

Exit Interview with Montte Hall
White House Correspondence Unit

June 29, 1979

Old Executive Office Building, Room 490
Interviewed by Lyndon W. Flood of the Presidential Papers Staff

Montte came to the White House Correspondence Unit under the WAE program directly from college. She heard about the Correspondence Unit from her first cousin Pat Thomas, who is also a White House employee. The head of the Correspondence Section is Bob Anderson and her immediate supervisor was Catherine Shackelford. She began working on June 12, 1978.

After one week with the Correspondence Section, she replaced Betty Rainwater's secretary for a week and a half, and she remembers assisting with such issues as research into the Panama Canal.

She was then detailed to Jane Wales office, who was then under Midge Costanza. From there she was detailed to do a special project under Val Giannini in August 1978 which continued until the end of September. The project was called the Name File Listing and entailed the reducing of a list of 60,000 VIP names to a list of 20,000 names to be put on a computer. The names were all people with whom the President had had previous correspondence.

At the beginning of October she was detailed to Val Giannini's office to assist Rosa Gonzales for a week and a half. In that office she worked with Giannini, Ralph Peck, Dan Shoob, and Skip Holcombe. She describes that office as extremely hectic.

From October 12, 1978 until the present, she has worked for Phil Larsen who is the Administrative Officer. She started out by handling many accounting responsibilities and then began a heavy typing load for Phil Larsen. She later handled the Data Input operation for parking on the Ellipse, etc. She orders all magazines, books, and publications for the White House Office, which included many telephone contacts and PR work. Much of this work, entailed data input on the computer. A typical day would include the following: handling parking applications and adding them to the computer system; answering the telephone, which took up much of her time; handling purchase orders, payments from Treasury, mail distribution, logging in of reference books ordered by a staffer and distribution of that book; billing of Xerox and other suppliers; and accounting duties. She also received and distributed all White House salary checks.

She was especially impressed with the congeniality of the people she worked with in the Administrative Office. She had a large volume of work but she feels that she gained much experience.

As a result of her time at the White House she feels more aware of issues and is more interested now in politics and how they affect her.