

LBJ LIBRARY DOCUMENT WITHDRAWAL SHEET

Page 1 of 1

Doc #	DocType	Doc Info	Classification	Pages	Date	Restriction
	memo	To Marvin Watson from Jack Albright		1	9/15/65	C
	form	Employment application		3	7/1/63	C
	letter	From Franz Kraus to Yoichi Okamoto		5	2/1/65	C
		<i>open 9/19/2022</i>				
	standard form 57	Employment application		3	4/14/65	C
	standard form 57	Employment application		3	4/15/65	C
	standard form 57	Employment application		7	4/22/65	C
	standard form 57	Employment application		2	4/23/65	C

Collection Title Office Files of Yoichi Okamoto

Folder Title "Photo Personnel - Office and Lab - 1964 to 1965"

Box Number 2

Restriction Codes

- (A) Closed by Executive Order 13292 governing access to national security information.
(B) Closed by statute or by the agency which originated the document.
(C) Closed in accordance with restrictions contained in the donor's deed of gift.

5/25/2007

Shh
Initials

CLINTON STUDIO

A

~~DWIGHT E. MORRIS~~
FRANZ KRAUS

WINSTED, CONN.
492 MAIN ST.
FRONTIER 9-5813

February 1, 1965

M

E

R

A

S

H

O

P

Mr. Yoichi R. Okamoto
5602 Roosevelt Street
Bethesda MD

Dear Oke,

enclosed please find form 57 over which I labored yesterday. I hope it is satisfactory. I kept the identical copy for my reference although everything in this form is according to facts.

As I mentioned I am leaving here February 19 and in case you want to keep me informed (which I would appreciate) my various addresses are as follows:
until approx March 2 Hotel Berghof, Lech am Arlberg, Austria
from March 5 to March 13 c/o my parents 6/10 Philippovichgasse
Vienna 19., Austria

I will be back here and ready for action as of Monday March 15 and you can reach me here at the studio from this date on.

Give my best regards to Paula, Skipper and Si Bourgin when you see him,

as ever yours


Franz

MEMBER



QUALIFIED BY THE PROF. PHOTOGRAPHERS ASSOCIATION OF AMERICA FOR

COMMERCIAL

DIRECT COLOR

PHOTO FINISHING

INDUSTRIAL

PHOTO REPORTING

COPYING

PORTRAITURE

LEGAL

AMATEUR SUPPLIES

1. Kind of position applied for, or name of examination Photo Lab Supervisor, White House		Announcement No.	
2. Options for which you wish to be considered (<i>if listed in examination announcement</i>) none			
3. Primary place(s) of employment applied for (<i>City and State</i>) Washington DC			
4. Name (First, middle, maiden, last) <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss Franz Otto Kraus			
5. Address (<i>Number, Street, City, State and Zip Code</i>) 492 Mainstreet, Winsted, Conn 06098			
6. Home phone FRontier 9-6644		7. Office phone Frontier 9-5813	
8. Legal or voting residence (<i>State</i>) Connecticut			
9. Height without shoes 6 feet --- inches		10. Weight 180	
11. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		12. Marital status <input checked="" type="checkbox"/> Married <input type="checkbox"/> Single (<i>Incl. widowed, divorced</i>)	
13. Birthplace (<i>City and State, or foreign country</i>). Jenig, Carinthia, Austria			
14. Birth date (<i>Month, day, year</i>) July 27, 1918		15. Social Security Number 070 32 3816	
16. If you have ever been employed by the Federal Government, indicate last grade and job title: Assistant Photo Officer, USIA Vienna, Austria			
Dates of service in that grade From Jan 1946 To May 1956			

DO NOT WRITE IN THIS BLOCK For Use of Examining Office Only				
<input type="checkbox"/> Appor. <input type="checkbox"/> Nonappor.	Material <input type="checkbox"/> Submitted <input type="checkbox"/> Returned	Entered Register:		
Notations:				
App. Reviewed:				
App. Approved:				
Option	Grade	Earned Rating	Preference	Augm. Rating
			<input type="checkbox"/> 5 points (Tent.)	
			<input type="checkbox"/> 10 points Comp. Dis.	
			<input type="checkbox"/> Other 10 Point	
			<input type="checkbox"/> Disal.	
			<input type="checkbox"/> Being Investigated	
Initials and date				

<p>A. Lowest grade or pay you will accept \$ 12,000 Per year or grade</p>		<p>B. Will you accept temporary appointment? (Acceptance or refusal of temporary employment will not affect your consideration for other appointments.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," indicate by "X" in appropriate box or boxes. <input type="checkbox"/> 1 mo. or less <input type="checkbox"/> 1 to 4 months <input type="checkbox"/> 4 to 12 months</p>	
<p>C. Will you accept less than full-time employment (less than 40 hours per week)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>D. Are you willing to travel? <input type="checkbox"/> Not at all <input type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Frequently</p>	
<p>E. Will you accept employment: In Washington, D.C.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Outside U.S.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>F. Will you accept appointment only in certain locations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," list locations: Europe</p>	

A. List Dates, Branch, and Serial or Service Number of All Active Service			
From	To	Branch of Service	Serial or Service Number

B. Have you ever been discharged from the armed forces under other than honorable conditions?
☐ Yes (Give details in Item 39) ☐ No

C. Do you claim 5-point preference based on wartime military service? <input type="checkbox"/> Yes <input type="checkbox"/> No	D. Do you claim 5-point preference based on service during peacetime campaign? <input type="checkbox"/> Yes (Complete and attach Standard Form 15) <input type="checkbox"/> No
---	---

E. Do you claim 10-point preference? ☐ Yes ☐ No If "Yes," check type of preference claimed and complete and attach Standard Form 15, "Veteran Preference Claim" TYPE: ☐ Compensable disability ☐ Disability ☐ Wife ☐ Widow ☐ Mother

Date	
------	--

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 19

19. EXPERIENCE (Start with your PRESENT position and work back)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
1	Dates of employment (month, year) From <u>October 1957</u> To present time	Exact title of position <u>Owner & Operator</u>	Number and kind of employees you supervise <u>none</u>
Salary or earnings Starting \$ <u>8.000</u> per year Present \$ <u>12.000</u> per year		Classification Grade (If in Federal service)	Place of employment (City & State) <u>Winsted, Conn</u>
Name and address of employer (firm, organization, etc.) <u>Clinton Studio & Camera Shop</u> <u>492 Mainstreet Winsted, Conn</u>		Kind of business or organization, (Manufacturing, accounting, insurance, etc.) <u>Photo Studio & Store</u>	
Reason for wanting to leave <u>Requested to apply for position of Photo Lab Supervisor, White House</u>		Name, title, and present address of immediate supervisor <u>none</u>	
Description of work <u>Operating a photographic Studio & Camera Shop. Accepting assignments from Advertising Agencies, Factories, Business Enterprises, Community Projects and other individuals to photograph the facilities in total or in part of these various concerns. Generally customers rely on my past experience in approaching the subject and in presenting the finished work. In completing such an assignment it is necessary for me to be able to choose the proper cameras (from an 8x10 view, 4x5 view, 2 1/2 x 2 1/4 to 35mm miniature) films, developing process, printing, cropping and final presentation. (con't annex "A")</u>			
2	Dates of employment (month, year) From <u>Sept 1956</u> To <u>July 1957</u>	Exact title of position <u>Photographer</u>	Number and kind of employees you supervised <u>none</u>
Salary or earnings Starting \$ <u>80.00</u> per week Final \$ <u>125.00</u> per week		Classification Grade (If in Federal service)	Place of employment (City & State) <u>Bronx, N.Y.</u>
Name and address of employer (firm, organization, etc.) <u>Birch Studios, Bronx, N.Y.</u>		Kind of business or organization, (Manufacturing, accounting, insurance, etc.) <u>Home Portrait Studio</u>	
Reason for leaving <u>3 months photographic assignments in Europe and after return my own studio</u>		Name, title, and present address of immediate supervisor <u>Mr. Wiener, Birch Studios, Bronx, N.Y.</u>	
Description of work <u>Home portraits of children and adults as per assignment of Birch Studio in the Stamford area, Conn.</u>			
<u>Weekends free lance photographic work for magazines such as Time Inc., Look Magazine, various publishing houses, photo agencies, Sunday picture supplements etc</u>			
3	Dates of employment (month, year) From <u>1946, Jan</u> To <u>May 1956</u>	Exact title of position <u>Assistant Photo Officer</u>	Number and kind of employees you supervised <u>app 35</u>
Salary or earnings Starting \$ <u>25.00</u> per month Final \$ <u>200.00</u> per month		Classification Grade (If in Federal service)	Place of employment (City & State) <u>Vienna, Austria</u>
Name and address of employer (firm, organization, etc.) <u>United States Information Agency</u> <u>14 Schmidgasse, Vienna 8., Austria</u>		Kind of business or organization, (Manufacturing, accounting, insurance, etc.) <u>United States Information Agency</u>	
Reason for leaving <u>Reduction in force and immigration to the USA</u>		Name, title, and present address of immediate supervisor <u>Yoichi R. Okamoto, Picture Branch</u> <u>USIA Washington DC</u>	
Description of work <u>Supervision of app 35 Austrian employees in the USIA offices in Vienna, Salzburg, Linz, Innsbruck and Graz. Assigning free lance photographers throughout Austria to cover US activities of propaganda value. Developing picture stories ideas for local and US publications in accordance with USIA directives. Responsible for maintaining and replenishing supplies required for continuous operations. Assigning staff photographers according to ability to carryout photographic assignments. Supervision of laboratories, photofinishing section and administrative staff to insure smooth operation.</u>			

**IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 57-A OR BLANK SHEETS
SEE INSTRUCTION SHEET**

Annex "A". #1

Such assignments are carried out in Black & White or Color as desired by customer. Increasing demands for my approach to industrial photography have given me assignments Nation wide and abroad.

In addition, operating such a studio and camera shop necessitates complete knowledge in up to date processing methods in black & white and color, custom printing techniques as well as cost calculations, production time estimates and public relations.

CONTINUATION SHEET FOR STANDARD FORM 57
"Application for Federal Employment"

57-203

INSTRUCTIONS—Fill out this form only when necessary for completion of Item 19, "EXPERIENCE," on Standard Form 57. Enclose with your application. Typewrite or write clearly in dark ink.

1. Name (First, middle, maiden, if any, last) Franz Otto Kraus	2. Birth date (Month, day, year) July 27, 1918
3. Kind of position applied for, or name of examination Photo Lab Supervisor, White House	4. Date of this continuation sheet February 1, 1965

4	Dates of employment (month, year) From Dec 1944 To Dec 1945	Exact title of position Prisoner of War, USA	Number and kind of employees you supervised	
Salary or earnings Starting \$ per Final \$ per		Classification Grade (If in Federal service)	Place of employment (City & State)	Kind of business or organization, (Manufacturing, accounting, insurance, etc.)
Name and address of employer (firm, organization, etc.)			Name, title, and present address of immediate supervisor	
Reason for leaving				
Description of work				

5	Dates of employment (month, year) From Nov 1938 To Dec 1944	Exact title of position 1 st Sgt, German Army	Number and kind of employees you supervised	
Salary or earnings Starting \$ per Final \$ per		Classification Grade (If in Federal service)	Place of employment (City & State)	Kind of business or organization, (Manufacturing, accounting, insurance, etc.)
Name and address of employer (firm, organization, etc.)			Name, title, and present address of immediate supervisor	
Reason for leaving				
Description of work				

	Dates of employment (month, year) From May 1936 To Oct 1938	Exact title of position Salesman	Number and kind of employees you supervised none	
Salary or earnings Starting \$ 20.00 per month Final \$ 50.00 per month		Classification Grade (If in Federal service)	Place of employment (City & State) Vienna, Austria	Kind of business or organization, (Manufacturing, accounting, insurance, etc.) Textile
Name and address of employer (firm, organization, etc.) M. Faber & Company 5 Esslingasse Vienna 1, Austria			Name, title, and present address of immediate supervisor Franz Herkner, same address	
Reason for leaving German Army draft				
Description of work				

ATTACH SUPPLEMENTAL SHEETS OR FORWARD HERE

• ANSWER ALL QUESTIONS CORRECTLY AND FULLY

20. SPECIAL QUALIFICATIONS AND SKILLS

A. Kind of License or Certificate (For example, pilot, teacher, registered nurse, lawyer, radio operator, C.P.A., etc.) Student pilot license	B. State or other licensing authority FAA	C. Year of first license or certificate 1960	D. Year of latest license or certificate
E. Special skills you possess and machines and equipment you can use. (For example, short wave radio, multilith, comptometer, key punch, turret lathe, transcribing machine, scientific or professional devices)		F. Approximate number of words per minute: Typing 60 Shorthand -	
G. Special qualifications not covered in application. (For example, your most important publications (do not submit copies unless requested); your patents or inventions; public speaking and publications experience; membership in professional or scientific societies, etc.; and honors and fellowships received.)			

