

(a) Examples of the kinds of activities in which Executive Branch officials might participate in dealing with independent outside organizations include:

- (i) exchange information, as long as it is not privileged.
- (ii) make suggestions, respond to or raise particular inquiries, or discuss the merits of various legislative strategies and related matters, so long as the Executive Branch officials do not suggest organization of grass roots pressure;
- (iii) address meetings (non-fundraisers) sponsored by such organizations:
- (iv) Upon the request of an independent organization provide to it for reproduction and distribution by the organization:
  - sample copies of documents prepared by Executive Branch officials (such as press releases, public officials' speeches, fact sheets) that are otherwise available for public distribution.
  - letters on specific subjects written by Executive Branch officials.

(Note that the materials must not suggest that the recipients contact Members of Congress urging support of particular positions; also the decision to publish or distribute any such material must be left to the independent organization.)

(b) Examples of the kinds of things which Executive Branch officials should avoid include:

- (i) responsibility for the on-going operation of an outside organization;
- (ii) requesting that an organization activate its membership at large to contact members of Congress on behalf of a legislative proposal;
- (iii) gathering information or producing materials specifically for such an organization which cannot properly or would not ordinarily be gathered or produced as part of the official's regular work;

- (iv) producing or providing multiple copies of materials to be distributed by such organizations;
- (v) requesting an organization to prepare or distribute any materials that suggest directly or indirectly that the recipients contact members of Congress, or playing any substantial role in advising an organization regarding the content of material it may wish to distribute;
- (vi) providing to such organizations lists of or correspondence from persons who favor or oppose particular policy positions;
- (vii) involvement in fundraising activities by such organizations (because of the varying forms that such involvement might take, any involvement should be discussed in advance with the Counsel's office).

These legal provisions are not intended to prohibit an on-going dialogue or interaction between the Executive Branch and the public in an educational effort to explain Administration positions, but where that conduct develops into a publicity and propaganda campaign designed or intended to pressure citizen groups into contacting Congressional representatives, the boundary of propriety has been crossed.

18 U.S.C. §1913 is a criminal statute and should be taken seriously. In addition, any specific allegation against White House staff members (Level IV and above) for violation of 18 U.S.C. §1913 potentially could trigger the "Special Prosecutors Act", 28 U.S.C. §591, et seq. The General Accounting Office is also authorized to undertake audits in this area, and any disallowed expenditures would have to be borne by the individual supervising the activity that resulted in the unauthorized use of government funds.

Because §1913 and the Appropriation rider have not often been interpreted it is difficult to be more specific in setting forth guidelines. Any difficult factual situation should be brought to the attention of this office before any action is taken.

THE WHITE HOUSE  
WASHINGTON

March 17, 1981

MEMORANDUM FOR: WHITE HOUSE STAFF  
FROM: JOHN F. W. ROGERS  
SPECIAL ASSISTANT FOR MANAGEMENT  
SUBJECT: CLARIFICATION OF LEAVE POLICY

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*Withdrawer*

RB 6/22/2011  
W

*File Folder*

WHITE HOUSE REGULATIONS STAFF (4 OF 4)

*FOIA*

F06-0055/07  
POTTER, CLAIRE

*Box Number*

28

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*DOC Document Type*

*No of Doc Date Restriction*  
*pages*

*NO Document Description*

1 PAPER

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ND

B6

RE. WHITE HOUSE COMPLEX PASSHOLDERS

B7(C)

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B-3 Release would violate a Federal statute [(b)(3) of the FOIA]

B-4 Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]

B-6 Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]

B-7 Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]

B-8 Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]

B-9 Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

MEMORANDUM

THE WHITE HOUSE  
WASHINGTON  
March 16, 1981

*file  
W. H. Rules*

MEMORANDUM FOR MORTON BLACKWELL

FROM: DENNIS LeBLANC *Dennis*

This is to inform you that your name has been placed on the White House Transportation Agency General Transportation List. A copy of our rules is attached in order to familiarize you with our operation.

If you have any questions or comments concerning our transportation operations, please call me.

# THE WHITE HOUSE

WASHINGTON

## WHITE HOUSE TRANSPORTATION AGENCY RULES

The White House Transportation Agency Rules (The Garage, Extension 2660) is available to assist authorized White House Staff members in moving throughout the Washington, DC area on official White House business. The membership is divided into two categories:

1. Priority. In addition to providing transportation service during the course of the day, after-hours is allowed for official White House business. This category receives scheduling priority over the General List.
2. General. Restricted official use of transportation service is authorized for those persons designated as General transportation members. Restricted official use includes trips in the Washington area between the hours of 7:00 a.m. to 7:00 p.m. on weekdays only, on an as-available basis.

Since the number of vehicles is limited, it is necessary that all members observe the following rules outlined below to assure fair and equitable use of our resources:

- a. Do not ask drivers to wait for more than 20 minutes at your destination. Drivers are instructed to return to the Garage for subsequent trips after discharge of passengers.
- b. Priority list members may request transportation to or from Dulles or Baltimore International Airports by prior arrangement through the Military Office.
- c. Transportation to or from restaurants or hotels is provided for official White House business only.
- d. Do not request transportation for guests unless accompanied by a staff member and all are on official White House business.
- e. Use for commuting to and from home is not authorized.
- f. Do not use the motor pool for courier service (use the White House Messenger Service).

Special Authority: Use by staff members not on list, or service other than that specifically authorized, or any exceptions to the above, must be approved in advance by the Military Office.

Note: Due to the location of the Garage, allow fifteen minutes for a car to arrive at the White House. If any questions arise, call the Military Office (Extension 2150) for assistance.

United States Senate

MEMORANDUM

Morton -

I thought you might want to have this information handy if you happen to get any calls next week.

Gina

Apparently the mutual decision will be made on Friday.

Sunday, December 20, 1981

## Dee Jepsen: The Faith of a Senator's Wife

By Donnie Radcliffe

**S**HE INFLUENCES him and he influences her because she believes that any couple with a healthy marriage and a strong Christian influence does that.

"Supportive, at least, and involved in his original thoughts," says Dee Jepsen of the role she plays in helping Sen. Roger Jepsen (R-Iowa) form his legislative stands and policy positions. "Anybody who knows my husband knows he's a very strong-minded man. But he also respects my opinion and he listens, as I think most good husbands should."

Yet, in a town where political wives have had considerable influence through the years, even Dee Jepsen's counsel, rooted in what she calls Judeo-Christian values, seems unique.

Through prayer and biblical study, for example, and because she is the other half of what Jepsen calls "the team," she has been able to help develop her husband's pro-Israeli policy on the Middle East, reevaluate his stand on AWACS and revise the Family Protection Act, which he reintroduced last June.

"I was the hired man you sent to Washington," Jepsen likes to tell Iowa constituents, "but you got two for the price of one."

In fact, back in 1978 when Jepsen first told her he had decided to try for the Senate, Dee Jepsen had not exactly been supportive. Still painful were memories of Roger Jepsen's earlier political career, which commenced a meteoric rise four years after their marriage with his election in 1962 as Scott County supervisor, continued in the Iowa state senate from 1966 until 1968 and ended in 1973 after he served two terms as lieutenant governor.

"He often said he didn't think the state would start in the morning if he didn't get up," remembers his wife, a young divorcee supporting one child when she met Jepsen, an insurance salesman, in a restaurant where she worked as a waitress. ("He ordered a steak, then sent it back. He's been doing that ever since,"

jokes the former Dee Ann Delaney, who had been reared on a farm in Maquoketa, Iowa, and educated in a one-room school.)

Dee Jepsen says her husband was "young" (40) to be the No. 2 man in the state, with what she calls "all the human frailties of one who had no solid perspective of our value system, our principles, the whole foundation we base our lives on."

The hazards of public life being what they are, she says "you're overstimulated all the time, stuff is coming at you all the time. There are those who admire you and hold you up and praise you no matter what you do and that's not very healthy. Then there are those who criticize and attack you no matter what you do and that's hard to take."

Jepsen's young family of six children (her child, his four by a previous marriage and a son of their own), "once the center of his life," in time became not quite as important, she says.

"It was a difficult time for me . . . in looking back I'm very grateful for that because God used . . . people and circumstances to bring me to a point where I finally said I don't understand anything about this personal relationship, but I know I can't handle my life alone. And I asked Christ to come into my life at that point," she says.

Things didn't get better immediately. In fact, she adds, there were a number of years when things got worse.

"I prayed for Roger to come to this depth of commitment. He had been a social Christian all his life — he was the one who taught Sunday school, not me," she says. "But this personal relationship with Jesus Christ was something he didn't have either."

Nor did he understand it, she says, though he could see it was doing "good things" in her. "He saw me sometimes being understanding and lovable in a situation that didn't call for that. He just kind of watched me . . . I sure wasn't perfect, not by a long shot."

Then, at a particularly difficult time in their lives, "for a variety of reasons, including our relationship," she says Jepsen, too, committed his life to Christ.

