

2/10/77 [2]

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FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Memo w/att.	From Hamilton Jordan To President Re: Candidate for director of SBA (4 pp.)	2/10/77	C
Memo	From Bert Lance To President re: Energy R&D facility, Hanford, Washington (2pp.)	2/10/77	A
Memo w/att	From Joe Aragon To President Re: Zavala Co. Economic Development Corp. Investigation (8 pp.)	2/10/77	C
Memo w/att.	From Robert Lipshutz To President Re: Bob Meyer (5 pp.)	2/10/77	C

FILE LOCATION

Carter Presidential Papers- Staff Offices, Office of Staff Sec.-Pres.
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THE WHITE HOUSE
WASHINGTON 2/10/77

Hugh Carter -

The attached was returned in
the President's outbox. It is
forwarded to you for appropriate
handling.

Rick Hutcheson

Re: Periodicals

THE PRESIDENT HAS SEEN.

THE WHITE HOUSE
WASHINGTON
February 8, 1977

*Good report:
Proposal II
w/ the amendments
indicated*

MEMORANDUM FOR THE PRESIDENT

FROM: HUGH CARTER, JR.
SUBJECT: Periodicals

*ps: Don't wait for
me to ? other
waste - move on
it*

Listed below are periodicals currently being purchased by the White House and 2 alternate proposed levels of distribution:

	CURRENT ANNUAL RATE	PROPOSALS	
		I	II
Purchased Magazines	\$ 7,290	\$ 4,593	\$2,831
<u>Government Publications</u>	<u>15,551</u>	<u>11,187</u>	<u>7,221</u>
Approximate Annual Cost	\$22,586	\$15,780	\$10,052

(Proposal II outlined would involve consolidation of the periodicals received by the Presidential Records Section (Library) and the Research Office.)

The White House also receives complimentary copies of Newsweek (98), Time (98), U.S. News and World Report (61), New Republic (20), and Human Events (20).

In Fiscal 1976 the White House also purchased \$12,130 of books and reference research services, for which no new commitments have been made. We are currently evaluating requirements for such publications, and believe this figure will be reduced substantially.

The attached pages contain:

- Tab A: Purchased magazines and costs
- Tab B: Government periodicals and costs
- Tab C: Individuals by Department and periodicals received

J

CURRENT STATUS OF WHITE HOUSE PURCHASED PERIODICALS
 CURRENTLY BEING RECEIVED OR APPROVED SINCE 1/20/77
 (Does not include complimentary, unsolicited subscriptions,
 or Government publications)

PURCH = purchased at newstand
 SUB = subscription

PUBLICATION (Frequency)	HOW ACQ.	COST EACH PER YEAR	CURRENT		PROPOSAL I		PROPOSAL II	
			NO. COPIES	ANNUAL COST	NO. COPIES	ANNUAL COST	NO. COPIES	ANNUAL COST
Atlantic (MO)	PURCH	\$ 12	1	\$ 12	1	\$ 12	1	\$ 12
Barron's (WK)	SUB	23	1	23	1	23	1	23
Broadcasting Magazine (WK)	SUB	25	3	75	2	50	2	50
Business Week (WK)	PURCH	52	7	364	6	312	4	208
Columbia Journalism Review (BIMO)	SUB	12	1	12	1	12	1	12
Commentary (MO)	PURCH	24	1	24	1	24	1	24
Congressional Quarterly (WK)	SUB	233	12	2,796	6	1,398	4	932
Dun's Review (MO)	SUB	10	2	20	2	20	1	10
The Economist (WK)	PURCH	21	3	63	3	63	2	42
Editor and Publisher (WK)	PURCH	15	1	15	1	15	1	15
Esquire (MO)	PURCH	18	1	18	0	0	0	0
Evans & Novak Report (WK)	SUB	75	3	225	2	150	1	75
Forbes (SEMI MO)	SUB	15	1	15	1	15	1	15

PUBLICATION (Frequency)	HOW ACQ.	COST EACH PER YEAR	CURRENT		PROPOSAL I		PROPOSAL II	
			NO. COPIES	ANNUAL COST	NO. COPIES	ANNUAL COST	NO. COPIES	ANNUAL COST
Foreign Affairs (QTRLY)	SUB	\$ 10	2	\$ 20	1	\$ 10	1	\$ 10
Foreign Policy (QTRLY)	SUB	12	2	24	2	24	2	24
Fortune (MO)	PURCH	24	2	48	2	48	1	24
Freedom of Infor. Act Newsletter	SUB	237	1	237	1	237	0	0
Harpers (MO)	PURCH	12	1	12	1	12	1	12
Harpers Bazaar (MO)	PURCH	15	1	15	0	0	0	0
Head (BIMO)	SUB	15	1	15	1	15	1	15
High Times (BIMO)	SUB	10	1	10	1	10	1	10
Media Report (MO)	SUB	15	1	15	1	15	1	15
Nation (WK)	PURCH	31	2	62	1	31	0	0
National Geographic (MO)	SUB	10	1	10	1	10	1	10
National Journal (WK)	SUB	318	7	2,226	4	1,272	2	636
National Review (BIWK)	PURCH	20	4	78	3	60	2	40
New Times (BIWK)	SUB	12	3	36	3	36	3	24
New York (WK)	PURCH	39	2	78	2	78	1	39
New York Book Review (BIWK)	SUB	12	1	12	1	12	1	12
New Yorker (WK)	PURCH	39	2	78	2	78	1	39

PUBLICATION (Frequency)	HOW ACQ.	COST EACH PER YEAR	CURRENT		PROPOSAL I		PROPOSAL II	
			NO. COPIES	ANNUAL COST	NO. COPIES	ANNUAL COST	NO. COPIES	ANNUAL COST
People Magazine (WK)	PURCH	\$ 26	4	\$ 104	3	\$ 78	12	\$ 78
Progressive (WK)	SUB	7	1	7	1	7	1	7
Psychology Today (MO)	SUB	10	1	10	1	10	1	10
Public Interest (QTRLY)	SUB	10	2	20	1	10	1	10
Publishers Week (WK)	SUB	25	1	25	1	25	1	25
Reader's Digest (MO)	SUB	6	2	12	2	12	1	6
Saturday Review (BIWK)	SUB	14	2	28	2	28	1	14
Sports Illustrated (WK)	PURCH	52	1	52	0	0	0	0
Television Digest (WK)	SUB	198	1	198	1	198	1	198
Television Guide (WK)	PURCH	13	3	39	2	26	2	26
U.S. Code and Administrative News	SUB	57	1	57	1	57	1	57
Variety (WK)	PURCH	16	1	16	1	16	1	16
Vital Speeches (SEMI MO)	SUB	12	1	12	1	12	1	12
Washington Monthly (WK)	PURCH	18	3	54	3	54	2	36
Washingtonian (MO)	PURCH	18	1	18	1	18	1	18
TOTAL ANNUAL COST				\$7,290	\$4,593		\$2,831	