21. EDUCATION

A. Place "X" in column indicating highest grade completed												B. If you graduated from high school, give date 1936		C. Name and location of last high school attended Real Gymnasium 21, Vienna Austria					
1	2	3	4	5	6	7	8	9	10	11	12								
											X								
D. Name and location of college or university												Dates attended		Years completed		Credit hours		Degree received	Year received
												From	To	Day	Night	Semester	Quarter		
E. Chief undergraduate college subjects										Semester Hours Credit	Quarter Hours Credit	F. Chief graduate college subjects				Semester Hours Credit	Quarter Hours Credit		
G. State major field of study at highest level of college work																			
H. Other schools or training (for example, trade, vocational, Armed Forces, or business). Give for each the name and location of school, dates attended, subjects studied, certificates, and any other pertinent data. Textile Trade School and business administration Vienna, Austria																			

22. FOREIGN TRAVEL

Have you lived or traveled in any foreign countries?

☒ Yes ☐ No

If "Yes," give in Item 39 names of countries, dates and length of time spent there and reason or purpose (military service, business, education, or vacation).

23. FOREIGN LANGUAGES

Enter foreign language and indicate your knowledge of each by placing "X" in proper column	Reading			Speaking			Understanding			Writing		
	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair
German	X			X			X			X		
French			X			X			X			

24. REFERENCES

List three persons living in the United States or territories of the United States who are NOT RELATED TO YOU AND WHO HAVE DEFINITE KNOWLEDGE of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 19.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State and Zip Code)	BUSINESS OR OCCUPATION
Simon Bourgin	1330 New Hampshire Blvd Washington DC	
Walter St.Onge	Torrington Company, Torrington Conn	Adv. Manager
F.R. Cook	Riverton, Conn	Teacher

ANSWER ALL QUESTIONS BY PLACING "X" IN PROPER COLUMN		YES	NO
25. Are you a citizen of the United States of America?..... If "No," give country of which you are a citizen: _____.		X	
26. Are you now, or have you ever been, a member of the Communist Party, U.S.A., the Communist Political Association, the Young Communist League, or any Communist organization?.....			X
27. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, Fascist, Communist, or subversive, or which has adopted, or shows, a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means?..... <i>If your answer to 26 and/or 27 above is "Yes," state on a separate sheet attached to and made a part of this application the names of all such organizations, associations, movements, groups or combination of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities. (See Instruction Sheet.)</i>			X
28. Have you any physical handicap, chronic disease, or other disability?.....			X
29. Have you ever had a nervous breakdown?.....			X
30. Have you ever had tuberculosis?..... <i>If your answer to 28, 29, or 30 above is "Yes," give details in Item 39.</i>			X
31. Have you ever been barred by the U.S. Civil Service Commission from taking examinations or accepting civil service appointment? (If your answer is "Yes," give dates of and reasons for such debarment in Item 39.)			X
32. Does the United States Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 24 months?..... <i>If your answer is "Yes," give in Item 39 for EACH such relative (1) full name; (2) present address; (3) relationship; (4) department or agency by which employed; and (5) kind of appointment.</i>			X
33. Do you receive or have you applied for an annuity from the United States or District of Columbia Government under any retirement act or any pension or other compensation for military or naval service?..... <i>If your answer is "Yes," give details in Item 39.</i>			X
34. Are you an official or employee of any State, territory, county, or municipality?..... <i>If your answer is "Yes," give details in Item 39.</i>			X
35. Have you ever been discharged (fired) from employment for any reason?.....			X
36. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason?..... <i>If your answer to 35 or 36 above is "Yes," give details in Item 39. Show the name and address of employer, approximate date, and reasons in each case. This information should agree with statements made in Item 19—Experience.</i>			X
37. Have you ever been arrested, taken into custody, held for investigation or questioning, or charged by any law enforcement authority? (You may omit: (1) Traffic violations for which you paid a fine of \$30.00 or less; and (2) anything that happened before your 16th birthday. All other incidents must be included, even though they were dismissed or you merely forfeited collateral.).....		X	
38. While in the military service were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court-martial?..... <i>If your answer to 37 or 38 is "Yes," give details in Item 39, showing for each incident: (1) date, (2) charge, (3) place, (4) law enforcing authority or type of court or court-martial, and (5) action taken.</i>			X

39. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. Indicate item numbers to which answers apply.			
Item No.		Item No.	
22	Germany, Italy, England, France on photographic assignments		
37	Public Offense, 1948 Vienna 3 month suspended sentence, stricken from records 1953		

If more space is required, use full sheets of paper approximately the same size as this page. Write on each sheet your name, date of birth, and examination title. Attach on inside of this application.

ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION

A false or dishonest answer to any question in this application may be grounds for rating you ineligible for Federal employment, or for dismissing you after appointment, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements made in the application are subject to investigation, including a check of your fingerprints, police records, and former employers. All information will be considered in determining your present fitness for Federal employment.

CERTIFICATION

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of applicant  Date FEB 1, 1965
(Sign in ink)

REQUEST FOR PERSONNEL ASSIGNMENT

Date: December 27, 1965

TO: W. Marvin Watson

FROM: Yoichi R. Okamoto - Staff Assistant
(name and title)

Name of proposed employee George Albert Washington

Position: (a) Position title Photo laboratory technician

(b) Grade and salary GS-7 Step 3 \$7097

Payroll (check one): ☐ White House Office (Reg. Salary & exp.)
☐ White House Office (Special Projects)
☒ Other (specify) White House Communications Agency

Length of Assignment (check one):

☐ Temporary (No. of Months) _____
☐ Indefinite
☒ Permanent

Desired effective date As soon as possible

Present place of employment or assignment U.S. Information Agency Photo Lab

(signature)

RESPONSE:

REMARKS:

Approved)

Disapproved)

Subject to (check) _____ Name Check _____ Full Field

Date _____

(rev. 9/15/65)

W. Marvin Watson

REQUEST FOR PERSONNEL ASSIGNMENT

Date: December 27, 1965

TO: W. Marvin Watson

FROM: Yoichi R. Okamoto - Staff Assistant
(name and title)

Name of proposed employee Oswald John Rapp


Position: (a) Position title Photo laboratory technician
(b) Grade and salary GS-7 Step 3- \$7097

Payroll (check one): ☐ White House Office (Reg. Salary & exp.)
☐ White House Office (Special Projects)
☒ Other (specify) _____

Length of Assignment (check one):
☐ Temporary (No. of Months) _____
☐ Indefinite
☒ Permanent

Desired effective date April, 1966

Present place of employment or assignment White House Communications Agency


(signature)

RESPONSE:

REMARKS:

Approved)

Disapproved)
_____)
_____)

Subject to (check) _____ Name Check _____ Full Field

Date _____

(rev. 9/15/65)

W. Marvin Watson

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

December 17, 1965

MR. OKAMOTO:

In consideration of the many questions that need to be resolved in connection with proposed appointment of your 3 additional photographers, it would seem necessary to proceed as follows:

1. Submit required "Request for Personnel Assignment" form to Mr. Watson on each of the individuals by name, with SF 57 attached, and with grade level you feel appropriate shown on the Request form. This will serve as your recommendation, and furnish Mr. Watson as well as Air Force with information for consideration in connection with approval called for from each, with Mr. Watson's being first established by his indicating approval on the Request form. (Such forms can be obtained from White House Supply Room - and are required by Mr. Watson as preliminary to any action leading to assignment of an individual here even though he has previously approved the search for an appropriate person.)
2. The security check stipulated by Mr. Watson on the Request for Assignment form as necessary to be accomplished before the individual enters on duty can be started and in process while Air Force is working on their appointment action requirements. If additional forms are necessary for the security check I will get in touch with you and ask that they be obtained.
3. When you have obtained Mr. Watson's approval on the Request form, it and the SF 57 should come to me so the necessary papers can be transmitted to Defense (to the person I have been told should initially receive them) and then, in turn, to Dept. of the Air Force for processing. If Air Force has any problems or questions they can contact you and work out solution, dealing direct with you. The matter of completed security check will have to be worked out so that date of entrance on duty is not firmed up until after security check accomplished.

There are two matters that will probably need to be worked out with Air Force, one being that the stipulated "lowest pay" on both the attached 57's is too high for probably grade level you will want to recommend. The other question is in connection with Mr. Rapp's indication that he will not be out of the service until April, 1966. These are matters to be resolved between you and Air Force, however, and out of my jurisdiction.

Please call me if you have any questions.

You will undoubtedly want to move ahead quickly in getting the attached 57's to Mr. Watson with Request for Personnel Action forms, so I will be expecting to receive the papers soon for transmittal to Defense for their actions.


Jean Robb

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

October 25, 1965

TO: Major Stover, White House Police

FROM: Yoichi Okamoto

The following are Official White House Photographers. They are authorized to photograph the interior, exterior and surrounding grounds of the White House as their official duties may require.

Robert Knudsen

Francis Wolfe

Donald Stoderl

Thomas Atkins

Oswald Rapp

Curtiss Pleritz

Yoichi R. Okamoto

THE WHITE HOUSE
WASHINGTON

October 2, 1965

Okamoto -- for your information -- and so that there can be no misunderstanding:

I called Colonel Albright today and told him you were to have a total of 16 people -- 17 including your secretary -- (and I didn't ask Mr. Watson that last question but believe he has not been counting Joan in the 'head count' for the photo office and lab.

Colonel Albright tells me that you now have a total of 16, so this takes care of the entire situation.

May I please emphasize that this is now a closed subject and that you must not come in and go thru all this again with Mr. Watson. I forewarn you that the decision is made -- HE FOREWARNED you himself and told you that the decision is final -- and that the only one who can change that decision is the President himself. You also know that he said the President probably does not realize that you have as many people as you do.

Let's try it this way -- and have all your people try very hard to make it work -- regardless.
OK?

Mary Jo Cook

WECA

1 October 1968

MEMORANDUM FOR RECORD

SUBJECT: Photographic Personnel

On 28 September 1968, Mr. W. Marvin Watson had requested that I take steps to obtain authorization for 16 personnel for Mr. Oka note. On the same date, he requested comment on the hiring of two (2) civilian darkroom technicians.

On 29 September 1968, I commented to Mr. Watson on the hiring of the two (2) civilians and summarized the present personnel situation in the laboratory. I requested advice as whether to proceed with hiring four (4) civilians, thereby completing the 16 available in the Laboratory or whether to obtain military personnel.

On 1 October 1968, Mary Jo Cook, Assistant to Mr. Watson, informed me that there was to be a total of 16 personnel in the Laboratory. This would include Mr. Oka note, his two (2) civilian assistants, Mr. Kaudson, and the 12 military personnel presently assigned. I informed her that I would take no further action to obtain either civilian or military spaces, but would leave this total of 16 in the Laboratory.