And that might have been that, but in 1978 Jepsen told her he was thinking about running for the Senate. Appalled at first — "I could do

nothing but cry" — she says she finally told the Lord she would do anything He wanted her to do. She and Jepsen prayed together and out of it came their agreement to campaign as a team. If he won, they would come to Washington as a team where she would work in his office full-time.

At 47, and in little more than three years since she and Roger Jepsen came from behind to defeat incumbent Democrat Dick Clark, Dee Jepsen has become a political force in her own right.

Working as an unsalaried volunteer, she shares a cubicle just outside her husband's office with his administrative assistant. She also shares a secretary, a press aide and a legislative assistant on Jepsen's 25-member staff.

Her day starts and ends when Jepsen's does since they commute together from their Alexandria condominium. Her schedule augments his as she sees visitors he doesn't have time to see, Iowa constituents and other callers sharing her interests "in family and human issues." Through her, Dee Jepsen says, they "relay" things to him.

To Jepsen's staff — "like family," she says — she is "mother confessor." She's been involved in hiring some of them ("yes, sure, I have a little input in that area"), helped them research and draft legislation and develop policy positions.

"A senator's staff is not supposed to run him," she says, "just to supplement him, provide him with information. He doesn't always agree with their suggestions. Sometimes I have a suggestion and I'm overruled, too."

And sometimes she isn't.

"I might say, as I did today about something I was interested in, 'I don't know why this approach was excluded but it seems to me it would work better like this,'" she said in a recent interview which took place in Jepsen's office.

"He said, 'Well, I don't know either and I think that's probably true and I'm going to inquire.'"

If Jepsen calls her the other half of "the team," an aide calls her the senator's "alter ego."

"They think alike and depend upon each other," says the aide. "They believe that as a couple, and a family, they come before anything else."

Dee Jepsen says that her husband doesn't have to explain everything to her because she knows what he's doing. "I read a lot of the same things. I work with the staff and I know what's happening."

She is "just another set of eyes and ears".

*"It was a difficult time for me . . . I finally said I don't understand anything about this personal relationship, but I know I can't handle my life alone. And I asked Christ to come into my life at that point," she says.*

W. H. Personnel

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*"They think alike and depend upon each other," says the aide. "They believe that as a couple, and a family, they come before anything else."*

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The Jepsens are among a growing number of congressional couples whose lives are a round of prayer breakfasts, testimonial luncheons, Bible-study coffees and Christian fellowship dinners.

She helped organize a weekly Bible study for Senate wives after the Tuesday Red Cross sessions, is active in the Congressional Wives Prayer Group and with her husband, co-founded with Rep. Jack Kemp (R-N.Y.) and his wife, Joanne, something called the Christian Rescue Effort for the Emancipation of Dissidents (CREED), which works for the relief of persecuted Soviet Christians.

From her desk in the Russell Building office, she divides her time between her husband's legislative responsibilities and helping out evangelical groups such as CREED and Strategies to Eliminate Poverty (STEP), founded about a year ago to seek ways the poor can help themselves.

Her work in STEP and her beliefs in self-help programs and voluntarism provided the basis last winter for Jepsen's letter to President Reagan urging him to consider private sector initiatives as a way to ease the strain on the federal budget.

"Big government is not only short on dollars these days," Dee Jepsen recently wrote in her monthly column to *Iowans*, "but it cannot reach out and extend the 'heart and hand power' that ordinary people can . . . Big government can never legislate true charity."

Last month, President Reagan named her to his newly-created President's Task Force on Private Sector Initiatives, and Dee Jepsen's growing reputation as someone to be dealt with took on added significance. A month earlier, when announcing that he had changed his mind and decided to support the administration's proposed \$8.5-billion aircraft sale to Saudi Arabia, Jepsen told how he "spent all weekend" discussing his decision with his wife.

They prayed a lot that weekend.

"I don't know if we were sitting or kneeling," says Dee Jepsen. "We read the Bible and prayed that God would guide him in doing the right thing, and we have to trust that he did."

Deciding the right and wrong to certain issues, she says, is a matter of personal judgment and of weighing them against Judeo-Christian principles, not the result of lobbying by such well-established evangelical groups as Christian Embassy.

"They are very meticulous about not becoming political in any way. That hurts their ministry . . . These groups really do not get into politics at all," she says.

Even the Rev. Jerry Falwell of the Moral Majority, who came by Jepsen's office once but found him out, is not doing "a one-on-one, let me

counsel you what to do," she says. "He's sounding a clarion call for the people of this country to look at what has happened to our value system, what has happened to the direction we're going in, and he has every right to do that."

She happens to agree with him. In her Bible studies and at testimonial luncheons with other congressional wives, they talk about the conflict between two value systems, Judeo-Christianity and "humanism."

"I think God is involved in all the affairs of men and nations. I think we're called to bring our faith into every area of life. We have a responsibility to do that, but in a spirit of love."

The danger with this movement that she sees building and surfacing around the country is that she, Roger Jepsen and evangelicals like them have to be careful not to be caught up in the zeal of their cause.

"It will be a very hollow victory if we won and we hadn't treated our brothers and sisters in this world as just and as worthwhile human beings as we are," she says.

DEE ANN DELANEY JEPSEN

BORN: March 7, 1934  
Davenport, Iowa

Dee Jepsen has been active in her husband's political career for over 20 years, from his election as a county supervisor, to his post as Iowa's Lieutenant Governor, to his successful race in 1978 for the U. S. Senate.

Today, she works closely with Roger as a full-time unsalaried assistant in his office on Capitol Hill. Senator Jepsen describes the two of them as "a team".

In 1966, Dee was elected as County Co-chairman of the Scott County Republican Party and was awarded the "Outstanding Republican Woman" award in recognition of her exceptional leadership.

An articulate inspirational and religious speaker, she is a frequent guest on local and national radio and television, including the Christian Broadcasting Network, the PTL Broadcasting Network, and various syndicated network talk shows. She was a featured speaker during the Washington for Jesus rally in April 1980 and 1982, and during the 1981 International Convention of Federated Women's Clubs. Addressing many and varied audiences around the country, Mrs. Jepsen also speaks on voluntarism and political issues with a special sensitivity to the role of women.

In between raising six children and managing an active household, Dee performed with the WIC Players, A Christian women's theater group. She also was one of the co-founders of "The Home Place," a successful career clothing firm. While her husband served in the Army Reserve, Dee took an active role as president of the local Reserve Officers' Ladies Association.

Since coming to Washington, Dee Jepsen has been involved in a wide-range of activities on Capitol Hill in addition to her work with her husband. She helped organize a weekly Bible study for Senate wives, and is an officer of the Republican Congressional Wives' Club and the Ladies of the Senate. She is also an active member of the Congressional Wives for Soviet Jewry. With her husband and Congressman and Mrs. Jack Kemp (R-NY), she founded CREED (Christian Rescue Effort for the Emancipation of Dissidents). This non-profit organization, on which Mrs. Jepsen serves on the Advisory Board, has been highly successful in bringing about the release of dissidents behind the Iron Curtain by public and political pressure.

Dee also serves on the board of the STEP Foundation, a private organization that is working with suburban churches to encourage their activity in the inner cities of America. She is on the board of the American Christian Heritage Foundation, a non-profit organization involved in a national Christian outreach ministry.

Prior to the 1980 elections, Mrs. Jepsen traveled nationwide on a speaking tour in support of Ronald Reagan and various Republican congressional candidates. She has also taught at various campaign seminars for congressional candidates.

In December of 1982, Mrs. Jepsen was appointed by President Reagan to serve on the President's Task Force on Private Sector Initiatives which has helped to encourage private efforts and voluntarism to assist the needy in local communities.

With her husband, Dee was the recipient of the 1982 Christian Statesmanship Award presented by the James Robison Evangelistic Association. On behalf of the work of CREED, Mrs. Jepsen accepted the 1982 Freedom Award from Christian Solidarity International for service to the oppressed and persecuted people of the world.

In her spare time, Dee enjoys painting and working with stained glass. She studied painting for four years through the Municipal Art Gallery in Davenport, Iowa. Several of her oil paintings hang in the Senator's office and one of her recent works will be featured on the Senator's 1982 Christmas card.

Dee Jepsen has written "The Heart of Washington", a monthly column for Iowa newspapers, giving Iowans back home a "behind-the-scenes" look at life in the Nation's Capital.

The former Dee Ann Delaney likes to recall that she was reared on a farm in Davenport, Iowa, and began her education in a one-room country school house before going on to the Immaculate Conception Academy, an all girls school. She and her husband are the parents of six grown children and three grandchildren.

THE WHITE HOUSE  
Office of the Press Secretary

For Immediate Release

August 31, 1981

TO THE CONGRESS OF THE UNITED STATES:

Under the Pay Comparability Act of 1970, an adjustment in Federal white collar pay will be required in October, 1981.

That Act requires that calculations be made annually of the adjustments that would be required in Federal statutory pay systems to achieve comparability with private sector pay for the same levels of work. My pay advisers have made those calculations and indicated that an average 15.1 percent increase would be required to achieve comparability as the concept and process were defined in the Pay Comparability Act of 1970.