FEDERAL GOVERNMENT PERIODICALS
CURRENTLY BEING RECEIVED BY WHITE HOUSE

PUBLICATION	CURRENT		PROPOSAL I		PROPOSAL II	
	NO. COPIES	ANNUAL COST	NO. COPIES	ANNUAL COST	NO. COPIES	ANNUAL COST
Bills, Hearings and Reports	4	\$4,291	3	\$3,218	2	\$2,145
Calendars (House and Senate)	20	5,252	15	3,939	10	2,626
of each	75	5,175	50	3,450	30	2,070
Congressional Record						
Decisions of the Comptroller	2	20	1	10	1	10
Documents, House and Senate	4	598	3	450	2	300
Federal Register	24	COMP	24	COMP	24	COMP
Public and Private Laws	20	195	10	100	5	50
Supreme Court Decisions	1	20	1	20	1	20
Weekly Compilation of Presidential Documents	200	COMP	150	COMP	100	COMP
TOTAL		\$15,551		\$11,187		\$7,221

Too many of those marked

INDEX TO DEPARTMENT/INDIVIDUAL
PERIODICALS DISTRIBUTION LIST

<u>OFFICE</u>	<u>HEAD</u>	<u>PAGE</u>
The President	Lipshutz	1
Counsel	Jordan	1
Asst. to the President	Eizenstat	1
Asst.-Policy-Dom. Coun.	Watson	2
Asst.-Cabinet	Moore	2
Asst.-Congress	Schlesinger	3
Asst.-Energy	Brzezinski	3
Asst.-NSC	Kraft	4
Sp. Asst.-Appts.	King	4
Sp. Asst.-Personnel	Harden	4
Sp. Asst.-Budget/Org.	Bourne	4
Sp. Asst.-Drug Abuse	Mitchell	5
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BREAKDOWN OF PERIODICALS
BY DEPARTMENT AND INDIVIDUAL

(Includes Complimentary (*) and Government Publications)

<u>Department</u>	<u>Name</u>	<u>Periodicals</u>	<u>Current Number</u>	<u>Proposals</u>	
				<u>I</u>	<u>II</u>
The President (West Wing)	<i>Add. Policy For Affairs</i>	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
		New Republic*	1	1	1
		Human Events*	1	1	1
Counsel	Lipshutz	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
		New Republic*	1	1	1
		Congressional Quarterly	1	1	1
	Huron	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
		Congressional Record	1	1	0
		Federal Register*	1	1	1
Asst. to the President	Jordan	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
Policy- Domestic	Eizenstat	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
		Business Week	1	1	1

President and Staff (con't.)

Department	Name	Periodicals	Current Number	Proposals	
				I	II
Policy-Domestic (con't.)	Rubenstein	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
		Business Week	1	1	0
Asst.-Cabinet (Watson)	Kirschenbaum	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
		Business Week	1	1	1
Congressional Relations	Moore	Congressional Quarterly	1	1	1
		Congressional Record	2	1	1
		Federal Register *	2	1	1
		Congressional Record	5	3	2
	Mitchell, J.	Federal Register	5	5	5
		House & Senate Calendars	2	1	1
		Nation	1		Share with
		National Review	1		House Liaison
	Senate Liaison	Evans and Novak	1		
		Congressional Quarterly	1		
		National Journal	1		

President and Staff (con't.)

<u>Department</u>	<u>Name</u>	<u>Periodicals</u>	<u>Current Number</u>	<u>Proposals</u>	
				<u>I</u>	<u>II</u>
Congressional Relations (con't.)	House Liaison	New Republic*	1		
		Human Events*	1		
		Evans and Novak	1		
		Nation	1		
		National Review	1		
		Progressive	1		
		Congressional Quarterly	1		
		National Journal	1		
		Congressional Record	2	1	1
		Federal Register *	1	1	1
	Rick Merrill	House & Senate Calendars	1	1	1
		Congressional Record	2	1	0
		Federal Register *	1	1	1
	Valerie Pinson	House & Senate Calendars	1	1	0
		Congressional Record	2	1	0
		Federal Register *	1	1	1
		House & Senate Calendars	1	1	0
Energy	Jim Free	Congressional Record	2	1	0
		Federal Register *	1	1	1
		House & Senate Calendars	1	0	0
		Time*	1	1	1
		Newsweek*	1	1	1
	Schlesinger	US News and World Report*	1	1	1
		Evans and Novak	1	0	0
		Congressional Record	1	1	1
National Security	Brzezinski WW upstairs	Congressional Record	1	1	1
		Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
	Schechter	The Economist	1	1	1

President and Staff (con't.)

<u>Department</u>	<u>Name</u>	<u>Periodicals</u>	<u>Current Number</u>	<u>Proposals</u>	
				<u>I</u>	<u>II</u>
Appointments	Tim Kraft	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
		New Republic*	1	1	1
		Human Events*	1	1	1
	Smith, T.	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
	Voorde, F.	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
Personnel	Becky Hendrix WW Receptionist	Congressional Record	2	0	0
		Federal Register*	1	0	0
		National Journal	2	0	0
		Congressional Quarterly Federal Register*	2	0	2
	Leukhart	Congressional Record	1	0	0
Budget/Org.	Harden	Time*	1	1	1
		Newsweek*	1	1	1
		Business Week	1	1	1
Drug Abuse	Bourne	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
		High Times Head	1	1	1

President and Staff (con't.)

<u>Department</u>	<u>Name</u>	<u>Periodicals</u>	<u>Current Number</u>	<u>Proposals</u>	
				<u>I</u>	<u>II</u>
Sp. Asst.	Mitchell, M.	Time*	1	1	1
		Newsweek*	1	1	1
		Business Week	1	0	0
Press Secy.	Jody Powell	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
		Congressional Record	1	1	1
Press (WW)	Photo Office (Shaddix)	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
		People	1	0	0
Press (WW)	Rex Granum	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
Press (WW)	Walt Wurfel	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
Press (WW)	Walt Duka	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
Press (EOB)	P. Bario	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
Press (WW)	C. Gerrard	Time*	1	1	1
		Newsweek*	1	1	1

Press Office (con't.)

<u>Department</u>	<u>Name</u>	<u>Periodicals</u>	<u>Current Number</u>	<u>Proposals</u>	
				<u>I</u>	<u>II</u>
Press (EOB)	J. Purks	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
Press (WW)	W. Drummond Dom. Affairs	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
Speech Writing (EOB)	J. Fallows Speechwriter	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
		New Republic*	1	1	1
		People	1	1	1
		Washington Monthly	1	1	1
		Public Interest	1	1	1
		Foreign Policy	1	1	1
		Time*	1	1	1
		Newsweek*	1	1	1
Media and Pub. Affairs (EOB)	B. Jagoda	US News and World Report*	1	1	1
		Broadcasting Magazine	1	1	1
		TV Guide	1	1	1
		TV Digest	1	1	1
		Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
		Broadcasting Magazine	1	1	1
		The Media Report	1	1	1
		TV Guide	1	1	1
R. Neustadt		TV Digest	1	0	0
		Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
		Broadcasting Magazine	1	0	0
		The Media Report	1	1	1

Press Office (con't.)