Major Willcox and General Starbird were informed of this decision at the same time.

JACK A. ALBRIGHT
Colonel, USA
Commanding

THE WHITE HOUSE
WASHINGTON

September 30, 1963

TO: W. MARVIN WATSON

FROM: YOICHI R. OKAMOTO

I sincerely believe that it would be impossible to keep up with a total authorization of 16 people.

If you would let me have the two new civilians and authorize sixteen (16) military slots we'll do our best to make it go. This would mean a total strength in the lab of twenty positions-- 4 civilians and 16 military. Only with this strength could we start a two shift lab.

WHITE HOUSE COMMUNICATIONS AGENCY
THE WHITE HOUSE
WASHINGTON, D.C. 20500

WHCA

30 September 1965

MEMORANDUM TO: Mr. W. Marvin Watson
Special Assistant to the President

SUBJECT: Photographic Laboratory Personnel

I see no objection to the hiring of the personnel shown on the attached list, subject to certification of their clearances. Mr. Okamoto and his three (3) civilian assistants are employed by the Department of Defense. They are carried on the Department of Defense payroll. They are not assigned to the White House Communications Agency. The White House Communications Agency is authorized only one civilian. Therefore, any additional civilians hired for Mr. Okamoto should also be carried on a Department of Defense payroll.

On 28 September 1965, you authorized me to obtain eight (8) additional Photographic personnel for Mr. Okamoto for a total of 16. To summarize, the White House Communications Agency is presently authorized eight (8) Photographic personnel. This additional authorization would give an authorized strength of 16. However, there are actually 12 military Photographic personnel in the Laboratory at this time, or an over strength of 4 military personnel. If we hire these two (2) civilians and obtain two (2) additional personnel, this means that the 16 authorized personnel would be available. It should be noted that this would be an actual increase of only 4 to the number presently available in the Laboratory.

OK? / I would suggest that we hire these two (2) civilians and obtain authorization for two (2) additional civilians. Under that condition, it would not be necessary to obtain additional military personnel. If you agree, I will request four (4) civilian spaces from the Department of Defense, including these two (2) and take no action to obtain additional military personnel.

1 Incl
as


JACK A. ALBRIGHT
Colonel, USA
Commanding

THE WHITE HOUSE
WASHINGTON

To: *Okie -*
OK - unless
some emergency
develops here.
Lloyd W.

September 29, 1965

To: Lloyd Wright

From: Yoichi Okamoto *Y*

Re: Ruth Taurig

As I'm sure you know, going through unfiled material is like cleaning out a desk -- one thing leads to another, and what seemed like a short-time job takes longer than anticipated.

Ruth Taurig has done a swell job of getting order out of the chaos that was our picture file. But after culling about 3500 prints and devising a file for the remainder, we find there still remains captioning, arranging codes to coordinate my files with both the Photo Lab and the White House Library, and the culling of all the 35 mm contact sheets.

I hate to ask this, but I would like a complete job done. May I keep Ruth here until October 15th?

September 28, 1965

MEMORANDUM FOR
W. MARVIN WATSON

We have found two qualified darkroom technicians in this area. They are:

1. George A. Washington
3517 East Capitol Street
Apartment 201
(He is now with the USIA lab as GS-6
Step 4 - making \$6060. We can get him
for \$6650 - GS-7, Step 4. Mr. Washington
has State Department and USIA clearances.)
2. Joseph H. Bailey
517 South Fairfax Street
Alexandria, Virginia
(Mr. Bailey just got out of the Army where
he was a lab technician at Cameron Station.
He formerly did lab work for NASA and got
a NASA clearance in 1961. We can get him
as a GS-7, Step 1.)

We have interviewed and tested these men.

Urgently request your approval to hire these men, subject to clearances. They will make a good start toward adequately staffing our Photo Office.

Y. Okamoto

LBJ LIBRARY DOCUMENT WITHDRAWAL SHEET

Page 1 of 1

Doc #	DocType	Doc Info	Classification	Pages	Date	Restriction
	memo	To Marvin Watson from Jack Albright		1	9/15/65	C
	form	Employment application		3	7/1/63	C
	letter	From Franz Kraus to Yoichi Okamoto		5	2/1/65	C
	standard form 57	Employment application		3	4/14/65	C
	standard form 57	Employment application		3	4/15/65	C
	standard form 57	Employment application		7	4/22/65	C
	standard form 57	Employment application		2	4/23/65	C

Collection Title Office Files of Yoichi Okamoto

Folder Title "Photo Personnel - Office and Lab - 1964 to 1965"

Box Number 2

Restriction Codes

- (A) Closed by Executive Order 13292 governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

5/25/2007

Sah
Initials

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

September 14, 1965

TO: **LOYD WRIGHT**

FROM: **YOICHI R. OKAMOTO**

Now that I am off your back "lab-wise" (we have finally moved out of the USIA photo lab and into our own) I have new problems.

As our negative and print file grows, we seem to get better known and the demand for pictures has multiplied. We get requests like, "Mayor Blatt of Weehaukin greeted the President on the Kansas City trip, we need prints" to "we need a selection of top pictures of the Awesome Foursome working on different crises."

Somehow I must get order out of utter chaos so that we can find the right pictures immediately. This requires picture morgue and library talent, which we do not have. Your Ruth Traurig, IPS/EV, has had years of experience in both. She understands our requirements.

Could I borrow her for several days of TDY to straighten us out?

September 11, 1965

MEMORANDUM FOR W. MARVIN WATSON

FROM: Yoichi R. Okamoto

We are desperately in need of help in terms of laboratory technicians. As of today we are this far behind: 49 orders, 2504 prints. With our present staff and increasing workload we see no relief from this constantly increasing backlog.

I urgently need your approval of my request for an increased lab staff, dated August 26, 1965. Please bear in mind that even after your approval, it will take us months to locate qualified military personnel and to obtain their clearances.

Personnel

September 11, 1965

MEMORANDUM FOR W. MARVIN WATSON

FROM: Yoichi R. Okamoto

We are desperately in need of help in terms of laboratory technicians. As of today we are this far behind: 49 orders, 2504 prints. With our present staff and increasing workload we see no relief from this constantly increasing backlog.

I urgently need your approval of my request for an increased lab staff, dated August 26, 1965. Please bear in mind that even after your approval, it will take us months to locate qualified military personnel and to obtain their clearances.

Personnel

September 10, 1965

MEMORANDUM FOR LLOYD WRIGHT - USIA

FROM: Yoichi R. Okamoto

Thanks a million for lending us Miss Kay Wheeler. She is a most competent, level headed young lady whom I would love to keep. She learns quickly and remains calm and efficient under pressure. You should be proud of her. We return her with great reluctance.

Incidentally, she worked 7 1/2 hours overtime during her stint here. It would be nice if you could pay her for it.

Personnel

September 10, 1965

MEMORANDUM FOR JOE CALIFANO

FROM: Yoichi R. Okamoto

We have an Air Force sergeant who has developed into a fine laboratory technician and we are most anxious to hold him. He has not received a promotion in almost ten years and he feels that he must get out of WHCA and get back into an Air Force base in order to get ahead. I get the feeling that promotions are inclined to be neglected by the armed forces when it comes to WHCA military personnel because of its unique prestigious position.

Is there anything you can do for this man? He is: James D. Mench, SSGT E-5, AF 13265175, 23270 PAFSC, Date of Rank - Oct. 1, '55.

As you know, it is my goal to build a photographic establishment second to none in the government. If it must depend on military personnel I feel it imperative that we must have grades and working conditions conducive to attracting the best qualified technicians in all the military forces.

MILLER, CLYDE H.

MSGT E-7

AF 33762999

23270 PAFSC

DATE OF RANK - 1 JUN 64

MENCH, JAMES D.

SSGT E-5

AF 13265175

23270 PAFSC

DATE OF RANK - 1 OCT 55

VINCENT, FRANK R.

SSGT E-5

AF 17394140

23430 PAFSC

DATE OF RANK - 1 OCT 63

ROWLES, SHERMAN V.

A2C E-3

AF 13774257

23430 PAFSC

DATE OF RANK 1 JUN 64

Per mail

THE WHITE HOUSE
WASHINGTON

September 3, 1965

TO: MR. W. MARVIN WATSON

FROM: YOICHI R. OKAMOTO

Miss Terrill Kay Wheeler, an employee of the U.S. Information Agency, is working in my office on temporary duty from September 2-11.

Will you please arrange for her to have clearance into the White House for that period? Thank you.

COLOR

8 x 10 844 prints

8 x 10 34 orders

11 x 14 31 prints

B & W

8 x 10 267 prints

8 x 10 7 orders

11 x 14 10 prints

BACK WORK AS of 9/9/65

Job No	DATE	Subj.	TOTAL	Remarks	#Rolls
WH					
501	8/24/65	68	204	Reg	1122-1146 - 24R
507	8/26/65	53	159	Reg	1147-1163 - 18R
508	8/26/65	100	300	Reg	1164-1179 - 21R
513	8/26/65	65	195	Reg	1180-1200 - 20R
516	9/1/65	40	120	Reg	1201-1213 - 13R
520	9/3/65	45	135	Reg	1214-1236 - 13R
527	9/7/65	44	132	Reg	1227-1256 - 16R
531	9/9/65	39	117	Reg	1257-1261 - 5R
		33	23		3
13 Days		454	1362		130

Completed Jobs to Date

WH	DATE	# of Subjects	Tot Prints	
369	6-1	- 7	8	Rush
405	6-23	109	327	
411	6-24	78	234	
409	6-24	5	5	Rush
410	6-24	1	3	Rush
415	6-28	7	14	Rush
406	6/24	26	78	
413	6/28	5	11	Rush
408	6/28	13	53	Rush
416	6/28	26	78	
402	6/22	55	165	
418	6/24	96	288	
423	7/2	50	150	
427	7/8	52	156	
432	7/12	11	14	Priority
431	7/12	88	264	
433	7/13	10	32	
435	7/15	18	54	Rush
442	7/20	125	375	
450	7/23	230	690	
452	7/27	27	81	
457	7/27	18	40	Rush
458	7/29	120	360	
464	8/3	58	58	Priority
463	8/3	54	162	
461	8/3	45	135	
462	8/3	106	318	
470	8/6	83	249	

WH	DATE	Sub	TOT	
474	8/4/65	58	-58	Rush
476	8/8	93	279	
480	8/11	105	315	
483	8/12	24	24	
484	8/12	55	165	
486	8/16	47	141	
488	8/17	52	156	
489	8/17	19	19	Rush
487	8/17	18	40	Priority First
494	8/19	13	26	Priority
495	8/19	44	132	
498	8/21	87	261	out to WHCA
	8/5	12	50	Rush

71 WORK
DAYS

2150

6068

30.3
Per DAY

85.5
Per DAY

MOUNTLY AVERAGE

TOTAL BLACK & WHITE (8x10 & 11x14)	2900
TOTAL COLOR PRINTS (8x10 & 11x14)	3220
TOTAL ROLLS PROCESSED (B&W)	131
TOTAL ROLLS PROCESSED (COLOR)	302

BACK LOG COLOR PRINTS	400
-----------------------	-----

WILLIAM V MORAVEK
LAB CHIEF

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

JULY TAKE

Art Fest. 48-48
misc 11 - ~~14~~

ROLLS ORDER #

769-783

WH 427 - 52 subjs

784-808

" 431 - 88 "

809-812

" 433 - 10 "

813-818

435 - 18 "

819-848

442 - 125 "

849-900

450 - 230 "

901-908

452 - 20 "

909-942

458 - 120

943-952

461 - 45

955-971

462 - 106

972-986

463 54

118 Rolls

868 subjs

3
2604 prints 11x14

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

Miss. July Prints

432 Art. Test 48
Misc 14~~432~~

437 Misc 32

438 Copying 21

444 Misc 38

446 Misc 24

454 Rush 32

457 Rush 40

200 prints

Dan Lewis	E-7	—	in for transfer
Don Stodol	E-7	—	July 15 — trans.
Clyde Miller	E-7		
Carl Pieritz	E-6		
Franz Vincent	E-5		
Oz Rapp	E-5	—	Apr. 22 — discharge
Al Norman	E-5	—	Apr. 15 — " "
Sherman Rowles	E-4		
Kevin Smith	E-3		

Harry Lewis E-4 — driver

~~Gas Rosendo~~

James Merch
Ray Finch

November
January

Albright

Dust - no filters in air conditioning
system? or ceiling ^{no} good
Heating system doesn't work - too hot
or too cold
uneven Temp. through out lab.
same with air cond. system -
Hot water inadequate in freezing weather.

