

LBJ LIBRARY DOCUMENT WITHDRAWAL SHEET

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	Form	Information on new personnel		1	4/27/67	C
	Form	Information on new personnel		1	4/25/67	C
	Form 1052	Employee Performance Appraisal 1		3	11/8/66	C
	memo	From Okamoto to Marvin Watson		1	9/28/66	C
	Form 1052	Employee Performance Rating		1	8/10/67	C
	memo	From Yoichi Okamoto to George Washington with attachment		4	7/28/67	C
	memo	To US Army Joint Support Command from Mary Matheus		2	10/20/67	C
	letter	To Okamoto from Jim Cross with attachment		3	6/1/67	C
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STAFF LIST -
CHRISTMAS 1967

Okamoto, Yoichi R.
5602 Roosevelt Street
Bethesda, Maryland

Knudsen, Robert L.
3712 Woodburn Avenue
Annandale, Va.

Wolfe, Frank
4328 Taney Avenue
Alexandria, Va.

Matheus, Mrs. Mary T.
1401 S. Edgewood Street
Apt. 495
Arlington, Va.

Geissinger, Michael
1230-13th Street, N. W.
Apt. 101
Washington, DC.

Smith, Kevin
1214 South Thomas Street
Apt. B
Arlington, Va.

Atkins. Lt. Thomas
301 G Street, SW.
Washington, DC.

Fisher, William H.
29 Flag Green, SW.
Washington, DC.

Moravek, William
11128 Snughaven Lane
Fairfax, Va.

Mullaly, James
11105 Little Brook Lane
Fairfax, Va.

Alway, Russell B. 1124 Enilworth St., Apt #2, Arlington, Va. 22205
 Andrews, I van A. 5465 N. Morgan St. Apt #203, Alex., Va. 22312
 Ballenger, Donald L. 1610 16th. St. Apt #4, Arl., Va. 20009 22209
 Bibeau, Howard H. 487 Aspen Place, Georgetown S., Manassas, Va. 22110
 Bice, James R. 7328 Parkwood Crt., Apt #101, Falls Church, Va. 22042
 Boggess, Lyle V. Jr. 1220 N. Quinn St., Apt #222, Arl., Va. 22209
 Dean, Donald R. 722 S. Taney Rd., Georgetown S., Manassas, Va. 22110
 Falt, Richard L. 1230 N. Quinn St., Arl., Va. 22209
 Froyd, Fredric H. 5755 Sanger Ave., Apt #31, Alex., Va. 22311
 Geissinger, Michael A. 2501 Navahoe St., Adelphi, Md. 20783
 Gertz, Ronald R. 4410 Briarwood Crt., Apt #B3, Annandale, Va.
 Harris, Donald L. 1728 Abington, Dr., Apt #301, Alex., Va. 22314
 Holden, John L. Jr. 1610 16th. St., Apt #4, Arl., Va. 22209
 Holt, Alvin G. 1535 N. 16th. Rd. Apt #202, Arl., Va. 22209
 Holt, William F. Jr. 3070 30th. St. SE, Apt #102, Wash., D.C. 20020
 Hunter, Gerald J. 3413 Carlyn Springs Rd., Apt #303, Falls Church, Va. 22041
 Kightlinger, Jack E. 3633 N. Ferndale Road, Woodbridge, Va.
 Maida, Joseph J. 4195 S. 4 Mile Run Dr., Arl., Va. 22204
 Miller, Clyde H. 363 Byrd Dr., Manassas, Va. 22110
 Moore, Howard R. 310 Ladson Rd., Silver Spring, Md. 20901
 Moravek, William V. 148-31 Hoxton Square, Centerville, Va. 22020 22204
 Mullaly, James L. 4195 S. Four Mile Run Dr., Bldg. #43, Apt #203, Arl., Va.
 Perkinson, Alan K. 7328 Parkwood Crt., Apt #101, Falls Church, Va. 22042
 Quinn, William M. 4800 B South 28th., St., Arl., Va. 22206
 Rapp, Oswald J. 14830 Hoxton Square, Centerville, Va. 22020
 Robey, John NMI 1925 N Street, N.W., Washington, D.C.
 Rossomando, August R. 7413 Parkwood Crt., Apt #304, Falls Church, Va. 22042
 Rusnak, Michael NMI 1206 S. Buchanan St., Arl., Va. 22204
 Story, Charles H. 5455 Sanger Ave., Apt #151, Alex., Va. 22311
 Toohey, Michael P. 7413 Parkwood Crt., Apt #304, Falls Church, Va. 22042
 Vincent, Frank R. 417 Bragg Lane, Manassas, Va. 22110
 Wascher, Donavan D. 1018 S. Frederick St., Apt #321, Arl., Va. 22204
 Washington, George A. 3517 E. Capitol St. S.E. Washington, D.C. 20019
 Wiggins, Dennis M. 1925 N St., N.W., Wash., D.C. 20036
 Williams, John J. 2501 Navahoe St., Adelphi, Md. 20783
 Maida, Joseph J. 2100 Paul Edwin Terrace, Falls Church, Va. 22043

December 8, 1967

TO: BESS ABELL

FROM: OKAMOTO

Although several of our military lab technicians have been invited to the White House Christmas parties, I note that none of our 10 civilians were included. I know that your invitations are highly restricted but our laboratory personnel work many hours of overtime practically chained to an enlarger in the dark for the President. I would have a serious morale problem if at least a few of these were not permitted to come to the White House on the occasion of Christmas.

I have cut the following list to the core and have even asked the lab chiefs to leave their names off. I very seriously beg you to consider the following people for invitations. This is 6 out of 10 only:

To the Staff Party:	John Williams
	Howard Moore
	Joseph Maida
	Charles Story
Children's party:	Michael Rusnak
	William Holt

THE WHITE HOUSE
WASHINGTON

Oke:

Staff: Williams, John
Moore, Howard
Maida, Joseph
Story, Charles

childrens:

Rusnak, Michael
Holt, William

All the other people want to
one or the other party last
year.

November 28, 1967

TO: TECHNICAL SECURITY DIVISION
UNITED STATES SECRET SERVICE

FROM: T.M. ATKINS
PHOTO OFFICE

It is requested that the following Naval Photographic Center personnel be cleared to perform duties at the White House during the period 4-10 December 1967 in connection with official motion picture coverage of Miss Johnson's wedding:

Heikel, John B.	9 March 1925, Baltimore, Md.	Lighting Tech.
Walker, Timothy H.	29 Nov. 1942, Los Angeles, Cal.	Lighting Techn
Robinson, Danny Lee	8 Aug. 1943, Flora, Indiana	Lighting Tech.
Brinkman, Thomas H.	5 Oct. 1932, Pittsfield, Mass.	Lighting Tech.
Updegraff, Earl D.	19 Feb. 1926, Martinsburg, W. Va.	Cameraman
Ewert, Homer Arlen	2 Sept. 1923, Hooker, Okla.	Cameraman
Gallahan, Charles H.	13 June 1920, Fredericksburg, Va.	Sound Tech.
Parker, John P.	20 June 1937, Shelby, Mich.	Sound Tech.

Heikel, Walker, Updegraff, Gallahan and Parker will be required in the East Room during the wedding rehearsal and ceremony.

Your office presently holds cards on Heikel, Walker and Gallahan.

copy to: Bill Livingood
Simone Poulain

November 28, 1967

TO: MARVIN WATSON

FROM: OKAMOTO

I understand that PRS has the White House pass for Joseph Maida, our electrical technician who is now on deck and whom you approved some time ago. PRS will not release the pass without your written approval. Since he will be doing a portion of his work in the White House (working on lights, cameras and electricity), I would appreciate the proper authorization as soon as possible.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

TO: W. MARVIN WATSON
Special Assistant to the President

FROM: (signature) _____
Title _____ Organization _____

It is requested that you authorize issuance of a pass, as follows, to the following named employee, who will enter on duty in this office on 30 Oct 67
(date)

Background data:

Name ROBERT E. NAYDA

Address 2100 Paul Edwin Terrace, Falls Church, Virginia

Birth date 29 April 1934 Birth place New York City

Nature of Assignment Photo-Technologist

Where to be assigned Photo Lab, Photo Office
(office location, building, room number and telephone)

Status Permanent
(state whether permanent, temporary, or detailed, giving approximate length of assignment if temporary)

Security Clearance Top Secret
(level of clearance and date)

Type of Pass requested:

XX Permanent White House
_____ Temporary White House _____ 30 days _____ 60 days _____ 90 days
_____ Permanent Executive Office
_____ Temporary Executive Office _____ 30 days _____ 60 days _____ 90 days

Remarks:

Submit requests to Mr. Watson in duplicate
5cc to White House police for new employees

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

TO: W. MARVIN WATSON
Special Assistant to the President

FROM: (signature) _____
Title _____ Organization _____

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(date)

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Name ROBERT E. WATSON

Address 2100 Paul Edwin Terrace, Falls Church, Virginia

Birth date 29 April 1934 Birth place New York City

Nature of Assignment Photo-Technologist

Where to be assigned Photo Lab, Photo Office
(office location, building, room number and telephone)

Status Permanent
(state whether permanent, temporary, or detailed, giving approximate length of assignment if temporary)

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Initials

October 13, 1967

TO: SIGNAL SWITCHBOARD

FROM: OKAMOTO

The following is a list of Photo Office and Photo Lab personnel home telephone numbers. We would appreciate your keeping them on file:

Okamoto, Yoichi R.	OL 2-4837
Wolfe, Frank	751-6733
Knudsen, Robert	280-2326
Smith, Kevin	671-4264
Geissinger, Michael	422-8009
Matheus, Mary T.	JA 7-0869
Moravek, William	631-9380
Mullaly, James	273-7347
Fisher, William	561-1276
Atkins, Thomas	638-0407
Gross, Gary	Area Code 301, 645-3501

October 13, 1967

TO: WHITE HOUSE SWITCHBOARD

FROM: OKAMOTO

The following is a list of Photo Office and Photo Lab personnel home telephone numbers. We would appreciate your keeping them on file:

Okamoto, Yoichi R.	OL 2-4837
Wolfe, Frank	751-6733
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Moravek, William	631-9380
Mullaly, James	273-7347
Fisher, William	561-1276
Atkins, Thomas	638-0407
Gross, Gary	Area Code 301, 645-3501

September 27, 1967

Bill, (Muravch)

I don't think I have ever adequately thanked you for the innovation you and your team have made with those multiple prints on one sheet of paper.

