

WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
memo	Sanford Fox to Mrs. Robb re: Advancement of Mr. John Scarfone (sanitized) (PCI)	11/24/67	A
list	Social Entertainment Office (sanitized) (PCI)	11/15/67	A
memo	Sanford Fox to Mrs. Carpenter (sanitized) (PCI)	6/25/65	A
memo	Sanford Fox to Mrs. Carpenter with annotations (sanitized) (PCI)	6/25/65	A
Standard form 57	Paul Milton Breeden (sanitized); attachment to note from Yolanda Boozer to Sandy, 6/8/67	7/10/67	C
form	Information Needed Concerning New Personnel, Phyllis Kansa (sanitized)	1/11/67	C
form	Information Needed Concerning New Personnel, Phyllis Kansa (sanitized)	1/11/67	C
Standard form 50	Paul Milton Breeden (sanitized)	9/12/67	C

FILE LOCATION

White House Social File, Bess Abell, WH Social Office, Box 32
"Personnel"

1/3/2000

RESTRICTION CODES

- (A) Closed by Executive Order 12356 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.

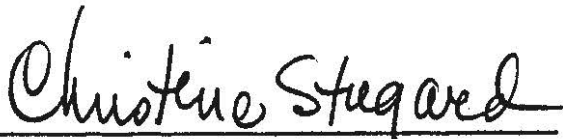
Duties:

- 1) In absence of Mrs. Christine Stugard, who is in charge of Social Correspondence, Mr. McCoy is in charge.
- 2) Opens, stamps, reads, sorts, and distributes mail according to categories set up and assigned by Mrs. Stugard, including general mail requiring individual replies and rotype mail.
- 3) Prepares a weekly Mail Status Report to Mrs. Stugard indicating number of pieces of mail held over by each person, if any, and current number of letters assigned for each person for that week.
- 4) Compiles figures for Mrs. Stugard's Weekly Mail Report to Mrs. Johnson.
- 5) Checks incoming mail with "Friends' File" to indicate type of answer requires and to ascertain whether or not mail should be sent promptly to Mrs. Johnson.
- 6) Is alert to use DEADLINE stamp on mail so that answer can be red-tagged and answered promptly.
- 7) Maintains liaison with Robotype Room and orders, when necessary, rotype mail.
- 8) Dispatches promptly mail requiring previous file to Social Files.
- 9) Acts as Liaison between Social Correspondence and Social/Central Files.

(contd)

Tom McCoy, Duties:

- 10) Refers foreign mail to Department of State for appropriate translation and/or handling.
- 11) Processing "special category" mail is a major task for this employee, as, in addition to his daily mail opening/stamping/separating duties, a "Beautification" project will bring in 400 letters in a couple days; an "anniversary" will bring in another 1500, a "birthday" of Mrs. Johnson, for example, will bring in an extra 300 letters or cards. Then the Christmas season brings in 25 to 35,000 cards/letters, a portion of which must be checked against the President's and Mrs. Johnson's official Christmas Card list.
- 12) Total number of letters per week ranges from 1300 to 1800.
- 13) Maintains Time and Attendance Cards for Social Correspondence Office, Social Offices, and the Office of the Press Secretary to the First Lady.



Christine Stugard
Staff Assistant for Social Correspondence

12/23/65

Cynthia E. Wilson
Correspondence Assistant

10. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)

Under general supervision, performs principal duties as follows:

Subject to review, is assigned for reply or disposition correspondence addressed to the Wife of the President, covering a wide variety of subjects, requiring careful reading and appraisal and the exercise of considerable independent judgment in determining upon the type of response to be made thereto or the disposition to be made thereof; and the observance of policies, precedents, and procedures followed in referring correspondence or in preparing appropriate, concise, grammatical, tactful letters for the signature of the Wife of the President or for her Secretary.

Writes letters from brief instructions usually noted on margins of letters that have been referred to the President's Wife or her Secretary.

Performs related tasks as assigned.

Elizabeth L. Tilson
Correspondence Clerk

16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)

Under general supervision, performs principal duties as follows:

Subject to review, is assigned for reply or disposition correspondence addressed to the Wife of the President, covering a wide variety of subjects, requiring careful reading and appraisal and the exercise of considerable independent judgment in determining upon the type of response to be made thereto or the disposition to be made thereof, and the observance of policies, precedents, and procedures followed in referring correspondence or in preparing appropriate, concise, grammatical, tactful letters for the signature of the Wife of the President or for her Secretary.

Writes letters from brief instructions usually noted on margins of letters that have been referred to the President's Wife or her Secretary.

Performs related tasks as assigned.

If more space is required, use the other side and additional pages size 8 x 10 1/2

16-47700-8

U. S. GOVERNMENT PRINTING OFFICE

12/12/67

SOCIAL CORRESPONDENCE SECTION

Thomas R. McCoy	GS-8
Elizabeth L. Tilson	GS-7
Margaret Michael	GS-5 - detailed from Dept. of Transportation, Federal Highway Admin.
Patricia K. Howard	GS-5 - detailed from Treasury Dept.
Barbara Ann Dillworth	GS-4a - detailed from Navy Dept.
Julia A. Skenandere	GS-7 - Detailed from Dept. of the Interior
Joanne M. Neversgelt	GS-3 - detailed from Navy Dept.
Fred B. Jefferson	GS-6

12/12/67

SOCIAL CORRESPONDENCE SECTION

✓ Thomas R. McCoy	GS-8	Jan 30, 1966 <i>last provided</i>
✓ Elizabeth L. Tilson	GS-7	July 8 1962
Margaret Michael	GS-5	- detailed from Dept. of Transportation, Federal Highway Admin.
Patricia K. Howard	GS-5	- detailed from Treasury Dept.
Barbara Ann Dillworth	GS-4	- detailed from Navy Dept.
Julia A. Skenandore	GS-7	- detailed from Dept. of the Interior
Joanne M. Nevergelt	GS-3	- detailed from Navy Dept.

✓ Fred E. Jefferson	GS-6	- memo to Mann 12/12
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✓ Cynthia Wilson GS-7 Apr 10, 1966

✓ Carol	GS-9	Ben + alfred w/ Larry 12/13
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THE WHITE HOUSE
WASHINGTON

November 24, 1967

MEMORANDUM FOR MRS. ROBB

Subject: Advancement of Mr. John Scarfone
from GS-9 to GS-10

With respect to the varied new assignments given Mr. Scarfone relating to his talents and abilities, it is felt he merits an advancement at this time.

The above employee is

SANITIZED

Sanford L. Fox

Approved: _____
Mrs. Bess Abell

cc: Mrs. Carpenter

11/15/67

SOCIAL ENTERTAINMENTS OFFICE

<u>Name</u>	<u>Present Grade</u>	<u>Date last Promotion</u>
SANFORD L. FOX	GS-14 <i>step 5</i>	2/18/62
Janice M. Ingersoll	GS-11	5/24/64
William T. Gemmell	GS-11	5/21/67
Myra L. Boland	GS-9	1/1/61
Margaret F. Deeb	GS-9	1/2/66

Detaillees:

*grade
raise
requested*

Phyllis A. Kansa	FSS-10 (equiv. GS-4)	7/25/66	from State Dept.
John J. Scarfone	GS-9	9/25/66	SANITIZED
Alexander B. Schiavoni	GS-7	12/5/66	from Dept. of Army

In addition to the above there is one on military assignment (Andrew Lyons), and others who serve intermittently, when needed, who are paid on hourly basis "when actually employed."

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

June 25, 1965

MEMORANDUM FOR MRS. CARPENTER

Mr. Russell H. Armentrout, Jr. (Assistant Chief of the Social Entertainments Office, GS-12) advises that he wishes to accept **SANITIZED** and will be leaving our employ about the end of September.

It is imperative that steps be taken to afford us a suitable replacement as much in advance of his departure as possible, thereby providing essential indoctrination period.

During the past few weeks I have interviewed several qualified applicants and have found one, Ronald J. King, whose training, experience, and personal attributes seem most fitting for the position to be filled. Mr. King is presently employed by Cooper-Trent, Inc., Arlington, Virginia, with an annual salary of \$8,900. A duplicate of his SF 57 is attached herewith.

I wish to recommend his appointment to our rolls as soon as necessary security investigation is completed and satisfactory clearance granted.

It is desired that his initial appointment be as Assistant to the Chief, Social Entertainments Office, GS-11/1 (which has basic per annum rate of \$8,650 and, with overtime pay, would meet the amount he has stipulated as necessary).

It is further recommended that he be promoted to Assistant Chief, Social Entertainments Office, GS-12/1 (\$10,250 basic per annum) when Mr. Armentrout actually vacates the position he occupies as GS-12.

Your approval of this two-fold recommendation would be appreciated.

APPROVED:

Elizabeth S. Carpenter

Sanford L. Fox
Sanford L. Fox

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 25, 1965

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It is further recommended that he be promoted to Assistant Chief, Social Entertainments Office, GS-12/1 (\$10,250 basic per annum) when Mr. Armentrout actually vacates the position he occupies as GS-12.

Your approval of this two-fold recommendation would be appreciated.

APPROVED:

Elizabeth S. Carpenter

Sanford L. Fox
Sanford L. Fox

8 March 1968

MEMORANDUM

TO: Liz and Bess

SUBJECT: Womens Speakers Bureau - DNC

Yesterday I gave the Anti-Crime Speech at an Inside Happening that Jean Kintner held to try out speeches and speakers.

You will undoubtedly have a report from Jean, but I want you to have an insider's comments, too:

Mrs. Alan Boyd on Transportation - shy, but sincere and good.

Peggy Wood on Housing - forceful, intellectual.

Mrs. Richard McCarthy - not as good on air and water pollution as she was on travelling with her five children around Washington. However winsome and funny.

Mrs. William Crook on Poverty (husband is head of VISTA). An incredibly good speaker. Involves audience on her subject. Very "with it."

Gerri Komer on Viet Nam -

This is the real purpose of my memo. Gerri was a disaster. Jean Kintner started off by apologizing profusely for asking Gerri to talk about such a "delicate subject," but since it is topmost in voters' minds, she felt obliged to have it on the program. Gerri had hoped to give a speech on pacification, but since the Tet offensive knocked the stuffing out of that, she had very little to say, except some old quotes from Ike, JFK, and LBJ.

Liz and Bess: Viet Nam is going to come up throughout the campaign, and I think Womens Speaker Bureau members had better be armed with some good, forceful information. We'll never win the election or the war if we are apologetic. I'd be glad to try to work up a speech, if enough good, solid background information can be provided.

Sharon

December 13, 1967

Memorandum for Marvin Watson

From Bess Abell

Re: Promotion of Fred E. Jefferson

Attached is a revised job description for the position held by Mr. Fred Jefferson. I recommend that his position be upgraded from GS-6 to GS-7, and that the title be changed to Assistant to the Social Secretary. The reasons for these recommendations are:

- 1. Increased responsibility and accountability in reference to the delivery of State Gifts -- because of the great increase of foreign visitors and social functions.**
- 2. New telephone duties in answering inquiries as stated in Item 6 of the attached job description.**
- 3. For the past six years Fred E. Jefferson has been a loyal, devoted and competent employee. He has continually demonstrated a willingness to serve in every way possible.**

Approved _____

See me _____

ASSISTANT TO THE SOCIAL SECRETARY - GS-2

The purpose of this position is to serve as an Assistant to the Social Secretary of the White House. In this position, the incumbent must:

- 1. Review outgoing correspondence in reply to mail addressed to the First Lady and children verifying addresses, proper enclosures, routing of copies. Type routine matters connected with mail.**
- 2. Responsible for liaison with messenger and supply personnel to:**
 - A - Insure expeditious delivery of correspondence and memoranda to the President and Mrs. Johnson.**
 - B - Maintain sufficient supplies for the use of social secretariat and the First Lady.**
- 3. Responsible for delivery of valuable items to First Lady in addition to providing personal services for the First Lady.**
- 4. Transmits and delivers personal and official messages to Cabinet Members and Members of the Diplomatic Corps from the First Lady and the Social Secretary.**
- 5. Solely responsible for delivery of State gifts exchanged between the President and First Lady and visiting Heads of State from around the world. This responsibility involves the handling of items worth thousands of dollars. This function has greatly increased during this past year because of the large influx of foreign visitors and social functions.**
- 6. Receives and answers telephone inquiries from officials, their wives, and members of the general public, regarding the social calendar, invitations to the White House, gifts to the President's wife, etc.**
- 7. Delivers personally invitations to Embassies in connection with State events.**
- 8. Performs other duties as assigned.**

The incumbent in this position must maintain high standards of dress and decorum. As personal representative of the First Lady in delivering notes, invitations, and gifts, the incumbent must display responsibility and trustworthiness as well as decorum appropriate to the occasion.

December 13, 1967

Memorandum for Marvin Watson

From Bess Abell

Re: Promotion of Fred E. Jefferson

Attached is a revised job description for the position held by Mr. Fred Jefferson. I recommend that his position be upgraded from GS-6 to GS-7, and that the title be changed to Assistant to the Social Secretary. The reasons for these recommendations are:

- 1. Increased responsibility and accountability in reference to the delivery of State Gifts -- because of the great increase of foreign visitors and social functions.**
- 2. New telephone duties in answering inquiries as stated in Item 6 of the attached job description.**
- 3. For the past six years Fred E. Jefferson has been a loyal, devoted and competent employee. He has continually demonstrated a willingness to serve in every way possible.**

Approved _____

See me _____

ASSISTANT TO THE SOCIAL SECRETARY - GS-3

The purpose of this position is to serve as an Assistant to the Social Secretary of the White House. In this position, the incumbent must:

- 1. Review outgoing correspondence in reply to mail addressed to the First Lady and children verifying addresses, proper enclosures, routing of copies. Type routine matters connected with mail.**
- 2. Responsible for liaison with messenger and supply personnel to:**
 - A - Insure expeditious delivery of correspondence and memoranda to the President and Mrs. Johnson.**
 - B - Maintain sufficient supplies for the use of social secretariat and the First Lady.**
- 3. Responsible for delivery of valuable items to First Lady in addition to providing personal services for the First Lady.**
- 4. Transmits and delivers personal and official messages to Cabinet Members and Members of the Diplomatic Corps from the First Lady and the Social Secretary.**
- 5. Solely responsible for delivery of State gifts exchanged between the President and First Lady and visiting Heads of State from around the world. This responsibility involves the handling of items worth thousands of dollars. This function has greatly increased during this past year because of the large influx of foreign visitors and social functions.**
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- 7. Delivers personally invitations to Embassies in connection with State events.**
- 8. Performs other duties as assigned.**

The incumbent in this position must maintain high standards of dress and decorum. As personal representative of the First Lady in delivering notes, invitations, and gifts, the incumbent must display responsibility and trustworthiness as well as decorum appropriate to the occasion.

*file in
Bess' office*
THE WHITE HOUSE
WASHINGTON

April 27, 1968

MEMORANDUM FOR MRS. ABELL

This is a progress report on the several personnel actions you recommended and in which Mrs. Carpenter concurred.

On receiving your memoranda of April 10, I checked with Matt Coffey of Mr. Macy's office to ascertain whether or not the description of duties which accompanied your memoranda had been evaluated by the Civil Service Commission and found to be in accord with the grades recommended. When he told me that this had not been done and that it would be appropriate for us to seek evaluation by the Commission through our customary channels, this was done.

Word of evaluation by the appropriate representative of the Commission has now been received and their response is as follows:

1. Elizabeth L. Tilson Position as described is o.k. for GS-8 and possibly GS-9, but title should be in the nature of a staff assistant - not secretarial. (Perhaps "Correspondence Assistant (Secretary)" would do?)
2. Cynthia E. Wilson Position as described would be o.k. for GS-9, because of writing duties (speeches, etc.) and suggested title is o.k.
3. Myra J. Boland No change from present GS-9
4. Thomas R. McCoy No change from present GS-8

In view of the above I shall proceed to recommend to those who formally approve such actions here that promotions be processed in the case of Elizabeth L. Tilson and Cynthia E. Wilson.

As to Myra J. Boland and Thomas R. McCoy, in view of the reaction of the Commission, action cannot be taken, on a classified basis at least, but I shall be glad to talk to you about these cases if you wish.

As to Mr. Fox, I shall be glad to join in this recommendation. Under the Civil Service rules, certain statements have to be made regarding performance to qualify for a quality increase and for that reason I am attaching a suggested memoranda for your signature. If you will sign it and return it to me we will then move forward with it.


William I. Hopkins

March 8, 1968

Memo to Marvin Watson

From: Lia and Bess

We're so glad you thought that this side of the White House did a grand, grand, grand job during the wedding, Christmas, -- and previously! There are many unsung heroes and nothing sings better Marvin, than the glorious ring of a cash register --- YOURS!

We appeal to you to give some pay raises to the following people:

Betty Tilson - beautiful, efficient blonde - mother of 4, wife of a man just back from serving 13 months in Viet Nam. She really runs the correspondence office -- letters on everything from Yuki to the Symphony Ball. Does it quietly, efficiently - and is no prima donna. Is highly loyal to the President and Mrs. Johnson. Her last promotion to GS 7 was in 1962, which was five years and three babies ago.