Inadequate ventilation in ~~some~~ ^{one} rooms,
no return ducts

Relative Humidity should be 50%, it's
about 15 to 22.

Paint spraying booth - still not completed

Complete clean up once every 13 weeks?

Guard duty - 1930 hr 5 Mar Sat. Rowles
1800 hr 8 Mar Tue Lewis
1800 hr. 11 Mar Fri Norman

Maintenance - Scrubbed once a week
Mopped once a day

Presidential

THE WHITE HOUSE
WASHINGTON

August 30, 1965

TO: MR. BILL D. MOYERS

FROM: YOICHI R. OKAMOTO

I would appreciate it greatly if you could request through Mr. Bill Hopkins a bright young "girl Friday" to assist in my office for two weeks beginning Tuesday, August 31. Now that all of the photographers are together the clerical work has increased to the point where we will eventually need another person full time. However, our immediate need is for someone to help us catch up on the backlog. Also, my editorial assistant, Jean Berwitt, is getting married on Sunday, Sept. 5 and would like to take the following week off on leave. She would be able to introduce the temporary girl to the office routine this week so that the girl could fill-in for her while she is away. Thank you for whatever you are able to do in this matter.

Albuquerque

THE WHITE HOUSE
WASHINGTON

1. Recruiting for men

2. We cannot take recruits -
drafts will not work.

3. Experienced men from: -

N.P.C., P.I.C., Pentagon, Lowry
not at basic school.

2. Authorized strength - now 19

a. 16 based on his letter 30 Sep 65

b. 3 authorized by Natom - Air Force
to pay salary.

3. Confusion on strength

Photo office separat from lab.

4. Main thing - we must have (19) (done)

full authorized strength (19) in
technician every day in order to do job

THE WHITE HOUSE
WASHINGTON

4. We need a 30 day overlap
in incoming men with replacement.

6. Funds -

2. Non-expendables - \$12,000

7. Support we must have - Bell's line

8. Review, cleaning people must
not count in authorized strength.

Important!
Fili
[Signature]
THE WHITE HOUSE
WASHINGTON

August 28, 1965

Memo for Mr. Okamoto

I have asked WHCA to resubmit the proposal for you to bring additional men aboard and asked that they substantiate in this proposal the need for additional personnel.

I also asked them to show that 8 people have been serving in the navy installation and that this is a transfer of those people into a central office.

I also asked them to transfer the two specific ladies that you wanted.

Marvin Watson

THE WHITE HOUSE
WASHINGTON

August 26, 1965

TO: W. MARVIN WATSON

FROM: YOICHI R. OKAMOTO

The temporary White House passes of Mr. William Moravek and Mr. James Mullaly, my two civilian laboratory men, expire on August 28 and August 29, 1965, respectively. Will you please arrange for the passes to be extended for 60 days each, by which time their clearances should be completed and they will be able to get permanent passes.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

August 26, 1965

TO: W. MARVIN WATSON

FROM: YOICHI R. OKAMOTO

In order to fulfill current photographic requirements of the President and the White House establishment the photo laboratory must be operated 16 hours per day 7 days per week with a total strength of 24 military positions.

The breakdown:

Seven (7) men are required to develop and print my own shooting.

Four (4) men are required to process and print other black and white photo servicing.

Six (6) men are required to process and print color.

Five (5) men are required as clerks, photo-finishers, supply men and driver-messengers.

Two (2) photographers to supplement the Okamoto, Knudsen shooting.

I consider this the bare minimum and urge immediate approval of the 24 positions. Prior to April, 1965 with Army and Navy photographers, the total average manpower was never under 16 positions. My shooting has now been added and photo requests have increased.

A recent military decree states that we are to lose any man who has served four years or over in the White House. This will cripple our current laboratory staff. If we should find qualified military personnel, the six month "clearing" requirement hampers replacement.

Can we bring qualified military men in, on some sort of interim clearance?

cc: BILL D. MOYERS

file

WHCA

23 August 1965

MEMORANDUM FOR: Mr. W. Marvin Watson
Special Assistant to the President

SUBJECT: Photographic Support.

Mr. Okamoto has requested that an additional sixteen (16) military spaces be authorized in the WHCA Photo Lab to meet present and projected White House photographic requirements. Current military authorization is eight (8) people. Mr. Okamoto currently has twelve (12) WHCA personnel and two (2) civilians assigned.

If you concur, action will be initiated by this organization to document the increased authorization and procure the required personnel. Processing of personnel, including clearances, may require as long as six months.

Copy furnished:
Mr. Okamoto

JACK A. ALBRIGHT
Colonel, USA
Commanding

Approved: _____.

Disapproved: _____.

W. Marvin Watson

Ok

WHCA

11 August 1965

MEMORANDUM FOR: JOSEPH A. CALIFANO, JR.
Special Assistant to the President

SUBJECT: Photographic Support to Mr. Okamoto

Reference is made to your discussion with General Starbird concerning problems in providing photographic support for Mr. Okamoto.

A number of meetings and discussions have been held to clarify this problem of support.

Mr. Okamoto agreed on 7 August that Mr. W. Moravek should speak for him on the problems encountered in the completion of the photographic laboratory. Meeting with Mr. Moravek on that date revealed that delay in receipt and installation of two major items of equipment were causing problems in photographic reproduction and prevented general use of the laboratory. These were:

(a) The installation of a chilling system for water to be used in the processing cycle.

(b) The availability and installation of a "sluice complex" used in the printing and washing portion of the black and white photographic processing cycle.

Equipment to meet the first requirement was received on 2 August and will be installed and in operation by 13 August.

Equipment for the second requirement was placed on order on 20 April 1965 with a maximum of an 18 week delivery date. Discussions with the Vice President of Rolar Corporation, the supplier of the equipment, indicates that the sluice complex will be delivered on 18 August 1965, within the contract date. Plumbing, carpentry, and electrical work are now being completed prior to delivery of the items of equipment.

WHCA

11 August 1965

SUBJECT: Photographic Support to Mr. Okamoto

Mr. W. Moravek indicated that upon completion of the installation of these two items of equipment, the photographic laboratory can be used to an acceptable degree. Receipt of other minor items of photo processing equipment is scheduled for a later date but this delay will not preclude the use of the laboratory prior to receipt of the items.

I have, on this date, issued specific instructions to the officer responsible for this activity to expedite the installation of this photo processing equipment and the completion of the entire photographic laboratory.

Copy furnished:
Lt General Starbird

JACK A. ALBRIGHT
Colonel USA
Commanding

THE WHITE HOUSE
WASHINGTON

1. LBJ demanding stiff schedules -
must have more support - 2 shifts
2. "Authorized strength" - 19
Separate Lab from Photo Office (4)
Must have full strength of Lab
Technicians every day (19)
Not drivers, cleaning people. -
guard duty. - Recruiting
3. Time limit - date.
Must have - full strength
- dust - June 1.
- heating - money
- hot water -
- humidity -
- print spraying booth -
- cleanup man. -

July 15, 1965

Mr. Charles Reiche
504 Windsor Road
New Milford, New Jersey

Dear Charlie,

Thank you very much for the time you spent and the interest you showed during our meeting in New York last April.

While I feel that you are undoubtedly highly qualified for one of the two positions I must fill, I also believe the ideal combination to be a team which has worked together for years. I think I have found two such men who, like you, possess high degrees of professional and technical abilities.

Choosing among so many talented candidates has been very difficult. A fringe benefit, however, has been establishing contact with a professional of your caliber.

Sincerely,

Yoichi R. Okamoto
Staff Assistant

July 15, 1963

Mr. Alfred Soto
5900 Arlington Avenue
Bronx, New York 10471

Dear Al,

Thank you very much for the time you spent and the interest you showed during our meeting in New York last April.

While I feel that you are undoubtedly highly qualified for one of the two positions I must fill, I also believe the ideal combination to be a team which has worked together for years. I think I have found two such men who, like you, possess high degrees of professional and technical abilities.

Choosing among so many talented candidates has been very difficult. A fringe benefit, however has been establishing contact with a professional of your caliber.

Sincerely,

Yoichi R. Okamoto
Staff Assistant

July 13, 1963

Mr. Donald Hattley
1237 Stanley Avenue
Brooklyn New York

Dear Don,

Thank you very much for the time you spent and the interest you showed during our meeting in New York last April.

While I feel that you are undoubtedly highly qualified for one of the two positions I must fill, I also believe the ideal combination to be a team which has worked together for years. I think I ~~have~~ found two such men who, like you, possess high degrees of professional and technical abilities.

Choosing among so many talented candidates has been very difficult. A fringe benefit, however, has been establishing contact with a professional of your caliber.

Sincerely,

Yoichi R. Okamoto
Staff Assistant

July 13, 1963

Mr. Edwin Gross
6 York Street
Old Bridge, New York

Dear Ed,

Thank you very much for the time you spent and the interest you showed during our meeting in New York last April.

While I feel that you are undoubtedly highly qualified for one of the two positions I must fill, I also believe the ideal combination to be a team which has worked together for years. I think I have found two such men who, like you, possess high degrees of professional and technical abilities.

Choosing among so many talented candidates has been very difficult. A fringe benefit, however, has been establishing contact with a professional of your caliber.

Sincerely,

Yeichi R. Okamoto
Staff Assistant

THE WHITE HOUSE
WASHINGTON

My - Marvin

1. Private bill signings - can
be color or black & white but
not both
2. Sometimes, bottlenecks in
guaritas.
3. Honest strength (lab) - 16 + 3
2 civilians - lab chiefs } guard duty.
8 lab technicians
+ driver - clerk

leaving

Hostel - July

Leaves - any day - request for transfer

Norman - April - discharge

EMPLOYEE Joan C. Berwitt POSITION Editorial Assistant GRADE GS-8 EFFECTIVE DATE 6-6-65

OFFICE, CHIEF OF STAFF
STAFF CIVILIAN PERSONNEL DIVISION

Placement Follow-Up Evaluation

TO _____ ORGANIZATION USAPA
BUILDING White House ROOM _____

1. The purpose of this questionnaire is primarily to find out how well the employee concerned is doing on the job. Are there weaknesses to be corrected or strengths that can be further developed? How well does the employee respond to supervision? How well does he meet his new job responsibilities? At the same time it is hoped that we can obtain information that will tell us how effective the recruitment, career referral and merit promotion systems are in providing employees who can do the job you have to get done.

2. About three or four months ago the personnel action checked below was taken relative to the employee whose name appears on this questionnaire.

<input checked="" type="checkbox"/> INITIAL APPOINTMENT	_____ PROMOTION (other than by
_____ REASSIGNMENT	job evaluation)
_____ OTHER	_____ CHANGE TO LOWER GRADE
(specify) _____	

3. Your answers to this questionnaire will be considered confidential. They will not be discussed with the employee nor will they become a part of his personnel record.