<u>Department</u>	<u>Name</u>	<u>Periodicals</u>	<u>Current Number</u>	<u>Proposals</u> <u>I</u> <u>II</u>
	Press Release Hooper	Congressional Record Federal Register *	1 1	1 1 1 1
Press	News Summary Office	Time * Newsweek * US News and World Report * Human Events * New Republic *	1 1 1 1 1	1 1 1 1 1

<u>Department</u>	<u>Name</u>	<u>Periodicals</u>	Current Number	Proposals	
				I	II
First Lady		Time*	1	1	1
		Newsweek*	1	1	1
	Armentrout	Congressional Record	1	0	0
	Gemmel	Congressional Record	1	0	0
	EW Receptionist (Visitors)	Time*	1	1	1
		Newsweek*	1	1	1
	Hoyt	Time*	1	1	1
		Newsweek*	1	1	1
		Congressional Record	1	1	1
		House & Senate Calendars	1	1	1
	Poston	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
		People	1	1	1
		Variety	1	1	1
	Chip Carter	New Times	1	1	1

<u>Department</u>	<u>Name</u>	<u>Periodicals</u>	<u>Current Number</u>	<u>Proposals</u>	
				<u>I</u>	<u>II</u>
Research Office	Travis	Time*	2	2	Combine with Library
		Newsweek*	2	2	
		US News and World Report*	2	2	
		Business Week	2	2	
		The Economist	1	1	
		Barron's	1	1	
		New Republic	1	1	
		New York	1	1	
		New Yorker	1	1	
		Human Events*	1	1	
		Readers Digest	1	1	
		Saturday Review	1	1	
		Fortune	1	1	
		Dun's Review	1	1	
		New Times	1	1	
		National Review	1	1	
		National Journal	1	1	
		Congressional Quarterly Editor and Publisher	1	1	
		Washington Monthly	1	1	
		Columbia Journalism Review	1	1	
		Publishers Week	1	1	
		Congressional Record	1	1	
		Federal Register (REQ)	1	1	

<u>Department</u>	<u>Name</u>	<u>Periodicals</u>	<u>Current Number</u>	<u>Proposals</u>	
				<u>I</u>	<u>II</u>
Record Book Section (Library)	Schleicher	Time*	1	1	
		Newsweek*	1	1	Combine with Research
		US News and World Report*	1	1	
		New Republic*	1	1	
		Human Events*	1	1	
		New York	1	1	
		New Yorker	1	1	
		TV Guide	1	1	
		The Economist	1	1	
		Business Week	1	1	
		People	1	1	
		Sports Illustrated	1	1	
		Atlantic	1	1	
		Harpers	1	1	
		Commentary	1	1	
		Fortune	1	1	
		Foreign Affairs	1	1	
		Foreign Policy	1	1	
		Forbes	1	1	
		Washingtonian	1	1	
		Washington Monthly	1	1	
		Readers Digest	1	1	
		Saturday Review	1	1	
		Psychology Today	1	1	
		Public Interest	1	1	
		New Times	1	1	
		National Review	1	1	
National Journal	1	1			

<u>Department</u>	<u>Name</u>	<u>Periodicals</u>	<u>Current Number</u>	<u>Proposals</u>	
				<u>I</u>	<u>II</u>
Record Book Section (Library) (con't.)	Schleicher	National Geographic	1	1	Combine with
		Esquire	1	0	Research
		New York Book Review	1	1	
		Dun's Review	1	1	
		Congressional Quarterly	1	1	
		Broadcasting Magazine	1	1	
		Vital Speeches	1	1	
		US Code Congressional & Administrative News	1	1	
		Congressional Record	3	2	
		Federal Register *	3	3	
Senate Calendar	5	3			
House Calendar	5	3			
Bills, Hearings, & Reports	4	3			
White House Records Office	Jones, T.				

Other White House Offices

<u>Department</u>	<u>Name</u>	<u>Periodicals</u>	<u>Current Number</u>	<u>Proposals</u>	
				<u>I</u>	<u>II</u>
Physician	Dr. Lukash	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
Dispensary		Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
		Bazaar	1	0	0
Accounting	English	Congressional Record	1	0	0
White House Personnel	Rogers	Federal Register*	1	1	1
Chief Exec. Clerk	Linder	Congressional Record	1	1	1
		Federal Register*	1	1	1
		Senate Calendar	1	1	1
		House Calendar	1	1	1
Ratchford		Congressional Record	1	1	0
		Federal Register*	1	1	0
		House Calendar	1	1	0
Jenkins		Congressional Record	1	1	0
		Federal Register*	1	1	0
O'Neill		House Calendar	1	0	0
Lewis		Congressional Record	1	0	0
		Federal Register*	1	0	0

Other White House Offices (con't.)

<u>Department</u>	<u>Name</u>	<u>Periodicals</u>	<u>Current Number</u>	<u>Proposals</u>	
				<u>I</u>	<u>II</u>
Correspondence	Higgins	Congressional Record	1	0	0
		Federal Register*	1	0	0
	Hyatt	Congressional Record	1	0	0
		Federal Register*	1	0	0
		Senate Calendar	1	0	0
		House Calendar	1	0	0
Central Files	Austin	Congressional Record	1	0	0
		Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
Mail Room	Shay	Time*	1	1	1
		Congressional Record	1	0	0
		Federal Register*	1	0	0
Exec. Protective Service		Congressional Record	2	0	0
		Weekly Compilation of Presidential Documents (Currently distributed to all WH Staff members)	200	150	100

INDEPENDENT AGENCIES

<u>Department</u>	<u>Name</u>	<u>Periodicals</u>	<u>Current Number</u>	<u>Proposals</u>	
				<u>I</u>	<u>II</u>
O.M.B.		Congressional Record	1	1	1
C.E.A.	Schultze	Time*	1	1	1
		Newsweek*	1	1	1
C.I.E.P.	Lackey	Congressional Record	4	0	0
		Federal Register*	2	0	0
		Senate Calendar	2	0	0
		House Calendar	2	0	0
P.F.I.A.B.	Byers	Newsweek*	1	1	1
		Human Events*	1	1	1
I.O.B.	Dennin	Time*	1	1	1
		Newsweek*	1	1	1
		US News and World Report*	1	1	1
		New Republic*	1	1	1
		Foreign Affairs	1	0	0

THE WHITE HOUSE
WASHINGTON

February 10, 1977

Bob Lipshutz
Hamilton Jordan

The attached was returned in the
President's outbox. It is forwarded
to you for your information.

Rick Hutcheson

Re: Removal of FTC Commissioner

THE WHITE HOUSE
WASHINGTON

cc Babs L
H J

Arads
Let 't
J

THE WHITE HOUSE
WASHINGTON

February 9, 1977

MEMORANDUM FOR THE PRESIDENT

FROM: MARGARET MCKENNA *mmk*

SUBJECT: Removal of FTC Commissioner

The Commissioner of an independent agency may be removed prior to the expiration of his or her term only for cause. Cause, as defined by the statute, includes inefficiency, neglect of duty, or malfeasance. It appears that no sitting Commissioner has ever been removed from that position for cause.

Mr. Dixon's statement would be difficult to characterize as even neglect of duty or malfeasance. It is possible that the statement reflects an attitude which is an indication that he is less than efficient in performing his duties. The attitude itself makes him inefficient -- one of the grounds stated as a basis for removal.

It would appear that this one statement in and of itself is not sufficient to remove Mr. Dixon. It would take further research to determine whether this statement was typical of his philosophy as to consumerism or to the Arab world.