Tom McCoy -- opens and sorts every piece of those damn increasing mail bags that represent the great American public. And he sorts it well six full days a week and sometimes holidays. Mrs. Johnson's letters are answered as promptly as any in the White House. He really is the Glenn Stegall type -- and you know how terribly vital that is to any organization. He's a GS 8 and deserves to be at least a GS 9. Has 7 children and a sick wife -- which may be one reason he's glad to come down here on holidays. He's really worked at learning the Johnsons' friends, and wisely and carefully channels the First Lady's mail.

Cynthia Wilson - was handpicked by Mrs. Johnson out of the University of Texas Journalism School and is astute enough to handle almost any job for the First Lady or the President. She does many of the messages to large organizations. She has advanced Mrs. Johnson's trips with the finesse of a Marvin Watson trainee. We need her forever, but she could, I know, ring down a much bigger salary at almost any newspaper in town. Her last raise was in April, 1966 to GS 7. But she pinch-hits willingly in every office around here and at everything from greeting guests at a State Dinner, to putting together meaningful scrapbooks for state visitors and the Johnsons personal friends. She's someone you can put in front of the public and be proud of. She works long hours, can draft speeches, and is the best all-around helper to both of us in a hurry. She should be a GS 9.

THE WHITE HOUSE

WASHINGTON

~~January 18, 1968~~

Memo to Marvin Watson

From Liz and Bess

We're so glad you thought that this side of the White House did a grand, grand, grand job during the wedding, Christmas, -- and previously! There are many unsung heroes and nothing sings better Marvin, than the glorious ring of a cash register -- YOURS!

~~Starting the New Year we know how you feel all heart, and so we appeal to you to give some pay raises to the following people:~~

Betty Tilson --- beautiful, efficient blonde -- mother of 4, wife of a man just back from serving 13 months in Viet Nam. She really runs the correspondence office -- letters on everything from Yuki to the Symphony Ball. Does it quietly, efficiently -- and is no prima donna. Is highly loyal to the President and Mrs. Johnson. Her last promotion to GS 7 was in 1962, which was five years and three babies ago.

Tom McCoy -- opens and sorts every piece of those damn increasing mail bags that represent the great American public. And he sorts it well six full days a week and sometimes holidays. Mrs. Johnson's letters are answered as promptly as any in the White House. He really is the Glenn Stegall type -- and you know how terribly vital that is to any organization. He's a GS 8 and deserves to be at least a GS 9. Has 7 children and a sick wife -- which may be one reason he's glad to come down here on holidays. He's really worked at learning the Johnsons' friends, and wisely and carefully channels the First Lady's mail.

Cynthia Wilson -- was handpicked by Mrs. Johnson out of the University of Texas Journalism School and is astute enough to handle almost any job for the First Lady or the President. She does many of the messages to large organizations. She has advanced Mrs. Johnson's trips with the finesse of a Marvin Watson trainee. We need her forever, but she could, I know, ring down a much bigger salary at almost any newspaper in town. ~~She has been raised~~ in April, 1966 to GS-7. But she pinch hits willingly in every office around here and at everything from greeting guests at a State Dinner, to putting together meaningful scrapbooks for state visitors and the Johnsons personal friends. She's someone you can put in front of the public and be proud of.

Her husband has a raise in April, 1966 to GS-7. But she pinch hits willingly in every office around here and at everything from greeting guests at a State Dinner, to putting together meaningful scrapbooks for state visitors and the Johnsons personal friends. She's someone you can put in front of the public and be proud of. She works long hours, can draft speeches & is the best all-around helper to me & the family.

*6-5-9
the shared her*

January 18, 1968

Memo to Marvin Watson

From Liz and Bess

We're so glad you thought that this side of the White House did a grand, grand, grand job during the wedding, Christmas, -- and previously! There are many unsung heroes and nothing sings better Marvin, than the glorious ring of a cash register -- YOURS!

Starting the New Year we know how you feel all heart, and so we appeal to you to give some pay raises to the following people:

Betty Tilton --- beautiful, efficient blonde -- mother of 4, wife of a man just back from serving 13 months in Viet Nam. She really runs the correspondence office -- letters on everything from Yuki to the Symphony Ball. Does it quietly, efficiently -- and is no prima donna. Is highly loyal to the President and Mrs. Johnson. Her last promotion to GS 7 was in 1962, which was five years and three babies ago.

Tom McCoy -- opens and sorts every piece of those damn increasing mail bags that represent the great American public. And he sorts it well six full days a week and sometimes holidays. Mrs. Johnson's letters are answered as promptly as any in the White House. He really is the Glenn Stegall type -- and you know how terribly vital that is to any organization. He's a GS 8 and deserves to be at least a GS 9. Has 7 children and a sick wife -- which may be one reason he's glad to come down here on holidays. He's really worked at learning the Johnsons' friends, and wisely and carefully channels the First Lady's mail.

Cynthia Wilson -- was handpicked by Mrs. Johnson out of the University of Texas Journalism School and is astute enough to handle almost any job for the First Lady or the President. She does many of the messages to large organizations. She has advanced Mrs. Johnson's trips with the finesse of a Marvin Watson trainee. We need her forever, but she could, I know, ring down a much bigger salary at almost any newspaper in town. She did have a raise in April, 1966 to GS-7. But she pinch hits willingly in every office around here and at everything from greeting guests at a State Diner, to putting together meaningful scrapbooks for state visitors and the Johnsons personal friends. She's someone you can put in front of the public and be proud of.

Sanford Fox -- who does so much for the First Family and for all of us -- as you know as well as we do. He is now a GS 14, step 5. He is an artist with an artistic temperament, and we need him desperately. You know how much he gives the really tasteful touch to everything -- from designing the beautiful programs for each State dinner to special scrapbooks, Christmas cards, ceremonial presentations for visitors. The best way to say "thank you" with feeling is a raise. Can we jump him 3 or 4 steps within his grade? His last promotion was almost 6 years ago !

TO: MARVIN WATSON

FROM: LIZ AND BESS

WE're so glad you thought that this side of the White House did a grand, grand, grand job during the wedding---and previously! There are many unsung heroes and nothing sings ~~xxxx~~ better Marvin, than the glorious ring of a cash register....YOURS!

We know how you feel all heart at Christmas and so we appeal to you to give some pay raises to the following people:

Betty Tilson ---beautiful, efficient blonde-- mother of 4, wife of a ~~Viet Nam~~ man just back from serving 13 months in Viet Nam.

She really runs the correspondence office-- letters on everything from Yuki to the ~~President~~ mother the Symphony Ball. Does it quietly, efficiently-- is and with no prima donna. Is highly loyal to the President and Mrs. Johnson. Her last promotion was five in 1962 which was ~~six~~ years ~~ago~~ and three babies ago. + G S 7

Tom McCoy - opens and sorts ever piece of ~~that~~ those damn increasing mail bags that represent the great American public. ^{Six full days a week and sometimes Sundays} And he sorts it well. Mrs. Johnson's letters are answered as promptly as any in the White House. holidays

He really is the Glenn Stegall type--and you ~~xxxx~~ know how terribly vital that is to any organization. P.O. 3-4392
He is a GS-8 and deserves to be at least GS-9. holidays
Has 7 children and a sick wife--which may be one reason he's glad to come down here on ~~Sundays~~

He's really worked at learning the Johnson's friends, wisely and and ~~xxxxxx~~ carefully channels the First Lady's mail.

~~Read~~

Cynthia Wilson--- was handpicked by Mrs. Johnson out of the Univ. of Texas journalism school and is astute almost enough to handle any job for the First Lady ~~or the President.~~

She does many of the messages to large organizations. She has advanced Mrs. Johnson's the trips with finesse of a Marvin Watson trainee.

We need her forever, but she could, I know, ring down a much bigger salary at almost any newspaper in town.

She did have a raise in April, 1966 to GS-7.

But she pinch hits ^{willingly} in every office around here ~~and~~ at everything from greeting guests at a State Dinner ~~to putting together meaningful~~ to making ~~Max Johnson's~~ scrapbooks for ~~the Johnsons~~ state visitors and ~~personal~~ friends. ~~Max Johnson~~ She's someone you can put in front of the public and be proud of.

more

Sandy Fox - who does so much for the First Family and for
all of us -- as you know as well as we do. He is now a
GS 14, step 5. He is an artist with an artistic temperament
and he's feeling blue and feeling unappreciated.

~~Thank you~~
The best way to say ^{with feeling} "~~and loves~~" is
a raise. ^{Can we} ~~could he be~~ jump ^{him} 3 or 4 steps within his
grade? ²

His last promotion was almost
6 years ago.

And we need him desperately.
You know how much he gives
the really tasteful touch
to everything - from designing
the beautiful programs for
each Hall Dinner to
special scriptbooks, Christmas-
cards, Paranormal presentations
for residents.

To: LIZ AND BESS

From: Cynthia *Cyn*

I hate to add to your problems, but since I'm sure your burdens won't be getting any lighter this year, now seems as good a time as any to ask for a raise.

I am currently aGS 7-03, which means in English my gross annual salary is \$7184. My last grade raise was in April, 1966.

Since my job has changed so much since I joined the staff (for which I am grateful, as I am delighted to have the increased responsibility and the variety), perhaps my job description could be changed. (as far as I know I am still on the books as correspondence assistant) In the relative scheme of things, I think I am worth more than a GS-7.

I have tried to be as useful and flexible as possible and fill in wherever I was needed, and of course regardless of whether you can wring any more money out of the west side I will continue to do my best.

I don't need to tell you how fast a paycheck dwindles in Washington, and besides, I now have a cat to support!

Thank you for anything you can do.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

November 21, 1967

*Annals
Transmission
Mr. Volcross*

MEMORANDUM FOR

W. Marvin Watson

From *Ben Allen*

SUBJECT: Promotion of Fred E. Jefferson

Attached is a revised job description for the position held by *Mr. Fr* Jefferson. I recommend that his position be upgraded from GS-6 to GS-7, and that the title be changed to Assistant to the Social Secretary. The reasons for this recommendation are:

1. Increased responsibility and accountability in reference to the delivery of State Gifts. *the increased duties / foreign visits & social functions*
2. New telephone duties in answering inquiries as stated in Item 6 of the attached job description. *because of functions*
3. For the past six years Fred E. Jefferson has been a loyal, devoted and competent employee. He has continually demonstrated a willingness to serve in every way possible.

Approve. _____

See me. _____

In 1967, government employees were entitled to 20 days and 6 hours of annual leave, of which Christine took 20 days.

They were entitled to 13 days sick leave, of which she took 12 days and two hours.

At Christmas, she took an additional seven days leave which she classified as "compensatory" for alleged overtime.

Records do not show time actually spent in the building and on the job. We rely on an employee's loyalty and honesty for this.

Her office mates report, however, that last year it was almost a weekly occurrence that she took off Tuesday and Thursday mornings -- so much so that they wondered if she were in school somewhere.

Last Monday, we began to tackle the deluge of mail on the Eartha Kitt problem and asked for her help. On Tuesday she showed up at work at 2:45 p. m.

Her pay chart is attached.

NOTE: Few employees here ever take all the government leave given them. In fact, she is the only one in the East Wing who has. In 1967, Bess took 9 of her 20 days leave. Liz Carpenter took 10. Neither took any sick leave.

~~Classified~~ ASSISTANT TO THE SOCIAL SECRETARY - GS-7

The purpose of this position is to serve as an Assistant to the Social Secretary of The White House Office. In this position the incumbent must:

1. Review outgoing correspondence in reply to mail addressed to the First Lady and children verifying addresses, proper enclosures, routing of copies. Type routine matters connected with mail.
2. Responsible for liasion with messenger and supply personnel to:
 1. Insure expeditious delivery of correspondence. *+ memoranda for Pres & Mrs J.*
 2. Maintain sufficient supplies for use of social secretariat and the First Lady.
3. Responsible for delivery of valuable items to First Lady in addition to providing personal services for the First Lady.
4. Transmits and delivers personal and official messages to Cabinet Members and Members of the Diplomatic Corps from the First Lady and the Social Secretary.
5. Solely responsible for delivery of state gifts exchanged between the President and First Lady and visiting Heads of State from around the world. This responsibility involves the handling of items worth thousands of dollars. *this function has greatly increased during the past year because of a large number of foreign heads of state & their wives.*
6. *Receives and answers telephone inquiries from officials, their wives, and members of the general public, regarding the social calendar, invitations to the White House, gifts to the President's wife, etc.*
7. Delivers personally invitations to Embassies in connection with State events.
8. Performs other duties as assigned.

The incumbent in this position must maintain high standards of dress and decorum. As personal representative of the First Lady in delivering notes, invitations, and gifts, the incumbent must display responsibility and trustworthiness as well as decorum appropriate to the occasion.

ASSISTANT TO THE SOCIAL SECRETARIAT - GS-7

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November 21, 1967

MEMORANDUM FOR

W. Marvin Watson
William J. Hopkins

SUBJECT: Promotion of Fred E. Jefferson

Attached is a revised job description for the position held by Mr. Jefferson. I recommend that his position be upgraded from GS-6 to GS-7, and that the title be changed to Assistant to the Social Secretariat. The reasons for this recommendation are:

1. Increased responsibility and accountability in reference to the delivery of State Gifts.
2. New telephone duties in answering inquiries as stated in Item 6 of the attached job description.
3. For the past six years Fred E. Jefferson has been a loyal, devoted and competent employee. He has continually demonstrated a willingness to serve in every way possible.

Bess Abel

Approve. _____

See me. _____

BA:MBC:rm

November 21, 1967

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Bess Abel

Approve. _____

See me. _____

BA:MEC:rm

THE WHITE HOUSE

WASHINGTON

APPLICATION FOR NEW TITLE - Clerk Assistant to the Social Secretary - GS7

This position is under the immediate supervision of the Social Secretary.

Responsible for the final review of outgoing correspondence in reply to mail addressed to Mrs. Johnson and the Social Secretary in order to verify addresses, proper enclosures and routing of copies. Makes suggestions as to more expeditious handling, and the need for additional informational copies. Assists in typing routine matters connected with mailing.

Maintains contact with messenger and supply personnel in order to keep regular channels of routing efficient and retains on hand sufficient supplies for easy access by personnel of the Social Secretary and for Mrs. Johnson's personal use in the White House. Is personally responsible for valuable items to be delivered to Mrs. Johnson -- also carries out errands for Mrs. Johnson and the Social Secretary, including selection of items such as frames, silver boxes and similar items.

Transmits and transports official messages and personal messages from Mrs. Johnson and the Social Secretary to members of the Cabinet ~~and~~ other high government officials. Obtains files for emergency use by the Social Secretary. Assists in personal delivery of invitations to embassies in connection with State Events.

Performs special assignments for the wife of the President and the Social Secretary, including sole responsibility for delivering State Gifts exchanged by the President and Mrs. Johnson and visiting Heads of State from around the world. This function involves handling items worth thousands of dollars and requires great responsibility and trustworthiness.

Under supervision of the Social Secretary, receives and answers a large number of telephone inquiries from officials or their wives, and members of the general public regarding various matters, including social events, invitations to the White House, gifts to the President's wife, etc.

This position requires the incumbent to be in personal contact daily with the wife of the President, high ranking officials, and various other individuals.

THE WHITE HOUSE
WASHINGTON

April 22, 1967

Mrs. Abell:

In connection with your request for promotion consideration for Fred Jefferson, Mr. Watson now asks that we obtain informal evaluation from Civil Service Commission.

I believe I sent you (at your request) a copy of the existing job description on 4/13?

Mr. James Rogers, my assistant, will handle this for me if your up-dated description comes to my office after I begin leave next week (so it will be in good hands).

If the new description has not yet been prepared, it would be helpful if it is furnished my office in triplicate, and typed double space (as in a draft).

Jean Robb

Civil Service Comm

→ Ludwig Andolase
of Mind - used to be
AA to Blatnik

Bess,

In going through my hold items -- I came across
the attached. Did any thing ever come of this --
and if not should we do something.

chc

April 17, 1967

MEMORANDUM FOR MARVIN WATSON

From: Bess Abell

I would like to promote Fred Jefferson, the Clerk-Messenger in the Social Correspondence Office. (Now: GS6-Step 7.)

His assignments cover a wide, wide range of activities, opening and sending out Mrs. Johnson's mail, adding enclosures were appropriate, delivering and picking up items (and people) of great value. His assistance is absolutely invaluable in preparing for Christmas, big parties, and out-of-town trips.

Jeff's last raise was from GS5 to 6 on August 20, 1961, and a promotion for him seems long overdue. The grade raise should be to an 8, then it should be to a step 7 within that grade.

Send job descrip
tion -

Salary of step

1 of an 8 + 6451

step 1 of a 8 - 7,068

When retire?

POD: ?

58 - 24 years

of service -

Date 4/4/67

Referred to

Miss Galt

by Mr. Hopkins' Office

as requested. Here is Jeff's
from Tim record. Ed H

4/4/67

Information regarding FRED E. JEFFERSON

Service at White House began as of 6/28/54 with detail to our Messenger Force from Dept. of the Army (grade then CPC-3).

8/1/54 Appointed White House Office rolls as a Messenger, CPC-4.
12/6/54 Reassigned from Messenger Force to Social Office (still a messenger).
1/2/55 Grade identification changed from CPC-4 to GS-2 (no change in pay).
1/15/56 Promoted to GS-4, Messenger.
7/13/58 Promoted to GS-5, Clerk-Messenger
8/20/61 Promoted to GS-6, Clerk-Messenger

Presently: Clerk-Messenger, GS-6/7 \$7,055.00

Will be due Schedule Step-increase (within-grade increase) effective 8/13/67
to GS-6/8 \$7,253.00.