4. When you have completed the questionnaire, please sign it and return it to the address indicated below. It is addressed so that it can be returned in a window envelope.

TO: Personnel Management Assistance Section
Staff Civilian Personnel Division, OCoS
Room 1B 421 Building Pentagon
ATTENTION: Mrs. Chalmers

PLACEMENT FOLLOW-UP EVALUATION

Supervisory Information:

1. What is your relationship to the employee you are rating?
 - ☐ a. Immediate supervisor
 - ☐ b. Second-line supervisor
 - ☐ c. Other (specify) _____
2. How long have you been in a position to observe the employee's performance?
 - ☐ a. Less than 1 month
 - ☐ b. 1-3 months
 - ☐ c. 3-6 months
 - ☐ d. 6-12 months
 - ☐ e. More than 12 months.
3. What opportunity do you have to observe the employee on his work?
 - ☐ a. Daily contact
 - ☐ b. Contact several times a week
 - ☐ c. Contact at least once a week
 - ☐ d. Contact less than once a week
 - ☐ e. Other (specify) _____
4. What proportion of your time is spent in performing supervisory duties?
 - ☐ a. Almost all
 - ☐ b. About one-half
 - ☐ c. Less than one-half

How to Rate:

Examine the rating scale below. Read the five descriptive statements carefully, Decide which statement best describes the ability and performance of the employee under consideration and make a check (✓) on the line just above it. If you feel that none of the descriptions fit the employee accurately but that he really falls about half-way between two of the statements, make a check in the space which lies between the two statements.

1. Ability to grasp subject matter related to his job.

Quite slow to grasp subject matter. Still doesn't understand the material he is working with even though he has had ample opportunity.	Takes longer than others to become acquainted with subject matter but can be depended upon to acquire it if given time and thorough explanation.	Requires normal amount of explanation and time to understand subject matter.	Better than most. Learned the material quickly, and with only moderate explanation and repetition.	Excellent; understands extremely well.

2. Acceptable work output.

Frequently is rather unproductive; fails to produce enough acceptable work.	Periodically fails to produce enough acceptable work.	Produces an acceptable amount of work.	One of the faster workers who always produces his share of acceptable work and occasionally produces more than expected.	One of the fastest workers, whose production of acceptable work is always beyond that expected.
---	---	--	--	---

3. Ability to work with others (subordinates, co-workers, and superiors).

This person's relations with others are a definite liability. Effectiveness of the work unit is materially lowered because of the problems his behavior causes.	Gets along with everyone most of the time, but every once in awhile relations with others interfere with work.	Gets along as well as most people in his unit; his relations with others do not affect the group one way or the other.	Is friendly and cordial with all with whom he works; never a cause for complaint and his relations foster group morale.	Is an asset to any group with which he is working, sparks the work of others thereby increasing efficiency of unit.
---	--	--	---	---

4. If this employee performs supervisory duties, rate him on his ability to supervise. If not applicable, check here: ____.

Inept with people; has very little success in supervising.	Has some success as a supervisor but does not supervise as well as most.	Has average success as a supervisor, nothing particularly good or poor about his performance.	Definitely successful in guiding and directing work of others.	Outstanding in a supervisory position. Can motivate subordinates to high degree of effort.
--	--	---	--	--

5. Overall performance (complete for all employees).

Weak in overall performance; does not carry his share of the workload.	Not quite up to par with most employees; will have to show improvement to reach an acceptable level of performance.	Does a satisfactory job; is an average employee in performance.	Is a good employee; his performance is better than that generally expected.	An exceptionally good worker who is equalled by very few others.
--	---	---	---	--

Additional Information

6. How would you describe the employee's attendance? (Check (✓) one for each of the following.)
- a. Punctuality: ☐ Satisfactory. ☐ Needs improvement. ☐ Unsatisfactory.
- b. Use of annual leave: ☐ Satisfactory. ☐ Needs improvement. ☐ Unsatisfactory.
- c. Use of sick leave: ☐ Satisfactory. ☐ Needs improvement. ☐ Unsatisfactory
7. Describe any needed improvements indicated by the performance of the employee.
8. What action are you taking to:
- a. Help the employee overcome any observed weaknesses?
- b. Further develop any particular strengths?
9. Are there any additional comments about the employee's performance you wish to make?
10. What suggestions do you have that will be helpful in recruiting persons for similar vacancies that may occur?

NAME OF RATER _____ TITLE _____ DATE _____



CSSCPD-P

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF STAFF
WASHINGTON 25, D.C.

3 June 1965

Mr. Yoichi R. Okamoto
Staff Assistant
Executive Office of the President
White House
Washington, D. C.

Dear Mr. Okamoto:

Inclosed are the position descriptions for your two photographic laboratory technician positions and the editorial assistant. These were prepared on the basis of our somewhat sketchy telephone conversation and are for you to sign as the approving supervisor in item 10, as indicated.

If the duties statements do not accord sufficiently with your ideas, please indicate changes or additions and I shall prepare new descriptions for your signature. Otherwise, if you will return the signed original of each of the three descriptions to me, you may keep the copy for your files. Each of the three employees will receive a personal copy of their position description attached to the Standard Form 50 confirming their appointment.

Sincerely yours,

Robert G. Moran

ROBERT G. MORAN
Chief, Position and Pay
Management Branch
Staff Civilian Personnel Division
Room 1E420
The Pentagon

Incls
as

Personnel

THE WHITE HOUSE
WASHINGTON

May 24, 1965

TO: MRS. JEAN ROBB

FROM: YOICHI R. OKAMOTO

Because of the speed with which the appointment of Miss Joan Berwitt was processed, your office was not informed in advance of the agreed upon position title for her job. This title is "Editorial Assistant." I would greatly appreciate your initiating an amended Notification of Personnel Action, substituting the above title for the one of Secretarial Assistant which presently appears on her records. Thank you.

DEPARTMENT OF THE ARMY JOB DESCRIPTION <small>(DA CPPM 1 and CPR P30)</small>		1. INSTALLATION OR HEADQUARTERS OFFICE OFFICE, CHIEF OF STAFF		2. JOB NUMBER 8457	
3. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE U.S.C.S.C. Stds; Editorial Assistance Series GS-1087-0, Dec. 1962; Writing and Editing Series GS-1082-0, Feb. 1961; Secty			4. TITLE Editorial Assistant		
5. EVALUATION APPROVAL Title, pay schedule, code and grade of this job have been fixed in accordance with Department of the Army official policy and grade level standards.			5. PAY SCHEDULE Class Act		6. OCC. CODE GS-1087
7. GRADE 8			DATE 20 May 1965		
9. SUPERVISORY CONTROLS, DUTIES, AND WORKING CONDITIONS (Indicate percent of time for each duty, where pertinent.) (Continue statement of duties, etc., on reverse side if necessary.)					
<u>SUPERVISORY CONTROLS</u>					
<p>Works under general supervision of a Staff Assistant to the President who assigns work, sets standards and evaluates performance for conformance to policies and adherence to quality standards.</p>					
<u>MAJOR DUTIES</u>					
<p>Serves as personal editorial and administrative assistant in the office of a staff assistant to the President performing general office work of a secretarial and administrative character as well as writing and editing projects in connection with the photographic and publications work of her superior.</p>					
<p>Researches current journals, newspapers and articles containing material bearing upon activities and personal relationships of the President and his associates in order to establish and maintain reference files for use in connection with the preparation of written material to describe or amplify photographic coverage of Presidential activities.</p>					
<p>Writes and edits captions and descriptive prose portions of photographic projects to assure appropriate interpretation, clarification and explanation of pictures, frequently involving details of a potentially delicate nature which must be placed in proper perspective. Makes certain that identifications of subjects, individuals and situations are correct and in accordance with the requirements of rank and protocol and of domestic and international sensitivities.</p>					
<p>Establishes and maintains files of photographs and related materials, and general correspondence files pertaining to general office and laboratory operations.</p>					
10. JOB CONTENT APPROVAL (Complete on organization file copy only.)					
ORGANIZATION LOCATION ARMY PHOTO AGENCY (White House)					
THIS STATEMENT ACCURATELY DESCRIBES THE WORK REQUIRED IN ONE POSITION OR IN EACH OF A GROUP OF POSITIONS IN THE ABOVE ORGANIZATION.			THE ABOVE DESCRIPTION, WITH SUPPLEMENTAL MATERIAL, IS ADEQUATE FOR PURPOSES OF EVALUATION.		
SIGNATURE OF APPROVING SUPERVISOR Yoichi R. Okamoto			SIGNATURE OF ANALYST Robert G. Moran		
11. REAUDIT APPROVAL					
DATE					
SUPERVISOR'S APPROVAL					
ANALYST'S SIGNATURE					CL 1087.02

8457

Performs a variety of clerical, and receptionist duties such as receiving visitors, arranging appointments, providing information to telephone callers, and maintaining the staff assistants calendar appointments.

Performs other related duties as assigned.

DEPARTMENT OF THE ARMY JOB DESCRIPTION <small>(DA CPM 1 and CPR P30)</small>		1. INSTALLATION OR HEADQUARTERS OFFICE OFFICE, CHIEF OF STAFF		2. JOB NUMBER 8455	
3. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE USCSC Photography Series GS-1060-0			4. TITLE Photographic Laboratory Technician (General)		
5. PAY SCHEDULE Class Act		6. OCC. CODE GS-1060		7. GRADE 12	
8. EVALUATION APPROVAL Title, pay schedule, code and grade of this job have been fixed in accordance with Department of the Army official policy and grade level standards.			SIGNATURE <i>Robert G. Moran</i>		DATE 5/17/65

9. SUPERVISORY CONTROLS, DUTIES, AND WORKING CONDITIONS (Indicate percent of time for each duty, where pertinent.) (Continue statement of duties, etc., on reverse side if necessary.)

SUPERVISORY CONTROLS

Works under general supervision of a Laboratory Technician of higher grade in the office of the staff Assistant to the President. Supervisor assigns projects, reviews completed work for quality and technique and provides technical guidance only in the most highly exacting or difficult circumstances.

MAJOR DUTIES

Processes or directs the processing of all types of color and black and white film, using the full range of technical skills, techniques and equipment available in the photo processing field. Applies the most sophisticated skills in meeting the exacting standards of the Office of the President and in producing precisely the effect desired. Provides expert photo processing services for work required by the President and for special projects having his approval and interests.

Maintains current knowledge of latest developments in field of photo processing and keeps skills and techniques up to date by experimentation and innovation.

Performs other duties as assigned.

10. JOB CONTENT APPROVAL (Complete on organization file copy only.)

ORGANIZATION LOCATION

Army Photographic Agency (Duty Station White House)

THIS STATEMENT ACCURATELY DESCRIBES THE WORK REQUIRED IN ONE POSITION OR IN EACH OF A GROUP OF POSITIONS IN THE ABOVE ORGANIZATION.

THE ABOVE DESCRIPTION, WITH SUPPLEMENTAL MATERIAL, IS ADEQUATE FOR PURPOSES OF EVALUATION.