There is very little case law in this area and I suggest that the set of facts we have here does not present the best opportunity to make good law. There is a good possibility that a bad legal precedent would be set if we lost. A public statement of disapproval on your part would seem the best course of action, rather than an attempt to remove him.

THE WHITE HOUSE
WASHINGTON
February 10, 1977

Secretary Califano

The attached was returned in
the President's outbox. It is
forwarded to you for appropriate
handling.

Rick Hutcheson

cc: Jack Watson
Stu Eizenstat
Tim Kraft

Re: Jack Watson memo re HEW
Welfare Reform Study.

THE WHITE HOUSE
WASHINGTON

cc Jack for ^{the} California
Sty
Tim K

~~THE PRESIDENT HAS SEEN.~~

THE WHITE HOUSE
WASHINGTON

February 9, 1977

MEMORANDUM TO:

THE PRESIDENT

FROM:

Jack Watson *Jack*

RE:

HEW WELFARE REFORM STUDY

Attached is a memorandum from Joseph Califano outlining the steps he has taken and plans to take in response to your request for a welfare reform study. I am sending copies to Messrs. Blumenthal and Schlesinger so that they will see the kind of outreach Joe is undertaking.

JHWJr;rs

*To Califano -
I'll attend several hours
of deliberations when you
think it's beginning to form
up & you need me
J*

WASHINGTON MEMORANDUM
FEB 9 1977



THE SECRETARY OF HEALTH, EDUCATION, AND WELFARE
WASHINGTON, D. C. 20201

February 5, 1977

MEMORANDUM TO: PRESIDENT CARTER

Your memorandum of February 4 asked what steps HEW was taking to assure wide input into the welfare reform study.

When the study began, I directed the HEW staff (headed by Henry Aaron, Assistant Secretary-Designate for Planning and Evaluation) to conduct the most open process possible consistent with our May 1 deadline.

One portion of that process will involve a formal advisory committee - the critically important attempt to involve congressional, state, and local officials. The major effort to obtain views from groups and constituencies concerned with welfare reform will focus on intensive efforts to have Department staff meet personally with relevant organizations, to conduct meaningful public hearings, and to solicit requests for written comments.

I intend to chair personally a full day of hearings.

The following specific actions have either already been taken or are underway:

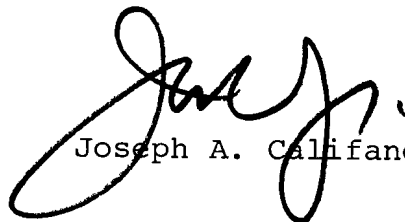
- * I have written to more than 350 individuals and groups to request recommendations:
 - 50 state governors
 - 100 mayors and county officials
 - 100 representatives of public interest organizations (unions, welfare administrators, recipient representatives, ethnic groups, women's groups, etc.)

Page 2--President Carter

- 50 academic experts
- 51 members of the House Ways and Means Committee and the Senate Finance Committee
- * A formal advisory committee of government officials (local, state, and federal) and congressional staff has been convened; it will meet weekly and its meetings will be open to the public.
- * Public hearings will be held by the Department beginning in March.
- * Department officials will speak at various meetings across the country on the HEW study and solicit views and suggestions.
- * Staff studies and proposals will be made public and circulated widely for comment.

As the study develops, other measures may be added to obtain full public participation or to obtain comments and reactions from particular, affected constituencies.

It is my firm intent that, at the conclusion of the study, no group, public or private, and no constituency will accurately be able to say that they were not fully consulted or that they were not provided a full opportunity to express their views.



Joseph A. Califano, Jr.

THE WHITE HOUSE
WASHINGTON

February 10, 1977

Zbigniew Brzezinski

The attached was returned in
the President's outbox. It is
forwarded to you for appropriate
handling.

Rick Hutcheson

cc: Tim Kraft

Re: Brzezinski memo re Swearing -in
of Clifford L. Alexander, Jr.
as Secretary of the Army.

THE WHITE HOUSE
WASHINGTON

cc Kraft
BRZ

THE WHITE HOUSE
WASHINGTON

Mr. President:

Tim Kraft recommends a joint
swearing in at the Pentagon,
possibly in the early after-
noon of February 18.

Rick (wds)

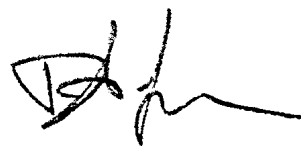
*Jointly, with visit,
o.k. No return for
Air Force Sec. ceremony
J*

MEMORANDUM

THE PRESIDENT HAS SEEN.
THE WHITE HOUSE

WASHINGTON

February 9, 1977

MEMORANDUM FOR: THE PRESIDENT
FROM: ZBIGNIEW BRZEZINSKI 
SUBJECT: Swearing-in of Clifford L. Alexander, Jr.

I attach herewith a memo from Secretary Brown concerning the swearing-in of Clifford L. Alexander, Jr. as Secretary of the Army.

THE SECRETARY OF DEFENSE
WASHINGTON, D. C. 20301

6 FEB 1977

MEMORANDUM FOR THE PRESIDENT

SUBJECT: Swearing-in of Clifford L. Alexander, Jr.
as Secretary of the Army

I expect the nomination of Clifford Alexander to be confirmed by the Senate as early as Wednesday, February 9. As you know, he will be the first black person in our country's history to head one of the three military departments. The occasion of his entering on this office is therefore significant both to the men and women of the Army, and to the nation as a whole.

I should like to invite you, subject to the demands of your schedule, to be involved in the swearing-in of Cliff Alexander. The ceremony could be held at the White House -- or, if you could do so, at the Pentagon, where it might perhaps be combined with the visit you are planning to make in the near future.

If Graham Claytor's nomination as Secretary of the Navy is confirmed within a day or so of Alexander's, I would suggest that the two be sworn in together, and that any ceremony include both.

Harold Brown

*A Pentagon ceremony combined with a
brief talk by you would be ideal,
in my view.*

HB

THE WHITE HOUSE
WASHINGTON

Date: February 9, 1977

MEMORANDUM

FOR ACTION:

Tim Kraft

FOR INFORMATION:

FROM: Rick Hutcheson, Staff Secretary

SUBJECT: Zbigniew Brzezinski memo 2/9/77 re
Swearing-in of Clifford L. Alexander, Jr.

YOUR RESPONSE MUST BE DELIVERED
TO THE STAFF SECRETARY BY:

TIME: QUICK TURNAROUND

DAY:

DATE:

ACTION REQUESTED:

Your comments

Other:

*joint swearing-in at Pentagon
possible early afternoon, Feb. 18*

STAFF RESPONSE:

I concur.

No comment.

Please note other comments below:

PLEASE ATTACH THIS COPY TO MATERIAL SUBMITTED.

If you have any questions or if you anticipate a delay in submitting the required material, please telephone the Staff Secretary immediately. (Telephone, 7052)

THE PRESIDENT HAS SEEN.

THE WHITE HOUSE

WASHINGTON

VISITS TO
DEPARTMENTS OF TREASURY AND HUD

Thursday - February 10, 1977

Departure: 1:25 P.M.

From: Tim Kraft

BACKGROUND

DEPARTMENT OF THE TREASURY - FORMAT

Departing at 1:25 p.m., walk to Department of Treasury.