They are a creative innovation to our end product. I didn't think of it. You thought of it; you and your boys executed it; and they are superb. The President likes them and that's what counts!

Thank you very much.

September 12, 1967

TO: LT. COL. ORRIS GILMORE
FROM: OKAMOTO

Sergeant Wolfe informs me that it is Army policy not to permit people on TDY training or school programs to rent automobiles.

As you know, he is attending the one-week Photojournalism Workshop at the University of Missouri from October 1-7, 1967. The Missouri Workshop is not a school per se, but a workshop where students research, shoot and edit their own picture stories. It is a concentrated week of practicing photojournalism with practically no classroom sessions.

If it is possible on your part to grant auto rental permission for Wolfe, I would be deeply appreciative. An auto would enable him to do a better job and get much more out of this course.

September 1, 1967

TO: Robert T. Dalton, Jr.
LTC, SigC, Executive Officer

FROM: Okamoto

At one time we thought there was a possibility of increasing our photo lab positions. We interviewed several candidates for laboratory technicians, not photographers. Manfred Brand was interviewed by William Moravek, our lab chief.

Since then the expansion program has been cancelled for budgetary reasons. Mr. Brand has been informed that we are unable to hire him.

Attachment

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

WHCA-B

30 August 1967

MEMORANDUM FOR: MR. YOICHI R. OKAMOTO, WHITE HOUSE PHOTO OFFICE

SUBJECT: Senate Inquiry on Mr. Manfred Brand

The attached is a copy of a letter received by this office. WHCA has no record of such an interview with Mr. Brand for a position as a photographer. Can your office give us anything on which to base a reply?



ROBERT T. DALTON, JR.
LTC SigC
Executive Officer

Maida

August 28, 1967

TO: MILDRED STEGALL

FROM: OKAMOTO

Attached are security investigation forms for Joseph J. Maida. Would you please initiate the necessary security clearance for him. Marvin Watson has approved this position.

Attachments

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July 26, 1967

TO: BRUCE THOMAS

FROM: OKAMOTO

Would it be possible to issue a single parking permit to our White House motion picture team of Lt. Cmdr. Thomas A. Atkins, PH 1 William Fisher and Lt. JG Gary Gross? Sharing the one space would enable them to work more efficiently and more conveniently.

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THE WHITE HOUSE
WASHINGTON

7/13/67

Yolanda,

Do you think The President would autograph this photo for me as a keepsake from my work tour here at the White House.

1. Staff of Dr. Peter Bing, National Advisory Commission on Health Manpower
March 13 - June 29, 1967
2. Staff of Mr. Yoichi Okamoto, Photo Office
June 30 - July 14, 1967

I would surely appreciate this favor as my tour here has been a pleasant one and is one of the high spots in my government career.

Thanks so much,

Doris

(Mrs.)

Doris M. Greene
Secretary on loan from
Army Chief of Staff
102 - 17th Street, S. E.
Washington, D. C.

July 14

Mr. President:

Would you like to autograph:

"To Doris M. Greene
With best wishes, LBJ"

(she is working in Oke's office while
Mary Matheus is on leave)

Sent
7/17/67
MTM.

July 13, 1967

Dear Mrs. Williard:

Request that George A. Washington, working under my supervision here at the White House, be promoted from his current position as Photographer (Lab) GS-7 to Photographer (Lab) GS-9 as soon as possible. This request is based on an increase in Mr. Washington's responsibilities.

Sincerely,

**Yoichi R. Okamoto
Staff Assistant**

**Mrs. Ann Williard
Management Division
SAFAA
Rm 4C921, The Pentagon
Washington, D. C.**

July 14, 1967

MEMORANDUM FOR: Staff Civilian Personnel, OCSA

FROM: Mr. Okamoto

SUBJECT: Promotion of William V. Moravek

The position being established is the result of a gradual increase in the level of responsibility of assigned duties, is without change in basic functions and without any substantial shifts of functions from the job.

Mr. William V. Moravek has been performing satisfactorily and continuously for a period of six (6) months the duties of the position being established as Supervisory Photographer (Lab), GS-1060-14 and is considered well qualified for the position. It is requested that Mr. Moravek be advanced with this position.

**Yoichi R. Okamoto
Staff Assistant**

July 13, 1967

Dear Mrs. Williard:

Request that George A. Washington, working under my supervision here at the White House, be promoted from his current position as Photographer (Lab) GS-7 to Photographer (Lab) GS-9 as soon as possible. This request is based on an increase in Mr. Washington's responsibilities.

Sincerely,

**Yoichi R. Okamoto
Staff Assistant**

**Mrs. Ann Williard
Management Division
SAFAA
Rm 4C321, The Pentagon
Washington, D. C.**

June 28, 1967

TO: SECRET SERVICE

FROM: OKAMOTO

This is to inform you that Lt. Gary Gross is now attached to the Photo Office as a motion picture photographer. A photograph of Lt. Gross is attached.

Attachment

June 27, 1967

TO: THE LAB STAFF

FROM: OKAMOTO

The birthday present you fellows made up for me was a complete surprise and I can't tell you how valuable it is to me.

On it the President inscribed: "For Oke, who is everywhere but where I want him. From his devoted friend."

I promise that I'll try to take it easier on you from now on.

Thank you very much

June 21, 1967

TO WHOM IT MAY CONCERN:

This is to request blanket temporary duty orders for Michael A. Geissinger of my staff. He is a photographer, GS-7, duty title, White House Photographer.

The period to be covered would be the fiscal year--July 1, 1967 to June 30, 1968.

The purpose is to carry out his duties as photographer to the President. The per diem rate would be \$16 per day, and the baggage allowance would be 66 pounds.

Mr. Geissinger has a Top Secret security clearance.

The geographical limits of this blanket authorization would be within and without the continental limits of the United States.

Mr. Geissinger shall be designated as official acting transportation officer, and all modes of travel should be authorized.

The duties of Presidential photographers require them to travel on short notice. All Mr. Geissinger's travel requests will be authorized by the undersigned as official duty. Any questions on the official duties shall be made to this office.

**Yoichi R. Okamoto
Staff Assistant
to the President**

June 9, 1967

To: Bill Hartgroves

From: Yoichi R. Okamoto

Hope this satisfies all requirements
and that we can go ahead with the
reappraisal of Moravek's responsibilities.

Attachments

June 5, 1967

Dear Professor Edom:

Please send me all information concerning your upcoming photo workshop? If you recall, I could not make it last year because of the President's Asian trip but I am hoping to attend this year. I am rather excited about the workshop and would like to get my application in as soon as possible.

Hoping to see you in Missouri.

Sincerely,

Frank Wolfe
Staff Photographer

Professor Cliff Edom
Director, Missouri Photo Workshop
University of Missouri
Columbia, Missouri 65201

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26 May 67

Yoichi R. Okamoto
White House Photo Office
The White House
Washington, D.C. 20500

Army Photographic Agency
The Pentagon
Washington, D.C.

Dear Sirs;

Request, William V. Moravek be approved enrollment in the
"1967 PP of A Convention" in Portland, Oregon, 23 to 28 July 1967
at an approximate cost of \$31.00. plus travel expenses and per diem.

SINCERLY:

YOICHI R. OKAMOTO

INFORMATIC NEEDED CONCERNING NEW PERSONNEL

NAME (as it is to appear on payroll) (~~Mr. X, Mr. X.~~): Mr., Dr. Yoichi R. Okamoto

RESIDENCE ADDRESS: 5602 Roosevelt Street, Bethesda, Maryland

TELEPHONE NUMBER: (Home) OL 2-4837 ; (Office) 456-2531

MARITAL STATUS (Circle one): Single, Married, Widowed, Separated, Divorced.

Name of Wife or Husband: Paula Okamoto

SOCIAL SECURITY ACCOUNT NUMBER: ✓ 059-16-7990

DATE OF BIRTH: ✓ July 3, 1915 PLACE OF BIRTH: ✓ Yonkers, New York

LEGAL RESIDENCE: 5602 Roosevelt Street, Bethesda, Maryland

MILITARY SERVICE: Branch: Army Dates of service: 1/6/42--6/20/46

Have you established Veterans Preference? Yes 5 or 10 point? 5

GOVERNMENT SERVICE INFORMATION:

Are you now, or have you previously been employed in the Executive, Legislative, or Judicial Branch of the Federal Government, or the District of Columbia Government?