4/13/67

Dear Mrs. Abell

As per your request.

Jean Robb
Jean Robb

[illegible]

May 11, 1967

Dear Mr. President,

The Adlai E. Stevenson Institute of International Affairs was set up in February. The plans are complete. There is an excellent man in charge (William Polk).

We need a minimum of \$3 million to provide enough base to go ahead. Our agreement with Polk is that we will raise this by June 1 -- or he is free to leave.

\$1,700,000 has been raised, leaving us \$1,300,000 short.

The Board of Directors includes Ben Heineman, Father Hesburgh, Paul Hoffman, Barbara Ward, Phil Klutznick, Sol Linowitz, myself: good people, but poor money raisers.

The National Committee includes 150 of the best liberals in the country -- and ten or twelve of the worst.

Sol Linowitz and I have undertaken to ask you if you would consider it appropriate and advisable for you to sponsor personally a small affair -- at the White House or someplace else in Washington -- for from 10 to 25 of those on the National Committee (or others) who could themselves (with their corporations) take care of this next \$1,300,000.

* The money raising would not be done at the meeting

The President
The White House

AG
Wirtz
not
some of
the worst

* The list would of course be subject to your approval. We are thinking of people like Sol Linowitz, Tom Watson, Agnes Meyer, Bob Benjamin, Eugene Black (?), Jacob Blaustein, Dave Dubinsky, Averil Harriman, George Killion (?), Arthur Krim, Stanley Marcus, George Meany, Richard Reynolds, Ben Swig, Whitney Young, etc; and then Polk, Arthur Goldberg, Barbara Ward -- to describe the Institute.

It seems to me this may make sense to you, or I wouldn't suggest it; but the situation has been handled so that if you have any reservations, there will be no misunderstanding.

Respectfully,

W. Willard Wirtz

W. Willard Wirtz

HAND DELIVERED

ASSISTANT TO THE SOCIAL SECRETARIAT - GS-7

The purpose of this position is to serve as an Assistant to the Social Secretary of The White House Office. In this position the incumbent must:

1. Review outgoing correspondence in reply to mail addressed to the First Lady and children verifying addresses, proper enclosures, routing of copies. Type routine matters connected with mail.
2. Responsible for liasion with messenger and supply personnel to:
 1. Insure expeditious delivery of correspondence.
 2. Maintain sufficient supplies for use of social secretariat and the First Lady.
3. Responsible for delivery of valuable items to First Lady in addition to providing personal services for the First Lady.
4. Transmits and delivers personal and official messages to Cabinet Members and Members of the Diplomatic Corps from the First Lady and the Social Secretary.
5. Solely responsible for delivery of state gifts exchanged between the President and First Lady and visiting Heads of State from around the world. This responsibility involves the handling of items worth thousands of dollars.
6. Receives and answers telephone inquiries from officials, their wives, and members of the general public, regarding the social calendar, invitations to the White House, gifts to the President's wife, etc.
7. Delivers personally invitations to Embassies in connection with State events.
8. Performs other duties as assigned.

The incumbent in this position must maintain high standards of dress and decorum. As personal representative of the First Lady in delivering notes, invitations, and gifts, the incumbent must display responsibility and trustworthiness as well as decorum appropriate to the occasion.

This position is under the general supervision of the Social Secretary.

Description of duties: The incumbent of this position is

Responsible for ^{the} final review of outgoing correspondence in reply to mail addressed to Mrs. Kennedy and to the Kennedy children in order to verify addresses, proper enclosures and routing of copies. Makes suggestions as to more expeditious handling, and ^{the need for} additional informational copies. Maintains contact with messenger and supply personnel in order to keep regular channels of routing efficient and retains on hand sufficient supplies for easy access by personnel of the Social Secretariat and for Mrs. Kennedy's personal use in The White House. Is personally responsible for valuable items to be delivered to Mrs. Kennedy. Also carries out errands for Mrs. Kennedy, including selection of items such as frames, silver boxes, ^{and similar items} etc. for suitable gifts. Transmits and transports official messages and personal messages from Mrs. Kennedy and the Social Secretariat to members of the Cabinet and other high government officials. Obtains files for emergency use by the Social Secretary. Assists in personal delivery of invitations to embassies in connection with State events. Assists in typing of routing matters connected with the dispatch of mail. In the absence of the assistant to the head of Social Correspondence Section, substitutes in handling, opening, assorting, routing and making marginal notes addressed to for appropriate replies to incoming mail/Mrs. Kennedy and the Kennedy children.

Note: The services of a qualified typist are not required for this position.

- State gifts
- Supplies -
- telephones

Mr. Hocrass
183 X 7365

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

November 15, 1967

MRS. ABELL:

As promised, here is a listing of the present grade level and the date of the last promotion in the Social Entertainments Office.

Also attached is a copy of my memorandum of last March. If there have been added duties since that time which would strengthen the description of duties, you could, of course, if you wish, have the civil service people take another look at it. In the absence of any changes, it would probably be a futile exercise so far as a grade promotion in a classified status is concerned.



William J. Hopkins

Attachments

March 20, 1967

MRS. ABELL:

This relates to your telephone call a number of days ago in Myra Boland's behalf.

As we agreed, a current description of duties on which Mr. Fox and Mrs. Boland collaborated, and which she initialed, was submitted to our classification expert at the Civil Service Commission for informal evaluation.

That expert considered the revised description on the basis of the elements of revision and on the need for special recognition of factors peculiar to White House positions.

The responding evaluation was to the effect that GS-9 is considered the appropriate grade. This, of course, is Mrs. Boland's present grade level.

William J. Hopkins

WJH:rah

THE WHITE HOUSE
WASHINGTON

December 13, 1967

MRS. ABELL:

The 3 job descriptions you requested are furnished herewith in form for marking up and changing as you see fit.

After our conversation of yesterday I checked to verify a recollection that a recommendation had already been placed with State Dept. for promotion of Miss Kansa - and verified that it has. They were supposed to notify my office as soon as it had been accomplished but have not yet done so. Jim Rogers was handling it and he will re-check with them as to the status of the matter. (It was promotion of one grade requested.)

In connection with your expressed interest in making request regarding Mrs. Carlyle it would be more appropriate for you to place request with Post Office Dept. since my office has had nothing to do with her assignment here and also since we have not been permitted to carry her on our records as being detailed here. (Each time I have asked about her being assigned here the response has been a vague denial of any actual detail and indication that it was intermittent.) We have no contact at P.O. on her, no record on hand regarding her, and do not handle bi-weekly T&A reports to P.O. Dept.

Jean Robb
Jean Robb

MEMORANDUM

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
NOT NAT'L SECURITY
INFORMATION, E.O. 12356,
SEC. 1.1(a)

BY ca ON 1/14/99

THE WHITE HOUSE
WASHINGTON

**PERSONAL &
~~CONFIDENTIAL~~**

February 7, 1966

TO: Marvin Watson

FROM: Elizabeth Carpenter

RE: Promotion for Christine Stugard to GS-13/1--\$12,510.00;
in charge of Social Correspondence Office, staff of 10,
which answers average of 1,500 letters per week.

Believing, as does Mrs. Johnson, that salaries should match ability and performance of employee, I recommend the above employee be moved up from her current Unclassified position of \$10,360.00 to Grade GS-13/1--at a salary of \$12,510.00.

As you know, Mrs. Johnson is very much interested in her Social Correspondence Office. On December 1, 1964 she brought in Christine Stugard, who had been a legislative assistant on Senator Johnson's staff intermittently since 1949, to reorganize that office, raise the quality-quantity of work, set up any system that worked, with authority to shift or select out personnel in any effective manner. At the same time, Mrs. Johnson urged upon her the importance of the economy drive.

When Christine Stugard took over the office--with a 5-months' backlog of unanswered mail and no effective system to answer it--she aimed for highest quality-quantity work by supplying "tools" to work with, organization, guidance and supervision to work by, and a pleasant environment conducive to achieving that goal.

She methodically set up a system of measuring employee production, Mail Assignment, Letter Composition, and Mail Control. Then she began the tedious task of selecting out unproductive employees and replacing them with dependable, productive personnel.

On April 1, 1965 she was able to report to Mrs. Johnson that, for the first time in four years, the office was "current" in its mail.

The system has taken effect, mail assignments are made, mail control measures have been established, and despite the heavy mail load, production moves efficiently and correctly. The economy drive has been kept in mind, for the payroll of that office is \$10,746 less annually than it was November 30, 1964.

Recognizing the responsibility and pressure involved in shaping up and maintaining a staff capable of turning great quantities of routine mail into high quality production that will reflect credit on the First Lady, I suggest action be initiated to carry out the above recommendation.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 7, 1966

DUTIES OF Mrs. Christine Stugard, in charge of Social
Correspondence Office, which staff is 10, including
Supervisor:

1) In charge of Social Correspondence Office, which
answers a total weekly average of 1,500 letters addressed
to the President and Mrs. Johnson, Mrs. Johnson, Luci and
Lynda.

2) Responsible for entire operations of office, goal of
which is to produce high quality work to reflect credit on
the First Lady, and produce it with minimum number of
employees in shortest length of time.

Maintains total supervision of office, with neither
secretary nor assistant, as Assistant Head of Social Corres-
pondence has duties entirely confined to opening/stamping/
distributing mail.

2) Independently responsible for creating, setting up,
and maintaining original system of entire office, as follows:

a) Mail Desk Operation--After analyzing work at this desk,
a new system was set up to open, stamp, read, sort and distri-
bute mail. Procedure was determined by Mrs. Stugard and
carried out by Mr. McCoy. New equipment was purchased to
save employee's time and facilitate operations. Detailed and
minute recommendations were made to employee, who had hereto-
fore never been able to open/sort/distribute mail on current
basis.

b) Assignment of Mail Categories--After proper analysis
of mail and employee's ability, new assignments were made by
supervisor commensurate with ability of each employee.

c) Employee Production Measurement--System was devised and
set up to record daily production and provide a weekly Mail
Status Report of each employee.

d) Records System for Employee--System initiated for
maintaining notebooks of all data pertaining to our corres-
pondence, news releases, etc., serving as background information
for preparation of correspondence.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

2.

e) Use of Robo Type Letters--Inaugurated system of using large number of Robo type letters for portion of correspondence and trained employees to use system.

3) Daily, reads, corrects and approves all drafts of letters before sending to typist.

4) Daily, proofreads finished letters and signs all outgoing mail except that for Mrs. Johnson's signature.

5) Counsels staff to improve letter quality on syntax, punctuation, and general tone of letter to correspond with manner Mrs. Johnson wants projected.

6) Maintains Employee Production Record to reflect activity of each employee. In other words, to show number of letters assigned weekly and number of letters written.

7) Originates and distributes "guideline" letters to all employees to keep our replies consistent with President's and/or Mrs. Johnson's policy and statements.

8) Originates, distributes and keeps current, "Robo" type replies which number over 125 individual letters. Constant supervision necessary here to assure the proper use of system--simple to follow but fatal if employee is careless.

9) Determines disposition of and prepares guidelines on all incoming telegrams and Very Important Mail before assigning to drafter.

10) Submits weekly Mail Analysis Report to Mrs. Johnson and confers with her on disposition, analysis of, etc., according to her wishes.

11) Originates memoranda to all employees re policy/procedure, and set up individual record system in notebooks for their permanent record and easy reference.

12) Interviews prospective employees, consults Personnel re same, and follows time-consuming procedure for locating new personnel.

13) Trains new personnel. This office has had a turnover of fourteen people within the last year but, because of their poor performance, only three of whom remain with office.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

3.

14) Quantity Mail--Determines disposition and sets up procedure for processing quickly all large quantity mail brought in by certain events, i.e. 1500 "Anniversary" greetings, 300 birthday greetings, 900 "Beagle" letters, 35,000 Christmas greetings, etc. Because of time element, quick but thorough decision and efficient methods necessary to process this category of mail.

15) Cooperates and confers with Paul Popple, in charge of President's Correspondence Office, Mr. Hopkins, Mona Nelson's office, or any member of White House staff to a) give or receive assistance in coordinating and facilitating overall job of answering White House correspondence, to assure most appropriate reply, and b) to assure correctness of our salutation, closing, etc., a factor very much stressed by Mrs. Johnson from outset.

16) Cooperates with Office of Press Secretary/Staff Director, Social Office, and Social Entertainments Office, by supplying them with assistance in their work whenever called upon.

17) Supervisor in this office must be aware not only of Presidential policy, President's and Mrs. Johnson's activities, interests, wishes, etc., but must have sufficient background knowledge and interest to keep abreast of worldwide trends, evaluate people, places, and events, and be able to assess degree of importance to incoming letters as mail to Mrs. Johnson is worldwide and on an infinite variety of subjects.

cc 4-0518
cc 56700
To: Mrs. Johnson
From Christine Stugard

Dec. 9, 1964

Some of the things I hope to do with the office -- and have started doing:

- 1) Rearrange the office somehow to make the physical appearance attractive, neat and orderly, and more conducive to maximum working efficiency. In other words, get rid of the clutter and arrange for necessary working tools such as incoming and outgoing mail boxes, bookends, etc.
- 2) Set up an efficient mail distribution center. I have already installed a "mail table" with appropriately labelled boxes to hold current mail.

Thus, the mail should be separated more accurately by categories and, at a glance, anyone should be able to see what mail is where -- in other words, what our current mail situation is.

- 3) Assign mail into categories. There seems to be only one category now specifically assigned. Others "in their spare time" do various categories. Or do "general mail." We should see that each person is responsible for a certain portion of mail daily.
- 4) Prepare a master notebook file on form robo-letters, give each a number, use that number to mark on the incoming piece of mail so there is no doubt which robo letter is sent out.

Each person will have a current file of robo letters, or there will be placed in a central location a master file. Depends on which is more productive for us.

Caution will be urged constantly that letters must be read through to be sure robo letters are responsive.

Although I have studied this aspect only superficially, I believe many more letters can be answered by good, crisp but warmly responsive letters.

- 5) Style & content of letters. We must bear down on this. Real supervision will be given to sentence construction to eliminate long, unwieldy and cumbersome sentences.

I've already distributed memos and given guidance on this subject, but expect to have a real letter-writing, sentence-construction session from time to time.

2.

To: Mrs. Johnson
From: Christine Stugard

5) Style & content of letters (contd)

I hope to prepare a book with accepted, preferred, or favorite expressions, endings, etc., which Mrs. Johnson favors -- and include those she does not like -- and see that each person who composes letters has one on her desk.

I've thought of arranging for each person who writes letters to be supplied with a simple booklet on clear writing. One I think of specifically is a small book first written by a Dartmouth English professor and recently re-issued by a NY advertising firm.

- 6) The currently in use "Friends File" should be kept up to date and referred to constantly. We'll work out a system to see that letters are checked with it, if they are not now being so handled. And we will check with those who know "friends & family" from time to time to expand it.
- 7) After an appropriate time, if "guidance-instruction" does not "take" and improvement does not follow, then we will have to think along other directions.

October 1, 1965

MEMORANDUM FOR MARVIN WATSON

Mr. Russell H. Armentrout, Jr. (Assistant Chief of the Social Entertainments Office, GS-12) has left the White House Staff. It is imperative that steps be taken to afford us a suitable replacement.

During the past weeks we have interviewed a number of people for this job. Sandy Fox, the head of the Social Entertainments office, felt one of the applicants was promising enough to appoint, and at his request, and with your approval, a security check was begun on Ronald J. King.

Immediately after this, Dr. Bush-Brown, head of the Rhode Island School of Design and a member of the President's Arts Council, recommended several outstanding men for the job. From this group we have found one who is eminently qualified -- Daniel F. Shea from Hartford, Connecticut. He is currently the Senior Calligrapher for the Aetna Life Insurance Co.

Sandy and I have spent a great deal of time with him and both of us feel his imagination, ability, and taste can make a far greater contribution to the work of the office than any of the other applicants.

I wish to recommend his appointment to our rolls as soon as necessary security investigation is completed and satisfactory clearance granted. His Form 57 is attached.

It is desired that his initial appointment be as Assistant to the Chief, Social Entertainments Office, GS-11 (which has basic per annum rate of \$8,650).

It is further recommended that he be promoted to Mr. Armentrout's position, Assistant Chief, Social Entertainments Office, GS-12 (\$10,250 basic per annum), two months after he joins the Staff.

Your approval of this two-fold recommendation would be appreciated.

**Bess Abell
Social Secretary**

April 10, 1968

MEMORANDUM FOR WILLIAM HOPKINS

SUBJECT: Thomas R. McCoy

Attached is a rewritten job description for Thomas R. McCoy. We recommend that he be promoted from GS-8 to GS-9, Assistant to the Head of the Social Correspondence Section as soon as possible.

Mr. McCoy is a dedicated employee who is always willing and cooperative. The extension of his duties to include correspondence from the Congress and foreign dignitaries as well as handling the entire Christmas card operation for the President and Mrs. Johnson are deserving of recognition.