While I fully support the comparability principle as the best basis for determining Federal pay, I believe that significant changes are required in the way that principle is currently defined and implemented. Therefore, last March we transmitted to the Congress proposed legislation to revise and strengthen the comparability process. At that time, we estimated that the revised process would result in an average increase in Federal pay of 4.8 percent in October, 1981.

The reform proposal has not yet been acted upon in Congress, but in accordance with our economic recovery program, the Congress included in the Omnibus Budget Reconciliation Act of 1981 (P.L. 97-35) a provision which limits this October's Federal white collar pay adjustment to the same 4.8 percent. Accordingly, I am submitting to the Congress an alternative plan which would implement that limitation on Federal white collar increases.

Current law provides that the annual increase for the military be the same as the average Federal white collar increase. This year, however, the Congress is expected to provide for a larger military pay increase as a part of the Defense Authorization Act for FY 82. The larger increases proposed under that legislation will supersede the increases that military personnel would otherwise receive under the alternative plan.

RONALD REAGAN

THE WHITE HOUSE,

August 31, 1981.

more

(OVER)

REPORT ON FEDERAL PAY ADJUSTMENTS  
FOR OCTOBER, 1981

Because of economic conditions affecting the general welfare, and in accordance with Sec. 1701(a) of Title XVII of the Omnibus Budget Reconciliation Act of 1981 (P.L. 97-35) and 5 U.S.C. 5305(c)(1), I hereby transmit to Congress the attached Alternative Plan. The overall percentage of the adjustment in the rates of pay under the General Schedule will be a 4.8 percent increase. The overall percentages of the adjustments in the rates of pay under the other statutory pay systems, the Foreign Service Schedule and the schedules for the Department of Medicine and Surgery of the Veterans' Administration, will also be 4.8 percent increases.

In accordance with 5 U.S.C. 5382(c) the following rates of basic pay for the Senior Executive Service shall become effective on the first day of the first applicable pay period that begins on or after October 1, 1981:

|      |          |
|------|----------|
| ES-1 | \$54,755 |
| ES-2 | 56,936   |
| ES-3 | 59,119   |
| ES-4 | 61,300   |
| ES-5 | 62,950   |
| ES-6 | 64,600   |

# # # #

ALTERNATIVE PLAN

Schedule 1- THE GENERAL SCHEDULE

|      | 1        | 2        | 3        | 4        | 5        | 6        | 7        | 8        | 9        | 10       |
|------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| GS-1 | \$ 8,342 | \$ 8,620 | \$ 8,898 | \$ 9,175 | \$ 9,453 | \$ 9,615 | \$ 9,890 | \$10,165 | \$10,178 | \$10,439 |
| 2    | 9,381    | 9,603    | 9,913    | 10,178   | 10,292   | 10,595   | 10,898   | 11,201   | 11,504   | 11,807   |
| 3    | 10,235   | 10,576   | 10,917   | 11,258   | 11,599   | 11,940   | 12,281   | 12,622   | 12,963   | 13,304   |
| 4    | 11,490   | 11,873   | 12,256   | 12,639   | 13,022   | 13,405   | 13,788   | 14,171   | 14,554   | 14,937   |
| 5    | 12,854   | 13,282   | 13,710   | 14,138   | 14,566   | 14,994   | 15,422   | 15,850   | 16,278   | 16,706   |
| 6    | 14,328   | 14,806   | 15,284   | 15,762   | 16,240   | 16,718   | 17,196   | 17,674   | 18,152   | 18,630   |
| 7    | 15,922   | 16,453   | 16,984   | 17,515   | 18,046   | 18,577   | 19,108   | 19,639   | 20,170   | 20,701   |
| 8    | 17,634   | 18,222   | 18,810   | 19,398   | 19,986   | 20,574   | 21,162   | 21,750   | 22,338   | 22,926   |
| 9    | 19,477   | 20,126   | 20,775   | 21,424   | 22,073   | 22,722   | 23,371   | 24,020   | 24,669   | 25,318   |
| 10   | 21,449   | 22,164   | 22,879   | 23,594   | 24,309   | 25,024   | 25,739   | 26,454   | 27,169   | 27,884   |
| 11   | 23,566   | 24,352   | 25,138   | 25,924   | 26,710   | 27,496   | 28,282   | 29,068   | 29,854   | 30,640   |
| 12   | 28,245   | 29,187   | 30,129   | 31,071   | 32,013   | 32,955   | 33,897   | 34,839   | 35,781   | 36,723   |
| 13   | 33,586   | 34,706   | 35,826   | 36,946   | 38,066   | 39,186   | 40,306   | 41,426   | 42,546   | 43,666   |
| 14   | 39,689   | 41,012   | 42,335   | 43,658   | 44,981   | 46,304   | 47,627   | 48,950   | 50,273   | 51,596   |
| 15   | 46,685   | 48,241   | 49,797   | 51,353   | 52,909   | 54,465   | 56,021   | 57,577   | 59,133   | 60,689   |
| 16   | 54,755   | 56,580   | 58,405   | 60,230   | 62,055   | 63,880   | 65,705   | 67,530   | 69,355   |          |
| 17   | 64,142   | 66,280   | 68,418   | 70,556   | 72,694   |          |          |          |          |          |
| 18   | 75,177   |          |          |          |          |          |          |          |          |          |

NOTE: Notwithstanding the salary rates shown, the maximum rate of basic pay legally payable to employees under this schedule may not exceed the rate payable for level V of the Executive Schedule, currently \$50,112.50.

Schedule 2 - THE FOREIGN SERVICE SCHEDULE

|         | <u>1</u> | <u>2</u> | <u>3</u>  | <u>4</u>  | <u>5</u>  | <u>6</u>  | <u>7</u>  |
|---------|----------|----------|-----------|-----------|-----------|-----------|-----------|
| Class 1 | \$46,685 | \$48,086 | \$49,528  | \$51,014  | \$52,544  | \$54,121  | \$55,744  |
| 2       | 37,829   | 38,964   | 40,133    | 41,337    | 42,577    | 43,854    | 45,170    |
| 3       | 30,653   | 31,573   | 32,520    | 33,495    | 34,500    | 35,535    | 36,601    |
| 4       | 24,838   | 25,583   | 26,351    | 27,141    | 27,955    | 28,794    | 29,658    |
| 5       | 20,126   | 20,730   | 21,352    | 21,992    | 22,652    | 23,332    | 24,031    |
| 6       | 17,992   | 18,532   | 19,088    | 19,660    | 20,250    | 20,858    | 21,483    |
| 7       | 16,084   | 16,567   | 17,064    | 17,575    | 18,103    | 18,646    | 19,205    |
| 8       | 14,379   | 14,810   | 15,255    | 15,712    | 16,184    | 16,669    | 17,169    |
| 9       | 12,854   | 13,240   | 13,637    | 14,046    | 14,467    | 14,901    | 15,348    |
|         | <u>8</u> | <u>9</u> | <u>10</u> | <u>11</u> | <u>12</u> | <u>13</u> | <u>14</u> |
| Class 1 | \$57,417 | \$59,139 | \$60,689  | \$60,689  | \$60,689  | \$60,689  | \$60,689  |
| 2       | 46,525   | 47,921   | 49,358    | 50,839    | 52,364    | 53,935    | 55,553    |
| 3       | 37,699   | 38,830   | 39,995    | 41,195    | 42,431    | 43,704    | 45,015    |
| 4       | 30,548   | 31,464   | 32,408    | 33,380    | 34,382    | 35,413    | 36,475    |
| 5       | 24,752   | 25,495   | 26,260    | 27,048    | 27,859    | 28,695    | 29,556    |
| 6       | 22,128   | 22,792   | 23,475    | 24,180    | 24,905    | 25,652    | 26,422    |
| 7       | 19,781   | 20,375   | 20,986    | 21,616    | 22,264    | 22,932    | 23,620    |
| 8       | 17,684   | 18,215   | 18,761    | 19,324    | 19,904    | 20,501    | 21,116    |
| 9       | 15,809   | 16,283   | 16,772    | 17,275    | 17,793    | 18,327    | 18,877    |

NOTE: Notwithstanding the salary rates shown, the maximum rate of basic pay legally payable to employees under this schedule may not exceed the rate payable for level V of the Executive Schedule, currently \$50,112.50.