Met at entrance by Secretary Blumenthal who in turn introduces you to other top staff at announcement area.

After introduction by Secretary Blumenthal, brief remarks followed by 5-minute Q & A. (Cash Room)

Motorcade departs Treasury Department at 2:05 p.m. en route Department of HUD.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Arrive HUD at 2:10 p.m. Met by Secretary Harris who escorts you to second floor, introduces you to top HUD staff, and takes you on tour of Office of Finance and Accounts for Billing and Receivables.

Following tour, Secretary Harris escorts you to Cafeteria, introduces you for remarks and Q & A.

Return to the White House at 3:05 p.m.

SEQUENCE

1:25 p.m.

You depart White House East Lobby Entrance
(on foot) en route Department of the Treasury.

1:30 p.m.

Arrive Department of Treasury, East Executive
Avenue Entrance (at Liberty Bell).

PRESS POOL COVERAGE
CLOSED ARRIVAL

You will be met by Secretary Michael Blumenthal
and escorted to announcement area.

1:33 p.m.

Arrive announcement area and are met by:

Kenneth Axelson, Deputy Secretary-Designate
Anthony "Tony" Sullivan, Under Secretary for
Monetary Affairs
Fred Bergston, Assistant Secretary-Designate for
International Affairs
Laurence Leary, Assistant Secretary-Designate
for Tax Policy

1:35 p.m.

Announcement.

1:35 p.m.

Escorted by Secretary Blumenthal, proceed
to Cash Room.

PRESS POOL COVERAGE
ATTENDANCE: 500

1:36 p.m.

Remarks by Secretary Blumenthal.

1:38 p.m.

PRESIDENTIAL REMARKS.

PRESS POOL COVERAGE

3.

1:45 p. m. Remarks conclude. You accept questions from the audience.

PRESS POOL COVERAGE

2:00 p. m. Question & Answer Session concludes.

You thank the members of the audience and, escorted by Secretary Blumenthal, depart en route motorcade for boarding.

2:05 p. m. Motorcade departs Department of Treasury en route Department of Housing and Urban Development.

2:10 p. m. Arrive Department of Housing and Urban Development.

PRESS POOL COVERAGE
CLOSED ARRIVAL

You will be met by Secretary Patricia Harris.

Escorted by Secretary Harris, proceed via elevator to second floor.

2:15 p. m. Arrive second floor and are met by:

Joseph Burstein, Acting Deputy Secretary for Housing and Federal Housing Commission

John Tute, Acting Deputy Assistant Secretary for Community Planning and Development

S. Leigh Curry, Acting General Counsel

Jerry Fitts, Acting Deputy Assistant Secretary for Policy Development and Research

Jerry Huard, Acting Director of Public Affairs

Glendore Putnam, Deputy Acting Secretary for Fair Housing and Equal Opportunity

Vincent J. Herring, Deputy Assistant Secretary for Administration

4.

You proceed on a tour of the Office of Finance and Accounts for Billing and Receivables.

PRESS POOL COVERAGE

2:25 p.m.

Tour concludes. Escorted by Secretary Harris, proceed via elevator to Cafeteria.

2:27 p.m.

Arrive Cafeteria announcement area and pause for announcement.

2:28 p.m.

Announcement.

2:28 p.m.

Escorted by Secretary Harris, proceed inside Cafeteria and onto stage.

2:29 p.m.

Remarks by Secretary Harris.

2:30 p.m.

PRESIDENTIAL REMARKS.

2:40 p.m.

Remarks conclude. You accept questions from the audience.

2:55 p.m.

Question and Answer Session concludes. You thank your audience and, escorted by Secretary Harris, depart Cafeteria en route motorcade for boarding.

3:00 p.m.

Motorcade departs Department of Housing and Urban Development en route South Grounds.

3:05 p.m.

Arrive South Grounds.

#

PRIORITY

THE SECRETARY OF THE TREASURY
WASHINGTON 20220

FEB 7 1977



MEMORANDUM FOR THE PRESIDENT

Subject: Your Visit to Main Treasury,
February 10, 1977.

My staff has met with your advance man, Ellis Woodward, and laid out the attached schedule. As you can see, the main event is a half hour session with Treasury employees in the largest meeting room we have available, the Cash Room. I would suggest you cover the following talking points for ten minutes or so, and then answer questions before leaving.

- The Treasury Department is important to the goals you have set for the Administration's first year in office.
 - It has responsibility for preparing a tax reform package that will mean a simpler and fairer tax system.
 - It is a key Department in the effort to lead our economy to growth without inflation.
- You need the help of Treasury employees, as well as those throughout government, if your goal of a more open, more responsive, more personal government is to be achieved.
 - For example, the IRS, a Treasury bureau, has as much, if not more, contact with the public than any other single government agency. The public perception of your efforts to make government more efficient and effective can be ruined if the public's contact with IRS employees is unhappy.
- If everyone will work with you toward the goals of responsibility and efficiency through reorganization and rededication, then everyone in

government will be able to take more pride in what they do for a living, and the American public will in turn take more pride in its public servants.

There is only one question you might be asked from the floor on which I'd like to forewarn you. I have imposed a hiring freeze in the Office of the Secretary at Treasury, and may do so later in the bureaus, in order to give my staff and me more time to think about how we can reorganize the Department. Someone may ask you what you think of this as a procedure, or whether you are aware of it. I'll be happy to deal with any issue of detail, but thought you should know the reason for it in advance of any question.



W. Michael Blumenthal

Preliminary Schedule
Thursday, February 10, 1977

1:30 p.m. -- Arrive Treasury Building, West Entrance
(East Executive Avenue Entrance, at Liberty Bell).

Met by Secretary Blumenthal.

Proceed to Room 2127 (office adjoining Cash Room)
for brief introduction to senior staff & career
civil servants.

1:35 p.m. -- Enter Cash Room through side door.

Introduction by Secretary Blumenthal.

1:40 p.m. -- Address assembled Treasury employees.

1:55 p.m. -- Questions and Answers.

2:10 p.m. -- Address completed. Depart Cash Room for West
Entrance, via rear door and 2400 corridor.

2:15 p.m. -- Motorcade departs East Executive Avenue.

PROPOSED HUD REMARKS

THE PRESIDENT'S IMPROMPTU REMARKS AT HUD

A. A DECENT HOME

WE ALL KNOW THE IMPORTANCE OF A DECENT, SAFE HOME.

AS MUCH AS ANY OTHER FACTOR, A GOOD AND DECENT HOME
KEEPS THE FAMILY TOGETHER.

THIS IS IMPORTANT TO ALL OF US BECAUSE THE FAMILY
IS THE BUILDING BLOC OF THE COMMUNITY, AND THE COMMUNITY
IS THE HEART AND STRENGTH OF OUR SOCIETY.

SO HERE AT HUD, YOU HAVE AN IMPORTANT JOB AHEAD:
TO HELP MAKE THAT DREAM OF A DECENT, SAFE HOME FOR
EVERY AMERICAN A REALITY. AS PRESIDENT, I WILL DO ALL
I CAN TO HELP YOU REALIZE THAT GOAL. IN DOING SO, I ASK
YOUR HELP.

B. HUD THE LEADER

WE HAVE OTHER VERY IMPORTANT PRIORITIES AT HUD. WE
WANT TO RESTORE THAT SPECIAL COMMITMENT TO THE AMERICAN CITY.