Elizabeth Abell

Elizabeth Carpenter

**ASSISTANT TO THE HEAD OF SOCIAL CORRESPONDENCE SECTION
SOCIAL SECRETARIAT**

1. In absence of Mrs. Christine Stugard, who is in charge of Social Correspondence, Mr. McCoy is in charge.
2. Opens, stamps, reads, sorts, and distributes mail and telegrams according to categories set up and assigned by Mrs. Stugard, including general mail requiring individual replies and robotype mail.
3. Prepares a weekly Mail Status Report to Mrs. Stugard indicating number of pieces of mail held over by each person, if any, and current number of letters assigned for each person for that week.
4. Compiles figures for Weekly Mail Report to Mrs. Johnson.
5. Checks incoming mail with "Friends' File" to indicate type of answer required and to ascertain whether or not mail should be sent promptly to Mrs. Johnson.
6. Is alert to use DEADLINE stamp on mail so that answer can be red-tagged and answered promptly.
7. Dispatches promptly mail requiring previous file to Social Files.
8. Acts as Liaison between Social Correspondence and Social-Central Files.
9. Refers foreign mail to Department of State for appropriate translation and/or handling.
10. Processing "special category" mail is a major task for this employee, as, in addition to his daily mail opening/stamping/ separating duties, a "Beautification" project will bring in 400 letters in a couple of days; an "anniversary" will bring in another 1500, a "birthday" of Mrs. Johnson, for example, will bring in an extra 300 letters or cards. Then the Christmas season brings in 25 to 35,000 cards/letters, a portion of which must be checked against the President's and Mrs. Johnson's official Christmas card list.
11. Total number of letters per week ranges from 1300 to 1800.

Tom McCoy - page 2

12. Maintains Time and Attendance Cards for Social Correspondence Office, Social Offices, and the Office of the Press Secretary to the First Lady.

13. Handles all mail addressed to Mrs. Johnson and to the President and Mrs. Johnson -- this includes mail and telegrams from Members of Congress, Cabinet Officers, Foreign VIP's and heads of other Government agencies.

14. Keeps a check list on all foreign Christmas cards to be sure no foreign VIP is over-looked in receiving greetings from the President for the holiday season.

15. Makes sure the President and Mrs. Johnson's Christmas gifts are wrapped and ready to send at Christmas time.

**ASSISTANT TO THE HEAD OF SOCIAL CORRESPONDENCE SECTION
SOCIAL SECRETARIAT**

- 1. In absence of Mrs. Christine Stugard, who is in charge of Social Correspondence, Mr. McCoy is in charge.**
- 2. Opens, stamps, reads, sorts, and distributes mail and telegrams according to categories set up and assigned by Mrs. Stugard, including general mail requiring individual replies and rebotype mail.**
- 3. Prepares a weekly Mail Status Report to Mrs. Stugard indicating number of peices of mail held over by each person, if any, and current number of letters assigned for each person for that week.**
- 4. Compiles figures for Weekly Mail Report to Mrs. Johnson.**
- 5. Checks incoming mail with "Friends' File" to indicate type of answer required and to ascertain whether or not mail should be sent promptly to Mrs. Johnson.**
- 6. Is alert to use DEADLINE stamp on mail so that answer can be red-tagged and answered promptly.**
- 7. Dispatches promptly mail requiring previous file to Social Files.**
- 8. Acts as Liaison between Social Correspondence and Social-Central Files.**
- 9. Refers foreign mail to Department of State for appropriate translation and/or handling.**
- 10. Processing "special category" mail is a major task for this employee, as, in addition to his daily mail opening/stamping/ separating duties, a "Beautification" project will bring in 400 letters in a couple of days; an "anniversary" will bring in another 1500, a "birthday" of Mrs. Johnson, for example, will bring in an extra 300 letters or cards. Then the Christmas season brings in 25 to 35,000 cards/letters, a portion of which must be checked against the President's and Mrs. Johnson's official Christmas card list.**
- 11. Total number of letters per week ranges from 1300 to 1800.**

Tom McCoy - page 2

12. Maintains Time and Attendance Cards for Social Correspondence Office, Social Offices, and the Office of the Press Secretary to the First Lady.

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14. Keeps a check list on all foreign Christmas cards to be sure no foreign VIP is over-looked in receiving greetings from the President for the holiday season.

15. Makes sure the President and Mrs. Johnson's Christmas gifts are wrapped and ready to send at Christmas time.

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR BILL HOPKINS

SUBJECT: Thomas R. McCoy

Attached is a
~~I have~~ rewritten the job description *for*
Thomas R. McCoy ~~and~~ *use* recommend that he be
promoted from GS-8 to GS-9, Assistant to
the Head of the Social Correspondence
Section. ~~I am attaching as Tab A the~~
~~revised job description and recommend that~~
~~this action be taken as soon as possible.~~
Mr McCoy is a dedicated employee who is always
willing and cooperative. The extention of
his duties to include correspondence from
the Congress and foreign dignitaries as
well as handling the entire Christmas
card operation for the President and
Mrs. Johnson are deserving of recognition.

~~Liz Carpenter agrees with this recommenda-~~
~~tion.~~

Elizabeth Abell

Elizabeth Carpenter

Attachment

Assistant to the Head of Social Correspondence Section,
Social Secretariat

1. In absence of Mrs. Christine Stugard, who is in charge of Social Correspondence, Mr. McCoy is in charge.
2. Opens, stamps, reads, sorts, and distributes mail telegrams according to categories set up and assigned by Mrs. Stugard, including general mail requiring individual replies and robotype mail.
3. Prepares a weekly Mail Status Report to Mrs. Stugard indicating number of pieces of mail held over by each person, if any, and current number of letters assigned for each person for that week.
4. Compiles figures for Weekly Mail Report to Mrs. Johnson.
5. Checks incoming mail with "Friends' File" to indicate type of answer requires and to ascertain whether or not mail should be sent promptly to Mrs. Johnson.
6. Is alert to use DEADLINE stamp on mail so that answer can be red-tagged and answered promptly.
7. Dispatches promptly mail requiring previous file to Social Files.
8. Acts as Liaison between Social Correspondence and Social/Central Files
9. Refers foreign mail to Department of State for appropriate translation and/or handling.
10. Processing "special category" mail is a major task for this employee, as, in addition to his daily mail opening/stamping/separating duties, a "Beautification" project will bring in 400 letters in a couple days; an "anniversary" will bring in another 1500, a "birthday" of Mrs. Johnson, for example, will bring in an extra 300 letters or cards. Then the Christmas season brings in 25 to 35,000 cards/letters, a portion of which must be checked against the President's and Mrs. Johnson's official Christmas Card list.
11. Total number of letters per week ranges from 1300 to 1800.

12. Maintains Time and Attendance Cards for Social Correspondence Office, Social Offices, and the Office of the Press Secretary to the First Lady.
13. Handles all mail addressed to Mrs. Johnson and to the President and Mrs. Johnson -- this includes mail and telegrams from Members of Congress, Cabinet Officers, Foreign VIP's and heads of other Government agencies.
14. Keeps a check list on all foreign Christmas cards to be sure no foreign VIP is over-looked in receiving greetings from the President for the holiday season.
15. Makes sure the President and Mrs. Johnson's Christmas gifts are wrapped and ready to send at Christmas time.

April 10, 1968

MEMORANDUM FOR WILLIAM HOPKINS

SUBJECT: Cynthia E. Wilson

Cynthia Wilson has been on board at the White House since January of 1965. During this entire time we have had her in a clerical category when, in fact, by education, training, and performance, she is a professional staff member.

Attached is a revised position description to create for her a job at grade 9 as Staff Assistant for Environmental Improvement. I hope that this meets with the standards established by the Civil Service Commission and that the action can be accomplished as soon as possible.

If you have questions, either of us will be happy to answer them.

Elisabeth Abell

Elisabeth Carpenter

STAFF ASSISTANT - ENVIRONMENTAL IMPROVEMENT
GS-9

Serves as principal assistant to the First Lady in her wide-ranging interests in Environmental Improvement through the so-called Beautification Program. In this capacity, the incumbent reports to and works closely with the First Lady, the Social Secretary of the White House, and the First Lady's Press Secretary. Displaying maturity of Judgment, a high degree of initiative, and an awareness of the implications of the varied decisions, problems, and actions, the incumbent acts for and in the name of these three officials. The incumbent serves as the point of contact with Federal agencies and the general public. In the public contact aspect of the work, the incumbent must be able to inspire and maintain the confidence of officials and the public. The incumbent must have a thorough knowledge of the organization and function of the Environmental Improvement Program of the First Lady.

More specifically:

- 1. Directs the activities connected with administrative functions for the Environmental Improvement Program, including disposition of incoming correspondence, reports and documents. Uses initiative and judgment to insure proper disposition. Prepares replies to correspondence for the signature of the First Lady.**
- 2. Serves as the point of contact within the office for officials of the White House, officials of Federal agencies and the general public. Receives incoming calls and exercises judgment and discretion in deciding which callers messages should be forwarded to the First Lady. Applying a sound knowledge of the First Lady's policies and procedures in this area, answers specific questions on the functions of the Beautification Program.**
- 3. Keeps abreast of various on-going projects throughout the country and carries out all administrative details associated with the overall process. Insures that deadlines are met and initiates correspondence and messages to various functions for possible use by the First Lady.**
- 4. Writes and drafts speeches for the First Lady on all trips, in and out of town, concerned with the Beautification Program and insures that events of unusual interest are brought to the attention of the First Lady, Press Secretary, or Social Secretary.**

5. Performs special duties and researches for the First Lady, her Social Secretary and Press Secretary in developing and analysing facts needed in deciding action to be taken on a pending matter. Works closely with the Press Secretary, the Social Secretary, and personal secretaries to the First Lady to coordinate activities of the President's wife in meetings, social functions, and on trips.

6. Performs special assignment work for the Press and Social Secretary on any beautification activity of the President's wife where assistance is required.

THE WHITE HOUSE

WASHINGTON

March 28, 1968

MEMORANDUM FOR BESS ABELL

SUBJECT: Cynthia E. Wilson

Attached, after much reworking, is a position description for Cynthia Wilson. I think with her educational background she should be removed from a clerical description and put into a staff assistant or administrative assistant background. The attached position description, which I have written off the top of my head, should perform the trick with the Civil Service Commission.

I recommend that you send a memorandum along the lines of the attached to Bill Hopkins covering this new position description.



Matthew B. Coffey

Attachments

THE WHITE HOUSE

WASHINGTON

March 28, 1968

MEMORANDUM FOR BILL HOPKINS

SUBJECT: Cynthia E. Wilson

Cynthia Wilson has been on board at the White House since January of 1965. During this entire time we have had her in a clerical category when, in fact, by education, training, and performance, she is a professional staff member.

~~I am attaching at Tab A~~ ^{is} a revised position description to create for her a job at grade 9 as Staff Assistant for Environmental Improvement. I hope that this meets with the standards established by the Civil Service Commission and that the action can be accomplished as soon as possible.

~~Liz Carpenter concurs in this recommendation, and if~~ you have any questions, ~~I will~~ be happy to answer them.

*Liz Carpenter
will*

Elizabeth Abell

Elizabeth Carpenter

Attachment

STAFF ASSISTANT - ENVIRONMENTAL IMPROVEMENT

GS-9

Serves as principal assistant to the First Lady in her wide-ranging interests in Environmental Improvement through the so-called Beautification Program. In this capacity, the incumbent reports to and works closely with the First Lady, the social secretary of the White House, and the First Lady's press secretary. Displaying maturity of judgment, a high degree of initiative, and an awareness of the implications of the varied decisions, problems, and actions, the incumbent acts for and in the name of these three officials. The incumbent serves as the point of contact with Federal agencies and the general public. In the public contact aspect of the work, the incumbent must be able to inspire and maintain the confidence of officials and the public. The incumbent must have a thorough knowledge of the organization and function of the Environmental Improvement Program of the First Lady.

More specifically:

- 1) Directs the activities connected with administrative functions for the Environmental Improvement Program, including disposition of incoming correspondence, reports and documents. Uses initiative and judgment to insure proper disposition. Prepares replies to correspondence for the signature of the First Lady.

- 2) Serves as the point of contact within the office for officials of the White House, officials of Federal agencies and the general public. Receives incoming calls and exercises judgment and discretion in deciding which callers messages should be forwarded to the First Lady. Applying a sound knowledge of the First Lady's policies and procedures in this area, answers specific questions on the functions of the Beautification Program.

- 3) Keeps abreast of various on-going projects throughout the country and carries out all administrative details associated with the overall process. Insures that deadlines are met and initiates correspondence and messages to various functions for possible use by the First Lady.

4) Writes and drafts speeches for the First Lady on all trips, in and out of town, concerned with the Beautification Program and insures that events of unusual interest are brought to the attention of the First Lady, press secretary, or social secretary.

5) Performs special duties and researches for the First Lady, her social secretary and press secretary in developing and analyzing facts needed in deciding action to be taken on a pending matter. Works closely with the press secretary, the social secretary, and personal secretaries to the First Lady to coordinate activities of the President's wife in meetings, social functions, and on trips.

6) Performs special assignment work for the press and social secretary on any beautification activity of the President's wife where assistance is required.

April 10, 1968

MEMORANDUM FOR WILLIAM HOPKINS

SUBJECT: Elizabeth L. Tilson

We are recommending that Elizabeth Tilson be converted from clerk to secretary status in order that she may be promoted to grade 9. We have expanded her duties to include outside contacts and research on various organizations. She has been a devoted and dedicated employee who is very deserving of this promotion. We, therefore, recommend that she be placed in a secretarial position and promoted.

**_____
Elizabeth Abell**

**_____
Elizabeth Carpenter**

SECRETARY - GS 9
Elizabeth L. Tilson

Under general supervision, performs principal duties as follows:

Is assigned for reply or disposition correspondence addressed to the Wife of the President, covering a wide variety of subjects where unusual tact and skill are needed in the preparation of suitable response, including all invitations to attend public or private ceremonies and those requesting her sponsorship. Correspondence requires careful reading and appraisal and the exercise of considerable independent judgment and responsibility in determining the type of response or disposition. Prepares concise, grammatical, diplomatic letters for the signature of the Wife of the President or for her Secretary.

Prepares messages for the Wife of the President to various charitable and civic groups on the local and national level.

Exercises independent judgment as well as high level contacts with members of the White House staff and other Government officials concerning messages and requests for sponsorship from various national and local civic and related organizations.

Performs special duties and researches for the First Lady, her Social Secretary and Press Secretary in developing and analyzing facts needed in deciding action to be taken on a pending matter. Works closely with the Press Secretary, the Social Secretary, and personal secretaries to the First Lady to coordinate activities of the President's wife in meetings, social functions, and on trips.

Mrs. Tilson is an extremely able and dedicated staff member. She has served many times in the absence of the Correspondence Supervisor -- once as long as 6 weeks -- as the acting head of the Social Correspondence Office.

THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR BILL HOPKINS

SUBJECT: Elizabeth L. Tilson

W. H. H. recommending that Elizabeth Tilson be converted from clerk to secretary status in order that she may be promoted to grade 9. We have expanded her duties to include outside contacts and research on various organizations. She has been a devoted and dedicated employee who is very deserving of this promotion. *W. H. H.* therefore, recommend that she be placed in a secretarial position and promoted.

~~Liz Carpenter agrees with this promotion.~~

Elizabeth Abell

Elizabeth Carpenter

Attachment

Elizabeth L. Tilson

Secretary - GS-9

Under general supervision, performs principal duties as follows:

Is assigned for reply or disposition correspondence addressed to the Wife of the President, covering a wide variety of subjects where unusual tact and skill are needed in the preparation of a suitable response, including all invitations to attend public or private ceremonies and those requesting her sponsorship. Correspondence requires careful reading and appraisal and the exercise of considerable independent judgment and responsibility in determining the type of response or disposition. Prepares concise, grammatical, diplomatic letters for the signature of the Wife of the President or for her Secretary.

Prepares messages for the Wife of the President to various charitable and civic groups on the local and national level.

Exercises independent judgment as well as high level contacts with members of the White House staff and other Government officials concerning messages and requests for sponsorship from various national and local civic and related organizations.

In the absence of the Correspondence Supervisor, reviews letters drafted by the Social Correspondence Section for accuracy and content and signs or routes them to the Social Secretary.

~~Performs related duties as assigned.~~

use #5 [] from Cyno. list.

Mrs T. is an extremely able & dedicated staff member. She has served many times in the absence of the Correspondence Supervisor - once as long as 6 weeks - as the acting head of the

Correspondence -
Office -

April 10, 1968

MEMORANDUM FOR WILLIAM HOPKINS

SUBJECT: Myra J. Boland

Since I have been Social Secretary, I have admired and appreciated the work of Myra Boland. Because she is so good, I have placed increasing demands upon her talents over the last few years. I now think it is desirable that we recognize her talent and increased responsibility by promoting her from grade 9 to 10.

The position description for her was written in 1961 and is attached at Tab A. At Tab B I have listed additional duties in a revised position description and hope that this will meet with the approval of the Civil Service Commission. I understand there are no standards established by the Civil Service Commission in this profession due to the very few people who are qualified to perform it.

I recommend you approve the promotion of Myra Boland -- Mrs. Carpenter concurs in this recommendation.