Schedule 3 - DEPARTMENT OF MEDICINE AND SURGERY SCHEDULES, VETERANS' ADMINISTRATION

|                                               | Minimum         | Maximum    |
|-----------------------------------------------|-----------------|------------|
| Sec. 4103 schedule:                           |                 |            |
| Chief Medical Director.....                   | (1).....        | 2/\$84,304 |
| Deputy Chief Medical Director.....            | (1).....        | 3/ 80,871  |
| Associate Deputy Chief Medical Director.....  | (1).....        | 4/ 77,460  |
| Assistant Chief Medical Director.....         | (1).....        | 4/ 75,177  |
| Medical Director.....                         | 4/\$64,142..... | 4/ 72,694  |
| Director of Nursing Service.....              | 4/ 64,142.....  | 4/ 72,694  |
| Director of Podiatric Service.....            | 4/ 54,755.....  | 4/ 69,355  |
| Director of Chaplain Service.....             | 4/ 54,755.....  | 4/ 69,355  |
| Director of Pharmacy Service.....             | 4/ 54,755.....  | 4/ 69,355  |
| Director of Dietetic Service.....             | 4/ 54,755.....  | 4/ 69,355  |
| Director of Optometric Service.....           | 4/ 54,755.....  | 4/ 69,355  |
| Physician and dentist schedule:               |                 |            |
| Director grade.....                           | 4/ 54,755.....  | 4/ 69,355  |
| Executive grade.....                          | 4/ 50,559.....  | 4/ 65,724  |
| Chief grade.....                              | 46,685.....     | 4/ 60,689  |
| Senior grade.....                             | 39,689.....     | 4/ 51,596  |
| Intermediate grade.....                       | 33,586.....     | 43,666     |
| Full grade.....                               | 28,245.....     | 36,723     |
| Associate grade.....                          | 23,566.....     | 30,640     |
| Nurse schedule:                               |                 |            |
| Director grade.....                           | 46,685.....     | 4/ 60,689  |
| Assistant Director grade.....                 | 39,689.....     | 4/ 51,596  |
| Chief grade.....                              | 33,586.....     | 43,666     |
| Senior grade.....                             | 28,245.....     | 36,723     |
| Intermediate grade.....                       | 23,566.....     | 30,640     |
| Full grade.....                               | 19,477.....     | 25,318     |
| Associate grade.....                          | 16,761.....     | 21,792     |
| Junior grade.....                             | 14,328.....     | 18,630     |
| Clinical podiatrist and optometrist schedule: |                 |            |
| Chief grade.....                              | 46,685.....     | 4/ 60,689  |
| Senior grade.....                             | 39,689.....     | 4/ 51,596  |
| Intermediate grade.....                       | 33,586.....     | 43,666     |
| Full grade.....                               | 28,245.....     | 36,723     |
| Associate grade.....                          | 23,566.....     | 30,640     |

File C

- 1/ Single rate.
- 2/ Notwithstanding the rate shown, the maximum rate payable at this level may not exceed the rate payable for level III of the Executive Schedule, currently \$55,387.50.
- 3/ Notwithstanding the rate shown, the maximum rate payable at this level may not exceed the rate payable for level IV of the Executive Schedule, currently \$52,750.
- 4/ Notwithstanding the rates shown, the maximum rate payable at this level may not exceed the rate payable for level V of the Executive Schedule, currently \$50,112.50.

file  
with personal

TRENTON TIMES, TRENTON, N.J., SUNDAY, JUNE 21, 1981

## Jerseyans try luck in D.C. politics

By SANDRA SUGAWARA  
Times Washington Bureau

WASHINGTON — Kathy Christiansen was a true believer long before the Moral Majority began spreading the conservative gospel.

She was a "Goldwater Girl" in 1964. And as a college student during the era of the Vietnam War protests, she was a voice of conservatism in a sea of liberalism.

Being a conservative back then "was not the 'in' thing at all," notes the former Hamilton Township resident.

But that was back in the 1960s and 1970s. Times have changed. Now liberal politics are out, conservatives are in and Mrs. Christiansen is a White House aide, making her one of a handful of Trenton-area residents working in government down here.

DOES SHE feel vindicated? She laughs, her eyes light up and she shakes her head.

"Yeah, I do," she said. "It's not like, you know, a revenge-type thing. But it's a feeling of happiness and fulfillment that we finally got to where we should have been a long time ago."

An animated, energetic individual, Mrs. Christiansen, 31, speaks quickly and exudes unabashed enthusiasm about her new job, which she has held for about a month.

"I love it. It's a dream come true. The job is extremely challenging and exciting, never a dull moment. For a girl from Trenton, New Jersey, to be here in Washington D.C. doing this is utterly fantastic to me."

Mrs. Christiansen, who taught at Lawrence High School from 1973 to 1979, got to the White House through a combination of long hours of volunteer political work and good connections.

(Continued on Page B7, Col. 1)



*"In certain ways, Trenton and Washington, D.C., are very similar. The big business in both cities is government. The conversations evolve around 'what bills are up' and 'who's in power.' Because I've been so exposed, I feel very comfortable."*

— Kate Merlino



*"Washington is not the friendliest city. It's not intimate like New Jersey. Here it's more cold and calculating. Unfortunately a lot of people are drawn here for selfish reasons, for the power and glamour of the whole thing. There's not the warmth that you have in New Jersey."*

— Kathy Christiansen

# Trenton area residents at the hub of U.S. political power

From B1

AROUND 1975, Mrs. Christiansen and her husband Bruce, who are currently in the process of getting a divorce, became active in Hamilton Township politics. Kathy eventually became president of the Hamilton Township Republican Club and Bruce became chairman of the Republican municipal committee, a position he recently lost after failing to support Mayor John K. Rafferty's gubernatorial race.

As president of the Hamilton Township Republican Club, Kathy developed a close rapport with Rafferty, whom she supported for governor. She was Republican Jeff Bell's Mercer County coordinator in his unsuccessful Senate race against Democrat Bill Bradley in 1978.

After the Bell campaign, Mrs. Christiansen left teaching and went to work fulltime for Bell, raising money to pay off his campaign debt. She also continued volunteer work — as a scheduler for Bill Mathesius in his successful 1979 Mercer County Executive race and for Chris Smith in his successful bid for Congress last year.

That same year she worked as a volunteer for the Reagan-Bush campaign, where she worked closely with Raymond J. Donovan, then state chairman of the presidential campaign and currently U.S. Secretary of Labor.

When she decided she wanted to come to Washington, Bell, Rafferty, Donovan and others wrote letters and made phone calls. "They were a tremendous help. I mean, that's the way it's done," she says.

IN HER \$27,000-a-year job as confidential assistant to Morton Blackwell, a special assistant to the president, she acts as the liaison

between the White House and various groups, mainly veterans groups and conservative organizations and powers, such as the National Conservative Political Action Committee (NCPAC) and Richard Viguerie, a direct-mail fund-raiser and advocate for many conservative causes.

Mrs. Christiansen says her life here mainly revolves around her work, which consumes about 11 hours a day, six days a week.

"Washington is not the friendliest city. It's not intimate like New Jersey. Here it's more cold and calculating. Unfortunately a lot of people are drawn here for selfish reasons, for the power and glamour of the whole thing. There's not the warmth that you have in New Jersey. I don't think it's going to be as easy to make friends here.

"But my friends are at home in New Jersey and I'll continue to go back up there. I would love eventually, if I don't stay in Washington... to go back after something political, something big. I'd like maybe to be a congresswoman or an assemblywoman. But that's to the future."

...

If Reagan's election cheered Kathy Christiansen, it meant no job and long hours of hard work down-the-drain for Trenton native Shelly Blechman.

Daughter of John and Manell Leone, Ms. Blechman left Trenton 13 years ago, when "my social life consisted of hanging out at DeLorenzo's for pizza. It's a family-run pizza business on Hamilton Avenue that's been there since my father was a teenager."

After graduating from McCorristin High School (when it was still St. Anthony's) she came to Washington to attend college, worked in Congress for six years for Democratic con-

gressmen from Maryland and California, and then moved to California briefly, where she married.

When she returned she got a job in President Carter's re-election campaign last year on the issues staff as a researcher and writer. Her husband John, an early Carter supporter, began working in congressional liaison for the Department of Housing and Urban Development.

AFTER REAGAN'S election both she and her husband found themselves out of jobs. But they gave almost no thought to leaving Washington.

"I like it here. I think I'm a lot more cynical about politics now than I was when I first came here from New Jersey. And I can't say I'll stay here for the rest of my life.

"But when I lived in California it wasn't nearly as exciting as it is here. California is fun. But Washington is, as they say, a company town. In California nobody understood anything about politics. In Washington everyone is involved in politics no matter what business they're in," she said.

"On election day, coming back from the White House, a group of us from the campaign got into a cab. We got into this big argument with the cab driver, because he started telling us how there was no chance Carter was going to win. At this point, it was still early and we thought there was a chance. So we told the guy that he was totally out of it. But actually this guy knew a lot more what he was talking about than we did," she said laughing.

"I don't think he was even an American citizen. That's what made it even funnier," she added.

MS. BIECHMAN, 31, now is a legislative assistant for the law firm where former Vice President Walter



S. HOWARD WOODSON III

P. Mondale works. The firm, Winston and Strawn, is a Chicago-based firm and its Washington office concentrates on lobbying.

Ms. Blechman tracks activity in Congress and the agencies on energy, environment, taxes, housing and urban development.

Her husband is currently unemployed.

The Biechmans had all their eggs in the Democratic basket, and their political connections are still largely among Democrats. But does Ms. Blechman think things have changed drastically, for better or worse, since Reagan took office?