A SOCIETY THAT ABANDONS ITS CITIES, ABANDONS ITS FUTURE.

WE WILL WORK TOGETHER TO ONCE AGAIN MAKE THE PRIORITIES
OF THE CITIES, THE PRIORITIES OF HUD. AND, I AM CONFIDENT,
THAT UNDER THE DIRECTION OF SECRETARY HARRIS, HUD WILL
ONCE AGAIN PLAY A LEADERSHIP ROLE IN IMPROVEMENT OF
AMERICA'S CITIES.

C. WE ARE OPTIMISTIC

AS WE UNDERTAKE THE LONG, DEMANDING AND VERY OFTEN DIFFICULT JOB OF ACCOMPLISHING OUR GOALS, WE DO SO OPTIMISTICALLY.

WHY ARE WE OPTIMISTIC?

BECAUSE OF PEOPLE LIKE YOU, THE PROFESSIONAL, CAREER EMPLOYEES OF THE GOVERNMENT.

I RESPECT YOUR DEDICATION.

I RESPECT YOUR COMMITMENT.

AND, I WILL RELY ON YOUR JUDGEMENT AND INITIATIVE.

D. ERA OF PARTNERSHIP

WE ARE NOW BEGINNING AN ERA OF PARTNERSHIP

- BETWEEN THE STATE AND LOCAL GOVERNMENTS AND THE FEDERAL GOVERNMENT;
- BETWEEN ALL GOVERNMENTS AND LABOR, COMMERCE AND INDUSTRY;
- AND BETWEEN THE GOVERNMENT AND THE AVERAGE AMERICAN CITIZEN.

TOGETHER WE WILL MAKE THESE PARTNERSHIPS WORK FOR AMERICA.

WE KNOW THIS FACT TO BE TRUE: ALTHOUGH SOME OF US CAN DO MORE THAN OTHERS, NONE OF US CAN DO MORE THAN ALL OF US WORKING TOGETHER FOR A COMMON GOAL.

SO LET'S START THE PROCESS NOW AND FILL EACH DAY WITH ACTIVITIES THAT MAKE OUR DREAMS AND GOALS REALITIES.

THANK YOU.

THE PRESIDENT

THE WHITE HOUSE

WASHINGTON

February 9, 1977

MEETING WITH ALFREDO DURAN AND RICHARD PETTIGREW
Thursday, February 10, 1977
11:15 A.M. (15 minutes)

The Oval Office

FROM: HAMILTON JORDAN

I. PURPOSE:

To meet with Alfredo Duran, Chairman, Democratic Party, Florida, and Richard Pettigrew, Speaker of the House of Representatives of Florida.

II. BACKGROUND, PARTICIPANTS AND PRESS PLAN

A. Background: I met with Alfredo Duran last Saturday and he requested the opportunity to have a brief meeting with you and to bring along Dick Pettigrew to discuss a possible role for Mr. Pettigrew in the reorganization effort.

B. Participants: Alfredo Duran and Richard Pettigrew.

C. Press Plan: No announcement to the Press. W. H. Photograph only.

III. TALKING POINTS:

1. I suggest you let Duran and Pettigrew tell you of the interest Pettigrew has in the reorganization effort and what role he might possibly play. If you are interested, you can then suggest they follow up with Bert Lance or with me.

THE PRESIDENT HAS SEEN.

THE WHITE HOUSE
WASHINGTON

February 9, 1977

MEETING WITH SENATOR CHARLES PERCY

Thursday, February 10, 1977
10:00 a.m. (10 minutes)
The Oval Office

From: Frank Moore *FM*

EXECUTIVE
PH 14-12
PH 1-1
CFE 5
2LT
FE 2-37
Feb 1-1 / Schlesinger
James
Feb 1-1 / Moore, J.
Feb 1-1 / Tate,
Dan

I. PURPOSE

To ask the President to serve as Honorary Chairman of the Coalition for Conservation Energy with former President Ford serving as Honorary Cochairman. Also, the Senator wishes to discuss his (Percy's) energy reorganization legislation.

II. BACKGROUND, PARTICIPANTS & PRESS PLAN

A. Background: At this meeting, Senator Percy will also want to ask Dr. Schlesinger to serve as Honorary Chairman of the Advisory Board to the Coalition with Henry Kissinger as Honorary Cochairman. Also, Ford has already agreed to serve on the condition that it would not impinge on the President in any way.

Senator Percy is the ranking minority member on the Senate Government Operations Committee which has jurisdiction over all reorganization legislation and plans. He will be a key player on our comprehensive reorganization and our energy reorganization proposals, both in Committee and on the Senate floor.

B. Participants: The President, Senator Percy, Dr. Schlesinger, Frank Moore, Dan Tate.

C. Press Plan: White House Photographer only.

THE WHITE HOUSE
WASHINGTON

February 10, 1977

Bob Linder -

Please arrange for delivery of the
attached letters by special
messenger.

Rick Hutcheson

cc: Ham Jordan
Richard Moe

Jack Watson

Re: ²⁸individuals for appointment
to non-competitive Civil
Service Positions

State Dept, Interior + Justice

THE WHITE HOUSE
WASHINGTON

Send out

Rich

THE WHITE HOUSE
WASHINGTON

2-8-77

To Cabinet Officers

You have background data on persons recommended. Use your own judgment on level of placement - in jobs that need to be filled - on a trial basis.

Please let Ham know about any problems.

Jimmy

THE WHITE HOUSE

WASHINGTON

February 7, 1977

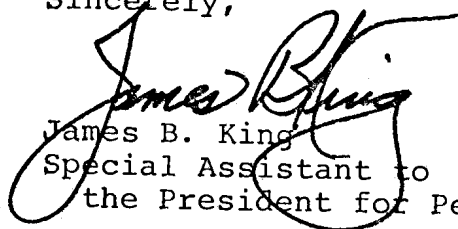
The Honorable Cyrus Vance
Secretary
Department of State
2201 C Street, NW
Washington, DC 20520

Dear Secretary Vance:

Enclosed is a comprehensive listing of individuals referred for consideration for appointment to non-competitive Civil Service positions.

Please advise me as to any actions taken concerning these individuals, and refer any questions to me or to Jim Gammill at 456-2995.

Sincerely,

A handwritten signature in black ink, appearing to read "James B. King". The signature is stylized and written over the typed name and title.

James B. King
Special Assistant to
the President for Personnel

Enclosure

cc: Hamilton Jordan
Richard Moe

Enclosure

The Honorable Cyrus Vance/
James B. King

February 7, 1977

Referral of individuals available for appointment to
Schedule "C" and NEA positions:

Executive level

Paul Sullivan
Joan Tobin
Haskell Ward

Senior level

Dorothy Dillon
Sue Donoghue
Bob Gaines
Nancy Hartley
Susan Holloran
Nick MacNeil
David Manley
Mike McShane
Julian Nicholas
Hardy Patten
John Peterson
Carla Reames
Tom Reston
Tom Stillitano

Mid-level

Joanna Caplan
Charles Cohen
Peter Conlon
Margaret Cox
Paul Donaldson
Lanny Elderkin
Mary Hanley
Renee Joyner
Esther Kee
Andrew Litsky
Oliver Miller
Betty Mizek
Judith Shem
Mike Snoddy
Glenda Suber
Rory Wilcox
Jerry Williams
Penny Williams

Entry level

Fred Alden
Theresa Blazier
Patti Conway
Diane DePriest
Louise Dolan
Scott Douglass
Marty Freeman
Nick Henderson
Catherine Hirsch
Ellen Iseman
Elise Knapp
Vikki Lovett
Mary B. Mountcastle
Bess Moxley
Cathy Pearson
John Sullivan

THE WHITE HOUSE
WASHINGTON

To Cabinet Officers 2-8-77

You have background data on persons recommended. Use your own judgment on level of placement - in jobs that need to be filled - on a trial basis.