Elizabeth Abell

Elizabeth Carpenter

EXPERT ON SOCIAL FORMS, CUSTOMS AND PRACTICES

- 1. Under general supervision, prepares invitations to dinner, luncheons, teas, receptions, along with envelopes, admit cards, etc. Must be accurately informed as to titles, proper forms of address, customs and proper social procedures.**
- 2. Prepares place cards for dinners and luncheons, using correct forms for U.S. officials, foreign dignitaries and other guests.**
- 3. Prepares replies to formal invitations received by the President, the President's family and White House officials. Is responsible for permanent record of all replies.**
- 4. The incumbent is required to have outstanding skills in engrossing, penmanship, calligraphy, and the ability and experience to work under extreme pressure to meet deadlines.**
- 5. Must have a thorough knowledge of protocol and social practices to properly perform these duties and for giving correct information concerning such functions to telephone inquiries.**
- 6. Performs the duties of Assistant in the Social Office periodically when the Assistant is out or otherwise occupied.**
- 7. Prepares envelopes, written in Engraver's Script for foreign ambassadors, at such time as they present their credentials.**
- 8. Prepares envelopes for birthday cards and congratulatory cards sent by the President and First Lady. These are usually requested by Members of Congress via the Office of the President.**
- 9. Checks seating chart for dinners, luncheons, etc., for duplicates of names, incorrect forms of address, etc.**
- 10. Arranges place cards according to seating chart for luncheons and dinners.**
- 11. Letters name tags for guests who attend receptions and teas.**
- 12. Prepares cards in Script and business writing for gifts given by the First Lady and the President to Chief of State and others.**
- 13. Under the direct supervision of the Social Secretary performs tasks of increasing responsibility as assigned and necessary.**

THE WHITE HOUSE

WASHINGTON

March 21, 1968

MEMORANDUM FOR BILL HOPKINS

SUBJECT: Myra J. Boland

Since I have been Social Secretary, I have admired and appreciated the work of Myra Boland. Because she is so good, I have placed increasing demands upon her talents over the last few years. I now think it is desirable that we recognize her talent and increased responsibility by promoting her from grade 9 to 10.

The position description for her was written in 1961 and is attached at Tab A. At Tab B I have listed additional duties in a revised position description and hope that this will meet with the approval of the Civil Service Commission. I understand there are no standards established by the Civil Service Commission in this profession due to the very few people who are qualified to perform it.

I recommend you approve the promotion of Myra Boland. Liz Carpenter concurs in this recommendation.

Elizabeth Abell

Elizabeth Carpenter

Attachments

EXPERT ON SOCIAL FORMS, CUSTOMS AND PRACTICES

1. Under general supervision, prepares invitations to dinners, luncheons, teas, receptions, along with envelopes, admit cards, etc. Must be accurately informed as to titles, proper forms of address, customs and proper social procedures.
2. Prepares place cards for dinners and luncheons, using correct forms for U.S. Officials, foreign dignitaries and other guests.
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11. Letters name tags for guests who attend receptions and teas.
12. Prepares cards in Script and business writing for gifts given by the First Lady and the President to Chief of State and others.
13. Under the direct supervision of the Social Secretary performs tasks of increasing responsibility as assigned and necessary.

April 10, 1968

MEMORANDUM FOR WILLIAM HOPKINS

SUBJECT: Sanford L. Fox

Based upon the high quality performance of Sanford L. Fox in his position as Head of the Social Entertainments Office, we recommend that he be given a quality step increase at this time. We increasingly depend upon Mr. Fox to perform in a multitude of roles with very short deadlines, and he performs all of them with willingness, courtesy, and exceptional skill.

We, therefore, recommend that you approve the granting of a quality step increase from GS-14/5 to GS-14/6 effective as soon as possible.

Elizabeth Abell

Elizabeth Carpenter

THE WHITE HOUSE

WASHINGTON

March 21, 1968

MEMORANDUM FOR BESS ABELL

SUBJECT: Sanford L. Fox

In my judgment, it is not necessary for you to rewrite the job description on Sanford Fox. I would propose that you write a memo along the lines of the attached recommending him for a quality step increase at this time.

This is the situation

At grade 14, step 5, he is eligible for step increases under the law every two years. He received his last step increase February 12, 1967, and would, therefore, be eligible for the next step in February of 1969. You can, however, jump him a step at the present time without affecting his eligibility for a step in February of 1969 by recommending him for a quality step increase.

This procedure would give him a \$538 raise at this time and he would still be eligible for another \$538 raise in February.

I would recommend this procedure because it gives him recognition not only in the monetary sense, but based upon the quality of his work.



Matthew B. Coffey

Attachment

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR BILL HOPKINS

SUBJECT: Sanford L. Fox

Based upon the high quality performance of Sanford L. Fox in his position as Head of the Social Entertainments Office, ~~we~~ recommend that he be given a quality step increase at this time. ~~We~~ increasingly depend upon Mr. Fox to perform in a multitude of roles with very short deadlines, and he performs all of them with willingness, courtesy, and exceptional skill.

~~W~~^p, therefore, recommend that you approve the granting of a quality step increase from GS-14/5 to GS-14/6 effective as soon as possible. ~~Liz Carpenter concurs in this recommendation.~~

Elizabeth Abell

Elizabeth Carpenter

Handles all mail addressed to Mrs. Johnson & to The President & Mrs. Johnson -- this includes mail & telegrams from members of Congress, Cabinet Officers, Foreign VIP's and Heads of other Gov. agencies.

Keeps a check list on all foreign Christmas cards to be sure no Foreign VIP is over looked in receiving greetings from the President for the Holiday Season.

Makes sure the President & Mrs. Johnson's Christmas gifts are wrapped and ready to send at Christmas time.

- 1) In absence of Mrs. Christine Stugard, who is in charge of Social Correspondence, Mr. McCoy is in charge.
- 2) Opens, stamps, reads, sorts, and distributes mail/^{telegrams} according to categories set up and assigned by Mrs. Stugard, including general mail requiring individual replies and rotype mail.
- 3) Prepares a weekly Mail Status Report to Mrs. Stugard indicating number of pieces of mail held over by each person, if any, and current number of letters assigned for each person for that week.
- 4) Compiles figures for ~~Mrs. Stugard's~~ Weekly Mail Report to Mrs. Johnson.
- 5) Checks incoming mail with "Friends' File" to indicate type of answer requires and to ascertain whether or not mail should be sent promptly to Mrs. Johnson.
- 6) Is alert to use DEADLINE stamp on mail so that answer can be red-tagged and answered promptly.
- 7) ~~Maintains liaison with Rotype Room and orders, when necessary, rotype mail.~~
- 8) Dispatches promptly mail requiring previous file to Social Files.
- 9) Acts as Liaison between Social Correspondence and Social/Central Files.
- 10) Refers foreign mail to Department of State for appropriate translation and/or ~~handling~~.
- 11) Processing "special category" mail is a major task for this employee, as, in addition to his daily mail opening/stamping/separating duties, a "Beautification" project will bring in 400 letters in a couple days; an "anniversary" will bring in another 1500, a "birthday" of Mrs. Johnson, for example, will bring in an extra 300 letters or cards. Then the Christmas season brings in 25 to 35,000 cards/letters, a portion of which must be checked against the President's and Mrs. Johnson's official Christmas Card list.
- 12) Total number of letters per week ranges from 1300 to 1800.
- 13) Maintains Time and Attendance Cards for Social Correspondence Office, Social Offices, and the Office of the Press Secretary to the First Lady.

Elizabeth L. Tilson

~~Correspondence Clerk~~ ^{Secretary 9} GS-1 (#1122)

GS-9.

Under general supervision, performs principal duties as follows:

Is assigned for reply or disposition correspondence addressed to the Wife of the President, covering a wide variety of subjects where unusual tact and skill are needed in the preparation of a suitable response, including all invitations to attend public or private ceremonies and those requesting her sponsorship. Correspondence requires careful reading and appraisal and the exercise of considerable independent judgment and responsibility in determining the type of response or disposition. Prepares concise, grammatical, diplomatic letters for the signature of the Wife of the President or for her Secretary.

Prepares messages for the Wife of the President to various charitable and civic groups on the local and national level.

Contacts appropriate government officials for advice concerning organizations which request the First Lady's sponsorships.

In the absence of the Correspondence Supervisor, reviews letters drafted by the Social Correspondence Section for accuracy and content and signs or routes them to the Social Secretary.

Performs related duties as assigned.

~~Am. Ch. Sec. Clerk~~ ^{Ch. Sec. Clerk}

Elizabeth L. Tilson

Correspondence Clerk GS-7 (#772)

Under general supervision, performs principal duties as follows:

Subject to review, is assigned for reply or disposition correspondence addressed to the Wife of the President, covering a wide variety of subjects, requiring careful reading and appraisal and the exercise of considerable independent judgment in determining upon the type of response to be made thereto or the disposition to be made thereof, and the observance of policies, precedents, and procedures followed in referring correspondence or in preparing appropriate, concise, grammatical, tactful letters for the signature of the Wife of the President or for her Secretary.

Writes letters from brief instructions usually noted on margins of letters that have been referred to the President's Wife or her Secretary.

Performs related tasks as assigned.

8.1.67

SP4. John N. Michel
RA 14936494
U.S.A.G. Sub-Post
Zwei Brücken
APO N.Y. 09872

THE WHITE HOUSE
WASHINGTON

July 27, 1967

Memorandum for Mrs. Robb:

On the basis of the efficient manner in which Miss Phyllis Kansa (FSS-10) performs the various assignments given her on a higher level of responsibility, I wish to recommend she be advanced to FSS-9 at the earliest possible date.

She is on loan from the Department of State.

Sanford L. Fox

July 19, 1967

Memorandum for Mrs. Carpenter:

Miss Phyllis A. Kansa has been detailed from the Department of State and assigned to my office since January 16, 1967. Her services have proved to be of great value and in view of the current and impending workload, I respectfully request that she be given an indefinite detail. Miss Kansa does her work well and efficiently, and her continued services are needed to meet the required production of the Social Entertainments Office.

Sanford L. Fox

Approved: _____

cc: Mrs. Abell

REQUEST FOR PERSONNEL ASSIGNMENT

Date: January 12, 1967

TO: W. Marvin Watson

FROM: Bess Abell, Social Secretary
(name and title)

Name of proposed employee Phyllis A. Kansa

Position: (a) Position title Clerk-stenographer

(b) Grade and salary FSS-10 \$4776 p.a.

Payroll (check one): White House Office (Reg. Salary & exp.)
White House Office (Special Projects)
☒ Other (specify) Dept. of State

Length of Assignment (check one):

☒ Temporary (No. of Months) 2 (replacing Virginia Cooper who has returned to her Dept. - Internal Revenue Service).
Indefinite
Permanent

Desired effective date immediately (She could come on Monday, Jan. 16)

Present place of employment or assignment Officer Employment Branch,
Department of State

Bess Abell
(signature)

RESPONSE:

REMARKS:

Approved)
)
Disapproved)
)

Subject to (check) Name Check Full Field

Date _____

(rev. 9/15/65)

W. Marvin Watson

182

7813

Phyllis

Kansa

STATE

Monday

Mr. Wm. Crockett

182-6348

Miss Prokopovitch

Phyllis Kanza (Steno2)

REQUEST FOR PERSONNEL ASSIGNMENT

Date: January 12, 1967

TO: W. Marvin Watson

FROM: Bess Abell, Social Secretary
(name and title)

Name of proposed employee Phyllis A. Kansa

Position: (a) Position title Clerk-stenographer

(b) Grade and salary FSS-10 \$4776 p.a.

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

Length of Assignment (check one):
☒ Temporary (No. of Months) 2 (replacing Virginia Cooper who has
☐ Indefinite returned to her Dept. - Internal
☐ Permanent Revenue Service).

Desired effective date immediately (handwritten: "she could come on
Monday, Jan. 16")

Present place of employment or assignment Officer Employment Branch,
Department of State

s/ Bess Abell
(signature)

RESPONSE:

REMARKS:

_____) Approved _____)
_____) Disapproved _____)
_____)

Subject to (check) _____ Name Check _____ Full Field

Date _____

Reported 1/16/67

INFORMATION NEEDED CONCERNING NEW PERSONNEL

NAME (as it is to appear on payroll) (Miss, Mrs., Mr., Dr.): PHYLLIS A. KANSA

RESIDENCE ADDRESS: 1330 "L" ST., N.W. WASHINGTON, D.C. 20005

TELEPHONE NUMBER: (Home) NA 8 7870 ext. 323; (Office) CODE 182-7813

MARITAL STATUS (Circle one): (Single) Married, Widowed, Separated, Divorced.
Name of Wife or Husband: _____

SOCIAL SECURITY ACCOUNT NUMBER: SANITIZED

DATE OF BIRTH: NOVEMBER 3, 1946 PLACE OF BIRTH: YOUNGSTOWN, OHIO

LEGAL RESIDENCE: CALIFORNIA

MILITARY SERVICE: Branch: none Dates of service: _____
Have you established Veterans Preference? _____ 5 or 10 point? _____

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 X No _____

If so, please complete the following:

(a) Current or latest place of such employment (prior to White House assignment):
Department or Agency: STATE
Branch or Division: OFFICER EMPLOYMENT BRANCH

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

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

(d) Position Title: CLERK - STENOGRAPHER Grade FSS-10 Salary \$ 4276 p.a.

(e) Date of (1)--last promotion or grade change: _____
(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) YES (PREVIOUS) which latest? _____

(3) Federal Employees Group LIFE Insurance (FEGLI) No (If waived such coverage - give date of waiver: _____.)

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

Date of entrance on duty at White House: _____

Office to which assigned: Social Entertainment

Date of this form: 1/11/67

Miss Prokopyovitch 182 x 6348 (Personnel State)
Wm. Crockett

Thyllis A. Kansa

Reported 1/16/67-1

INFORMATION NEEDED CONCERNING NEW PERSONNEL

NAME (as it is to appear on payroll) (~~Miss~~, ~~Mrs.~~, ~~Dr.~~): PAYLLIS A. KANSA

RESIDENCE ADDRESS: 1330 "L" ST., N.W. WASHINGTON, D.C. 20005

TELEPHONE NUMBER: (Home) NA 8 7870 ext. 323; (Office) CODE: 182-2813

MARITAL STATUS (Circle one): Single Married, Widowed, Separated, Divorced.
Name of Wife or Husband: _____

SOCIAL SECURITY ACCOUNT NUMBER: / **SANITIZED**

DATE OF BIRTH: NOVEMBER 3, 1946 PLACE OF BIRTH: YOUNGSTOWN, OHIO

LEGAL RESIDENCE: CALIFORNIA

MILITARY SERVICE: Branch: none Dates of service: _____
Have you established Veterans Preference? _____ 5 or 10 point? _____

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 X No _____

If so, please complete the following:

(a) Current or latest place of such employment (prior to White House assignment):
Department or Agency: STATE
Branch or Division: OFFICER EMPLOYMENT BRANCH

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

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

(d) Position Title: CLERK - STENOGRAPHER Grade FSS-10 Salary \$ 4276 p.a.

(e) Date of (1)--last promotion or grade change: _____
(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) YES (PREVIOUS) which latest? _____

(3) Federal Employees Group LIFE Insurance (FEGLI) No (If waived such coverage - give date of waiver: _____)

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

Date of entrance on duty at White House: _____

Office to which assigned: Social Entertainment

Date of this form: 1/11/67

STATE DEPT. PERSONNEL - 152 - 6348 Miss Bokorovich

33

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours				
462592		GEMMELL WILLIAM T		97 997 V						
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 09	1	7,696	10/01/65	GS 09	2	7,957	10/09/66			
8. Remarks and Authentication										
<p> <input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS <i>W</i> AUDITED BY <i>[Signature]</i> </p> <p>I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.</p> <p>SIGNATURE: <i>[Signature]</i> DATE: <i>10-1-66</i></p>										
PAY CHANGE NOTIFICATION										

WHITE HOUSE COPY

PERFORMANCE RATING REPORT
NAVEXOS-3238C (5-58)

KIND OF RATING

RATING PERIOD

☐

OFFICIAL

☐

UNOFFICIAL

FROM 4/30/65 TO 6/29/66

EMPLOYEE NO.

57320678

EMPLOYEE NAME

James W. Hosford

JOB TITLE AND CLASSIFICATION

Cartographer GS-11

NAME AND LOCATION OF ACTIVITY

ORGANIZATIONAL LOCATION OF JOB

FOR WHAT PART OF THE RATING PERIOD HAVE YOU SUPERVISED THIS EMPLOYEE? FROM 10/5/65 TO: 6/29/66

RATING FACTORS AND SUBFACTORS

Rate only pertinent subfactors under each factor.
On left margin, check the subfactors that are most important.
Mark summary evaluation on Factors I, II and III for all jobs.
Mark Factor IV only when applicable.