"No, I think this city still operates the same. Politics is politics, whether it's Republican or Democrat. I met some new Republicans on the (Capitol) Hill and they had the same complaints that we had. Nothing ever changes," she said.

"It's amazing how these politicians are all alike. It doesn't matter who

you work for, they all have the same characteristics."

...

Kate Merlino disagrees.

"There's a new atmosphere here" with the Republicans in power, said the daughter of State Sen. Joseph P. Merlino, D-Trenton. "I don't like it."

"I was at a Georgetown dinner party a short time ago and the talk turned to the legal services administration (which provides free legal aid to the poor). Nobody seemed to think there was a need for such a thing, that not everybody could afford" to pay private attorneys.

"And I've never seen so many limousines double-parked" in Washington, she quipped.

Miss Merlino, a child of politics, may also be one of its victims. Reagan has slated the agency where she works, the Institute of Museum Services, for extinction.

THE AGENCY distributes grants to museums. Miss Merlino, 28, is the \$18,600-a-year legislative liaison for the institute and also represents the agency on the National Museum Services Board, which oversees national museum policies.

Miss Merlino seems philosophical about the possible elimination of her job. If it happens, she says she will just look for another one, possibly out of Washington, although she has no desire to leave.

"In certain ways," she says, "Trenton and Washington, D.C., are very similar. The big business in both cities is government. The conversations evolve around 'what bills are up' and 'who's in power.' Because I've been so exposed, I feel very comfortable," she said.

Then there is the likelihood that her father, who unsuccessfully

sought the Democratic gubernatorial nomination this year, will run for the U.S. Senate next year. "I think he would make a wonderful senator," she said.

And she said it would "be wonderful" to have her family down here. "We're very close."

...

Another child — and victim — of politics down here is S. Howard Woodson III.

Woodson, son of the Rev. S. Howard Woodson Jr., the State Civil Service Commission head, was for four years the legislative assistant to Rep. Frank Thompson Jr., D-Trenton. Woodson liked his job and was generally well-liked by his colleagues.

Then the Abcam scandal broke, bringing unknown Republican Chris Smith to Washington as Thompson's successor. With Smith came Hamilton Township resident Ed Gore.

Gore, who was an assistant to Hamilton Mayor Rafferty, became Smith's legislative assistant, and Woodson found himself without a job.

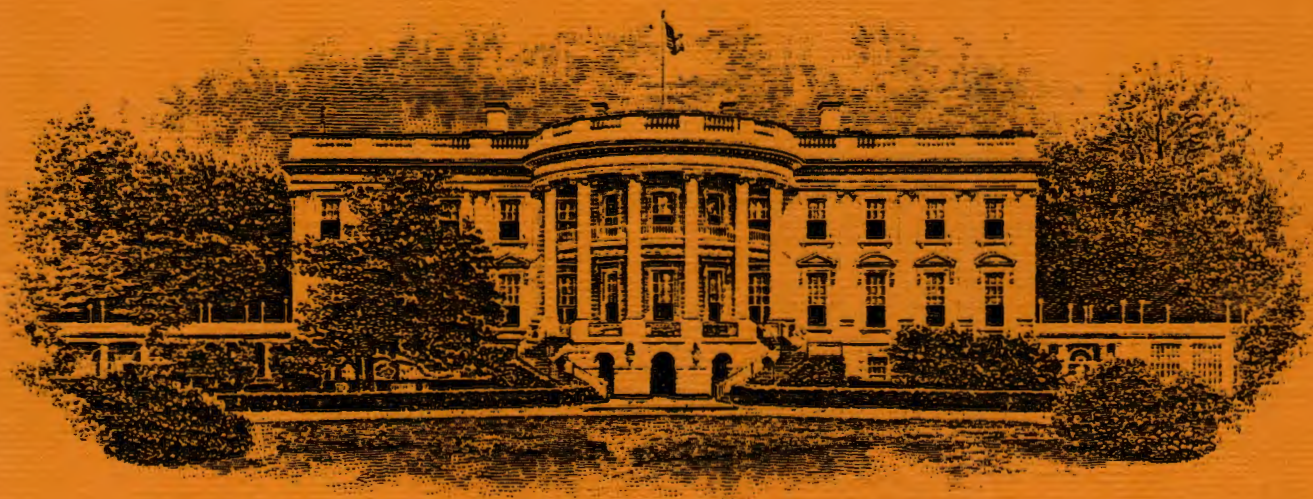
WOODSON IS now working for a freshman Democratic congressman from Illinois.

Woodson, 29, said his \$24,000-a-year job with Rep. Harold Washington is "not as enjoyable as working for Thompy, because back then I was working with issues directly related to Trenton." Trenton, of course, is where Woodson's father is now running for mayor.

The younger Woodson said he would like to get a job with a New Jersey congressman or in the governor's Washington office, "depending on who the governor is."

# THE WHITE HOUSE NAME LIST SERVICES SYSTEM

*Summary*



# **THE WHITE HOUSE NAME LIST SERVICES SYSTEM**

*Summary*

Office of the Special Assistant  
to the President for Administration

October 1980

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## OVERVIEW OF NLSS

The Name List Services System (NLSS) includes all of the White House support systems involving Name/Address list processing. It is operated by Records Management (RM) as a "one-stop shopping" service for staff offices to arrange for any services requiring the development, processing, utilization and storage or disposal of lists of names and addresses.

This single, integrated system provides support in the performance of such functions as:

- **Planning and Conducting White House Meetings.** NLSS will provide assistance in developing invitation lists; RSVP lists; gate lists and follow-up lists for post-event activities.
- **Mailing Selectively Targeted Information.** NLSS will assist in the development of appropriate mailing lists; processing of cover letters; and mailing of materials.
- **Planning for Trips.** NLSS will assist in the identification of appropriate individuals and organizations to be contacted/visited.
- **Identifying and Locating Key People.** NLSS will assist in the identification of experts or organizations of potential relevance to any project.

Exhibit 1 provides a summary of the services offered by NLSS. Exhibit 2 is a summary of the principal products of the services. Examples of the products are found in Exhibits 3 through 12 beginning on Page 9.

The significance of NLSS is that the staff can make use of any of the system capabilities with assurance that all required operations will be performed in the sequence and manner required. This includes not only the direct operations such as preparation of address labels, but also the indirect operations such as the cataloging and subject-indexing of appropriate name lists.

Use of the NLSS will provide staff offices with significant savings in staff time and effort and will reduce the White House direct processing costs. Illustrative of these savings are:

- Reduced staff effort in the development of invitation lists through the provision of data entry support and the use of computer processing to sort lists, identify and delete duplicate names, and refine lists.
- One-time entry of names to produce related lists such as invitation, RSVP, and Gate lists and follow-up mailings.
- Reduced staff requirements for coordination between support offices, i.e., Records Management, Travel and Telegraph, Correspondence and the Mail Room.

Assistance is provided by Records Management in defining the services to be provided and advising on details affecting requests. Such details include advice on likely costs of alternate mailing/mailgram/packaging and required lead times. White House staff interested in making use of the NLSS services should contact Clarence (Biff) Henley, Records Management, Ext. 2240 or Ralph Peck, Director of Management Information Services, Ext. 2835.

## **EXHIBIT 1**

### **SUMMARY OF NLSS SERVICES**

- **DEVELOPMENT OF LISTS OF NAMES AND ADDRESSES**

- Keyboarding and storage of new name/address lists
- Support in cleaning-up draft lists through identification of duplicate names and processing of changes, additions and deletions
- Extraction and printing of lists in alphabetical and/or other desired sequences

- **USE OF NAME/ADDRESS LISTS**

#### **MEETING/BRIEFING SUPPORT**

- Developing lists of potential invitees
- Preparing RSVP and Gate Lists
- Sending mailgrams or letters of invitation
- Preparing and sending follow-up mailings

#### **MASS MAILINGS**

- Developing lists of addresses
- Preparing letters, envelopes or labels
- Stuffing and mailing of materials

#### **MAILGRAMS**

- Developing lists of addresses
- Mailgram processing and transmission

#### **REFERENCE SERVICES**

- Computer storage and maintenance of standard published lists such as Fortune 1000 companies
- Computer storage of lists or single names of individuals of importance to staff offices
- Identification of potential candidates for events (i.e., list development)
- Specialized searches to assist staff offices in the identification of (a) experts in given fields (b) specific categories of organizations (c) persons to be contacted during Presidential trips

## **EXHIBIT 2**

### **SUMMARY OF PRINCIPAL NLSS PRODUCTS**

- **WORKING LISTS OF NAMES AND ADDRESSES.** Lists provided to assist staff offices in checking and managing names obtained from several sources into a single approved list. Illustrative lists are:
  - (a) **ALPHABETIZED LISTS.** Initial lists in this format are used to identify duplicate names, omissions in information, and errors in spellings (Exhibit 3, Page 10).
  - (b) **ALPHABETIZED LISTS BY ZIP CODE.** Provides an additional aid in the identification of duplicate names.
  - (c) **SPECIAL SORTS.** Provides breakdown of names by appropriate characteristics such as profession and geographic location.
- **RSVP LISTS.** Lists generated from approved lists, of persons invited to White House events. They are used by the staff and Social Office to process/record responses to invitations (Exhibit 4, Page 11).
- **GATE LISTS.** Lists developed from annotated/completed RSVP Lists and used to control entry to events (Exhibit 5, Page 12).
- **ATTENDANCE LISTS.** Lists developed from annotated gate lists and used as the final lists for an event.
- **LETTERS.** Name lists and text of letters which are automatically merged and processed and mailed (Exhibit 6, Page 13).
- **ENVELOPES, MAILING LABELS.** Envelopes or mailing labels which are produced from approved name lists (Exhibits 7 and 8, Pages 14 and 15).
- **MAILGRAMS.** Name lists and text of mailgrams which are automatically merged and sent (Exhibit 9, Page 16).
- **SPECIAL LISTS.** Special lists which are run as required for staff use. Examples of such lists, based on searches of the NAME/ORG Data Base, are (a) experts in a given field (Exhibit 10, Page 17) (b) persons to be contacted during a Presidential trip (Exhibit 11, Page 18) and (c) specific categories of organizations (Exhibit 12, Page 19).