Please let Ham know about any problems.

Jimmy

Interior

THE WHITE HOUSE
WASHINGTON

February 7, 1977

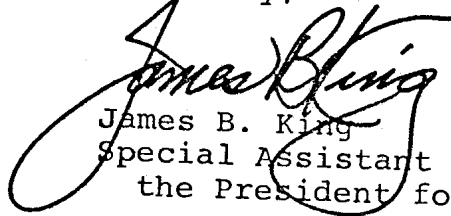
The Honorable Cecil Andrus
Secretary
Department of the Interior
C and 18th Streets, NW
Washington, DC 20240

Dear Secretary Andrus:

Enclosed is a comprehensive listing of individuals referred for consideration for appointment to non-competitive Civil Service positions.

Please advise me as to any actions taken concerning these individuals, and refer any questions to me or to Jim Gammill at 456-2995.

Sincerely,



James B. King
Special Assistant to
the President for Personnel

Enclosure

cc: Hamilton Jordan
Richard Moe

Enclosure

The Honorable Cecil Andrus/
James B. King

February 7, 1977

Referral of individuals available for appointment
to Schedule "C" and NEA positions:

Executive level

David Hales
Paul Pritchard

Senior level

Sharon Brooks
Irene Murphy
James Rathlsburger

Mid-level

Susan Crites
Jeff Curtis
Terri Foster
Tomasina Jordan
Betsey Loyless
Molly Moore
Mark Silkworth
Deborah VonHoffman
Barbara Walmsley
Paula Watson

Entry level

Ray Campbell
Ernie Kessler
Frances Kidd
David Rashmir
Andrea Rosen
Marcel Veilleux

THE WHITE HOUSE
WASHINGTON

2-8-77

To Cabinet Officers

You have background data on persons recommended. Use your own judgment on level of placement - in jobs that need to be filled - on a trial basis.

Please let Ham know about any problems.

Jimmy

Justice

THE WHITE HOUSE
WASHINGTON

February 7, 1977

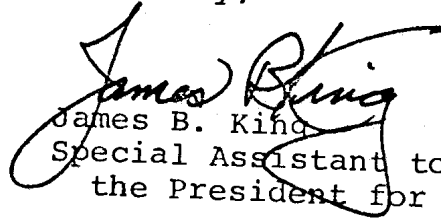
The Honorable Griffin B. Bell
Attorney General
Department of Justice
Constitution and 10th Street, NW
Washington, D. C. 20530

Dear Attorney General Bell:

Enclosed is a comprehensive listing of individuals referred for consideration for appointment to non-competitive Civil Service positions.

Please advise me as to any actions taken concerning these individuals, and refer any questions to me or to Jim Gammill at 456-2995.

Sincerely,


James B. King
Special Assistant to
the President for Personnel

Enclosure

cc: Hamilton Jordan
Richard Moe

Enclosure

The Honorable Griffin B. Bell
James B. King

February 7, 1977

Referral of individuals available for appointment to
Schedule "C" and NEA positions:

Executive Level

Bill Albers

Senior Level

Patrick Apodaca
David Berg
Rob Firth
Marshall Goldberg
George Henderson
Paige Reffe
Henry Wykowski

Mid-Level

Robert Bender
Nancy Coggins
Joel Odum
Rodney Pearlman
Agnes Pek
Walter Postula
Rita Samuels
Leon Taranto

Entry Level

Kathy Alles
Carole Fireall
Elizabeth Lee

THE WHITE HOUSE
WASHINGTON

February 10, 1977

Jack Watson -

Re: Memo to the Members of the
Cabinet re Procedures Regarding
Appointments in your Department

The attached letter was returned in the President's outbox. These copies are sent to you with the request they be forwarded to all members of the Cabinet as quickly as possible.

Rick Hutcheson

cc: The Vice President
Midge Costanza
Z. Brzezinski
Stu Eizenstat
Frank Moore
Jody Powell
Ham Jordan
Bob Lipshutz


*cc to Central Filed
6/10/77*

MEMORANDUM

THE PRESIDENT HAS SEEN.

THE VICE PRESIDENT
WASHINGTON

February 7, 1977

MEMORANDUM FOR: THE PRESIDENT
FROM: THE VICE PRESIDENT 
SUBJECT: Memo to Cabinet Members

Attached is the memorandum that you asked me to prepare
at the cabinet meeting this morning.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

February 8, 1977

MEMORANDUM TO: MEMBERS OF THE CABINET
FROM: THE PRESIDENT
SUBJECT: Procedures regarding appointments
in your department

J.C.

As we discussed in the Cabinet meeting Monday, I am anxious that a procedure be established and followed regarding appointments in each of your departments so that we might appoint the ablest people as quickly as possible and, at the same time, avoid unnecessary embarrassment to the administration and maintain the best possible relations on the Hill. To accomplish this end, I ask each of you to adhere strictly to the following steps in making your appointments:

1. As soon as you have settled on an individual for a particular position, notify Hamilton Jordan in writing.
2. When Ham Jordan has reported back to you to proceed with the nomination, notify the appropriate Senators and Congressmen the individual is being considered for appointment and determine their reaction. If a serious problem develops here, you should consult again with Ham.
3. If there is no problem, take the necessary steps to initiate FBI, IRS and conflict of interest checks.
4. Once these are complete, notify the Senators and Congressmen that all clearances have been granted and that the announcement is imminent. If you think it appropriate, offer them the opportunity to make the announcement.
5. Initiate steps for formal appointment and announcement.

Please keep in mind that when someone is being appointed to a position which is local or regional in nature, the senators and representatives

Memorandum to Members
of the Cabinet

- 2 -

February 8, 1977

should be consulted before the appointment is firm. Members of Congress and their constituents have to deal directly with these officials and, thus, have a legitimate interest in their selection. We should try to be as sensitive as possible to these interests without abdicating our responsibility to make the ultimate selection.

If these simple procedures are followed, we should avoid any possible problems. I am asking each of you to see that they are implemented immediately. If you have any questions, please contact Ham.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

February 8, 1977

MEMORANDUM TO: MEMBERS OF THE CABINET
FROM: THE PRESIDENT
SUBJECT: Procedures regarding appointments
in your department

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February 8, 1977

should be consulted before the appointment is firm. Members of Congress and their constituents have to deal directly with these officials and, thus, have a legitimate interest in their selection. We should try to be as sensitive as possible to these interests without abdicating our responsibility to make the ultimate selection.