Yes XX . No .

If so, please complete the following:

(a) Current or latest place of such employment (prior to White House assignment):

Department or Agency: Army Photographic Agency

Branch or Division: White House Element

(b) Ending date of such service (if applicable):

(c) Type of appointment (Career-Conditional, Career, Indefinite, Excepted, or Temporary Limited): Career

(d) Position Title: Staff Asst. to the President Grade GS-15 Salary \$ 22406-00

(e) Date of (1)--last promotion or grade change: 4/9/67

(2)--last within-grade pay increase :

(f) Coverages (indicate Yes or No):

(1) Civil Service Retirement Yes) If both at one time or another,

(2) Social Security (FICA) _____) which latest? _____

(3) Federal Employees Group LIFE Insurance (FEGLI) Yes . (If waived such coverage - give date of waiver: .)

(4) Federal Employees HEALTH BENEFITS Insurance (FEHBP) Yes (Aetna)

Date of entrance on duty at White House: 7/6/65

Office to which assigned: White House Photo Office

Date of this form: 5/2/67

May 1, 1967

To: Members of the WHCA Photo Lab

I want you all to know that on April tenth I received an Official Commendation from the Department of the Army.

Unfortunately, in a business of this type, the boss gets all the credit. I want you to know that in my mind this is unfair. I have always said that my pictures should be credited: "Photos by Okamoto; Saved by WHCA Photo Lab".

I thank you sincerely for putting me in this position.

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	Form 1052	Employee Performance Rating		1	8/10/67	C
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	letter	To Okamoto from Jim Cross with attachment		3	6/1/67	C
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	Form	Information on new personnel		1	4/27/67	C

Collection Title Office Files of Yoichi Okamoto
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INFORMATION NEEDED CONCERNING NEW PERSONNEL

NAME (as it is to appear on payroll) (~~Miss, Mrs.~~ Mr., Dr.): MICHAEL RUSNAK

RESIDENCE ADDRESS: 1206 SOUTH BUCHANAN STREET, ARLINGTON VIRGINIA

TELEPHONE NUMBER: (Home) 671-4615; (Office) 395-4110

MARITAL STATUS (Circle one): Single, Married, Widowed, Separated, Divorced.

Name of Wife or Husband: MARLENE KAY RUSNAK

SOCIAL SECURITY ACCOUNT NUMBER: 361-30-7661

DATE OF BIRTH: 26 OCT 1938 PLACE OF BIRTH: CANTON, ILLINOIS

LEGAL RESIDENCE: ARLINGTON, VIRGINIA

MILITARY SERVICE: Branch: USAF Dates of service: 16 JUL 58 - 15 JUL 66

Have you established Veterans Preference? YES 5 or 10 point? 5

GOVERNMENT SERVICE INFORMATION:

Are you now, or have you previously been employed in the Executive, Legislative, or Judicial Branch of the Federal Government, or the District of Columbia Government?

Yes YES. No NO.

If so, please complete the following:

(a) Current or latest place of such employment (prior to White House assignment):

Department or Agency: DEPARTMENT OF THE AIR FORCE

Branch or Division: ACIC

(b) Ending date of such service (if applicable): 14 JAN 67

(c) Type of appointment (Career-Conditional, Career, Indefinite, Excepted, or Temporary Limited): TEMPORARY

(d) Position Title: PHOTOGRAPHER (LAB) Grade GS-5 Salary \$ 5331

(e) Date of (1)--last promotion or grade change: 15 JAN 67
(2)--last within-grade pay increase: _____

(f) Coverages (indicate Yes or No):

(1) Civil Service Retirement YES) If both at one time or another,
(2) Social Security (FICA) NO) which latest? _____

(3) Federal Employees Group LIFE Insurance (FEGLI) YES. (If waived such coverage - give date of waiver: _____.)

(4) Federal Employees HEALTH BENEFITS Insurance (FEHBP) YES

Date of entrance on duty at White House: 15 JAN 67

Office to which assigned: PHOTO LAB

Date of this form: 27 APR 67

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INFORMATION NEEDED CONCERNING NE PERSONNEL

NAME (as it is to appear on payroll) (~~Mr. X~~ ~~Mr. X~~): Robert L. Knudsen

RESIDENCE ADDRESS: 3712 Woodburn Road Annandale Virginia

TELEPHONE NUMBER: (Home) 280-2326 ; (Office) 456-2531

MARITAL STATUS (Circle one): /Single, Married, Widowed, Separated, Divorced.

Name of Wife or Husband: Gloria Theresa Knudsen

SOCIAL SECURITY ACCOUNT NUMBER: 505-28-7481

DATE OF BIRTH: November 20, 1927 **PLACE OF BIRTH:** Storm Lake Iowa

LEGAL RESIDENCE: 3712 Woodburn Road, Annandale Virginia

MILITARY SERVICE: Branch: Navy Dates of service: 1945 - 1965

Have you established Veterans Preference? Yes 5 or 10 point? 5

GOVERNMENT SERVICE INFORMATION:

Are you now, or have you previously been employed in the Executive, Legislative, or Judicial Branch of the Federal Government, or the District of Columbia Government?

Yes ☒ No ☐

If so, please complete the following:

(a) Current or latest place of such employment (prior to White House assignment):

Department or Agency: U. S. Naval Photographic Center

Branch or Division: _____

(b) Ending date of such service (if applicable):

(c) Type of appointment (Career-Conditional, Career, Indefinite, Excepted, or Temporary Limited):

(d) **Position Title:** White House Photographer **Grade** GS-12 **Salary** \$ 11, 306

(e) Date of (1)--last promotion or grade change: ~~XXXXXX~~

(2)--last within-grade pay increase : June 14 , 1966

(f) Coverages (indicate Yes or No):

(1) Civil Service Retirement) If both at one time or another,

(2) Social Security (FICA) _____) which latest?

(3) Federal Employees Group LIFE Insurance (FEGLI) Yes. (If waived such coverage - give date of waiver: .)

(4) Federal Employees HEALTH BENEFITS Insurance (FEHBP) NO

Date of entrance on duty at White House: 14 June 1965

Office to which assigned: K Photographic

Date of this form: 25 April 1967

April 18, 1967

TO: JEAN ROBB
FROM: OKAMOTO

Per your request, the following list of our personnel:

Okamoto, Yoichi R.	Army Photo Agency	7/6/65	GS-15
Knudsen, Robert L.	Naval Photo Center	6/14/65	GS-12-2
Geissinger, Michael A.	Defense Intelligence Agency	2/6/67	GS-7-1
Matheus, Mary T.	Army Photo Agency	8/21/66	GS-9-5
Moravek, William V.	Army Photo Agency	6/6/65	c GS-13-2
Mullaly, James	Army Photo Agency	6/6/65	GS12-2
Rusnak, Michael	Air Force (civilian)	1/15/67	GS-7-1
Rapp, Oswald	Air Force (civilian)	4/25/66	GS-9-1
Washington, George	Air Force (civilian)	4/27/66	GS-7 -3
Williams, John	Defense Intelligence Agency	1/23/67	GS-5-1
Moore, Howard	Defense Intelligence Agency	2/6/67	GS-9-1
Holt, William	Defense Intel. Agency	3/6/67	GS-9-1
Storey, Charles	Defense Intel. Agency	3/6/67	GS-7-1

THE WHITE HOUSE

WASHINGTON

4/18/67

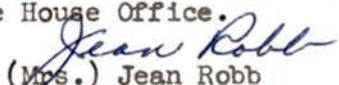
Mr. Okamoto:

I am in urgent need of an up-to-date (and complete) listing of all the persons assigned to you (both at White House and at Laboratory), with such information including name of individual, the employing Department or Agency, present grade and salary.

Indication should be given as to where located (here or at Lab).

If it is immediately available, the date of assignment would be helpful, but do not hold up list for such information.

Please furnish on red tag basis, sending to me, Room 106 East Wing, The White House Office.


(Mrs.) Jean Robb
Personnel Officer

March 22, 1967

TO: W. MARVIN WATSON

FROM: OKAMOTO

Would you please issue permanent White House passes to the following two individuals who are employed by the Photo Lab:

**William Holt, Jt.
Charles Storey**

February 6, 1967

Marvin Watson

**Please issue a permanent White House Pass
to Michael A. Geissinger, a permanent member
of my staff.**

Yoichi R. Okamoto

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 1, 1967

MEMORANDUM FOR

Mr. Yoichi Okamoto

I have delayed a decision on tray pick-up privileges for Mrs. Matheus pending a complete reevaluation of tray pick-up service and a redesignation of those secretaries so authorized. The final determination on the revised list of authorized secretaries, however, has not yet been made.

I therefore regret that Mrs. Matheus cannot be afforded this privilege at this time. Should her status change, I will so advise you.

Please pardon my delay in responding.


JAMES U. CROSS

Rosenberg, Joan

January 4, 1967

Dear Joan:

Serry this is so late.

I don't think you will ever need it. I purposely backdated it so there would be no question as to its sincerity.

Sincerely,

Yoichi R. Okamoto
Staff Assistant

Mrs. Joan Rosenberg
950 - 25th Street, N. W.
Washington, D. C.