✓	RATING FACTORS AND SUBFACTORS	NA - NOT APPLICABLE OR NO - NOT OBSERVED	*EVALUATIONS OF PERFORMANCE (Check)				
			UNSATISFACTORY	LOW SATISFACTORY	MEETS NORMAL STANDARD	HIGHLY SATISFACTORY	OUTSTANDING
	FACTOR I. ADAPTABILITY ON THE JOB AS A WHOLE						
	1. APPLICATION TO DUTY (CONSERVATION OF TIME)						
	2. OBSERVANCE OF RULES (CONDUCT, SAFETY, ETC.)						
	3. COOPERATION WITH SUPERVISORS						
	4. RELATIONS WITH FELLOW WORKERS						
	5. ATTITUDES; WILLINGNESS TO LEARN						
	6. MAINTENANCE AND USE OF KNOWLEDGES AND SKILLS						
	7. DEPENDABILITY						
	8. INITIATIVE AND RESOURCEFULNESS						
	9. CONSERVATION OF MATERIALS						
	10. VERSATILITY						
	11. EFFECTIVENESS IN ORGANIZING						
	12. DECISIVENESS						
	13. LEADERSHIP						
	14. GENERAL ADJUSTMENT TO CONDITIONS OF WORK						
	15. OTHER:	X X X					
	FACTOR II. QUALITY OF WORK						
	16. ACCURACY AND THOROUGHNESS OF WORK						
	17. NEATNESS, PRESENTABILITY AND ACCEPTABILITY OF WORK						
	18. SOUNDNESS OF JUDGMENTS AND DECISIONS						
	19. EFFECTIVENESS IN PRESENTING IDEAS OR FACTS						
	20. EFFECTIVENESS IN MEETING AND DEALING WITH PEOPLE						
	21. OTHER:	X X X					
	FACTOR III. PRODUCTIVENESS						
	22. AMOUNT OF ACCEPTABLE WORK PRODUCED						
	23. MEETING REALISTIC DEADLINES						
	24. SPEED OF WORK						
	25. PROMPTNESS OF ACTION						
	26. PROGRESS TOWARD MEETING OBJECTIVES OR SATISFYING DEMANDS FOR ACTION						
	27. OTHER:	X X X					
	IV. EFFECTIVENESS IN SUPERVISING, PLANNING AND ADMINISTERING (Attach Form NAVEXOS-3238E for subfactors under this factor)						

ADVISORY EVALUATION

☐ U

☐ LOW S

☐ NORMAL S

☐ HIGH S

☐ O

*ENTER COMMENTS REGARDING PERFORMANCE IN SPACE PROVIDED ON REVERSE SIDE (or on attached sheet).

CHECK SUMMARY ADJECTIVE RATING:

☐

OUTSTANDING

☐

UNSATISFACTORY

IF NOT CHECKED, RATING IS SATISFACTORY.

(For Outstanding or Unsatisfactory rating, justification and performance standards must be attached.)

RATER'S SIGNATURE	DATE	RATING DISCUSSED WITH EMPLOYEE (Signature)	DATE DISCUSSED
REVIEWER'S SIGNATURE	DATE	DISCUSSION ACKNOWLEDGED BY EMPLOYEE (Signature)	
RATING APPROVED (Enter adjective if changed)	DATE	COPY OF RATING FURNISHED EMPLOYEE BY (Signature)	DATE

NOTICE TO EMPLOYEE -- By this copy of your performance rating you are notified of the rating and its contents. If you feel this rating is not correct in every particular, you may within 10 days after receipt of this notice request an impartial review and any correction desired. Formal appeal rights are provided by statute and regulations for official performance ratings. You may consult your supervisor or your personnel office concerning appeal rights and procedures.

COMMENTS: All Outstanding and Unsatisfactory evaluations must be supported by specific and factual information. Other evaluations should be commented on sufficiently to point up the employee's strong or weak points, to give deserved recognition, and to explain any unusual conditions of work affecting performance. As appropriate, trends toward better or worse performance should be indicated. Comments should identify the duties or tasks to which they apply. MAKE COMMENTS BRIEF AND TO THE POINT. ENTER COMMENTS HERE AND NUMBER THEM TO CORRESPOND WITH THE ELEMENTS OR FACTORS COMMENTED UPON.

(If more space is needed, continue on an attached sheet.)

ITEMS BELOW ARE NOT PART OF THE PERFORMANCE RATING BUT THEY LEAD TO INCREASED USE OF PERFORMANCE EVALUATIONS.

1. What is being done, or planned, to improve performance, to utilize strengths, and to develop the employee in his job? Include training given or proposed.

2. Has the employee been considered for incentive award based on performance during the rating period? _____

List any items of recognition of performance, including award, accorded this employee during the rating period:

DO YOU NOW RECOMMEND AWARD FOR PERFORMANCE? _____

3. What is your opinion of the employee's potential ability, and what is the basis of your opinion? What actions, if any, do you recommend be taken by the employee or management to develop this employee's potential for advancement?

4. EMPLOYEE'S COMMENT - if he desires to comment. (Comment made here may amplify the items above or indicate any modifications believed needed.)

PERFORMANCE RATING REPORT
NAVEXOS-3238C (5-58)

WORK SHEET

KIND OF RATING

RATING PERIOD

☐ OFFICIAL

OR

☐ UNOFFICIAL

FROM:

TO:

EMPLOYEE NO.

EMPLOYEE NAME

JOB TITLE AND CLASSIFICATION

NAME AND LOCATION OF ACTIVITY

ORGANIZATIONAL LOCATION OF JOB

FOR WHAT PART OF THE RATING PERIOD HAVE YOU SUPERVISED THIS EMPLOYEE? FROM:

TO:

RATING FACTORS AND SUBFACTORS

Rate only pertinent subfactors under each factor.
On left margin, check the subfactors that are most important.
Mark summary evaluation on Factors I, II and III for all jobs.
Mark Factor IV only when applicable.

NA - NOT
APPLI-
CABLE
OR
NO - NOT
OBSERVED

*EVALUATIONS OF PERFORMANCE (Check)

		UNSATIS- FACTORY	SATISFACTORY			OUT- STANDING
			LOW SATIS- FACTORY	MEETS NORMAL STANDARD	HIGHLY SATIS- FACTORY	
✓	FACTOR I. ADAPTABILITY ON THE JOB AS A WHOLE					
	1. APPLICATION TO DUTY (CONSERVATION OF TIME)					
	2. OBSERVANCE OF RULES (CONDUCT, SAFETY, ETC.)					
	3. COOPERATION WITH SUPERVISORS					
	4. RELATIONS WITH FELLOW WORKERS					
	5. ATTITUDES; WILLINGNESS TO LEARN					
	6. MAINTENANCE AND USE OF KNOWLEDGES AND SKILLS					
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	9. CONSERVATION OF MATERIALS					
	10. VERSATILITY					
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	12. DECISIVENESS					
	13. LEADERSHIP					
	14. GENERAL ADJUSTMENT TO CONDITIONS OF WORK					
	15. OTHER:	X X X				
	FACTOR II. QUALITY OF WORK					
	16. ACCURACY AND THOROUGHNESS OF WORK					
	17. NEATNESS, PRESENTABILITY AND ACCEPTABILITY OF WORK					
	18. SOUNDNESS OF JUDGMENTS AND DECISIONS					
	19. EFFECTIVENESS IN PRESENTING IDEAS OR FACTS					
	20. EFFECTIVENESS IN MEETING AND DEALING WITH PEOPLE					
	21. OTHER:	X X X				
	FACTOR III. PRODUCTIVENESS					
	22. AMOUNT OF ACCEPTABLE WORK PRODUCED					
	23. MEETING REALISTIC DEADLINES					
	24. SPEED OF WORK					
	25. PROMPTNESS OF ACTION					
	26. PROGRESS TOWARD MEETING OBJECTIVES OR SATISFYING DEMANDS FOR ACTION					
	27. OTHER:	X X X				
	IV. EFFECTIVENESS IN SUPERVISING, PLANNING AND ADMINISTERING (Attach Form NAVEXOS-3238E for subfactors under this factor)					

ADVISORY EVALUATION

☐ U

☐ LOW
S

☒ NORMAL
S

☐ HIGH
S

☐ O

*ENTER COMMENTS REGARDING PERFORMANCE IN SPACE PROVIDED ON REVERSE SIDE (or on attached sheet).

CHECK SUMMARY ADJECTIVE RATING:

☐ OUTSTANDING

☐ UNSATISFACTORY

IF NOT CHECKED, RATING IS SATISFACTORY.

(For Outstanding or Unsatisfactory rating, justification and performance standards must be attached.)

RATER'S SIGNATURE	DATE	RATING DISCUSSED WITH EMPLOYEE (Signature)	DATE DISCUSSED
REVIEWER'S SIGNATURE	DATE	DISCUSSION ACKNOWLEDGED BY EMPLOYEE (Signature)	
RATING APPROVED (Enter adjective if changed)	DATE	COPY OF RATING FURNISHED EMPLOYEE BY (Signature)	DATE

NOTICE TO EMPLOYEE -- By this copy of your performance rating you are notified of the rating and its contents. If you feel this rating is not correct in every particular, you may within 10 days after receipt of this notice request an impartial review and any correction desired. Formal appeal rights are provided by statute and regulations for official performance ratings. You may consult your supervisor or your personnel office concerning appeal rights and procedures.

COMMENTS: All Outstanding and Unsatisfactory evaluations must be supported by specific and factual information. Other evaluations should be commented on sufficiently to point up the employee's strong or weak points, to give deserved recognition, and to explain any unusual conditions of work affecting performance. As appropriate, trends toward better or worse performance should be indicated. Comments should identify the duties or tasks to which they apply. **MAKE COMMENTS BRIEF AND TO THE POINT. ENTER COMMENTS HERE AND NUMBER THEM TO CORRESPOND WITH THE ELEMENTS OR FACTORS COMMENTED UPON.**

(If more space is needed, continue on an attached sheet.)

ITEMS BELOW ARE NOT PART OF THE PERFORMANCE RATING BUT THEY LEAD TO INCREASED USE OF PERFORMANCE EVALUATIONS.

1. What is being done, or planned, to improve performance, to utilize strengths, and to develop the employee in his job? Include training given or proposed.

2. Has the employee been considered for incentive award based on performance during the rating period? _____

List any items of recognition of performance, including award, accorded this employee during the rating period:

DO YOU NOW RECOMMEND AWARD FOR PERFORMANCE? _____

3. What is your opinion of the employee's potential ability, and what is the basis of your opinion? What actions, if any, do you recommend be taken by the employee or management to develop this employee's potential for advancement?

4. **EMPLOYEE'S COMMENT** - if he desires to comment. (Comment made here may amplify the items above or indicate any modifications believed needed.)

Sp 4th class

JOHN N. MICHEL

RA 14936494

USAG sub. post

Zweibrücken
Germany

APO 09872
N.Y., N.Y.

2 years to go

March 10, 1967

MEMORANDUM FOR MRS. ROBB

Miss Phyllis Kansa detailed to my office from the Department of State has been given an extension of 90 days, ending June 17, 1967.

Miss Prokopovitch, Office of Personnel, Department of State, granted the extension.

Sanford L. Fox

Mrs. Virginia R. Cooper

Treasury Dept.

(Internal Revenue Service)

(Facilities Management Div)

Clerk-GS-5

office 184 4057

Res

935-4697


Tempo. Detail for 90 days

March 10, 1967

MEMORANDUM FOR MRS. ROBB

Miss Phyllis Kansa detailed to my office from the Department of State has been given an extension of 90 days, ending June 17, 1967.

Miss Prokepovitch, Office of Personnel, Department of State, granted the extension.


Sanford L. Fox

Sandy

Mr. Alex Podgurski
4419 Kendi Road
Baltimore, Maryland 21236

Phone 301 - NO. 8.8775

He called Wednesday
re: employment

SIGNAL - Scan Line

578-1500

ABERDEEN
PROVING
GROUND

{ Graphic
Art
Dept.

Alexander B. Schiavoni

Direct

278 x 2735

Dept of

Contact any day
at office - before
11:30

CODE

21

231-1380

Alexander Schiavoni

Graphic Art Dept.

~~INTERCOM~~

LINE
OUTSIDE

278-5201

Ask

Signal for
Scan line

147-37 Beech Avenue
Flushing, New York 11355
July 6, 1966

Mr. Sanford L. Fox
Social Entertainments Office
The White House, Washington, D.C.

Dear Mr. Fox,

A few years ago I read an article in the New York Times about you and your staff at the White House.

I would like to know whether there is a possibility of attaining a job there and if so just how should I go about it?

As I have been an engrosser for the past sixteen years lettering names, courses, and dates on diplomas and certificates for a firm in New York City, I believe I would be able to fit in some place there in Washington.

Please let me know if there is a chance for employment.

Very truly yours,
Alex B. Schiavoni

Mr. Sanford L. Fox,
Social Entertainments Office,
The White House,
Washington, D.C.

11

DM

JUL-7'86

125 Fairmont Drive
Bel Air, Maryland 21014
April 16, 1967

Mr. Sanford L. Fox, Chief
Social Entertainments Office
The White House
Washington, D.C.

Dear Mr. Fox,

Thought I would inform you that I am
still interested in a position as a letterer

Since sending you some of my lettering
samples with the government form 57, I have
moved from Flushing, New York to Bel Air Maryland.

I am now in civil service and employed
in the graphic art department at Aberdeen
Proving Ground, Maryland.

However, Mr. Fox, if you know of some
lettering or engraving position with the
government please let me know as this is
what I am really interested in.

Sincerely yours,
Alexander B. Schiavoni



Mr. Sanford L. Fox, Chief
Social Entertainments Office
The White House
Washington, D.C.

Alexander B. Lehiavoni
125 Fairmont Drive
Bel Air, Md. 21014

APR 18 '67

A M

July 11, 1966

Dear Mr. Schiavoni:

In reply to your letter of July 6, 1966, inquiring about employment at the White House, I can tell you only that at the present time all of the available positions are filled.

However, because of your interest and experience, I would suggest that you obtain from your local post office and complete the Government Standard Form 57 (Application for Federal Employment) and return to me along with some samples of your work. Possibly, I could be of help in placing you in another department or agency within the Government.

Sincerely,

Sanford L. Fox, Chief
Social Entertainments Office

Mr. Alexander B. Schiavoni
147-37 Beech Avenue
Flushing 55, New York

July 11, 1966

Dear Mr. Schiavoni:

In reply to your letter of July 6, 1966, inquiring about employment at the White House, I can tell you only that at the present time all of the available positions are filled.

However, because of your interest and experience, I would suggest that you obtain from your local post office and complete the Government Standard Form 57 (Application for Federal Employment) and return to me along with some samples of your work. Possibly, I could be of help in placing you in another department or agency within the Government.

Sincerely,

Sanford L. Fox, Chief
Social Entertainments Office

Mr. Alexander B. Schiavoni
147-37 Beech Avenue
Flushing 55, New York

NAME (Print or type—Last, First, Middle Initial)

FOX, Sanford L.

IDENTIFICATION NO.

ORGANIZATIONAL UNIT

Exec. Office of the President, The White House Office

FROM (Mo., Day, Hr.)

April 17 9:00

a.m.

p.m.

NO. OF

HOURS

40

TO (Mo., Day, Hr.)

April 21 5:30

a.m.

p.m.

TYPE ☒ ANNUAL—"I understand that any annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP." ☐ SICK—Complete other side of this form.

LEAVE ☐ WITHOUT PAY ☐ COMPENSATORY ☐ OTHER (Specify)

REMARKS

SIGNATURE OF EMPLOYEE

DATE

April 4, 1967

INSTRUCTIONS: Complete above part of form. If applying for sick leave, check appropriate box on back (top) of form. If you were under care of a doctor, he should complete "CERTIFICATE OF PHYSICIAN OR PRACTITIONER" also on back.

OFFICIAL ACTION ON APPLICATION

☒ APPROVED ☐ DISAPPROVED (If disapproved, give reason)

SIGNATURE AND DATE

Bess Anne 4/4/68

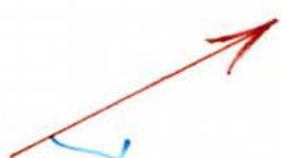
STANDARD FORM 71
Revised August 1964

71-107

APPLICATION FOR LEAVE

U.S. CIVIL SERVICE COMMISSION
FPM 500-2

Bess,
May I have
your autograph?
Thanks,
Sandy
1 wk. - April 17 - 21



Bess,

May I have
your autograph?

Thanks,

Sandy

1 wk. -

April 17 - 21

NAME (Print or type—Last, First, Middle Initial)

FOX, Sanford L.

IDENTIFICATION NO.

ORGANIZATIONAL UNIT

Exec. Office of the President, The White House Office

FROM (Mo., Day, Hr.)

April 17 9:00

a.m.
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NO. OF
HOURS
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☒ APPROVED ☐ DISAPPROVED (If disapproved, give reason)

SIGNATURE AND DATE

Bess Aene 4/4/68

STANDARD FORM 71
Revised August 1964

71-107

APPLICATION FOR LEAVE

U.S. GOVT. PRINTING OFFICE
17th Suppl. Rev. 2

Bess,
May I have
your autograph?
Thanks,
Sandy
1 wk. -
April 17 - 21

July 21, 1967

MEMORANDUM FOR W. MARVIN WATSON

Subject: Recommendation to clear Mr. Paul Milton Breeden for special assignment to the Social Entertainments Office as and when the occasion arises.

As we discussed previously, the deadline pressures in the Social Entertainments Office are increasing and hence the quantity of work at times becomes greater than the present staff can process in the time desired by the President and still maintain the high quality of work we consider necessary.

Since the specialized type work in this office requires personnel with professional talent and training--personnel not easily and quickly located--the alternative seems to be to locate, clear and have available the names of qualified persons who can be called in for occasional assistance when the need arises.

Mr. Breeden appears to have these fine qualifications and, while he is self-employed and has no interest in joining the White House staff on a permanent basis, I believe his talent and ability can be most useful in helping this office meet the increasing deadline pressures.