## **DEVELOPMENT AND USE OF NAME AND ADDRESS LISTS THRU NLSS**

All NLSS services begin with the development of lists of names and addresses. These lists can be based entirely, or in part, on existing computerized lists, names selectively retrieved from the computer data base, or new names (i.e., names not knowingly contained in the data base) obtained from a multiplicity of sources. NLSS assists staff offices in the development of required lists in two ways:

- (1) By providing a source of names through the computerized data base; and
- (2) By providing the capability to sort and list these names by computer.

Staff offices gain the following advantages by using the system:

- Ability to establish "initial" lists of individuals, with required characteristics, in a matter of a few hours.
- Increased ability to merge names from several sources and to spot duplicates.
- Computer, rather than staff, sorting and printing of initial name lists, draft name lists, and final working lists.

To take full advantage of these NLSS functions, staff offices need only provide legible draft lists as their initial submission to Records Management; and to use the computer processed draft lists provided by Records Management for annotating their consequent corrections, additions or deletions. The final product of this activity is normally an approved name list which is provided to the staff office in hardcopy form and retained by Records Management as a computer file to be used in initiating services.

### **Example: NLSS Support of a White House Meeting**

The overall process followed in the development and use of lists differs slightly in each instance. However, the staff activities involved in preparing for, holding and following-up on a White House meeting provide a good example of the full range of name list services. This process begins with the staff office submitting, to Records Management, lists of new names and of earlier, computer stored, lists which are to be merged into an initial working list of potential invitees. Records Management accepts and enters names into the system in any given order. This initial list given back to the staff office, however, is produced in alphabetical order to ease the task of identifying duplicate names. (See Exhibit 3, Page 10). These names can also be presented in alphabetical order by ZIP code to aid in identifying names which are really duplicates but which have been spelled differently by different sources.

The staff office then makes a first pass at "cleaning up" the list by annotating it with corrections, deletions and additions; and returns this list to Records Management. Normally, a revised list will be provided to the staff office within hours of the receipt of the annotated list. This process is repeated as many times as necessary.

At this point, an approved computer working file of the name list is available for preparing and sending invitations to the event. After its use and possible further update, this working file either becomes a permanent or temporary computer file; or is deleted according to the wishes of the staff office.

After the invitations are sent, the lists are used to prepare RSVP Lists (Exhibit 4, Page 11) for use in noting invitee's responses. On the day of the event a Gate List (Exhibit 5, Page 12) is prepared for use in controlling access to the event.

After the event, the invitation list will be updated and utilized to generate follow-up responses such as thank-you letters.

## **ORGANIZATIONS AND COMPUTER SYSTEMS WHICH SUPPORT NLSS**

NLSS involves the utilization and coordination of several White House organizations as well as the NAME/ORGANIZATION data base and several other computer files and associated programs. These are:

### **Organizations Involved in the Delivery of NLSS Services**

**RECORDS MANAGEMENT**—Serves as the coordinator of all NLSS services; provides control of the design, building and maintenance of the name list data bases; works with staff offices to provide required lists both as hard copy (paper) and computer files; and works with support offices to improve and expand NLSS capabilities.

**TRAVEL AND TELEGRAPH**—Processes mailgrams either from a computer file of the invitation list developed by the staff office through Records Management or from hard copy lists provided by the staff office via Records Management; (if appropriate) transfers the invitation list to Social Office computer files for processing of an RSVP/Gate list.

**CORRESPONDENCE**—Processes, as appropriate, letters, envelopes or labels utilizing a computer name file developed by the staff office through Records Management or from hard copy lists provided by the staff office via Records Management; advises staff office on least costly manner of mailing required materials; collates and mails materials.

**SOCIAL OFFICE**—Controls attendance of residence events through use of RSVP lists. Provides interface for staff office access to MEETING File and its resultant products: RSVP Lists and Gate Lists.

**WHITE HOUSE COMMUNICATIONS AGENCY (WHCA)**—Provides programming and maintenance of computer facilities utilized in providing NLSS services.

### **Computer System's Support of NLSS**

Computer operating systems, files and programs which support NLSS are:

**NAME/ORG**—A data base consisting of approximately 80,000 names and addresses which have been input either as part of (a) basic reference lists (such as Fortune 1000 companies) or (b) lists developed and submitted by individual staff offices as a consequence of meetings or events of interest. Four general categories of information are maintained:

- **Individual Name/Address:** name, address, organizational affiliation and area of expertise
- **Organization Name/Address:** basic information about the organization with which the individual is associated (e.g., address, principals, types)
- **White House Association:** information describing the past or present involvement of the individual with the White House staff
- **Expertise/Specialty:** information describing the specific interests of the individual or organization.

This data base is utilized as a source of names for list development based on specific characteristics such as interest, expertise, geographic locations and/or White House involvement. Potential names can be drawn from the files by (a) complete lists of persons who have attended prior meetings on the same or similar subjects and/or (b) by specifically designed searches of the entire data base for persons with desired characteristics. Lists so developed are combined with new names from outside sources to create a new name file.

**MEETING FILE AND PROGRAMS**—A working file of names of guests and invitees to residence events. The programs make use of these name files to produce RSVP tally sheets and Gate Lists for meetings and briefings held in the residence.

**MAILGRAM PROGRAMS**—Combine computerized name lists with mailgram text to process and transmit mailgrams, and, if applicable, to transfer name lists to MEETING programs.

**CORRESPONDENCE PROGRAMS**—Utilize computer generated lists to prepare letters, envelopes or labels.

## **RESTRICTING ACCESS TO DATA**

Staff offices have the option of restricting access to information that they place in the data base. In addition, procedures require that RM clears the use of a given list with its originating office prior to its release to other offices, whether or not this list has been restricted.

## **EXAMPLES OF NLSS PRODUCTS**

Examples of standard NLSS products follow and are listed below:

- Exhibit 3. Initial Draft List in Alphabetic Order by Last Name, First Name
- Exhibit 4. RSVP Annotation List with Annotations
- Exhibit 5. Gate List
- Exhibit 6. Direct Mail Letter
- Exhibit 7. Direct Mail Envelopes
- Exhibit 8. Direct Mail Labels
- Exhibit 9. Sample Mailgram
- Exhibit 10. Identifying Experts
- Exhibit 11. Presidential and Staff Trip Planning
- Exhibit 12. Name/Organization Data for General Use

**PRODUCT TYPE:** Initial Draft Name List in Alphabetical Order

**SAMPLE APPLICATION:** Used to identify duplicates and otherwise clean-up  
initial submissions

Mr. Bilmore  
<  
The Reverend Wallie J. Bilmore  
2400 Golden Lane  
Serinthamm, WY 66611  
<  
Mr. Dade  
<  
The Reverend John Dade  
1525 Cabots Street East  
Birmingham, AL 66234  
<  
Mrs. Fillmore  
<  
Mrs. Gloria Fillmore  
24 Pine Lane  
Allstate, NV 45444  
<  
Mr. Gramble  
<  
Mr. Jack Gramble  
1917 19th Place  
Stratt City, AK 89414  
<  
Mr. Gramble  
<  
Mr. Jack Gramble  
1917 19th Place  
Stratt City, AK 89414  
<  
Mr. Grin  
<  
Mr. Aldrich Grin, Jr.  
President  
Atwood Paper Company  
4505 Ninth Court  
Birmingham, NY 78788  
<



NOTE: Duplicates.  
Situation normally  
due to submissions  
from multiple  
sources.

