

Memoranda [From Maxie Wells, 11/29/76-1/15/77]

Folder Citation: Collection: Office of Staff Secretary; Series: 1976 Campaign Transition File;

Folder: Memoranda [From Maxie Wells, 11/29/76-1/15/77]; Container 2

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http://www.jimmycarterlibrary.gov/library/findingaids/Staff_Secretary.pdf

CARTER - MONDALE
TRANSITION PLANNING GROUP

P.O. Box 2600
Washington, D.C. 20013

11/29/76

Dear Maxie

Let me return your by mail introduction.
I'm Matt Coffey and for some reason I am
the designated Security officer for the transition
staff.

As a result I must ask that you and
Susan Clough complete and return to me as
soon as possible the attached package of
materials. Don't worry about making
copies of the forms. We can do that here.

Could I ask you for one more favor?
Would you check with Gregg and Jody and
see if they have filled out their package of
forms. I am enclosing some extra sets
just in case they have not.

Thank you very much for your
assistance in this matter

Sincerely
Matt Coffey

NOTE TO AMERICUS STAFF
from Maxie:

I am beginning to get mail addressed:

Jimmy Carter
c/o Maxie Wells
Box 1105
Americus, Georgia 31709 from people I've never heard of.

Please, please, please do not tell anyone to send mail for Jimmy here. Most of you are probably not aware of the fact that it is NOT my job to answer Jimmy's mail. There is a gigantic mailroom in Washington set up for that. My job is to do only what Jimmy needs in the way of secretarial help, not to answer incoming mail, and I'm getting further and further behind on his work because I spend literally several hours a day screening and packaging mail for Washington -- 99% of which should have never come to me in the first place.

Please have all mail for Jimmy addressed to:

Jimmy Carter
Post Office Box 2600
Washington, D. C. 20013.

Obviously, use some discretion; if a Senator or other VIP would like to send mail directly to Jimmy here, I'll be glad to talk to them and tell them how to do that.

Thanks.

AT LAST !

REAL PAYROLL INFORMATION -- STRAIGHT FROM THE MOUTH OF

WALTER KALLAUR:

The first of next week, probably Monday, the people listed below should receive a paycheck for the period November 14 - 20:

Carolyn
Mark
Kevin
Rex
Kate
Casey
Beth
Greg
Fran
Gael
Maxie
Randy
Marie

(Other people will not be receiving checks because their paperwork is not complete.)

The checks will be sent to Greg the fastest way possible (somebody bringing them down, or DASH, or special delivery), and Greg will distribute. Anyone in Americus office who will not be receiving a paycheck will be receiving an advance of some sort to tide them over. As soon as possible thereafter (depending on the mercy of the GSA computer), we will receive paychecks for Nov. 20 - Dec. 4. Then as soon as possible after that, we will receive checks for Nov. 1 - 13. Then checks will come regularly, I guess every two weeks.

Maxie
Wednesday, 12/1
5:30

FOR COMMCENTER USE ONLY

PRECEDENCE

CLASSIFICATION

FROM: Maxie Wells, Plains
TO: The Honorable Cyrus Vance
212/483-9011
9000 ex 643

INFO:

RELEASED BY:

DEX _____

DAC _____

LDX _____

TTY _____

GPS _____

PAGES 13

CITE _____

DTG:

TOR:

SPECIAL INSTRUCTIONS:

One copy each page to Mr. Vance.

If the number listed above is busy, have Signal call Mr. Vance's regular office number to have the machine cleared.

CARTER - MONDALE
TRANSITION PLANNING GROUP

December 7, 1976

P.O. Box 2600
Washington, D.C. 20013

The Honorable Cyrus Vance
Secretary of State Designate
New York, New York

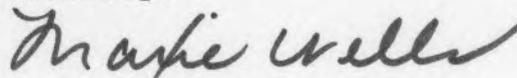
Dear Mr. Vance:

Governor Carter will be giving me memos and letters to forward to you on a regular basis. I will have the White House Communications Center in Americus, Georgia telecopy these items to your New York office the day that I receive them.

If you establish an office in Washington, or if there is some more efficient method by which I may forward things to you, I would appreciate your having someone notify me by calling 912/942-8041 or by writing to me at Box Z, Plains, Georgia 31780 (please omit any reference to Jimmy Carter on envelopes addressed to this box).

Thank you.

Sincerely,



Maxie Wells
Personal Secretary to Jimmy Carter

attachments

MEMORANDUM

To: New Appointees

From: Maxie Wells
Secretary to Governor Carter

Date: December 23, 1976

Re: Routing Materials to You from Governor Carter

I know that most of you recognize Governor Carter's handwriting on materials that he forwards to you, but I wanted to let you know that whenever you see the return address "Maxie Wells, Box 1105, Americus, Georgia 31709" on an envelope, the enclosed items have been forwarded to you at Governor Carter's request.

When the items being forwarded are short, I'll have the White House Communications office in Americus telecopy to those of you who have compatible equipment in your offices.

Please have someone notify me at 912/924-8041 if there is a faster or more convenient way for you to receive materials, or if you change your address.

Thank you. I look forward to meeting you and working with you in Washington.

LMM
PRECEDENCE

UNCLAS
CLASSIFICATION

FOR COMMCENTER USE ONLY

FROM: Maxie Wells, Plains
(Sect. to Gov. Carter)
TO: The Honorable Zbigniew
Brzezinski
"GORTO 39"

INFO:

RELEASED BY: *DF*

DEX _____

DAC 131

LDX _____

TTY _____

GPS _____

PAGES 81

CITE _____

DTG: 15 2210 Z

TOR: 15 ²²²⁹ ~~20~~ Z

SPECIAL INSTRUCTIONS:

MEMORANDUM

TO: THE HONORABLE ZBIGNIEW BRZEZINSKI

FROM: MAXIE WELLS, SECRETARY TO GOVERNOR CARTER

DATE: JANUARY 15, 1977

RE: "THE PRESIDENT'S DAILY BRIEF"

OUT OF THE THREE SAMPLES OF "THE PRESIDENT'S DAILY BRIEF" WHICH
YOU GAVE TO GOVERNOR CARTER, HE PREFERS THE SHORT FORM.