Therefore, I recommend that Mr. Breeden be cleared and approval granted the Head of the Social Entertainments Office for him to be called in for special assignment when the need is justified. This need occurs sometimes on extremely short notice, hence, if clearance and approval for entry is available when the occasions arise, he could very successfully help expedite the larger quantities of work in the minimum length of time as desired by the President.

Mr. Breeden's Form 57 is attached.

Sanford L. Fox

Approved: _____

cc: Mrs. Abell

July 21, 1967

MEMORANDUM FOR W. MARVIN WATSON

Subject: Recommendation to clear Mr. Paul Milton Breeden
for special assignment to the Social Entertainments
Office as and when the occasion arises.

As we discussed previously, the deadline pressures in the Social Entertainments Office are increasing and hence the quantity of work at times becomes greater than the present staff can process in the time desired by the President and still maintain the high quality of work we consider necessary.

Since the specialized type work in this office requires personnel with professional talent and training--personnel not easily and quickly located--the alternative seems to be to locate, clear and have available the names of qualified persons who can be called in for occasional assistance when the need arises.

Mr. Breeden appears to have these fine qualifications and, while he is self-employed and has no interest in joining the White House staff on a permanent basis, I believe his talent and ability can be most useful in helping this office meet the increasing deadline pressures.

Therefore, I recommend that Mr. Breeden be cleared and approval granted the Head of the Social Entertainments Office for him to be called in for special assignment when the need is justified. This need occurs sometimes on extremely short notice, hence, if clearance and approval for entry is available when the occasions arise, he could very successfully help expedite the larger quantities of work in the minimum length of time as desired by the President.

Mr. Breeden's Form 57 is attached.

Sanford L. Fox

Approved: _____

cc: Mrs. Abell

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

In line with our need to locate qualified talent to help process the greater quantities of work that are coming in from the President's office as well as other offices, I recommend that the above person be cleared and approval be granted so that when the need arises he might be called in on short notice for special assignments in the Social Entertainment Office.

Although Mr. Breeden is self-employed and has no interest in joining the White House staff on a permanent basis, his fine qualifications could very well be used by this office to meet the increasing deadline pressures in the minimum length of time as desired by the President.

Mr. Breeden's Form 57 is attached.


THE WHITE HOUSE
WASHINGTON

September 13, 1967

Mr. Sanford Fox:

All necessary preliminary steps have been accomplished and we are now ready for the entrance on duty of Paul Breeden on any date you work out with him.

Please advise me as to the selected date just as soon as determined - so I can request Pass and send to you the papers he will need to complete on his first day here (oath to take, etc.).


Jean Robb

946-1384

CLEAR:

Thurs. Morning

10:30 - 11:00

East

Mr. Paul Breeden

Mr. Fox: 9/14/67
For your information.
Jean Robb
Jean Robb

THE WHITE HOUSE

WASHINGTON

September 14, 1967

TO: W. MARVIN WATSON
Special Assistant to the President

FROM: Mrs. Jean Robb
Title Personnel Officer Organization The White House Office

It is requested that you authorize issuance (~~extension~~) of an appropriate pass, as follows, to the following named person, who has entered (~~backlog~~) on duty 9/14/67.

Background data:

Name Mr. PAUL M. BREEDEN

Address 3914 Kincaid Terrace, Kensington, Maryland 20795

Birth date June 19, 1942 Birthplace Millville, New Jersey

Nature of Assignment Appointment to our rolls eff. 9/14/67 to serve intermittently
(when actually employed) as an Illustrator.

Assignment Social Entertainments Office, East Wing W.H. ext. 2510
(office location, building, room number and telephone)

Status Appointment effective 9/14/67 for indefinite period. Service is intermittent.
(state whether permanent, temporary, or detailed, giving approximate length of assignment if temporary)

Security Clearance Satisfactory full field investigation by the F.B.I. per
Mrs. Stegall 9/7/67.
(level of clearance and date)

Type of Pass Requested:

- ☒ 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:

CC: Mr. Alfred Wong

NOTIFICATION OF PERSONNEL ACTION

(EMPLOYEE — See General Information on Reverse)

6 PART
50-125

(FOR AGENCY USE)

1. NAME (CAPS) LAST-FIRST-MIDDLE BREEDEN, PAUL M.		MR.—MISS—MRS. (Mr.)	2. (FOR AGENCY USE) FEHBP: Not eligible	3. BIRTH DATE (Mo., Day, Year) 06/19/42	4. SOCIAL SECURITY NO. SANITIZED
5. VETERAN PREFERENCE 1 1—NO 3—10 PT. DISAB. 5—10 PT. OTHER 2—5 PT. 4—10 PT. COMP.			6. TENURE GROUP 3-Exc.	7. SERVICE COMP. DATE 0	8. PHYSICAL HANDICAP CODE 0
9. FEGLI 2 1—COVERED 2—INELIGIBLE 3—WAIVED			10. RETIREMENT 2 1—CS 3—FS 5—OTHER 2—FICA 4—NONE		11. (FOR CSC USE)
12. CODE NATURE OF ACTION 172 Exempted Appointment - Intermittent (WAE)			13. EFFECTIVE DATE (Mo., Day, Year) 09/14/67		14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY P.L. 110, Gen. Govt. Matters Approp. Act, 1956 (Special Projects)
15. FROM: POSITION TITLE AND NUMBER			16. PAY PLAN AND OCCUPATION CODE		17. (a) GRADE OR LEVEL (b) STEP OR RATE
19. NAME AND LOCATION OF EMPLOYING OFFICE					

20. TO: POSITION TITLE AND NUMBER Illustrator	21. PAY PLAN AND OCCUPATION CODE AD	22. (a) GRADE OR LEVEL (b) STEP OR RATE Unclassified (Intermittent) (Not GS equiv.)	23. SALARY p.h. \$6.00 when actually employed
24. NAME AND LOCATION OF EMPLOYING OFFICE Executive Office of the President The White House Office, Special Projects Social Entertainments Office			

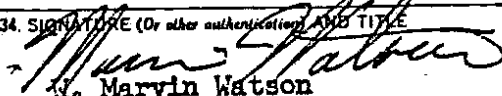
25. DUTY STATION (City—county—State) Washington, D.C.		26. LOCATION CODE 08-0010-001
27. APPROPRIATION Special Projects, The White House Office, 1968	28. POSITION OCCUPIED 1—COMPETITIVE SERVICE 2 2—EXCEPTED SERVICE	29. APPORTIONED POSITION FROM: TO: STATE 1—PROVED-1 2—WAIVED-2 Md.

30. REMARKS: ☐ A. SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING ☐ B. SERVICE COUNTING TOWARD CAREER (OR PERMANENT) TENURE FROM: ☐ C. DURING PROBATION ☐ D. FROM APPOINTMENT OF 6 MONTHS OR LESS

SEPARATIONS: SHOW REASONS BELOW, AS REQUIRED. CHECK IF APPLICABLE:

Necessary security investigation by F.B.I. satisfactorily completed as of 09/07/67.

No record of any prior Federal Government service.

31. DATE OF APPOINTMENT AFFIDAVIT (Accessions only) 09/14/67	34. SIGNATURE (Or other authentication) AND TITLE  Marvin Watson Special Assistant to the President
32. OFFICE MAINTAINING PERSONNEL FOLDER (If different from employing office) The White House Office	35. DATE 09/12/67
33. CODE EMPLOYING DEPARTMENT OR AGENCY WH 01 Special Projects	#1842

1. EMPLOYEE COPY

THE WHITE HOUSE
WASHINGTON

June 8, 1967

Sandy:

Per our telephone conversation yesterday
-- the President's instruction was:

he wanted all the pictures that he is
to personalize prepared in your
special way, even if it meant your
getting extra help so that all he must
do is to sign his name.

Yolanda Boozer

APPLICATION FOR FEDERAL EMPLOYMENT

1. Kind of position applied for, or name of examination		Announcement No.	DO NOT WRITE IN THIS BLOCK For Use of Examining Office Only																																																					
2. Options for which you wish to be considered (if listed in examination announcement)			<input type="checkbox"/> Appor. <input type="checkbox"/> Nonappor.	Material <input type="checkbox"/> Submitted <input type="checkbox"/> Returned	Entered Register																																																			
3. Primary place(s) of employment applied for (City and State)		Notations:																																																						
4. Name (First, middle, maiden, last) <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss Paul Milton Breeden		App. Reviewed: App. Approved:																																																						
5. Address (Number, Street, City, State and Zip Code) 3914 Kincaid Terrace Kensington, Maryland, 20795		<table border="1" style="width:100%"><thead><tr><th>Option</th><th>Grade</th><th>Earned Rating</th><th>Preference</th><th>Augm. Rating</th></tr></thead><tbody><tr><td></td><td></td><td></td><td><input type="checkbox"/> 5 points (Tent.)</td><td></td></tr><tr><td></td><td></td><td></td><td><input type="checkbox"/> 10 points Comp. Dis.</td><td></td></tr><tr><td></td><td></td><td></td><td><input type="checkbox"/> Other 10 Point</td><td></td></tr><tr><td></td><td></td><td></td><td><input type="checkbox"/> Disal.</td><td></td></tr><tr><td></td><td></td><td></td><td><input type="checkbox"/> Being Investigated</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>					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																					
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								<input type="checkbox"/> Disal.																																																
								<input type="checkbox"/> Being Investigated																																																
6. Home phone 046-1334	7. Office phone 946-1384																																																							
8. Legal or voting residence (State) Maryland																																																								
9. Height without shoes 6 feet 1 inches	10. Weight 150																																																							
11. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	12. Marital status <input checked="" type="checkbox"/> Married <input type="checkbox"/> Single (Incl. widowed, divorced)																																																							
13. Birthplace (City and State, or foreign country) Millville, New Jersey																																																								
14. Birth date (Month, day, year) June 19 1942	15. Social Security Number [REDACTED]																																																							
16. If you have ever been employed by the Federal Government, indicate last grade and job title: na																																																								
Dates of service in that grade From To		Initials and date																																																						

17. AVAILABILITY INFORMATION			
A. Lowest grade or pay you will accept \$ 6.00 Per hour or grade		B. Will you accept temporary appointment? (Acceptance or refusal of temporary employment will not affect your consideration for other appointments.) <input checked="" type="checkbox"/> Yes <input 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	
C. Will you accept less than full-time employment (less than 40 hours per week)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		D. Are you willing to travel? <input type="checkbox"/> Not at all <input checked="" type="checkbox"/> Occasionally <input type="checkbox"/> Frequently	
E. Will you accept employment: In Washington, D.C? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Outside U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		F. Will you accept appointment only in certain locations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," list locations:	

18. ACTIVE MILITARY SERVICE AND VETERAN PREFERENCE			
A. List Dates, Branch, and Serial or Service Number of All Active Service From To Branch of Service na		Serial or Service Number Ser Service # 28 1142 299	
B. Have you ever been discharged from the armed forces under other than honorable conditions? <input type="checkbox"/> Yes (Give details in Item 39) <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," check type of preference claimed and complete and attach Standard Form 15, "Veteran Preference Claim" TYPE: <input type="checkbox"/> Compensable disability <input type="checkbox"/> Disability <input type="checkbox"/> Wife <input type="checkbox"/> Widow <input type="checkbox"/> Mother			

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY			
The information given in answer to Question 18 has been verified with the discharge certificate and/or other proof which shows that the separation was under honorable conditions.			
VETERAN PREFERENCE ALLOWED: <input type="checkbox"/> 5-point <input type="checkbox"/> 10-point Comp. Disab. <input type="checkbox"/> Other 10-point <input type="checkbox"/> None			
Signature and title		Agency	

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 April 1967 To present time		Exact title of position lettering artist	Number and kind of employees you supervise none
Salary or earnings Starting \$150-250 per week Present \$150 250 per week		Classification Grade (If in Federal service) na	Place of employment (City & State) Kensington, Md.	Kind of business or organization, (Manufacturing, accounting, insurance, etc.) Art
Name and address of employer (firm, organization, etc.) self- 3914 Kincald Terrace Kensington, Md.			Name, title, and present address of immediate supervisor self	
Reason for wanting to leave na				
Description of work lettering for certificates, citations, etc. airbrush photo retouching, production work etc.				
2	Dates of employment (month, year) From August 66 To April 1967		Exact title of position Lettering man	Number and kind of employees you supervised none
Salary or earnings Starting \$135 per week Final \$145 per week		Classification Grade (If in Federal service) na	Place of employment (City & State) Washington, D.C.	Kind of business or organization, (Manufacturing, accounting, insurance, etc.) art
Name and address of employer (firm, organization, etc.) Graham Associates, Inc. 806 15th, Wash. D.C.			Name, title, and present address of immediate supervisor Fred Ott General Manager 806 15th Wash, D.C.	
Reason for leaving pay				
Description of work exactly same as above - lettering, retouching etc.				
3	Dates of employment (month, year) From March 64 To August 1966		Exact title of position Lettering man	Number and kind of employees you supervised none
Salary or earnings Starting \$60 per week Final \$124 per week		Classification Grade (If in Federal service) na	Place of employment (City & State) Washington, D.C.	Kind of business or organization, (Manufacturing, accounting, insurance, etc.) art
Name and address of employer (firm, organization, etc.) J.H.H. Turner & Co. 1201 19th N.W. Wash., D.C.			Name, title, and present address of immediate supervisor Jack Turner Proprietor 1201 19th N.W. Wash., D.C.	
Reason for leaving desire to learn				
Description of work lettering of all kinds-charts, graphs, certificates, silk screen cutting and printing, some photo retouching, etc.				

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

ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE

• ANSWER ALL QUESTIONS CORRECTLY AND FULLY

20. SPECIAL QUALIFICATIONS AND SKILLS

A. Kind of license or Certificate <i>(For example, pilot, teacher, registered nurse, lawyer, radio operator, C.P.A., etc.)</i> 	B. State or other licensing authority 	C. Year of first license or certificate 	D. Year of latest license or certificate 				
E. Special skills you possess and machines and equipment you can use. <i>(For example, short wave radio, multilith, comptometer, key punch, turret lathe, transcribing machine, scientific or professional devices.)</i> <p align="center">addressograph, graphotype</p>		F. Approximate number of words per minute: <table style="width:100%;"> <tr> <td style="width:50%;">Typing</td> <td style="width:50%;">Shorthand</td> </tr> <tr> <td align="center">50</td> <td align="center">none</td> </tr> </table>		Typing	Shorthand	50	none
Typing	Shorthand						
50	none						
G. Special qualifications not covered in application. <i>(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.)</i> <p align="center">na</p>							

21. EDUCATION

A. Place "X" in column indicating highest grade completed <table style="width:100%; text-align: center;"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td> </tr> </table>												1	2	3	4	5	6	7	8	9	10	11	12												X	B. If you graduated from high school, give date <p align="center">1960</p>		C. Name and location of last high school attended <p align="center">Millville Memorial High Millville, New Jersey</p>			
1	2	3	4	5	6	7	8	9	10	11	12																														
											X																														
D. Name and location of college or university <table style="width:100%;"> <tr> <td style="width:40%;">School of Visual Arts, NYC NY</td> <td style="width:10%;">9/60</td> <td style="width:10%;">12/60</td> <td style="width:10%;">3 months</td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;">none</td> </tr> <tr> <td>Academy of Scientology Wash.D.C.</td> <td>09/62</td> <td>4/63</td> <td></td> <td></td> <td></td> <td>HCA</td> </tr> </table>												School of Visual Arts, NYC NY	9/60	12/60	3 months			none	Academy of Scientology Wash.D.C.	09/62	4/63				HCA	E. Chief undergraduate college subjects <p align="center">na</p>		F. Chief graduate college subjects 		G. State major field of study at highest level of college work <p align="center">na</p>											
School of Visual Arts, NYC NY	9/60	12/60	3 months			none																																			
Academy of Scientology Wash.D.C.	09/62	4/63				HCA																																			
H. Other schools or training <i>(for example, trade, vocational, Armed Forces, or business).</i> Give for each the name and location of school, dates attended, subjects studied, certificates, and any other pertinent data. <p align="center">na</p>																																									

22. FOREIGN TRAVEL

Have you lived or traveled in any foreign countries? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>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).</i>
--

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
na												

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 <i>(Number, Street, City, State and Zip Code)</i>	BUSINESS OR OCCUPATION
Ann Fewell	1812 19th N.W. Wash. D.C.	Scientologist
Gary Green	3912 Kincaid, Kensington Md	Draftsman Schl Bd. Vice President
Alice E. Hudders	1725 K St, N.W. Wash., DC	design studio

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	Foreign Countries visited on educational tour with YMCA from July 1960 to August 1960 (2 Months) - England, France, Germany,		Belgium, Luxembourg, Monaco, Holland, Italy, Switzerland, & Austria - exact dates not known, no more than one week spent in any one country
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 _____	
(Sign in ink)			



Rothenburg

A Bavarian city by the Tauber River encircled by medieval, many towered walls. Known as Rotinbure in the 9th century, Rothenburg today remains an ancient and beautiful city. Illustration is a paint-away batik. Lettering is German Black and Old English text. *



augustus john

noted British portrait and mural painter, etcher and lithographer. this illustration is a scratchboard. the lettering is uncial, a Latin manuscript letter type in use from the fourth to the eighth century. *



TREVI

Niccolo Salvi's masterpiece, Trevi Fountain. Legend is that if you throw in a coin, you will surely return to Rome. Illustration is an ink wash. Lettering is pen roman and calligraphy. *



Paul M. Breeden
3914 Kincaid Terrace
Kensington, Md.
946-1384

art
design
lettering



Portfolio

8/29/66

Mr. Fox:

As per our conversation, the Request for Personnel Assignment form re Mrs. Scriven is furnished herewith for signature by either Mrs. Abell or yourself. I have omitted identification of signer in the two places provided for such - leaving it to you to determine who should sign. If you do, Mrs. Abell's o.k. should appear on the form somewhere.