EXHIBIT 3

**PRODUCT TYPE: RSVP Annotation List (With Annotations)**

**SAMPLE APPLICATION:** Used to Record RSVPs of Invitees and Guests

| FLAJRSVP                            |     | REPORT DATE: 13 NOV 1980        |             |       |
|-------------------------------------|-----|---------------------------------|-------------|-------|
| DEMO1113                            |     | RSVP (ALPHABETIC) LIST OF NAMES |             |       |
| FOR EVENT: DEMONSTRATION FILE       |     |                                 |             |       |
| NAME                                | A/R | DOB                             | SSN         | PHONE |
| ADAMS, CECILIA (MRS.)               |     |                                 |             |       |
| GUEST OF: ADAMS, THEODORE (MR.)     | R   |                                 |             |       |
| ADAMS, THEODORE (MR.)               |     | 4/14/38                         | 386-44-7844 |       |
| BABOUNAKIS, DANA (MRS.)             | A-  |                                 |             |       |
| GUEST OF: BABOUNAKIS, EMANUEL (MR.) |     |                                 |             |       |
| BABOUNAKIS, EMANUEL (MR.)           | A-  |                                 |             |       |
| BERCAL, FLORENCE (MRS.)             |     |                                 |             |       |
| GUEST OF: BERCAL, THOMAS (MR.)      |     |                                 |             |       |
| BERCAL, THOMAS (MR.)                |     |                                 |             |       |
| BLACKWELL, HERBERT (MR.)            | A-  |                                 |             |       |
| BLACKWELL, MARY (MRS.)              | A-  |                                 |             |       |
| GUEST OF: BLACKWELL, HERBERT (MR.)  |     |                                 |             |       |
| BOWER, GEORGE                       |     | 10/3/30                         | 021-13-9771 |       |
| BOWER, MRS.                         | R-  |                                 |             |       |
| GUEST OF: BOWER, GEORGE             |     |                                 |             |       |
| CAMP, CHERYL                        | A-  |                                 |             |       |
| GUEST OF: JORDAN, WILLIAM (MR.)     |     |                                 |             |       |
| CARBONE, ANTHONY (MR.)              | A-  |                                 |             |       |
| SUB FOR: DONER, JOHN (MR.)          |     |                                 |             |       |
| DONER, JOHN (MR.)                   | S-  |                                 |             |       |
| SUB IS: CARBONE, ANTHONY (MR.)      |     |                                 |             |       |
| FREEMAN, MARY ANN                   | A-  |                                 |             |       |
| GUEST OF: TODD, ALAN (MR.)          |     |                                 |             |       |
| GOUSE, SADIE (MRS.)                 |     |                                 |             |       |
| GUEST OF: GOUSE, WILLIAM (DR.)      |     |                                 |             |       |
| GOUSE, WILLIAM (DR.)                |     |                                 |             |       |

REPORT: RSVP

PAGE: 1

**PRODUCT TYPE: Gate List**

**SAMPLE APPLICATION:** Used as Checklist at White House Gate

FLAJGATE  
DEMO1113

**GATE LIST**

-REPORT DATE: 13 NOV 1980

FOR EVENT: DEMONSTRATION FILE

ACCEPTS AND NO RESPONSE

**NAME**

|                            |    |
|----------------------------|----|
| ADAMS, CECILIA (MRS.)      |    |
| ADAMS, THEODORE (MR.)      |    |
| BABOUNAKIS, DANA (MRS.)    | A  |
| BABOUNAKIS, EMANUEL (MR.)  | A  |
| BERCAL, FLORENCE (MRS.)    |    |
| BERCAL, THOMAS (MR.)       |    |
| BLACKWELL, HERBERT (MR.)   | A  |
| BLACKWELL, MARY (MRS.)     | A  |
| CAMP, CHERYL               | A  |
| CARBONE, ANTHONY (MR.)     | A  |
| FREEMAN, MARY ANN          | A  |
| GOUSE, SADIE (MRS.)        |    |
| GOUSE, WILLIAM (DR.)       |    |
| HAAS, PAUL (MR.)           | A  |
| HAAS, SHIRLEY (MRS.)       | A  |
| HAMPER, DIANNA (MRS.)      |    |
| HAMPER, MICHAEL (MR.)      |    |
| JACKS, MICHAEL (HONORABLE) |    |
| JACKS, MICHELLE (MRS.)     |    |
| JORDAN, WILLIAM (MR.)      | A  |
| O'ROURKE, JOANNA (MRS.)    | A  |
| O'ROURKE, TERENCE (MR.)    | A  |
| PINKASAVAGE, MARY          | A  |
| SMITH, KATHERINE (MS.)     |    |
| TODD, ALAN (MR.)           | A  |
| ZRAKET, CHARLES (MRS.)     | A  |
| TOTAL ACCEPTS/NO RESPONSE  | 26 |

REPORT: GATE

PAGE: 1

**EXHIBIT 5**

**PRODUCT TYPE:** Direct Mail Letter

**SAMPLE APPLICATION:** Explanation of the President's Views on Hospital Cost Containment Directed to People Involved in the Health Insurance Area

THE WHITE HOUSE  
WASHINGTON

January 15, 1979

Dear Mr. Connell:

This letter is a sample which demonstrates the ease with which it is possible to generate personalized letters and envelopes from the Name/Organization file.

It could be used to explain the President's views on Hospital Cost Containment and directed to persons involved in the health insurance area.

Sincerely,

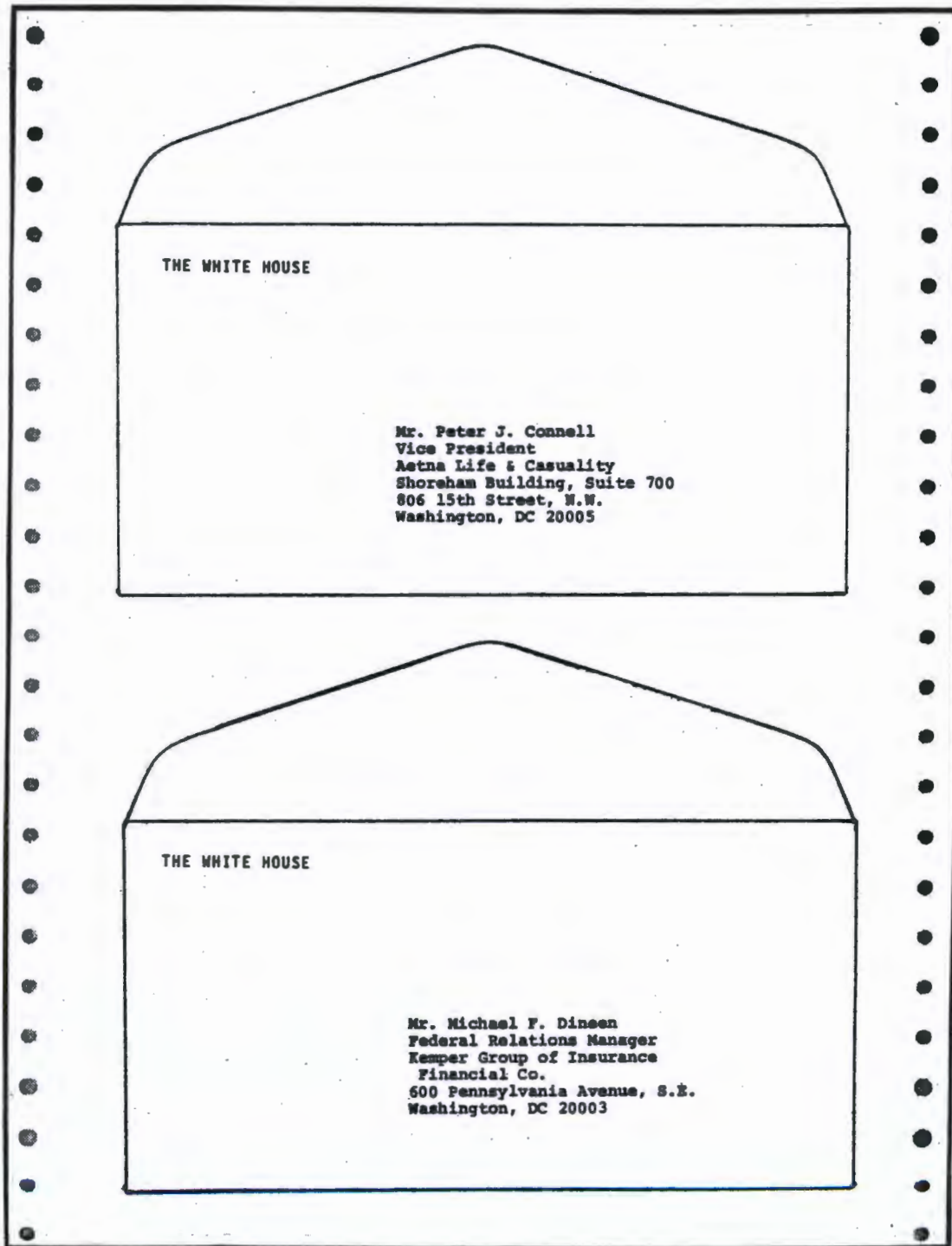
John Jones  
Staff Assistant

Mr. Peter J. Connell  
Vice President  
Aetna Life & Casualty  
Shoreham Building, Suite 700  
806 15th Street, N.W.  
Washington, DC 20005