Attachments

Rosenberg, Joan

June 30, 1966

TO WHOM IT MAY CONCERN:

Mrs. Joan Rosenberg was in my employ at the White House from the period of June 6, 1965 to June 25, 1966.

She came primarily as an historian, editorial writer and photographic researcher. During her tenure in this office, my position was changed from straight photography to one with a responsibility of administration involving several other photographers and a photo lab. This involvement necessitated a need for a great deal of administrative and secretarial paperwork, for which Mrs. Rosenberg had little experience. She left this office by mutual understanding and without prejudice.

Mrs. Rosenberg is bright, loyal, enthusiastic and I heartily recommend her to any future employer.

This letter was not solicited by Mrs. Rosenberg.

**Yoichi R. Okamoto
Staff Assistant**

182-~~2946~~
5127

716-857-7466

Peace Corps

THE WHITE HOUSE
WASHINGTON

#5 - John Blane
D. AFCH-

Ray Herick & wife R#246.

Gahon } Check Appellate

request visa - Jan 3 thru

Travel agency

cable

Gahon embassy cabled

hit with Jan 10

Personal cable - Jan 18.

Called embassy

want to leave Jan 29

Personnel

December 27, 1966

Dear Roy:

Just a note to tell you that I have today given a copy of your resume to Mr. Bromley Smith of the White House Staff. He knows more people at State and AID than I do. He has promised to see that they get to the proper desks.

I was rather surprised to see that you were planning to leave in January. Perhaps you told me but I didn't realize it was so soon. This may have a bearing on whether or not we have any success.

Please understand that this is indeed a long shot. I told Bromley that you were not attempting to have all expenses paid by any means -- just part of your costs if it could be of value to the government.

Hope you had a fine holiday.

Very truly yours,

Yoichi R. Okamoto
Staff Assistant

Mr. Roy S. Herrick
240 Potters Road
Buffalo, New York

182-~~2946~~
5/27

716-857-7466

Peace Corps

THE WHITE HOUSE
WASHINGTON

#5 - John Blane
D. AFCH-
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Ray Herick & wife

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Hope you had a fine holiday.

Very truly yours,

Yoichi R. Okamoto
Staff Assistant

Mr. Roy S. Herrick
240 Potters Road
Buffalo, New York

Copy

Roy S. Herrick

240 Potters Rd.

Buffalo, New York 14220

Tel. 716-825-2631

Date of Birth-May 20, 1919

The purpose of this resume is to establish my qualification to act as advisor, consultant, lecturer, or in any other capacity in the field of telephone communications. In January of 1967, my wife and I plan to visit the Republic of Gabon in West Central Africa at which time I will be able to accept an assignment in the neighboring area.

Since 1961, I have been employed as an engineer by the New York Telephone Company, designing special circuitry for the second largest communications complex in the state of New York (the western area). The term "special circuitry" includes such circuits as radio program, leased lines designed to customer specification, data or machine transmission, automatic or manual switched extensions, tie lines, sage, F.C.C., control circuits for power companies, permissive trip relays, etc. Other aspects of my present job are supervising of personnel, serving on co-ordinating committees for large installations and co-ordination of time interval routines.

From 1960 - 1961, I served the New York Telephone Company engineering Construction Projects - cable, pole, and subway placement.

From 1959 - 1960, I taught electronics to employees on an area basis.

From 1956 - 1959, I was engaged as a foreman for a cable trouble gang that served the Niagara Frontier industrial area. During this period I supervised pressurization of cables that resulted in a 60% decrease in cable trouble in my area. There were several cable failures that were under ten pounds of nitrogen gas pressure, that I correctly attributed to adverse osmotic pressure, permitted by a new type of cable sheathing.

From 1954 - 1956, I was selected to teach splicing techniques to newly appointed splicers and trouble shooters. In this period I trained 75 students, many of whom went on to become valuable supervisors.

From 1951 - 1956, I was a cable trouble shooter in the Buffalo industrial area where I used the Wheatstone Bridge and other locating instruments in storms, floods, and fires.

In 1945, I received an honorable discharge from the U.S. Army Signal Corps where I served as supply sergeant and cable splicer for $3\frac{1}{2}$ years in the Carribean Theater. I trained at the Fort ^{MONMOUTH} Monmouth Signal Training Center.

From 1938 - 1940, I attended Forestry College at Syracuse University and worked for the U.S. Bureau of Entomology and Plant Quarantine, as an instructor and foreman in Dutch Elm disease eradication work.

More recently, 1962 - 1963, I attended the University of Buffalo night sessions where I studied public speaking and modern history.

For the past 3 years, 1963 - 1965, I was appointed lay speaker by the Methodist Church, in which capacity I preached before congregations throughout the Western New York area. In the same period I completed courses in the New York Tel. Co. Engineering School in electronics, electronic switching and basic computer theory.

I have taken an active role in community affairs, founding and serving as chairman of a property owners improvement committee, to implement work in flood control, water pollution and smoke abatement. I am presently chairman of thirty section and group leaders in the Telephone Pioneers of America, which is actively working on a large variety of community service projects.

Ray A. Hendrick

NEW YORK TELEPHONE COMPANY

65 FRANKLIN ST. BUFFALO 2, N. Y.

MOHAWK 9800

GEORGE S. BEINETTI
DIVISION PLANT SUPERINTENDENT

January 27, 1958

Mr. Roy S. Herrick
240 Potter Road
Buffalo 20, New York

Dear Roy,

I wish to thank you for the employee's suggestion you recently submitted regarding your theory of an underground cable failure caused by osmotic action. I realize you spent a great deal of time and effort in preparing your material. Your papers were forwarded to the American Telephone and Telegraph Company for further investigation into this type of cable trouble. The results of their findings are best expressed in the attached letter received by our Outside Plant Engineer.

Again Roy, thank you for your interest in trying to improve the job. It is through the efforts of people like yourself that new methods are developed which help the business to progress. I have also been asked to convey the thanks of the General Plant Supervisor.

A copy of this letter along with associated papers pertaining to your suggestion will be kept on file in the Division Office as a record of your interest in the Company.

Sincerely yours,

G. S. Beinetti
Division Plant Superintendent

Failure of Alpeth Sheath Cable Due to Moisture Diffusion

AMERICAN TELEPHONE AND TELEGRAPH COMPANY

195 BROADWAY, NEW YORK 7, N.Y.

EXETER 3-9800 December 18, 1937

G. L. CHILBERG
OUTSIDE PLANT ENGINEER

October 29-25668-1N6.1

Mr. G. P. Dunn, Outside Plant Engineer
New York Telephone Company
158 State Street
Albany 1, New York

Dear Perry:

This refers to your letter of October 29, relating to the failure of a pulp insulated cable with alpeth sheath, presumably due to diffusion of cleaning fluid and moisture through the sheath.

The condition you describe is similar to one which was investigated four years ago, except that gasoline was involved in the earlier occurrence. The Laboratories' investigation revealed that gasoline diffuses through polyethylene and causes the latter to swell about 6% in volume. Pure gasoline caused no serious lowering of the insulation resistance. However, the swelling of the polyethylene increased its permeability to moisture by a factor of 10. Since the cable was in underground conduit continuously exposed to water, the increased permeability permitted fairly rapid diffusion of water vapor through the sheath and into the core by way of the unsealed overlap in the aluminum which ultimately caused a cable failure. Prolonged exposure of polyethylene to other petroleum products will likewise cause swelling of polyethylene and increase its permeability to water.

Mr. Herrick's analysis of the mechanism by which the cleaning solution entered the cable despite the internal gas pressure is correct. In fact, it is possible through osmosis for the internal compressed gas to diffuse outward while the vapor of cleaning fluid and water diffuse inward through the polyethylene. In other words, the osmotic pressures tending to equalize the concentration of air, cleaning solution vapor and water vapor outside and inside the sheath operate independently.

The only sure method of preventing diffusion by osmosis is to incorporate a non-permeable material in the sheath. The overlapped aluminum in the alpeth sheath serves the purpose under ordinary conditions, that is, where the environment is predominantly water or water vapor. This is borne out by ten years of generally satisfactory experience with pulp insulated cables having alpeth sheath. So far, only two or three instances of damage

such as that described in your letter have come to our attention. In this connection, exchange type cables made with pulp or strip paper insulation are now equipped with stalpeth sheath. The layer of steel with soldered longitudinal seam provides much greater protection against trouble due to diffusion than the open seam in alpeth sheath. In view of this, and as there has been so little trouble due to exposure to petroleum products, we believe that the situation is reasonably under control.

If you wish to discuss any other aspect of this matter, please advise me.

Yours very truly,

Anthony Duane

AP:MS



STATE OF NEW YORK
EXECUTIVE CHAMBER
ALBANY

WILLIAM J. RONAN
SECRETARY TO THE GOVERNOR

March 3, 1960

Dear Mr. Herrick:

Governor Rockefeller has asked me to reply to your letter of February eleventh concerning water pollution control.

Presently, the responsibility for the preservation and control of the State's water resources is vested in a number of agencies, including the Water Pollution Control Board in the Department of Health.

The need for coordinated -- and therefore more effective -- efforts in this field are recognized by Governor Rockefeller, who has recommended as a part of his plan for the reorganization of State government a consolidation of the State's responsibilities in one agency, a Water Resources Commission in the Department of Conservation. This Commission would be charged with the formulation of a consistent and coordinated policy for dealing with water resource problems in all their aspects.

