

Exit Interview with Mary Ann Forehand

An exit interview was conducted with Mary Ann Forehand of the Special Reply Unit, Presidential Correspondence, by Marie B. Allen, Presidential Papers Staff, on September 19, 1978, in Room 492 of the Old Executive Office Building at 2:30 p.m.

Ms. Forehand began workin at the White House in 1976 through acquaintance with Jim Rogers of the Personnel office, a member of her church. She worked first for Clara Hyatt (Director of Presidential Correspondence) reading letters for form responses and writing Presidential Messages (i.e., birthday and anniversary greetings, get well notes, etc.). After Clara Hyatt retired soon after the beginning of the Carter Administration, Ms. Forehand was transferred to the Special Reply Unit headed by Dr. Joyce Cook.

In Special Reply, Ms. Forehand does research and writing (prefers former) for the following categories of correspondence:

1. issue-related replies for Landon Kite's signature
2. some letters for Susan Clough's signature (responding to correspondence addressed to Susan but about which she doesn't have enough information; requests for articles, speeches or interviews by Susan; or letters addressed to the President that are more proper for Susan to answer than the Correspondence office or the President, such as recommendations for appointments from personal acquaintances
3. some general types of letters for the President's signature, including letters that Susan can't get to, condolences or congratulations to personal acquaintances, recommendations of people for jobs by personal friends, etc.