EXHIBIT 6

**PRODUCT TYPE:** Direct Mail Envelopes

**SAMPLE APPLICATION:** Direct Mail Distribution of President's Views on  
Hospital Cost Containment



**EXHIBIT 7**

**PRODUCT TYPE: Direct Mail Labels**

**SAMPLE APPLICATION: Direct Mail Distribution of Task Force Materials  
on Hospital Cost Containment**

|                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Mr. Peter J. Connell<br/>Vice President<br/>Aetna Life &amp; Casualty<br/>Shoreham Building, Suite 700<br/>806 15th Street, N.W.<br/>Washington, DC 20005</p>      |
| <p>Mr. Michael F. Dineen<br/>Federal Relations Manager<br/>Kemper Group of Insurance<br/>Financial Co.<br/>600 Pennsylvania Avenue, S.E.<br/>Washington, DC 20003</p> |
| <p>Dr. Harold F. Griffin<br/>Washington Representative<br/>Family Health Program<br/>1050 17th Street, N.W., 320<br/>Washington, DC 20036</p>                         |
| <p>Mr. Harriett P. Hackney<br/>Assoc.Dir. - Gov't.Affairs<br/>Prudential Insurance Company<br/>1250 Connecticut Avenue<br/>Washington, DC 20036</p>                   |
| <p>Mr. Hawkins<br/>VP &amp; Washington Counsel<br/>Health Insurance Association<br/>of America<br/>1750 K Street, N.W.<br/>Washington, DC 20006</p>                   |
| <p>Mr. Gibson Kingren<br/>Consultant<br/>Group Health Association of<br/>America<br/>1717 Massachusetts Avenue<br/>Washington, DC 20036</p>                           |
| <p>Mr. Barney Sellers<br/>Deputy Director<br/>American Health Planning<br/>Association<br/>2560 Huntington Avenue<br/>Alexandria, VA 22303</p>                        |

**EXHIBIT 8**

*PRODUCT TYPE:* Sample Mailgram

*SAMPLE APPLICATION:* Invitation to White House Meeting or Briefing

GOVT  
THE WHITE HOUSE  
DC 20500

Mailgram

1-001001V246010 09/02/80 TWX WHITEHOUSE WSH WSHC  
00014 MLTN VA 09/02/80

MR. & MRS. WILLIAM R. FLURY  
5115 WEHAWKEN ROAD  
BETHESDA, MD 20014

THIS IS A TEST OF A NEW COMPUTER-TO-COMPUTER SYSTEM  
FOR TRANSMITTING MAILGRAMS SENT FROM THE WHITE HOUSE, IN  
ORDER TO CHECK ON THE ACCURACY AND TIMELINESS OF THE  
SYSTEM, WE WOULD APPRECIATE IT IF YOU WOULD PLEASE NOTE  
ANY ERRORS IN THE MESSAGE AND THE DATE AND TIME THAT  
YOU RECEIVED IT. THIS MAILGRAM WAS SENT ON 2 SEPTEMBER  
AT 3:00 P.M. WE WILL CONTACT YOU IN A FEW DAYS FOR  
YOUR COMMENTS. THANK YOU FOR YOUR ASSISTANCE IN THIS  
TEST.

TELEGRAPH OFFICE  
THE WHITE HOUSE

14:00 EST

MGMCOMP MGM

EXHIBIT 9

**PRODUCT TYPE: Identifying Experts**

**SAMPLE APPLICATION: Important People Working in the Transportation Industry Who Might Attend a Briefing on Deregulation of the Airline Industry**

**LIST OF TRANSPORTATION PEOPLE**

Ms. Tulinda Deegan  
Director of Government Affairs  
Commuter Aircraft Association  
1101 Connecticut Avenue  
Washington DC 20036 202/ 857-1170

Mr. Mike Giari  
Executive Assistant  
American Association of Port Authorities  
1612 K Street N.W. Room 502  
Washington DC 20006 202/ 331-1263

Ms Jean Lloyd  
Director of Member Services  
National Association of State Aviation Officials  
444 North Capitol Street  
Washington DC 20001 202/ 783-0588

Mr. Richard Loomis  
Assistant Director  
American Association of Airport Executives  
2029 K Street N.W.  
Washington DC 20006 202/ 331-8994

Mr. Joseph Mason  
Executive Vice President  
National Association of State Aviation Officials  
444 North Capitol Street  
Washington DC 20001 202/ 783-0588

Ms. Sandra Spence  
Federal Representative  
California Department of Transportation  
600 Pennsylvania Avenue S.E.  
Washington DC 20003

Mr. Bud Thar  
Staff Director-Transportation  
National Governors Association  
444 North Capitol Street  
Washington DC 20001 202/ 624-5362

**PRODUCT TYPE: Presidential and Staff Trip Planning**

**SAMPLE APPLICATION:** People Living in New York Who are Involved in the Finance, Business or Labor Area Who Might Support the President's Planned Address to a Regional Meeting of the American Association of Bankers

**FINANCE, BUSINESS OR LABOR PEOPLE IN NEW YORK CITY**

| NAME OR ORGANIZATION                                                                                                        | COMMENTS                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mr. Robert M. Adams<br>General Partner<br>Loeb Rhoades & Company<br>42 Wall Street<br>New York NY 10005                     |                                                                                                                                                           |
| Herbert Allen Jr.<br>Partner<br>Allen & Company<br>West 30 Broad Street<br>New York NY 10004                                |                                                                                                                                                           |
| Arthur Goodhart Altschul<br>President<br>Goldman Sachs & Company<br>55 Broad Street<br>New York NY 10004                    | Investment Banker                                                                                                                                         |
| Hoyt Ammidon<br>Trustee<br>U.S. Trust Company of New York<br>45 Wall Street<br>New York NY 10005                            | Banker;Credit Com. Amer. Express Co.;Pres. & Founding Member American Friends Can. Com;Member Com. NY Clearing Assoc.                                     |
| Hans H. Angermueller<br>Senior Vice President and General Counsel<br>CitiBank, N.A.<br>399 Park Avenue<br>New York NY 10022 |                                                                                                                                                           |
| Mr. William M. Batten<br>Chairman of the Board<br>New York Stock Exchange<br>1 Wall Street<br>New York NY 10005             | Director of Boeing Co., AM..Tel. & Tel Co., Gen Director Texas Instruments Inc., Member Bus. Council (Chm) 1971-72                                        |
| Arthur Carter<br>President<br>Utilities & Industries Corporation<br>425 Park Avenue<br>New York NY 10022                    |                                                                                                                                                           |
| Ollan C. Cassell<br>Executive Director<br>Amateur Athletic Union<br>515 Madison Avenue - Suite 2200<br>New York NY 10022    |                                                                                                                                                           |
| Sol C. Chaikin<br>President<br>International Ladies' Garment Workers Union<br>1710 Broadway<br>New York NY 10019            | Trade Union Official;V.P. AFL-CIO, 1975-;Mem. Board Trilateral Comm. 1977-;Nat'l Chairman Trade Union Council for Histadrut;National Urban Coalition 1976 |

**PRODUCT TYPE: Name/Organization Data for General Use**

**SAMPLE APPLICATION: Names and Addresses of the Fortune 1000 Companies for General Staff Office Use**

| FORTUNE 1000 COMPANIES                                                                                                                              |          |               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------|
| NAME OR ORGANIZATION                                                                                                                                |          | PHONE         |
| Mr. B. A. Monaghan<br>Chairman of Executive Committee and Chief Executive Officer<br>Vulcan Materials Company<br>Post Office Box 7497<br>Birmingham | AL 35223 | 205/ 877-3179 |
| Mr. K. Brooks Abernathy<br>Chairman of the Board<br>Brunswick Corporation<br>One Brunswick Plaza<br>Skokie                                          | IL 60076 | 312/ 982-6000 |
| Mr. Fred T. Allen<br>President and Chairman of the Board<br>Pitney Bowes<br>60 Walnut Street<br>Stamford                                            | CT 06904 | 203/ 356-5000 |
| Mr. R. Anderson<br>President<br>Rockwell International<br>600 Grant Street<br>Pittsburgh                                                            | PA 15219 | 412/ 565-2060 |
| Mr. Roy A. Anderson<br>Chairman of the Board<br>Lockheed Corporation<br>2555 North Hollywood Way<br>Burbank                                         | CA 91520 | 213/ 847-6452 |
| Mr. Dwayne O. Andreas<br>Chairman of the Board and Chief Executive Officer<br>Archer Daniels Midland Company, Inc.<br>Box 1470<br>Decatur           | IL 62525 | 217/ 424-5515 |
| Mr. Mark T. Anthony<br>President<br>Kaiser Steel Corporation<br>Kaiser Center-Post Office Box 53<br>Oakland                                         | CA 94604 | 415/ 271-2711 |
| Mr. William Atteberry<br>Chairman of the Board<br>Eagle-Picher Industries<br>580 Walnut Street<br>Cincinnati                                        | OH 45201 | 513/ 721-7010 |

**EXHIBIT 12**