In case it is decided best to send original direct to Mr. Watson, please send me copy (furnished herewith) for my own record.

Jean Robb

REQUEST FOR PERSONNEL ASSIGNMENT

Date: October 6, 1966

TO: W. Marvin Watson

FROM: _____
(name and title)

Name of proposed employee MRS. GRACE C. SCRIVEN

Position: (a) Position title Protocol Assistant - Engrosser

(b) Grade and salary GS-8/3 \$7538

Payroll (check one): _____ White House Office (Reg. Salary & exp.)
_____ White House Office (Special Projects)
xxx Other (specify) State Dept.

Length of Assignment (~~check one~~): INTERMITTENT - to be called in when needed.
_____ Temporary (No. of Months) _____
_____ Indefinite
_____ Permanent

Desired effective date as soon as possible

Present place of employment or assignment Dept. of State, Office of the Chief
of Protocol

(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: October 6 1966

TO: W. Marvin Watson

FROM: _____
(name and title)

Name of proposed employee MRS. GRACE C. SCRIVEN

Position: (a) Position title Protocol Assistant - Engrasser

(b) Grade and salary GS-8/3 \$7538

Payroll (check one): _____ White House Office (Reg. Salary & exp.)
_____ White House Office (Special Projects)
xxx Other (specify) State Dept.

Length of Assignment (check one): INTERMITTENT - to be called in when needed.
_____ Temporary (No. of Months) _____
_____ Indefinite
_____ Permanent

Desired effective date as soon as possible

Present place of employment or assignment Dept. of State, Office of the Chief of Protocol

(signature)

RESPONSE:

REMARKS:

_____) Approved _____)
_____) Disapproved _____)

Subject to (check) _____ Name Check _____ Full Field

Date _____

(rev. 9/15/65)

W. Marvin Watson

Employees
File

OFFICE OF THE VICE PRESIDENT
WASHINGTON

X

Mr. Terrell

Natl Capital Parks

381-7392

or

Code 1230

X 7392

appointment date

31 days
7/1/64
Zephyr Wright

12/13/63

Beatrice Gregg

12/8/63

Helen Williams

12/8/63

All have life insurance.

could not ascertain health benefits as
they had left for Texas -- and folks
in Interior on leave.

Monday after New Year
call Carol Fortes

7e 3700

November 27, 1964

Memo to Bill Meyers

From Bess Abell

This note is to follow up our phone conversation of a few minutes ago. The problems in our Social Correspondence office are not just personnel and workload, they are also surroundings.

It would be impossible for anyone but a deaf mute to do a satisfactory administrative job in the office the way it is physically set up. It comes complete with 8 to 10 electric typewriters going at once, the radio blaring everything from jazz to the World Series game, and the chatter which comes from having too many people stuffed into the same room. My recommendations are as follows:

1. A separate office for the head of the Correspondence Section. This could be done by cutting a door from 204 (the correspondence office) to acquire one of the three offices in Suite 206 (Fred Holburn's office).
2. For more privacy for work and thought, build two part-glass part-wood partitions in the existing office.

Bess Abell

November 27, 1964

Memo to Bill Meyers

From Bess Abell

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- 2. For more privacy for work and thought, build two part-glass part-wood partitions in the existing office.**

Bess Abell

August 1, 1963

Dear Mr. O'Donnell:

I am writing to recommend Mrs. Beatrice Gruise of the Correspondence Section in the East Wing for consideration for an increase in her salary from G-8 8 to G-8 9. She has worked faithfully for the Fine Arts Committee since its inception composing letters as well as handling all of the form letters. She is currently handling the typing and proofreading of the list for the new White House Library. I feel that her excellent record and sense of responsibility would qualify her for an increase in salary.

Sincerely yours,

William V. Elder
Curator

Mr. Kenneth O'Donnell
Special Assistant to the President
The White House

WVE:bw

cc: ☒ Miss Tuckerman
Mrs. Robb

August 6, 1963

MEMO TO MRS. JEAN ROBB

FROM NANCY TUCKERMAN

RE: Requested promotion of Fred Jefferson

Mr. Jefferson has assumed many additional responsibilities in the processing of mail, i. e. , opening, assorting, routing, and marginal notations for replies. Also, his increased responsibilities in obtaining merchandise for Mrs. Kennedy and the office of the Social Secretary, certainly merit this grade promotion. The Social Correspondence section has benefited tremendously by Mr. Jefferson's suggestions regarding more efficient methods of handling the volumes of mail and the increased number of gifts received.

Nancy Tuckerman
Social Secretary

August 6, 1963

MEMO TO MRS. JEAN ROBB

FROM NANCY TUCKERMAN

RE: Requested promotion of Mrs. Hortense Burton

Mrs. Burton has assumed increased responsibility in handling mail for the Social Secretary, in order to relieve her of the heavy load of correspondence. Also, she is now assuming the new responsibility of handling all foreign gifts addressed to Mrs. Kennedy and the children in the Social Correspondence Section, maintaining card files, contacting State Department concerning the appropriate replies, and ascertaining desirability of suitable replies by contacting the American Embassies. Also, all domestic gifts to Mrs. Kennedy are now handled directly by Mrs. Burton's office, packages, cards, replies, etc.

Nancy Tuckerman
Social Secretary

August 6, 1963

MEMO TO MRS. JEAN ROBB

FROM NANCY TUCKERMAN

RE: Requested promotion of Thomas McCoy

Mr. McCoy has assumed increased responsibility in handling more important mail; i. e., suggestions and investigations as to requests for Mrs. Kennedy's patronage, expediting handling of foreign gifts, and replies through State Department, advising and furnishing information to incoming personnel in office.

**Nancy Tuckerman
Social Secretary**

July 18, 1963

MEMORANDUM FOR KENNETH O'DONNELL

FROM NANCY TUCKERMAN

There are three people in my correspondence group who I would like to recommend for consideration of a promotion. It is my understanding that they have not received a promotion in a long time, and therefore, I do hope you will be able to help me in this matter.

Although I have only been here, in the White House, for two months I have watched these three people work most efficiently and Mrs. Hortense Burton - head of the correspondence group - feel that they qualify in every way to be considered for a promotion.

I am attaching on separate sheets the list of names of these people and thank you very much for anything you are able to do.

HT

July 16, 1963

MEMORANDUM FOR KENNETH O'DONNELL

FROM NANCY TUCKERMAN

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I am attaching on separate sheets the list of names of these people and thank you very much for anything you are able to do.

NT

July 18, 1963

Fred Jefferson

Fred is now GS-6. He has been in the correspondence office since January 1961. Is continually handling more responsibilities as far as the mail is concerned. Is about the most loyal, devoted worker one could find and attends to many varied duties.

July 18, 1963

MARY COLEMAN

Mary Coleman is now GS-5. She has been with the correspondence group for two years, and Mrs. Barton says she should be considered for a promotion. I am not completely familiar with Mary's work, but see no reason why she should not be recommended for a raise at this time.

July 18, 1963

Tom McCoy

Tom McCoy has been with the correspondence group for two and a half years and is GS-7. He does a great deal of research, and has the responsibility of reading the mail and sorting it into different categories. I believe he is more than qualified for promotion at this time.

July 18, 1963

MEMORANDUM FOR KENNETH O'DONNELL

FROM NANCY TUCKERMAN

Mrs. Hortense Burton, is head of the correspondence group. She is rated as GS-11 and received her last raise a year and a half ago. I do not know if she qualifies at this time, but because of the superb job she does as head of this group, I would recommend her highly for a promotion.

8/1/63

Miss Tuckerman:

As per our conversation, I am furnishing herewith current position descriptions for Mrs. Burton, Mr. McCoy, Miss Coleman and Mr. Jefferson - to be reviewed by yourself and/or the respective employee and appropriate changes indicated. Upon return to me those that have appreciable change will be submitted to the Civil Service Commission for evaluation as to appropriate grade level or grade range.

Jean Robb

July 18, 1963

MEMORANDUM FOR: Kenneth O'Donnell

FROM: Nancy Tuckerman

These are my last two requests for your consideration. In the E. O. B. building, we have a Social File Department headed by Stanley Clarke. Out of the group, Mr. Clarke feels there are two who are extremely deserving of a promotion.

They are as follows:

Edward Ratti who is now GS-3. Evidently, he is extremely competent and has been with this office for 2 years. Mr. Clarke is worried that he may be unable to remain working at that level, and yet he considers him a great asset to this department.

Albert Johnson was promoted to GS-5 in March of 1959. He is now Stanley Clarke's assistant and righthand man. Because of this position, Mr. Clarke feels he should have a higher rating than the others. Also, it is a long time since he has been promoted.

I appreciate anything you can do regarding this matter as I know a promotion would mean a tremendous amount to these two people.

Thank you.

cc: Mrs. Robb

JUL 31 1963

Barbara,

Attached is the Memo from Miss Baldrige
regarding the Social Aides.

Stan

THE WHITE HOUSE
WASHINGTON

October 3, 1963

MEMORANDUM FOR MISS NANCY TUCKERMAN:

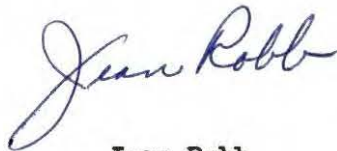
In order to bring you up to date on the status of your recommendation of promotion for Mrs. Beatrice K. Cruise from her present GS-8 to GS-9, the following information is furnished:

Following receipt from Mrs. Cruise of her current description of duties, a copy of such description was sent to our official contact in the Classification Division of the Civil Service Commission, for his evaluation as to the appropriate grade level for the duties described. He was not informed as to Mrs. Cruise's present grade since it was desirable that his evaluation be unhampered by such knowledge.

Report of his findings has now been received and consists of advice that he considers that the "statement of duties appears to warrant classification in GS-7 or GS-8, depending upon the experience of incumbent in the work of the position."

In view of such finding, and since Mrs. Cruise's present grade is same as the highest grade cited in his evaluation, there is nothing further that I am in position to present to Mr. O'Donnell for his consideration.

It would be for your personal decision as to whether or not you wished to reinstate the request to Mr. O'Donnell for his consideration in spite of the holding quality of the job evaluation.

A handwritten signature in blue ink, reading "Jean Robb". The signature is written in a cursive, flowing style.

Jean Robb

~~CONFIDENTIAL~~

THE WHITE HOUSE

WASHINGTON

July 20, 1964

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
NOT NAT'L SECURITY
INFORMATION, E.O. 12356,
SEC. 1.1(a)

BY ca ON 1/19/99

MEMORANDUM TO: Bess Abell

FROM: Hortense Burton

RE: Attached Memorandum from Mr. Jenkins (July 16, 1964)

Dorothy Marshall's release from the Navy could not be accomplished -- therefore, the approved White House appointment for her cannot be effective until September 25 -- 27, as no separations are prepared over a weekend in the Navy. As you know, she will fill a GS-5 vacancy in the Social Correspondence Section.

Mary V. Boylan has served during the past three and one-half years as a GS-8. Since last Summer, her performance has improved immeasurably and in my opinion, she deserves consideration for a grade promotion. She has a greater variety of responsibility than any of the other personnel -- always serving cheerfully and willingly in any capacity.

During the Summer of 1963, Nancy Tuckerman, at my request, suggested descriptions of additional duties performed by Thomas McCoy and Fred Jefferson. (Copies of my notes to Nancy on this matter are attached.) Because there had not been a sufficient time-lapse since their last promotion -- and because Mr. O'Donnell felt Miss Tuckerman should have more time to observe the actual performance of their duties -- he suggested she submit the same request in December 1963, at which time he thought approval would be granted. This, as you know, could not take place in view of the change.

Betty Tilson received a promotion in 1961, and in 1962, she received another promotion -- a two-grade, or jump. Mary Birmingham Cuff received a grade promotion in 1961.

A grade promotion for Mary Coleman was requested during the Summer of 1963. It was not approved by Nancy Tuckerman; however, I think a promotion for Mary would give her the incentive she needs to give more serious attention to her duties.

Bea Cruise requested a grade promotion, in which I concurred. She had assistance from Mrs. Robb and Mr. Hopkins in preparing her job description -- when she asked me to review it for her, I told her it was not realistic; however, the promotion was made effective at Miss Tuckerman's request some time during the Summer of 1963.

Please verify the above facts with Nancy Tuckerman and Mrs. Robb.

Additional duties - Tom McCoy

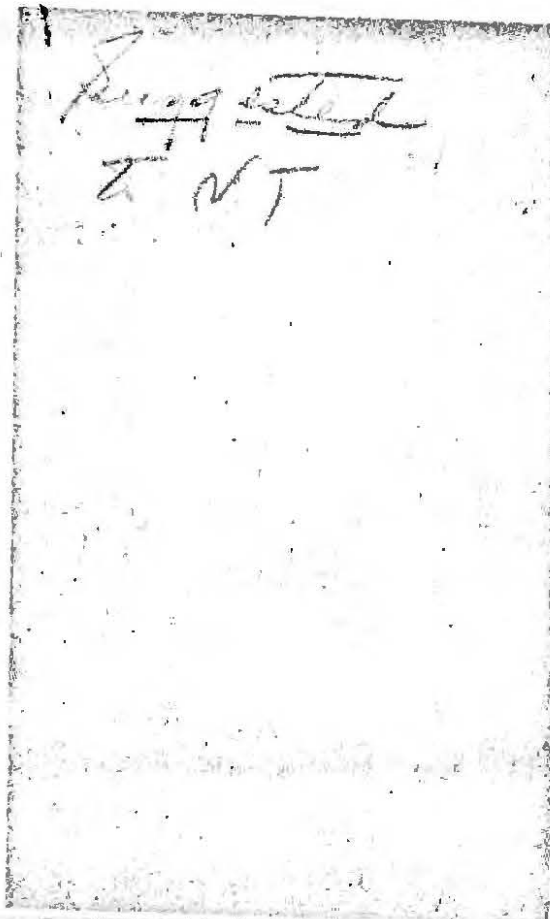
Increased responsibility in handling more important mail; i.e., suggestions and investigation as to requests for Mrs. Kennedy's patronage, expediting handling of foreign gifts and replies through State Department, advising and furnishing information to incoming personnel in office.

*Suggested
& NT*

Additional duties - Jeff

Increased responsibilities in processing of mail; i. e., opening, assorting, routing and marginal notations for replies.

Increased responsibilities in field of obtaining merchandise for use in handling of gifts and suggestions regarding more efficient ways of handling volume of mail and gifts received in office.



MEMORANDUM

THE WHITE HOUSE
WASHINGTON

July 16, 1964

MEMORANDUM FOR MEMBERS OF THE WHITE HOUSE STAFF:

The budget which was the basis for the appropriation for the White House Office for fiscal year 1965 was an exceedingly tight one. Appropriated funds available to the office for this fiscal year are the same as the fiscal year recently ended -- this despite the fact that built into the law are increased costs of sizeable proportions.

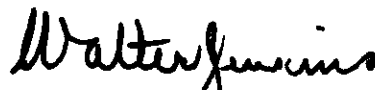
It will be necessary, therefore, to absorb these increased costs and, with the utmost cooperation of everyone, we will do so by starting early in the fiscal year.

The following are among the items which we will have to watch most carefully:

1. Personnel Costs -- Any proposed changes involving increased costs in fiscal year 1965 in this area should be discussed with me in the first instance.
2. New Equipment and Office Furniture -- Requests of this kind must be held to a minimum unless other ways of procurement can be arranged.
3. Telephone Service -- Every effort should be made to keep the equipment and toll charges as low as possible consistent with needs. When toll calls are made, they should, whenever possible, be placed through the White House Operator. Otherwise there is no adequate way of checking the accuracy of the bills rendered to the White House by the Telephone Company.
4. Telegraph Service -- These costs have been advancing and, where a letter will serve the purpose, postal facilities rather than the telegraph should be used. In sending telegrams, the cheapest rates consistent with the need to be achieved should be used and so indicated on the message. For example, for a 50-word message,

the full rate to Los Angeles is \$5.78, the day letter is \$3.00, and the night letter is \$1.80. Under normal conditions, a full rate telegram is usually delivered within an hour of its receipt in our Telegraph Room, a day letter within two or three hours, and a night letter the following morning.

5. Newspapers and Periodicals -- It is evident that these costs are excessive. Please review your needs and advise Mr. Howell's office which ones may be discontinued.
6. Duplicating Machines (Xerox, Thermofax, etc.) -- The amount of duplicating being done on these machines is rising at a phenomenal rate each year. It is costly. We must take stock before a job is done to make sure that it is necessary.
7. Office Supplies, Stationery, etc. -- It is a continuing battle to keep the cost of this item from mounting each year, and only by a continuing effort to avoid any inefficient use of such materials will we be able to do so.



Walter Jenkins
Special Assistant
to the President