Your proposal for a thorough-going program on a trial waterway is most appreciated and will receive full consideration.

Thank you for bringing this matter to the attention of the Governor.

Sincerely,

A handwritten signature in dark ink, appearing to be "J. Rockefeller", written in a cursive style.

Mr. Roy S. Herrick, Co-Chairman
Cazenovia Creek Improvement Comm.
240 Potters Road
Buffalo 20, New York

THE CHESAPEAKE AND POTOMAC TELEPHONE COMPANY
OF MARYLAND

320 ST. PAUL PLACE
BALTIMORE 2, MARYLAND

J. H. CROMWELL
Staff Supervisor - Employee Information

Area Code 301
Telephone Number
539-9900

January 29, 1962

Mr. Roy S. Herrick
Engineering Department
New York Telephone Company
New York Central Terminal
Buffalo 12, New York

Dear Roy:

It was very kind of you to take the time to send me your equipment, together with complete instructions for playing the game "Bango," as a means of promoting safety among teenagers in the Maryland suburban area near Washington, D. C.

Thanks for all that you did to help us. I will write to you again soon and let you know how we made out. I will also return the equipment to you right after the meeting.

Sincerely,

A handwritten signature in cursive script, appearing to read "Joe", is written below the word "Sincerely,".



THE COUNCIL
CITY OF BUFFALO

EDWARD J. MAHONEY
COUNCILMAN SOUTH DISTRICT
1414 CITY HALL



August 29, 1961

Mr. Roy S. Herrick
240 Potters Road
Buffalo 20, New York

Dear Roy:

I am in receipt of your letter and want to thank you for your encouragement in reference to air pollution and smoke abatement.

I will continue to do everything possible to work for the complete elimination of this problem.

Hoping this meets with your approval, I remain,

Very truly yours,

Edward J. Mahoney
Edward J. Mahoney
South District Councilman

BUFFALO MAN SETS OFF NEW STUDY IN MISSILE WORK

A Buffalo man's hobby of reading about scientific subjects has resulted in a Senate committee's receiving his recommendations for "what might be an 11th-hour reprieve" from reprisals based on a case of mistaking a meteorite's explosion for that of a guided missile.

Roy S. Herrick, 36, of 240 Potters Rd., a New York Telephone Co. instructor, noted the similarity between meteoric and guided-missile explosions. He also read in the newspapers that the United States and Russia were prepared to retaliate within minutes of an enemy attack. Was it possible, Mr. Herrick wondered, that a meteoric explosion might be mistaken for a guided-missile attack, thus setting off reprisals and war?

So he wrote Sen. Irving M. Ives that the difference between the explosions could only be detected by investigation and asked an armed forces study. The senator passed the proposals on to what he termed an "appropriate" committee and wrote Mr. Herrick he was "urging that they be given careful consideration."

December 13, 1966

TO: LT. COL. JAMES CROSS

FROM: YOICHI R. OKAMOTO

Would it be possible to have my secretary's name (Mrs. Mary T. Matheus) added to the list of secretaries who can obtain lunch trays from the Mess? Due to the pressures here, there are many days when it is not possible for her to get out for lunch.

I will guarantee that Mrs. Matheus adheres to the rules and regulations regarding this practice. Neither she nor I have abused the Mess privileges in the past.

December 10, 1966

Dear Lt. Atkins:

Attached is a letter I received that I thought you would like to have for your own file. I am pleased that Mr. Stevens and those with whom you work have found your efforts rewarding and excellent.

With best wishes,

Sincerely,

W. Marvin Watson
Special Assistant
to the President

Lieutenant Tom Atkins
301 G Street, S. W.
Apartment 207
Washington, D.C.

WMW:RKH:meg
CC w/incoming to;
Okamoto



UNITED STATES INFORMATION AGENCY
WASHINGTON

December 9, 1966

MEMORANDUM FOR: Mr. Marvin Watson
Special Assistant to the
President
The White House

A word of praise from USIA is due Lieutenant Tom Atkins. The color footage which he filmed on the President's Asian trip is first-class and ranks with the best professional motion picture camera work.

Such talent is not common in Government service and the White House is fortunate to have such an able motion picture man.

Lieutenant Atkins' footage will enhance the USIA productions on the President's trip.


George Stevens, Jr.
Director
Motion Picture and
Television Service

DEPARTMENT OF THE ARMY JOB DESCRIPTION (DA CPPM 1 and CPR P30)		1. INSTALLATION OR HEADQUARTERS OFFICE OFFICE, CHIEF OF STAFF		2. JOB NUMBER	
3. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE			4. TITLE		
			5. PAY SCHEDULE	6. OCC. CODE	7. GRADE
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		DATE

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 the general supervision of a Staff Assistant in the Executive Office of the President, who determines matters of a policy nature.

MAJOR DUTIES

Manages a photographic laboratory for the White House, directing all aspects of laboratory operations as carried out by approximately 30 employees. Through subordinate supervisors, 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.

As manager of the laboratory, determines needs for organizational improvements, and plans and designs innovations to facilitate services provided. 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.

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.

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			
11. REAUDIT APPROVAL							
DATE							
SUPERVISOR'S APPROVAL							
ANALYST'S SIGNATURE							

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.

Performs other duties as assigned.

MEMO ROUTING SLIP		NEVER USE FOR APPROVALS, DISAPPROVALS, CONCURRENCES, OR SIMILAR ACTIONS		ACTION	
1	TO <i>Mr Okamoto</i>	INITIALS		CIRCULATE	
		DATE		COORDINATION	
2				FILE	
				INFORMATION	
3				NOTE AND RETURN	
				PER CON-VERSATION	
4				SEE ME	
				SIGNATURE	
REMARKS <p><i>Per our conversation yesterday, attached is revised description for your position. Please have it signed, + return to me, Room 1-E-422, The Pentagon, together w/ Mr Moravcek's position description.</i></p> <p><i>Beth sent 6-9-67 m.</i></p>					
FROM		DATE			
<i>William Hartgroves</i>		<i>6-7-67</i>			
		PHONE code 11 <i>72140</i>			

MEMO ROUTING SLIP		NEVER USE FOR APPROVALS, DISAPPROVALS, CONCURRENCES, OR SIMILAR ACTIONS		ACTION	
1 TO <i>Mr Okamoto.</i>	INITIALS	CIRCULATE			
	DATE	COORDINATION			
2		FILE			
		INFORMATION			
3		NOTE AND RETURN			
		PER CON-VERSATION			
4		SEE ME			
		SIGNATURE			
REMARKS <p><i>Attached are position descriptions for your position, & Mr Moravsek. Please sign his, & have yours signed, per our phone conversation.</i></p> <p><i>Return them to me, Room 1-E-422 Pentagon, Staff Civilian Personnel Division, Dept of Army.</i></p>					
FROM <i>B.71 Hartgroves</i>		DATE <i>May 19 '67</i> PHONE <i>code 11 ext 72140</i>			

DD FORM 1 OCT 60 **95**

REPLACES PREVIOUS EDITION

GPO: 16-76279-1

Wolfe

December 16, 1966

TO: MARVIN WATSON
FROM: OKAMOTO

Please note the attached correspondence with Jack Albright in reference to Sgt. Francis Wolfe.

It would be a great cost to the White House to lose Frank Wolfe. He has the experience of knowing the President; the President knowing him. He has been on many Presidential trips and is developing into one of the best photographers in all the Armed Forces.

The cost of retraining a new man in time and money would be exorbitant and a waste of valuable talent. It would indeed be difficult --if not impossible -- to find a replacement.

I understand you have the final word of having Wolfe extended. Please do everything in your power to let me retain him.

Attachments (2)

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

WHCA-A

30 November 1966

MEMORANDUM FOR: MR. YOICHI R. OKAMOTO

SUBJECT: Sgt. Francis Wolfe (RA 13657546)

Reference your memorandum, subject as above, dated
23 November 1966.

A four year rotation cycle was established in August 1965 for all WHCA personnel. I agreed with Mr. Watson that all personnel completing four years prior to August 1967 would be rotated or the names of those individuals concerned who are recommended for retention would be submitted to him (Mr. Watson) for approval. It should be noted that Sgt. Wolfe was assigned in November 1959. His name will be submitted to Mr. Watson in late January, noting that you recommend that he be retained.



JACK A. ALBRIGHT
Colonel, USA
Commanding

November 23, 1966

TO: COL. JACK ALBRIGHT

FROM: YOICHI R. OKAMOTO

SUBJECT: Sgt. Francis Wolfe (RA 13657546)

Sgt. Francis Wolfe's rotation date is approaching. Wolfe has developed into one of the most valuable members of my staff. He is dependable, shows growing qualities of leadership, and above all, is becoming a sensitive, skilled photojournalist. With continued growth he should prove a valuable asset to any photo organization.

We plan to send him to at least one professional short course during the coming year.

Sgt. Wolfe is a valuable asset to the White House. Please initiate any action necessary to see that he is retained on the rolls of our organization.