SIGNATURE OF APPROVING SUPERVISOR

SIGNATURE OF ANALYST

Yoshi R. Okamoto

Robert G. Moran

11. REAUDIT APPROVAL

DATE							
SUPERVISOR'S APPROVAL							
ANALYST'S SIGNATURE							

CL 1060-02

DEPARTMENT OF THE ARMY JOB DESCRIPTION <small>(DA CPPM 1 and CPR P30)</small>	1. INSTALLATION OR HEADQUARTERS OFFICE <p style="text-align: center;">OFFICE, CHIEF OF STAFF</p>	2. JOB NUMBER <p style="text-align: center;">8434</p>
3. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE <p style="text-align: center;">USCSC Photography Series GS-1060-0, Oct '63</p>	4. TITLE <p style="text-align: center;">Supervisory Photographer (Laboratory)</p>	
5. EVALUATION APPROVAL <small>Title, pay schedule, code and grade of this job have been fixed in accordance with Department of the Army official policy and grade level standards.</small>	5. PAY SCHEDULE <p style="text-align: center;">Class Act</p>	6. OCC. CODE <p style="text-align: center;">GS-1060</p>
7. GRADE <p style="text-align: center;">13</p>	SIGNATURE <p style="text-align: center;"><i>Robert G. Moran</i></p>	
DATE <p style="text-align: right;"><i>5/17/65</i></p>		
9. SUPERVISORY CONTROLS, DUTIES, AND WORKING CONDITIONS <small>(Indicate percent of time for each duty, where pertinent.) (Continue statement of duties, etc., on reverse side if necessary.)</small> <p style="text-align: center;"><u>SUPERVISORY CONTROLS</u></p> <p>Works under the general direction of a Staff Assistant in the Executive Office of the President who determines assignments and provides guidance and instruction concerning the nature and quality of final product desired.</p> <p style="text-align: center;"><u>MAJOR DUTIES</u></p> <p>Supervises and directs the processing of all types of color and black and white film, the application of various special techniques to the processes of making negatives and prints from exposed film and the highly expert manipulation of specialized laboratory equipment and procedures to obtain finished photographic material meeting highest standards and fully complementing the skill and technique of the photographer.</p> <p>Supervises and participates in the planning and development of all types of visual communications materials requiring photographic reproduction, providing advice concerning possibilities of treatment of subjects arising from an intimate and expert knowledge of processing techniques and materials. Personally applies a highly expert creative skill in the manipulation of the entire reproduction process for particularly demanding project assignments for the Office of the President.</p> <p>Maintains current and up-to-date knowledge of latest developments in techniques and equipment and arranges for modifications to or enhancement of laboratory equipment to meet the most exacting requirements.</p> <p>Advices the Special Staff Assistant on the technical aspects of photographic processing as needed to provide responsive and adequate service to the Office of the President.</p> <p>Performs other duties as assigned.</p>		
10. JOB CONTENT APPROVAL <small>(Complete on organization file copy only.)</small> ORGANIZATION LOCATION <p style="text-align: center;">Army Photographic Agency (Duty Station White House)</p>		
<small>THIS STATEMENT ACCURATELY DESCRIBES THE WORK REQUIRED IN ONE POSITION OR IN EACH OF A GROUP OF POSITIONS IN THE ABOVE ORGANIZATION.</small>	<small>THE ABOVE DESCRIPTION, WITH SUPPLEMENTAL MATERIAL, IS ADEQUATE FOR PURPOSES OF EVALUATION.</small>	
SIGNATURE OF APPROVING SUPERVISOR <p><i>Yachi E. Skarato</i></p>	SIGNATURE OF ANALYST <p style="text-align: center;"><i>Robert G. Moran</i></p>	
11. REAUDIT APPROVAL		
DATE		
SUPERVISOR'S APPROVAL		
ANALYST'S SIGNATURE		
		CL 1060.02

DEPARTMENT OF THE ARMY JOB DESCRIPTION (DA CPPM I and CPR P30)	1. INSTALLATION OR HEADQUARTERS OFFICE OFFICE, CHIEF OF STAFF	2. JOB NUMBER 8454
3. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE USCSC Photography Series GS-1060-0, Oct '63	4. TITLE Supervisory Photographer (Laboratory)	
5. EVALUATION APPROVAL Title, pay schedule, code and grade of this job have been fixed in accordance with Department of the Army official policy and grade level standards.	5. PAY SCHEDULE Class Act	6. OCC. CODE GS-1060
7. GRADE 13	SIGNATURE <i>Robert G. Moran</i>	
DATE 5/17/65		
9. SUPERVISORY CONTROLS, DUTIES, AND WORKING CONDITIONS (Indicate percent of time for each duty, where pertinent.) (Continue statement of duties, etc., on reverse side if necessary.)		
<u>SUPERVISORY CONTROLS</u>		
<p>Works under the general direction of a Staff Assistant in the Executive Office of the President who determines assignments and provides guidance and instruction concerning the nature and quality of final product desired.</p>		
<u>MAJOR DUTIES</u>		
<p>Supervises and directs the processing of all types of color and black and white film, the application of various special techniques to the processes of making negatives and prints from exposed film and the highly expert manipulation of specialized laboratory equipment and procedures to obtain finished photographic material meeting highest standards and fully complementing the skill and technique of the photographer.</p>		
<p>Supervises and participates in the planning and development of all types of visual communications materials requiring photographic reproduction, providing advice concerning possibilities of treatment of subjects arising from an intimate and expert knowledge of processing techniques and materials. Personally applies a highly expert creative skill in the manipulation of the entire reproduction process for particularly demanding project assignments for the Office of the President.</p>		
<p>Maintains current and up-to-date knowledge of latest developments in techniques and equipment and arranges for modifications to or enhancement of laboratory equipment to meet the most exacting requirements.</p>		
<p>Advises the Special Staff Assistant on the technical aspects of photographic processing as needed to provide responsive and adequate service to the Office of the President.</p>		
<p>Performs other duties as assigned.</p>		
10. JOB CONTENT APPROVAL (Complete on organization file copy only.)		
ORGANIZATION LOCATION Army Photographic Agency (Duty Station White House)		
THIS STATEMENT ACCURATELY DESCRIBES THE WORK REQUIRED IN ONE POSITION OR IN EACH OF A GROUP OF POSITIONS IN THE ABOVE ORGANIZATION.	THE ABOVE DESCRIPTION, WITH SUPPLEMENTAL MATERIAL, IS ADEQUATE FOR PURPOSES OF EVALUATION.	
SIGNATURE OF APPROVING SUPERVISOR Yoichi E. Okamoto	SIGNATURE OF ANALYST <i>Robert G. Moran</i>	
11. REAUDIT APPROVAL		
DATE		
SUPERVISOR'S APPROVAL		
ANALYST'S SIGNATURE		

CL 1060.02

2 of these to be made & one to be made.
DRAFT

~~XXXXXXXXXX~~

May 6, 1965

Dear _____:

I am eagerly looking forward to your joining us in Washington
so that we may begin what, I am ~~sure~~ sure you agree, will
be one of the most significant and exciting ~~long-range~~ long-range projects
in the history of photography.

Incidentally
~~It is my firm belief that there will always be a White House~~
~~photographic laboratory, and that photography will continue to play an~~
~~important role in the administration of President Johnson.~~
With President Johnson, photography will play an increasingly important role in the administration of President Johnson.

~~However,~~

~~If, by some unforeseen circumstance, our particular operation should~~

be abolished, you have my personal guarantee that with your reputation

~~professional~~
and ~~ability~~ I could find you a ~~position~~ position with equivalent pay in some

other government agency, if not with a publishing house.

Sincerely yours,

YRO

April 28, 1965

TO: Mr. Joseph A. Califano Jr.
Special Assistant to the
Secretary and the Deputy
Secretary of Defense

Here are the names and addresses of the two civilian laboratory technicians I would like to hire.

As Lab Chief-- GS-13

William Moravek
23-60 Crescent Street
Astoria 5, Long Island, N.Y.
(Tel.-- AStoria 4-0122)

As Lab Technician-- GS-12

James L. Mullaly
92-05 Whitney Avenue
Elmhurst 73, N.Y.
(Tel.-- DE 5-8780)

Both men are currently employed at Look Magazine. Thank you for all your efforts.

Yoichi R. Okamoto
Staff Assistant
Executive Office of the President

April 22, 1965

Dear Mr. Reiche:

Enclosed you will find two (2) Form 57s - Application for Federal Employment. Will you have them filled out and return to :

Mr. Yoichi R. Okamoto - IPS/EW - USIA
1776 Pennsylvania Ave., N. W., Room 223
Washington, D. C., 20547

Thank you.

Sincerely yours

Dorothea J. Middleton
Secretary to Mr. Okamoto

Mr. Charles Reiche
Scope Associates, Inc.
16 West 45th Street
New York, N. Y., 10036

SCOPE ASSOCIATES, INC.

16 WEST 45th STREET • NEW YORK 10036, N. Y. • YUKON 6-1980 • CABLE: SCOPASOCIA

April 19, 1965

Dear Oki,

*I would like to come down to
Washington and talk about making
the great move.*

Please call me at my office.

*Thank you
Charlie Reiche*

2 sets - 57s.

~~SECRET~~
Moran - in Cabanis' office

Mr. Hale Mead

Chief Employment ^{+ Services} Branch

~~SECRET~~ SCPD

Offno - Ch. of Staff

~~SECRET~~

Pentagon

~~SECRET~~

11X 53881

Memorandum For Mr. Joseph A. Califano Jr.
The Special Assistant to the
Secretary and the Deputy
Secretary of Defense

Here are the names and addresses
of the two civilian laboratory technicians
I would like to hire.

As Lab Chief - GS-13

William Moravsek

23-60 Crescent Street, Astoria 5

Long Island, N.Y.

(Tel. - Astoria 4-0122

As Lab Technician - GS-12

James L. Mullaney

92-05 Whitney Avenue, Elmhurst 73, N.Y.

(Tel. - De 5-8780

Both men are currently employed at
Look Magazine. Thank you for all your trouble
efforts.

Nick R. Charnot
Office of
Staff Assistant
Executive Office of the President

LBJ LIBRARY DOCUMENT WITHDRAWAL SHEET

Page 1 of 1

Doc #	DocType	Doc Info	Classification	Pages	Date	Restriction
	memo	To Marvin Watson from Jack Albright		1	9/15/65	C
	form	Employment application		3	7/1/63	C
	letter	From Franz Kraus to Yoichi Okamoto		5	2/1/65	C
	standard form 57	Employment application		3	4/14/65	C
	standard form 57	Employment application		3	4/15/65	C
	standard form 57	Employment application		7	4/22/65	C
	standard form 57	Employment application		2	4/23/65	C

Collection Title Office Files of Yoichi Okamoto

Folder Title "Photo Personnel - Office and Lab - 1964 to 1965"

Box Number 2

Restriction Codes

- (A) Closed by Executive Order 13292 governing access to national security information.
 (B) Closed by statute or by the agency which originated the document.
 (C) Closed in accordance with restrictions contained in the donor's deed of gift.

5/25/2007

SAH
 Initials

LBJ LIBRARY DOCUMENT WITHDRAWAL SHEET

Page 1 of 1

<u>Doc #</u>	<u>DocType</u>	<u>Doc Info</u>	<u>Classification</u>	<u>Pages</u>	<u>Date</u>	<u>Restriction</u>
	memo	To Marvin Watson from Jack Albright		1	9/15/65	C
	form	Employment application		3	7/1/63	C
	letter	From Franz Kraus to Yoichi Okamoto		5	2/1/65	C
	standard form 57	Employment application		3	4/14/65	C
	standard form 57	Employment application		3	4/15/65	C
	standard form 57	Employment application		7	4/22/65	C
	standard form 57	Employment application		2	4/23/65	C

Collection Title Office Files of Yoichi Okamoto

Folder Title "Photo Personnel - Office and Lab - 1964 to 1965"

Box Number 2

Restriction Codes

- (A) Closed by Executive Order 13292 governing access to national security information.
 (B) Closed by statute or by the agency which originated the document.
 (C) Closed in accordance with restrictions contained in the donor's deed of gift.

5/25/2007

Jah
 Initials

April 20, 1965

Dear Mr. Moravek:

Enclosed you will find a Form 57 - Application for Federal Employment. Will you have the printer you talked with Mr. Maskland about, fill it out and return it to:

Mr. Yoichi R. Okamoto - IPS/EW - USIA
Room 223 - 1776 Pennsylvania Ave., N. W.
Washington, D. C., 20547

Thank you.