Mora dek
12/9/66

CCEAO (16 Dec 66) 1st Ind
SUBJECT: Request to Review Duties of Position

DA, OCC-E, Washington, D. C. 20315 19 December 1966

THRU: LTC Arthur A. Jones, Commanding Officer, U. S. Army Photographic
Agency, Room 5A-474 The Pentagon, Washington, D. C. 20310

TO: Mr. Yoichi Okamoto, Staff Assistant, The White House

FOR THE CHIEF OF COMMUNICATIONS-ELECTRONICS:



H. M.

Incl n/c

CCEAU (16 Dec 66) 2d Ind


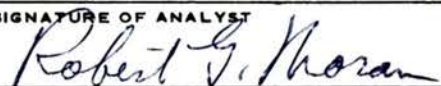
U. S. Army Photographic Agency, The Pentagon, Washington, D. C. 20310
19 December 1966

TO: Mr. Yoichi Okamoto, Staff Assistant, The White House



A. A. J.

Incl n/c

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 8454
3. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE USCSC Photography Series GS-1060-0	4. TITLE Supervisory Photographer (Laboratory)	
	5. PAY SCHEDULE Class Act	6. OCC. CODE GS-1060
	7. GRADE 13	
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 	
DATE 12/9/66		
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> <div style="text-align: center; margin-top: 10px;"> SUPERVISORY CONTROLS </div> <p>Reports to the Staff Assistant to the President. He is responsible for the direction and management of the photo services technical facilities receiving only general guidance from the Staff Assistant. Because of his expertise in the field, guidance consists almost entirely of oral discussions. In the technical area, makes top level decisions subject only to administrative review by the Staff Assistant to the President. Experience, judgment and talent are incumbent as major contributions.</p> <div style="text-align: center; margin-top: 10px;"> MAJOR DUTIES </div> <p>Directs and manages the technical and esthetic aspects of the still picture services for the entire White House.</p> <p>Advises the Staff Assistant to the President (Photographic) on all matters relating to the technical aspects of photo servicing required to produce the visual materials essential to fill the White House requests for high quality products to sustain an effective worldwide visual program.</p> <p>Works closely and continuously with the Staff Assistant to the President in developing and maintaining the highest possible technical quality standards for photographic output.</p> <p>Confers daily with the Staff Assistant to the President in order to be aware of the day-to-day policy and changing emphasis insofar as photo servicing is concerned and because of his expertise in all aspects in the field of photo coverage, editing, processing, and servicing, consults with and advises the Staff Assistant to the President so as to achieve the best coverage approach to enable the technical facilities under his control to produce the type of product required by the President of the United States.</p>		
10. JOB CONTENT APPROVAL <small>(Complete on organization file copy only.)</small> 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 	
11. REAUDIT APPROVAL		
DATE		
SUPERVISOR'S APPROVAL		
ANALYST'S SIGNATURE		
		CL 1060.02

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 negative 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.

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.

Keeps abreast of the technical field through perusal of professional/technical journals, and wide-ranging contacts in the realm of industry. Attends conferences where new equipment is exhibited in order to reconcile new techniques with White House requests. Is the final approving authority for the purchase of devices and equipment to improve or speed up White House photo servicing.

Carries on a variety of continuing contacts within the White House relative to photo servicing and reproduction of visual materials for use by the White House press office, Special Assistants to the President, Mrs. Johnson's press secretary, picture library, Secret Service, other elements of the White House, and with other agencies to determine the amount and scope of assistance to be given to them with respect to photo servicing.

Develops and supervises the implementation and maintenance of methods of measuring photo finishing production, and a cost finding system for determining White House photo servicing budget estimates together with the necessary documentation of justification in support of budget estimates. Supervises a laboratory staff of approximately 15 to 30.

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 8454
3. CITATION TO APPLICABLE STANDARD AND ITS DATE OF ISSUANCE USCSC Photography Series GS-1060-0	4. TITLE Supervisory Photographer (Laboratory)	
	5. PAY SCHEDULE Class Act	6. OCC. CODE GS-1060
		7. GRADE 13
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 12/9/66
9. SUPERVISORY CONTROLS, DUTIES, AND WORKING CONDITIONS <i>(Indicate percent of time for each duty, where pertinent.) (Continue statement of duties, etc., on reverse side if necessary.)</i>		
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11. REAUDIT APPROVAL		
DATE		
SUPERVISOR'S APPROVAL		
ANALYST'S SIGNATURE		
		CL 1060.02

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Page 1 of 2

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	Form	Information on new personnel		1	4/27/67	C
	Form	Information on new personnel		1	4/25/67	C
	Form 1052	Employee Performance Appraisal 1		3	11/8/66	C
	memo	From Okamoto to Marvin Watson		1	9/28/66	C
	Form 1052	Employee Performance Rating		1	8/10/67	C
	memo	From Yoichi Okamoto to George Washington with attachment		4	7/28/67	C
	memo	To US Army Joint Support Command from Mary Matheus		2	10/20/67	C
	letter	To Okamoto from Jim Cross with attachment		3	6/1/67	C
	Form	Information on new personnel		1	4/26/67	C
	Form	Information on new personnel		1	4/27/67	C

Collection Title Office Files of Yoichi Okamoto
Folder Title "Photo Personnel - Office and Lab"
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.
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2/9/2007

Initials

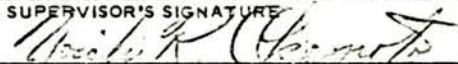

EMPLOYEE PERFORMANCE APPRAISAL (Civilian Personnel Regulation 14)		1. TYPE OF APPRAISAL <input checked="" type="checkbox"/> OFFICIAL <input type="checkbox"/> UNOFFICIAL		PROBATIONARY OR TRIAL PERIOD <input type="checkbox"/>
PART A				
2. NAME (Last - First - Middle) MULLALY, JAMES L., MR.		3. POSITION TITLE, NUMBER AND GRADE PHOTO LAB TECH (GEN) 08455n GS 1060-12		
4. NAME AND LOCATION OF EMPLOYING OFFICE OCC-E, U. S. ARMY PHOTOGRAPHIC AGENCY, DIRECTOR OF ADMINISTRATION,				
5. APPRAISAL PERIOD		FROM 06-07-65	TO 06-30-66	

6a. SUPERVISOR'S NARRATIVE EVALUATION OF PERFORMANCE ON THE ABOVE JOB (Cover all aspects of performance as outlined in "Performance Appraisal, a Reference Manual for Supervisors". As appropriate, indicate trend toward better or worse performance, identifying favorable aspects of performance and aspects which may warrant further improvement.) (If more space is needed, use separate sheets and attach).

James Mullaly, classified as a photo lab technician, has these primary responsibilities: (1) key printer -- making the most important black and white prints; (2) technical lab trainer -- teaching the refinements of top-grade printing to other lab technicians, and (3) deputy chief of the WHCA photo lab -- acting as executive officer to the lab chief and filling in for him in all responsibilities during the lab chief's absence. In all these responsibilities, Mr. Mullaly is very competent. Initially appalled at the amount of work required of an understaffed unit, he has adjusted to it admirably. He is well liked by his subordinates. He encourages maximum effort through example and exudes a loyalty to what the White House photo office is trying to do.

In the opinion of the writer, there are no more than 20 darkroom printers in the United States that have a true talent for making maximum quality prints. Mr. Mullaly is one of them. His continuing contribution to the government is immeasurable.

6b. FOR PROBATIONARY OR TRIAL PERIOD APPRAISALS, CHECK APPROPRIATE BOX IN THE FOLLOWING STATEMENT:
ABILITY, CONDUCT, AND GENERAL CHARACTER TRAITS ARE SUCH THAT IT IS RECOMMENDED THE EMPLOYEE BE
(☒ RETAINED IN) (☐ SEPARATED FROM) THE FEDERAL SERVICE.

7. PERFORMANCE RATING (Check one)	8. SUPERVISOR'S SIGNATURE 	9. DATE 11/8/66
<input type="checkbox"/> SATISFACTORY RATING ASSIGNED	10. RECOMMENDED RATING APPROVED BY	11. DATE
<input type="checkbox"/> OUTSTANDING RATING RECOMMENDED	12. THIS APPRAISAL WAS DISCUSSED WITH ME. MY COMMENTS (if any) ARE ON THE REVERSE.	
<input type="checkbox"/> UNSATISFACTORY RATING RECOMMENDED	 James L. Mullaly Nov 8, 1966 <div style="display: flex; justify-content: space-between; font-size: small;"> (Employee's Signature) (Date) </div>	

NOTE: The official adjective rating assigned may be appealed. Information on the appeal procedure may be obtained from your supervisor, or if you prefer, from the Civilian Personnel Office.

UNIVERSITY OF MISSOURI

COLUMBIA

65201

SCHOOL OF JOURNALISM

AREA CODE: 314
Gibson 9-8188

November 4, 1966


Mr. Francis (Frank) L. Wolfe
The White House
Washington, D. C.

Dear Mr. Wolfe:

We were very sorry that you were unable to be with us at this year's Workshop even though we can well understand the reason. Perhaps another year you can make it.

In the meantime please give our regards to Yoichi Okamoto, and to both of you sincere best wishes.

Regards,


Cliff Edom, Director
Photojournalism Sequence

CCE/gda

October 13, 1966

TO: MARVIN WATSON

FROM: OKAMOTO

I would like to have the attached temporary White House pass issued to Michael A. Geissinger renewed until December 19, 1966.

Attachment

October 13, 1966

TO WHOM IT MAY CONCERN:

This is to authorize my secretary, Mrs. Mary T. Matheus to obtain information October 14, 1966, from my personnel Army reserve file.

Yoichi R. Okamoto
Staff Assistant to the President
(Major, USAR)

HEADQUARTERS
U.S. ARMY PHOTOGRAPHIC AGENCY
THE PENTAGON
WASHINGTON, D.C. 20310

CCEAU

7 October 1966


MEMORANDUM FOR: Mr. Yoichi R. Okamoto

SUBJECT: Control of Overtime, FY 67

1. In the interests of economy, and to help support our efforts in Vietnam, a drastic curtailment of overtime and holiday pay is essential and has been directed throughout the Army. This Agency has been advised that such pay is not authorized unless in support of activities directly related to Southeast Asia or a natural catastrophe.

2. As a result, we are making every effort to plan activities in advance, to stagger hours on occasion when necessary to accomplish our work, and, in those instances where overtime cannot be avoided, to grant compensatory time in lieu of overtime pay.

3. In view of the seriousness of this requirement, we call it to your attention and request that you and your personnel take appropriate action.


ARTHUR A. JONES
Lt Colonel, Signal Corps
Commanding

Wolfe

UNIVERSITY OF MISSOURI,
COLUMBIA
63201

SCHOOL OF JOURNALISM

AREA CODE: 314
Gibson 9-8188

October 7, 1966

Mr. Yoichi R. Okamoto
White House
Washington, D. C.

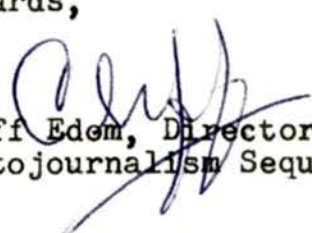
Dear Oke:

I was, of course, disappointed to learn that your Frank Wolfe will not be able to attend this year's Photo Workshop, but most certainly we can understand the circumstances. Last year the Pope's visit prevented Peggy Sargent from being with us. Another time, and several times for that matter, it was the astronauts taking off for parts unknown.

The Workshop has been affected by many things but most of them are big ones so we are getting used to last-minute changes. I do, however, appreciate your calling me up to let me know. This morning I received the information sheet from Frank, but of course your telephone call had made it inoperative.

Here's wishing you the best in the days ahead.

Regards,


Cliff Edom, Director
Photojournalism Sequence

CCE/gda

Moravek

HEADQUARTERS
U.S. ARMY PHOTOGRAPHIC AGENCY
THE PENTAGON
WASHINGTON, D.C. 20310


7 October 1966

Dear Mr. Okamoto:

I received your recommendation regarding the promotion of Mr. Moravek and I am forwarding it to Staff Civilian Personnel Division, OCofS-A, for action. From this Agency it goes to the Chief of Communications-Electronics and thence to Staff Civilian Personnel.

As soon as we have any information regarding the action being taken, we will let you know.

Sincerely yours,


ARTHUR A. JONES
Lt Colonel, Signal Corps
Commanding

October 5, 1966

Dear Cliff:

This will introduce Frank Wolfe who is one of my photographers at the White House. I would appreciate your introducing him to the staff and although I ask for no special treatment of any kind for him, would be grateful if you would keep an eye out so that he takes maximum advantage of your Workshop.

Frank is intelligent and hard-working. If he continues improving as he has during the past year, he can develop into one of our key men. He needs the Workshop badly to properly bring into perspective the photographic challenge we have here at the White House.

I have asked Frank to check on a few technical matters that you seem to have developed, such as the use of diafin to an ASA rating of 2400.

Cliff, I know how difficult it was to take Frank on at this late date, and I know you did it only as a personal favor to me. Let me know if ever there is anything I can do for you from this end.

Love to Vi.

Sincerely,

Yoichi R. Okamoto
Staff Assistant

Professor Cliff Edom
Director, Missouri Photo Workshop
University of Missouri
Columbia, Missouri

LBJ LIBRARY DOCUMENT WITHDRAWAL SHEET

Page 1 of 2

<u>Doc #</u>	<u>DocType</u>	<u>Doc Info</u>	<u>Classification</u>	<u>Pages</u>	<u>Date</u>	<u>Restriction</u>
	Form	Information on new personnel		1	4/27/67	C
	Form	Information on new personnel		1	4/25/67	C
	Form 1052	Employee Performance Appraisal 1		3	11/8/66	C
	memo	From Okamoto to Marvin Watson		1	9/28/66	C
	Form 1052	Employee Performance Rating		1	8/10/67	C
	memo	From Yoichi Okamoto to George Washington with attachment		4	7/28/67	C
	memo	To US Army Joint Support Command from Mary Matheus		2	10/20/67	C
	letter	To Okamoto from Jim Cross with attachment		3	6/1/67	C
	Form	Information on new personnel		1	4/26/67	C
	Form	Information on new personnel		1	4/27/67	C

Collection Title Office Files of Yoichi Okamoto**Folder Title** "Photo Personnel - Office and Lab"**Box Number** 2**Restriction Codes**

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2/9/2007


Initials

Personnel

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

September 19, 1966

MEMORANDUM FOR

MR. YOICHI OKAMOTO

It is necessary that I receive on expedited basis information regarding all persons assigned to your office or group that are not on White House Office or Special Projects rolls.

Furnished herewith is a "form" for use in providing the information that is needed.

Please complete the form and return to me on red tag basis, sending it to Room 106 East Wing. (If there are any questions call Mr. Rogers or myself, extensions 2260, 2261 and 2262.)

Thanks.

Jean Robb
(Mrs.) Jean Robb
Personnel Officer

Attached 1 "form" sheets.

*Sent
9/21*

MEMORANDUM
To all Staff -

First time we've ~~ever~~ been called "Great"!

THE WHITE HOUSE
WASHINGTON

August 26th

"Oke"

I thoroughly enjoyed my TDY here in your office and only wish that I could have been more helpful and stayed longer. You may be sure that I would be delighted to come back at any time should you need me.

Best wishes to you, and your "great" staff -- and, hoping that I will have the occasion to see "you all" again

Alma Trar

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

July 8, 1966

MEMORANDUM FOR

MR. YOICHI OKAMOTO

Mr. Watson has asked that steps be taken to move Mrs. Mary Theresa Matheus to Department of the Army rolls (into the slot vacated by Mrs. Joan Berwitt Rosenberg as of 6/25/66). Their appointment should be made as soon as possible.

Would you prefer to make the contact with Department of the Army yourself - to get the appointment action started - or do you want me to do it? Please let me know which you prefer.

In any event, information needed by Department of the Army from official personnel records can be obtained (by them) from my office.

I and my office (staff and records) are available to furnish any appropriate help needed by Department of the Army, Mrs. Matheus, or yourself.


(Mrs.) Jean Robb

Personnel Officer

June 30, 1966

TO: Secret Service

FROM: Yoichi R. Okamoto

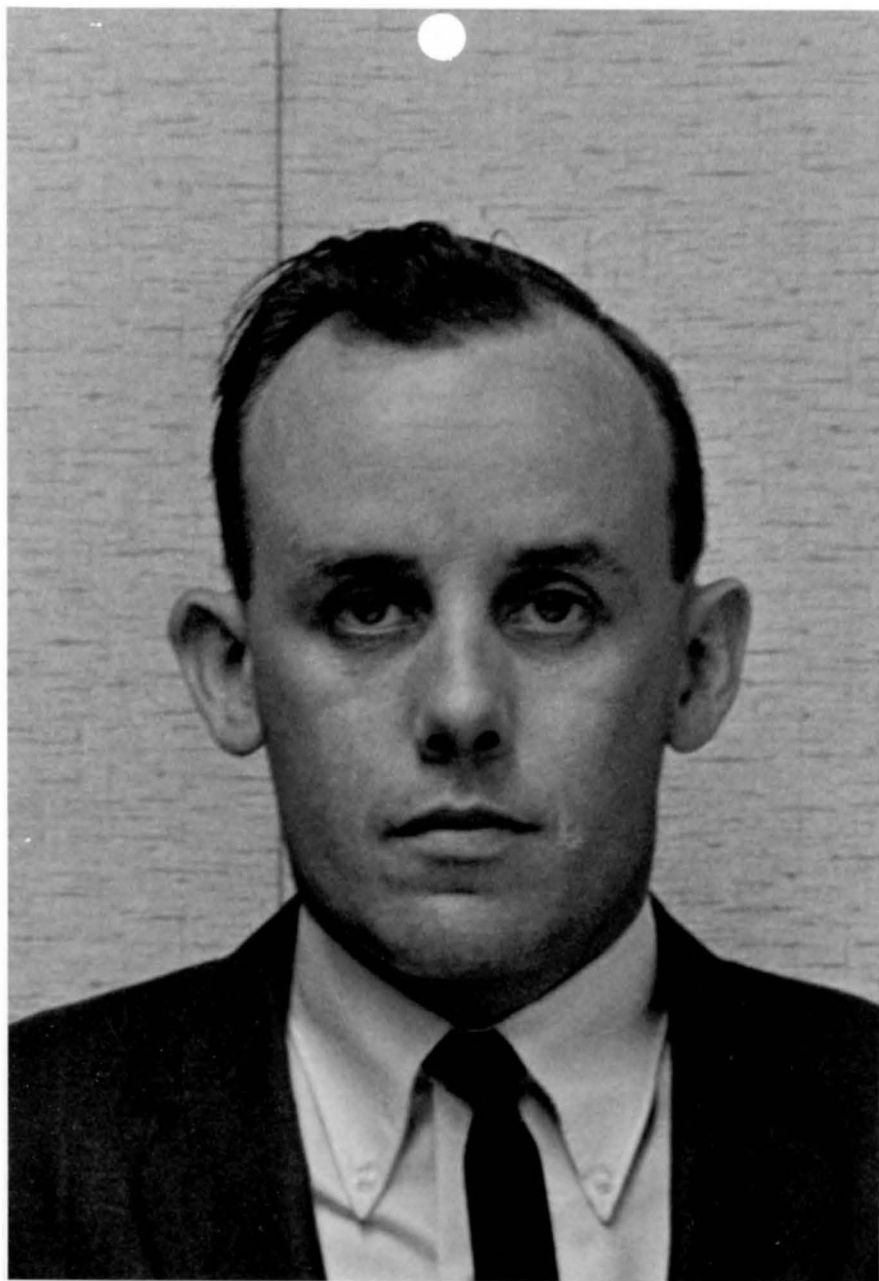
Attached are photographs of two photographers recently added to our staff. Any help you can give them will be appreciated. Their names are on the back of the pictures.