Sincerely,

Dorothea J. Middleton
Secretary to Mr. Okamoto

Mr. William Moravek
23-60 Crescent Street,
Astoria 5, L. I., New York

LBJ LIBRARY DOCUMENT WITHDRAWAL SHEET

Page 1 of 1

<u>Doc #</u>	<u>DocType</u>	<u>Doc Info</u>	<u>Classification</u>	<u>Pages</u>	<u>Date</u>	<u>Restriction</u>
	memo	To Marvin Watson from Jack Albright		1	9/15/65	C
	form	Employment application		3	7/1/63	C
	letter	From Franz Kraus to Yoichi Okamoto		5	2/1/65	C
	standard form 57	Employment application		3	4/14/65	C
	standard form 57	Employment application		3	4/15/65	C
	standard form 57	Employment application		7	4/22/65	C
	standard form 57	Employment application		2	4/23/65	C

Collection Title Office Files of Yoichi Okamoto

Folder Title "Photo Personnel - Office and Lab - 1964 to 1965"

Box Number 2

Restriction Codes

- (A) Closed by Executive Order 13292 governing access to national security information.
 (B) Closed by statute or by the agency which originated the document.
 (C) Closed in accordance with restrictions contained in the donor's deed of gift.

5/25/2007

SAH
Initials

GWUBO40 WA065
(TL) (SY NEA032) NL NEW YORK NY APR 13

HOICHI R OKAMOTO

USIA PHOTOGRAPHER WASHDC
MOTIVATED BY A PERSONAL SENSE OF PRIDE MY WIFE AND I FEEL
HONORED BY YOUR INTEREST. QUALIFICATIONS WILL BE FORTHCOMING
RESPECTFULLY

ALFRED SOTO 5900 ARLINGTON AVE BRONX 10471 NY
(07).

744A EST APR 14 65

APR 14 7 45 AM '65

NOTES: - 4/14/65

Candidates for Printer:

- ✓ Don Hattley - LIFE
- ✓ Ed Gross - N. Y. Times - code 212 - 556-1234 ext. 7425
6 York Street, Old Bridge, New York - tele- code 201 - Parkway 1-2098

Lab Chief:

William Moravek - LOOK
23-60 Crescent Street, Astoria 5, L. I., N. Y. - tele - Astoria 4-0122
Office - Murray Hill 8-0300

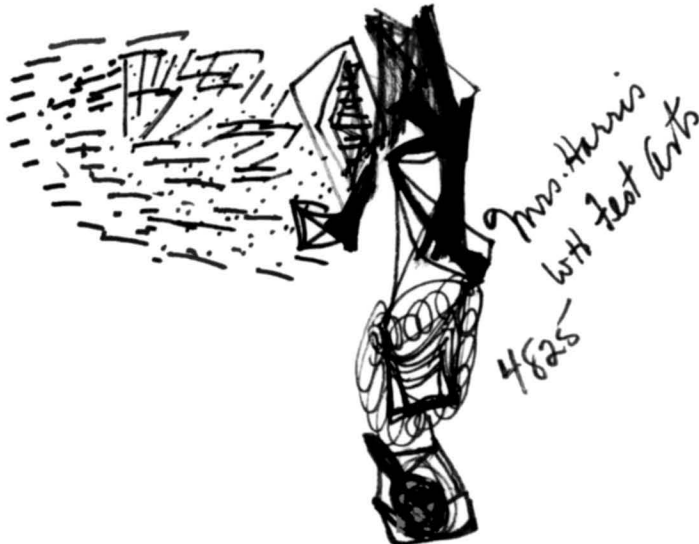
- ✓ Alfred Soto - Curtis Publications
5900 Arlington Avenue, Bronx, N. Y., 10471

- ✓ Charles Reiche - SCOPE
504 Windsor Road, New Milford, New Jersey - tele - code 201 - CO 2-0328

4/27/65

Candidate for printer:

James L. Mullaly * LOOK
92-05 Whitney Avenue, Elmhurst 73, New York-- tele-- DE 5-8780
Office- Murray Hill 8-0300



Desautels

LBJ LIBRARY DOCUMENT WITHDRAWAL SHEET

Page 1 of 1

<u>Doc #</u>	<u>DocType</u>	<u>Doc Info</u>	<u>Classification</u>	<u>Pages</u>	<u>Date</u>	<u>Restriction</u>
	memo	To Marvin Watson from Jack Albright		1	9/15/65	C
	form	Employment application		3	7/1/63	C
	letter	From Franz Kraus to Yoichi Okamoto		5	2/1/65	C
	standard form 57	Employment application		3	4/14/65	C
	standard form 57	Employment application		3	4/15/65	C
	standard form 57	Employment application		7	4/22/65	C
	standard form 57	Employment application		2	4/23/65	C

Collection Title Office Files of Yoichi Okamoto

Folder Title "Photo Personnel - Office and Lab - 1964 to 1965"

Box Number 2

Restriction Codes

- (A) Closed by Executive Order 13292 governing access to national security information.
 (B) Closed by statute or by the agency which originated the document.
 (C) Closed in accordance with restrictions contained in the donor's deed of gift.

5/25/2007

Jah
 Initials

	Personality	Leadership	B&W know how	Picture taking technique Adviser	Editing Ability	Speed	Enthusiasm	Experience	Habits & Hobbies
--	-------------	------------	-----------------	---	--------------------	-------	------------	------------	------------------------

Muravch &
James L. Mullaly

4	4	4	3	2	4	5	5	
---	---	---	---	---	---	---	---	--

Robert Hall

5	4	2						
---	---	---	--	--	--	--	--	--

Chas Reichs

4	3	5		2	4	5	5	
---	---	---	--	---	---	---	---	--

Jerome Anderson

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

February 23, 1965

TO: Mrs. Jean Robb

FROM: Joan Rosenberg

SUBJECT: Personnel assigned to Mr. Okamoto

Following is a list of the personnel assigned to Mr. Okamoto at the
Photo Office and the civilians at the photo lab:

<u>NAME</u>	<u>AGENCY</u>	<u>GRADE AND SALARY</u>	<u>DATE WHITE HOUSE SERVICE BEGAN</u>
Robert L. Knudsen	U.S. Naval Photo Center	GS-12 \$10,619	December, 1958
William Moravek	U.S. Army Photo Agency	GS-13 \$12,310	June, 1965
James Mullaly	U.S. Army Photo Agency	GS-12 \$10,619	June, 1965
Joan B. Rosenberg	U.S. Army Photo Agency	GS-8 \$7,097	April, 1965
Francis L. Wolfe	White House Communications Staff Agency	Sgt. \$3071.50 per mo.	November, 1959

John Davis -
lab candidate?

USA lab

619 Kennedy Street, N.E.
Washington, D.C. - 20011
February 1, 1965

Mr. Y. Okamoto
United States Information Agency
1776 Pennsylvania Avenue, N. W.
Washington, D.C.

Dear Mr. Okamoto

Please be informed that in regard to your supposed plans to establish a "White House Photographic Laboratory", I am interested.

I am 30 years old, single and have no dependents or physical defects of any kind.

I am a 1957 graduate of Southern University, Baton Rouge, Louisiana. I have a Bachelor of Arts degree with a major in Fine Arts Education, and a minor in Photography. I have also finished the United States Army Signal School's course "Photographic Laboratory Operations 843 at Fort Monmouth, New Jersey.

My experience includes the following: Since May, 1963, I have worked as a Photographic Laboratory Technician for the United States Information Agency; two (2) years, Art teacher for the Covington Rosenwald High School, Covington, Louisiana, and three (3) years, Photographic Laboratory Technician and Photographer in the United States Army Signal Corp.; also served as motion picture script clerk for the Army Pictorial Center, Long Island City, New York.

I have been given permission to refer you to the following persons as references:

Mr. S.W. Austin, Instructor
Department of Photography
Southern University
Baton Rouge, Louisiana

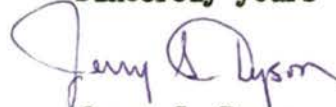
Mr. J.A. Cardozer, Instructor
Department of Art
Southern University
Baton Rouge, Louisiana

Mr. B.H. Barker, Assistant Principal
Washington Parish High School
Franklinton, Louisiana

I offer my qualifications, which I hope will warrant your considering me for the supposed vacancy in your office.

For further information, you may reach me at DU 3-5950 or Ext. 5950.

Sincerely yours



Jerry S. Dyson

JSD/BJS

LBJ LIBRARY DOCUMENT WITHDRAWAL SHEET

Page 1 of 1

<u>Doc #</u>	<u>DocType</u>	<u>Doc Info</u>	<u>Classification</u>	<u>Pages</u>	<u>Date</u>	<u>Restriction</u>
	memo	To Marvin Watson from Jack Albright		1	9/15/65	C
	form	Employment application		3	7/1/63	C
	letter	From Franz Kraus to Yoichi Okamoto		5	2/1/65	C
	standard form 57	Employment application		3	4/14/65	C
	standard form 57	Employment application		3	4/15/65	C
	standard form 57	Employment application		7	4/22/65	C
	standard form 57	Employment application		2	4/23/65	C

Collection Title Office Files of Yoichi Okamoto**Folder Title** "Photo Personnel - Office and Lab - 1964 to 1965"**Box Number** 2

Restriction Codes

- (A) Closed by Executive Order 13292 governing access to national security information.
(B) Closed by statute or by the agency which originated the document.
(C) Closed in accordance with restrictions contained in the donor's deed of gift.

5/25/2007

Jah
Initials

These people have
not been contacted.
I thought you might
call them when you get
there - ad

Don Hittley - ^{Printers} Life Mag.

Ed Gross - N. Y. Times

tele - 556-1234 ext. 7425

from RICHARD OKAMOTO

Ralph Baum - Modanaga
319 E 44th Lc 2-4050

Harry - likes Soto
Becky Arts North
1511 N.

11
Dick Saunders²⁰¹ - Orange 4-0756

11
offed Soto - Curtis Polh. -
Alfred Soto -

from RICHARD OKAMOTO

Appointments - 10:30 Reich

11:15 Hall

12:30 Morano

2:00 Anderson

123

Sot

Robert Hall - Life -

Jun 6-1212 - X-2020

Charles Reiche - Scope
16 W. 45th St.

Yukon-6-1980 (office)
code 201 - CO-2-0328 (home)

William Moravsek - Look

Murray Hill 8-0300 (office)

Astoria - 4-0122 (home)

Jerome Anderson - Carter Holiday
957-5144 (office)

code 215 - KI-3-1465 (home)

phone calls 11

John Phillips

These people have
been contacted

from RICHARD OKAMOTO

Moravich + enthusiasm, team, competence
knows color control.

Hall - most likable, more interest in color
no look man - coming to Wash.

Reichs - probably best printer, most likable
no color interest



UNITED STATES INFORMATION AGENCY
WASHINGTON

Thank you for submitting your application for our consideration.

Your qualifications as outlined in the application have been carefully reviewed in terms of our present and prospective employment needs. I regret to say that there are no vacancies now for which your qualifications are appropriate, and no foreseeable openings for which we could offer you hope of appointment. We are, therefore, returning your application, as you may wish to use it in applying elsewhere.

We appreciate your interest in the Agency's program.

Sincerely yours,

A handwritten signature in cursive script that reads "James W. Eike".

James W. Eike, Chief
Personnel Services Staff
Personnel Division

Enclosure:

Completed Application

LBJ LIBRARY DOCUMENT WITHDRAWAL SHEET

Page 1 of 1

<u>Doc #</u>	<u>DocType</u>	<u>Doc Info</u>	<u>Classification</u>	<u>Pages</u>	<u>Date</u>	<u>Restriction</u>
	memo	To Marvin Watson from Jack Albright		1	9/15/65	C
	form	Employment application		3	7/1/63	C
	letter	From Franz Kraus to Yoichi Okamoto		5	2/1/65	C
	standard form 57	Employment application		3	4/14/65	C
	standard form 57	Employment application		3	4/15/65	C
	standard form 57	Employment application		7	4/22/65	C
	standard form 57	Employment application		2	4/23/65	C

Collection Title Office Files of Yoichi Okamoto
Folder Title "Photo Personnel - Office and Lab - 1964 to 1965"
Box Number 2

Restriction Codes

- (A) Closed by Executive Order 13292 governing access to national security information.
 (B) Closed by statute or by the agency which originated the document.
 (C) Closed in accordance with restrictions contained in the donor's deed of gift.

5/25/2007

Sah
Initials

DRAFT MEMO

TO:

November 25, 1964

FROM: Y. R. Okamoto

SUBJECT: Minimum Laboratory Requirements

I. Positions (5)

A. One (1) Editorial Assistant

One (1) Lab Chief

Three (3) Laboratory Technicians

II. Space requirements

A. Film developing room - 6' x 7'

B. Film drying room - 6' x 6'

C. Copying room - 6' x 6'

D. Printing room - 15' x 18'

E. Photo finishing room - 15' x 15'

F. Office and files - 12' x 12'

III. Photo Lab Equipment

2 - Enlargers, Omega, Variable condenser -- D4

6 - Enlarging lenses, Componon 50, 80, 150

1 - Enlarging lens, Componon 28mm

4 - Foot switches - Kodak

2 - Kleigl - Inspection lights

III. Photo Lab Equipment (cont.)

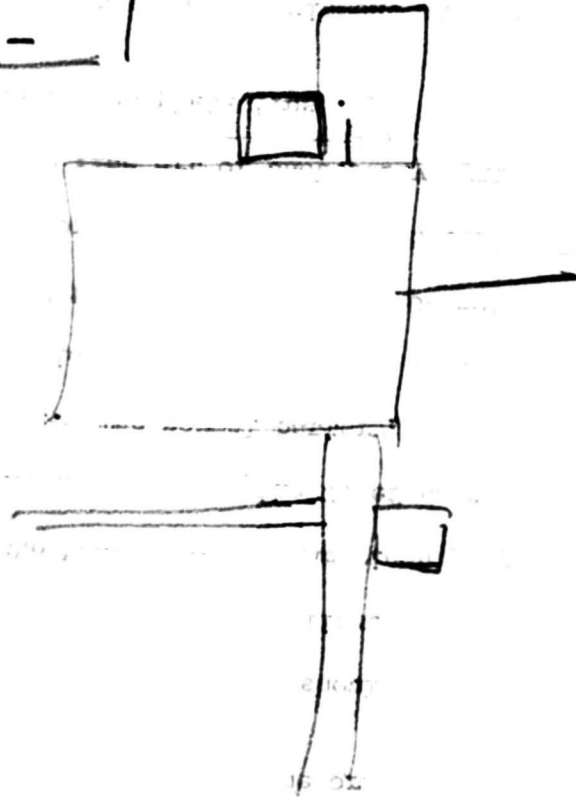
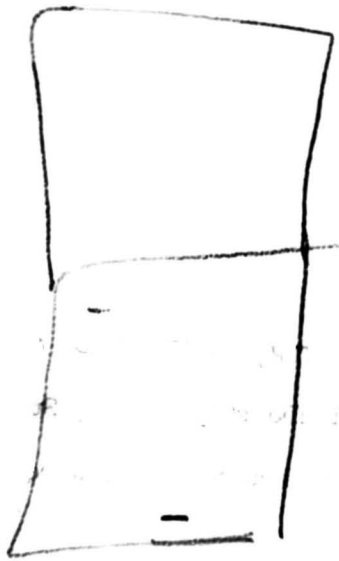
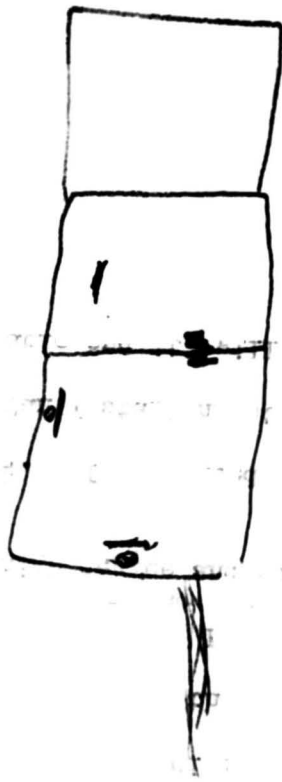
- 2 - Regular Simmons Omega easel - 11 x 14
- 1 - Simmons ~~lighting~~ ^{tilting} attachment - ~~\$10.75~~
- 1 - 2,000 volt capacity - Automatic Voltage Regulator
- 2 - Rheostats for Enlargers - General Radio Variacs #W5MT
- 2 - Print booths - Rolor
- 1 - Darkroom Print Developing Sink for 2 Enlargers by Rolor
including safelights and trays
- 1 - Rolor washer for 16" x 20" prints
- 1 - Easel for 16" x 20" prints - Eastman
- 2 - Pako Dryers - Model 26W
- 1 - Print Straightener - Kodak - Model G
- 1 - Large work table - finishing room
- 1 - Water temperature control throughout
- 1 - Developing room sink - 7 tank
- 24 - Nikon reels - 35mm
- 2 - Roll film racks
- 2 - Graduates, stainless
- 6 - Thermometers
- 2 - Baskets, stainless
- 1 - Film drying cabinet
- 1 - ~~Burton~~ ^{Burke} and James copy-camera - with lens and lights
- 4 dozen - 4x5 holders for copy camera
- ~~Vismat~~ ^{Versomat}
- 35mm filing cabinets
- Contact print filing cabinets
- 11" x 14" file cabinets

III. Photo Lab Equipment (cont.)

- 1 - Ektamat processor
- 1 - Contact printer - Morse M21
- 6 - Gralab timers
- 2 - Lektra timers - TM560R
- 2 - Complete sets Omega Negative Carriers
- 1 - Negative editing table
- 2 - tape recorders, Dictet, with extra cassettes
- 4 - Magna sights
- 4 - sets Poly Contrast and Varigram Filters
- 9 - Wastebaskets - large
- 1 - Kutrimmer

For Valenti - Discussion

1. My coverage of the Inauguration - I would like to stay with the President - as close to him as possible throughout the day. Will need every necessary credential, including a staff button for the day. *S.S. car? Events Monday? Tues?*
He'll talk with Reedy
2. Can we have top-grade civilian dark-room personnel - not military? For the top job I need a minimum of \$11,000 pay - that is Lab Chief Office Supervisor. *Schenkel \$14,660*
Can I go to New York to start feeling out for the talented Lab people to fill the Lab spots? Can we get Frank Scherschell services on a pay or overtime basis from USIA - setting up the lab as requested in the original paper?
3. If I switch - the President or George Reedy should make some kind of a statement such as, "The President, who is a firm believer in the value of photography, wishes to document, for the benefit of the American people, what his job is like.-- in his role as Commander in Chief, the Chief Executive, as the Nation's Number One Diplomat, etc. The normal battery of photographers cannot be permitted into many situations because of their numbers, the nature of classified discussions ^{*Top Secret*} of many of the situations. Mr. Okamoto has been an employee of the U.S. Government for 24 years and has a Security Clearance of Top Secret. He has developed the ~~fine~~ art of unobtrusive photography to a high degree and has the President's complete trust.
4. I will need a good deal of photographic equipment and laboratory equipment. Can I start negotiating to get this equipment as I need the very best obtainable and it will take some time? (Bill Summits)



5. Can I have the President's backing on holding on to my original negatives until my tenure is completed as the delicacy of 35mm negatives must be preserved while 4x5 copy negatives can be handed out for normal uses.

6. I need a good, bright secretary who can get to know everyone at the White House to obtain caption material. This person should be security cleared so that we can keep a confidential file of captions related to some of the conversations that went on while the pictures were being taken - example of the President briefing the Cabinet on what he and Prime Minister Sato discussed privately.

7. The President occasionally asks for color. With my type of photography color must be taken only occasionally, when it is possible, but should the color be taken for hand-out prints (he asked me to take color of Joint Chiefs of Staff for hand-outs in Texas) or for reproduction. They require two different approaches and two different types of processing. I will never be able to produce color pictures with the speed of Cecil ^{Stoughton} ~~Stoten~~ without a tremendous increase in lab costs.

8. ~~Can I go to New York to recruit?~~ *Yes - Feb 77*

9. Where can I keep my equipment near the President while I am working, and can I have a place to sit down near the President? I should have a small desk and a phone there also.

10. What will my relationship with USIA be? Can USIA release the pictures I take as they have done in the past? Can I shoot pictures specifically for USIA use? This would be of great advantage on VIPs and Magazines.

It is impossible for me to do justice to you and a branch of 53 people in USIA at the same time.

A new WHACA laboratory is being ^{established} installed in Georgetown. I recommended to Gen Clifton that the present White House photographic services now performed by Army, Navy and USIA be consolidated into one unit, thus affording considerable economies, as the cost in equipment and personnel could be cut in almost half.

White House Photography should be second to none. However, it must be run by a responsible supervisor. Good photography can play an increasingly important role in your administration, not only in the day by day activities, but by immortalising great moments for future generations.

~~I would like a crack of running the show and offer a twenty year record as a photographic supervisor and whatever picture taking~~
abilities I have, to your service. I also offer dedication, enthusiasm and, above all, loyalty.

I feel that the press corps already assumes I am working for the White House. Therefore, my appointment would not be news.

If queried by a news man, my answer will make Rufus Youngblood's recent statement sound like the State of the Union message.

Photographic ^{historical} Publishing industry.

100
It is impossible for me to do justice to you and a ~~branch~~ ^{the still}
~~picture responsibility~~
~~of 52 people~~ in USIA at the same time.

A new WHACA (?) laboratory is being ~~built~~ ^{installed} in ^{White House} Georgetown.
I recommended to Gen. Clifton that the present photographic
services, now ~~being~~ ^{performed} ~~conducted~~ by Army, Navy and USIA, ~~personnel~~
be consolidated into one unit, thus affording considerable
economies, as the cost in equipment and personnel could be cut
almost in half.

White House photography should be second to none.

~~The quality of the White House Photographic Services should~~

~~However it~~
~~be second to none and~~ must be run by a ~~single~~ responsible
supervisor. Good photography can play an increasingly important
role in your administration, not only in the day by day activities
but by immortalising great moments for future generations.

Should like a crack at running the show
and offer a twenty
~~year record as~~ photographic supervisor and
whatever picture-taking abilities I have, to your service.

I also offer dedication, enthusiasm and, above all, loyalty.

I feel that the press corps already assumes I am working for the
White House. Therefore, my appointment would not be news.

if queried by a news man, ~~I promise~~, ~~that~~ my answer will
make Rufus Youngblood's recent statement sound like the
state of the Union message.

Jobs - civil service?
4 darkroom men -
Chief - \$11,000

Quality and immediacy

Speed 11x14" - copy negative
print for Territo

Separate facilities under my
jurisdiction in Whaca lab

Cameras, lenses, light accessories \$5,000

From whom do I get funds.

Supplies, travel money, expenses

Messenger?

Cecil & me stumbling

Historian - E. L. -

U.S.S.A.

Quality & immediacy

Lah chief \$11,000

One civilian printer developer \$10,000

Three trainable soldiers or sailors

One Editorial Asst. GJ-7

Immediacy - Messenger

Valenti

1. Archivio? do they have the money?

Memo

Okamoto — salary, camera
mark

Personnel support

GS-14

Technician

Other related technical
support

GS-8 — now head of
of F. and to improve

Camera list — personal equipment
prices