June 30, 1966

TO: White House Police

FROM: Yoichi R. Okamoto

Attached are photographs of two photographers recently added to our staff. Any help you can give them will be appreciated. Their names are on the back of the pictures.



MAX S. OSBORN



Michael A. Geissinger

June 13, 1966

**TO: Bob Moravek
Jim Mullaly**

FROM: Okamoto

The attached are for your file. I had a conference with Col. Albright today. He informed me that we could have this machine after July first.

Suggest you follow this up through your channels sometime after that date.

Attachments

5/11/66

Copies of memo and photo sent to:

Major Stover
Press Office
Secret Service

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

May 9, 1966

TO WHOM IT MAY CONCERN:

This is to introduce Pfc. Kevin S. Smith who will be assigned to the White House Photo Office as an official photographer. We would appreciate your cooperating with him in any way possible.

Yoichi R. Okamoto
Yoichi R. Okamoto
Staff Assistant



WASHINGTON

Title *X* *Special Agent* *Ken* **Organization**

~~April~~ April 1966

Nature of Assignment White House Comm. Argy. Photo Lab

**Submit requests to Mr. Watson in duplicate
5cc to White House police for new employees**

March 30, 1966

TO: MR. JOHN MACY

FROM: YOICHI R. OKAMOTO

I spoke with you recently about Mr. William Moravek and Mr. James Mullaly, the two men who head our White House photo lab. Both now hold Schedule A appointments with the U.S. Army Photographic Agency. Since entering government service in June, 1965, (from the Look Magazine photo lab) both men have made superb contributions to one of the most demanding photographic operations in all of government. Their unit must produce material of a quality equal to that of the highest grade publications and often in far greater quantities. Mr. Moravek's position is one of lab supervision and technical training. His technicians are primarily military personnel of varying degrees of experience. He is an excellent teacher and leader of men and is helping to build his unit, which until recently was badly understaffed, into one of the finest in the country. Mr. Mullaly, classified as a photo lab technician, is in my opinion, one of no more than twenty darkroom printers in the United States who have a true talent for making maximum quality prints. In addition to his printing duties, he acts as deputy to the lab chief, encouraging maximum effort through example and exuding a loyalty to what we are trying to do.

The government is fortunate to have these two men. They left very secure jobs at Look Magazine at my request. Should their present positions ever be abolished, it would be a shame for the government to be deprived of their services. Can you get their appointments converted to the regular Civil Service? Please do what you can to help us hold on to these top men.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

TO: W. MARVIN WATSON
Special Assistant to the President

FROM:(signature)

Title _____ Organization _____

It is requested that you authorize issuance of a pass, as follows, to the following named employee, who will enter on duty in this office on 3/28/66
(date)

Background data:

Name George A. Washington

Address 3517 East Capitol Street Apt. 201 Washington, D. C.

Birth date Feb. 20, 1936 Birth place Washington, D. C.

Nature of Assignment Photographer (Lab) WHCA Photo. Lab.

Where to be assigned 3222 M Street, N. W. Rm. P 10 St. 30333
(office location, building, room number and telephone) Ext. 275

Status Permanent
(state whether permanent, temporary, or detailed, giving approximate length of assignment if temporary)

Security Clearance _____
(level of clearance and date)

Type of Pass Requested:

xx Permanent White House

_____ Temporary White House _____ 30 days _____ 60 days

_____ Permanent Executive Office

_____ Temporary Executive Office _____ 30 days _____ 60 days

Remarks:

Submit requests to Mr. Watson in duplicate
5cc to White House police for new employees

WHCA

15 March 1966

MEMORANDUM TO: MR. W. MARVIN WATSON
SPECIAL ASSISTANT TO THE PRESIDENT

SUBJECT: Additional Personnel for Photographic Laboratory.

In accordance with instructions received from you on 12 March 1966, I have taken steps to obtain four (4) additional military laboratory technicians for the Photographic Laboratory. This brings the total military authorization for this facility to 16. This 16 total includes two (2) photographers and fourteen (14) laboratory technicians.

Mr. Okamoto has been informed of actions taken by this Agency.

I have taken steps to obtain six (6) laboratory technicians on a temporary duty basis pending the processing of application for permanent personnel. I have specified that these personnel may be temporarily assigned with an interim Top Secret Clearance.

Since these personnel will be employed in a facility some distance from the White House, unless you desire otherwise, I do not intend to apply for White House passes for these type personnel.

JACK A. ALBRIGHT
Colonel, USA
Commanding

THE WHITE HOUSE
WASHINGTON

3/10/66

Mr. Okamoto:

In case you have not already been advised, I have received information this date that full field investigation of OSWALD JOHN RAPP has been satisfactorily completed.

This clears the way for you to take necessary follow-up steps to arrange for his assignment through Defense auspices.

Copy 25

Jean Robb
Jean Robb

REQUEST FOR PERSONNEL ASSIGNMENT

Date: January 12, 1966

TO: W. Marvin Watson

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

Name of proposed employee Cecil Arthur Webb

Position: (a) Position title Photo laboratory technician

(b) Grade and salary \$5241 (GS-5)

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 As soon as possible

Present place of employment or assignment Dept. of Commerce photo lab

Yoichi R. Okamoto
(signature)

RESPONSE:

REMARKS:

☒ Approved
☐ Disapproved

Subject to (check) ☒ THON Name Check ☒ Full Field

Date 1/12/66

W. Marvin Watson
W. Marvin Watson

(rev. 9/15/65)

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

January 7, 1966

MEMORANDUM FOR

MR. YOICHI R. OKAMOTO

It is necessary that each person named below complete SF 86, Security Investigation Data for Sensitive Position, and return as quickly as possible, IN TRIPLICATE, to:

Personnel Office
Room 106 East Wing
The White House Office

Attention: Mrs. Jean Robb.

The necessary forms (SF 86) are provided herewith, in sets of four.

In addition to furnishing SF 86, each such person will need to have fingerprints taken and to complete fingerprint chart form. He (or she) should go to Protective Research Section, Room 94, Executive Office Building for such purpose, where the fingerprints will be taken and the necessary chart form provided for completion. I do not have any such forms.

Please ask PRS to send completed fingerprint chart form to Mrs. Mildred Stegall, First Floor West Wing.

These steps should be accomplished without delay - to avoid necessity of follow-up by our Security Office.

This notice pertains to the following person(s):

George Albert Washington

Oswald John Rapp

A copy of this memorandum is being furnished Mrs. Mildred Stegall for her information and follow-up if necessary.

M. Jean Robb
M. Jean Robb
Personnel Officer

Attached: 2 set(s) SF 86, and an Information Needed sheet with each set.

THE WHITE HOUSE
WASHINGTON

1/7/66

Mr. Yoichi Okamoto:

Provided herewith are -

- Duplicates of approved personnel assignment requests (on Mr. Washington and Mr. Rapp).
- Memo to you requesting that SF 86's be completed by each of the two men (and furnishing necessary supply of such forms) as well as instructions regarding need for each of them to have fingerprints taken.

I have this date sent request for name check on each to Mrs. Mildred Stegall.


Jean Robb

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 5 \$7097

Payroll (check one): White House Office (Reg. Salary &)
 White House Office (Special Projects)
 X Other (specify)

Length of Assignment (check one):

 Temporary (No. of Months)
 Indefinite
 X Permanent

Desired effective date As soon as possible

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

Yoichi R. Okamoto
(signature)

RESPONSE:

REMARKS:

 ✓ Approved)
 Disapproved)

Subject to (check) ✓ Name Check ✓ Full Field

Date 1/4/66

W. Marvin Watson
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 5- \$7097

Payroll (check one): White House Office (Reg. Salary & emp.)
White House Office (Special Project)
x Other (specify) _____

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

Desired effective date April, 1966

Present place of employment or assignment White House Communications Agency

Yoichi R. Okamoto
(signature)

RESPONSE:

REMARKS:

✓ Approved)
)
_____ Disapproved)
)

Subject to (check) ✓ T.H.W. Name Check ✓ Full Field

Date 1/4/66

W. Marvin Watson
W. Marvin Watson