If these simple procedures are followed, we should avoid any possible problems. I am asking each of you to see that they are implemented immediately. If you have any questions, please contact Ham.

THE WHITE HOUSE

WASHINGTON

Date: February 8, 1977

MEMORANDUM

FOR ACTION:

~~Landon Bulter (Hamilton Jordan)~~
Jim King or Jim Gammill
Frank Moore

FOR INFORMATION: Jack Watson

FROM: Rick Hutcheson, Staff Secretary

SUBJECT: The Vice President's memo 2/7/77 re attached memo from the President concerning Procedures regarding appointments in your department.

YOUR RESPONSE MUST BE DELIVERED TO THE STAFF SECRETARY BY:
TIME: QUICK TURNAROUND
DAY:
DATE:

ACTION REQUESTED:

Your comments

Other:

STAFF RESPONSE:

I concur.

No comment.

Please note other comments below:

OK - Gammill

Rick - Must go to the President tonight.

Should CABINET OFFICERS BE CONTACTING THE HILL ON PRESIDENTIAL APPOINTMENTS? HOW DO WE KNOW IT WILL GET DONE? I SUGGEST, AT THE LEAST, THAT A LIST OF PROPOSED APPOINTMENTS CAN BE SUPPLIED WITH THE NOMINATIONS -

PLEASE ATTACH THIS COPY TO MATERIAL SUBMITTED.


If you have any questions or if you anticipate a delay in submitting the required material, please telephone the Staff Secretary immediately. (Telephone, 7052)

RICK HUTCHESON
STAFF SECRETARY

MEMORANDUM

THE VICE PRESIDENT
WASHINGTON

February 7, 1977

MEMORANDUM FOR: THE PRESIDENT
FROM: THE VICE PRESIDENT 
SUBJECT: Memo to Cabinet Members

Attached is the memorandum that you asked me to prepare
at the cabinet meeting this morning.

THE WHITE HOUSE

WASHINGTON

February 8, 1977

MEMORANDUM TO: MEMBERS OF THE CABINET

FROM: THE PRESIDENT

SUBJECT: Procedures regarding appointments
in your department

As we discussed in the Cabinet meeting Monday, I am anxious that a procedure be established and followed regarding appointments in each of your departments so that we might appoint the ablest people as quickly as possible and, at the same time, avoid unnecessary embarrassment to the administration and maintain the best possible relations on the Hill. To accomplish this end, I ask each of you to adhere strictly to the following steps in making your appointments:

1. As soon as you have settled on an individual for a particular position, notify Hamilton Jordan in writing.
2. When Ham Jordan has reported back to you to proceed with the nomination, notify the appropriate Senators and Congressmen the individual is being considered for appointment and determine their reaction. If a serious problem develops here, you should consult again with Ham.
3. If there is no problem, take the necessary steps to initiate FBI, IRS and conflict of interest checks.
4. Once these are complete, notify the Senators and Congressmen that all clearances have been granted and that the announcement is imminent. If you think it appropriate, offer them the opportunity to make the announcement.
5. Initiate steps for formal appointment and announcement.

Please keep in mind that when someone is being appointed to a position which is local or regional in nature, the senators and representatives

Memorandum to Members
of the Cabinet

- 2 -

February 8, 1977

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THE WHITE HOUSE
WASHINGTON

2-8-77

get comments from
Landon or Hamrick
Tom King or Jim Gammitt
Frank Moore or deputy

should go to the
President tomorrow

THE WHITE HOUSE
WASHINGTON

EA, JM
MEMORANDUM

Date: February 8, 1977

FOR ACTION:

Landon Bulter (Hamilton Jordan)
Jim King or Jim Gammill
Frank Moore JM

FOR INFORMATION: Jack Watson
JV
ed

FROM: Rick Hutcheson, Staff Secretary

SUBJECT: The Vice President's memo 2/7/77 re
attached memo from the President concerning
Procedures regarding appointments in your
department.

YOUR RESPONSE MUST BE DELIVERED
TO THE STAFF SECRETARY BY:

TIME: QUICK TURNAROUND

DAY:

DATE:

ACTION REQUESTED:

Your comments

Other:

STAFF RESPONSE:

I concur.

No comment.

Please note other comments below:

Must go to the President tonight.

2/8

PLEASE ATTACH THIS COPY TO MATERIAL SUBMITTED.


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RICK HUTCHESON
STAFF SECRETARY

MEMORANDUM

THE VICE PRESIDENT
WASHINGTON

February 7, 1977

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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 8, 1977

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Memorandum to Members
of the Cabinet

- 2 -

February 8, 1977

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THE WHITE HOUSE

WASHINGTON

Date: February 10, 1977

MEMORANDUM

FOR ACTION:

Hamilton Jordan
Landon Butler
Jody Powell
Mideg Costanza

FOR INFORMATION:

FROM: Rick Hutcheson, Staff Secretary

SUBJECT: Steve Selig memo 2/14/77 re
Valentine's Day One Year Ago.

**YOUR RESPONSE MUST BE DELIVERED
TO THE STAFF SECRETARY BY:**

TIME: 10:00 A.M.

DAY: Monday

DATE: February 14, 1977

ACTION REQUESTED:

Your comments

Other:

STAFF RESPONSE:

I concur.

No comment.

Please note other comments below:

PLEASE ATTACH THIS COPY TO MATERIAL SUBMITTED.

If you have any questions or if you anticipate a delay in submitting the required material, please telephone the Staff Secretary immediately. (Telephone, 7052)

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 14, 1977

MEMORANDUM FOR:

THE PRESIDENT

FROM:

STEVE SELIG *Steve Selig*

SUBJECT:

Valentine's Day One Year Ago

February 14 will always have a special place in my heart besides the fact that it is Valentine's Day. One year ago today we had the "Georgia Loves Jimmy Carter Telethon" which was a labor of love for me as Chairman, as well as the hundreds of other people who worked on the production. It's sometimes hard for me to believe that I have gone from Chairman of that event to the White House Staff. I thought you might be interested in recalling your last Valentine's Day while celebrating this one.

The two people that helped me the most in setting up the parties around the state were Jack Watson and Bert Lance. Whatever happened to them?

WASHINGTON

Date: February 10, 1977

MEMORANDUM

FOR ACTION:

Hamilton Jordan
Landon Butler
Jody Powell
Mideg Costanza

FOR INFORMATION:

FROM: Rick Hutcheson, Staff Secretary

SUBJECT: Steve Selig memo 2/14/77 re
Valentine's Day One Year Ago.

YOUR RESPONSE MUST BE DELIVERED
TO THE STAFF SECRETARY BY:

TIME: 10:00 A.M.

DAY: Monday

DATE: February 14, 1977

ACTION REQUESTED:

 Your comments

Other:

STAFF RESPONSE:

 I concur. No comment.

Please note other comments below:

Pick
Whatever happened to Steve Selig?

PLEASE ATTACH THIS COPY TO MATERIAL SUBMITTED.

If you have any questions or if you anticipate a delay in submitting the required material, please telephone the Staff Secretary immediately. (Telephone, 7052)

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 14, 1977

MEMORANDUM FOR:

THE PRESIDENT

FROM:

STEVE SELIG *Steve Selig*

SUBJECT:

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The two people that helped me the most in setting up the parties around the state were Jack Watson and Bert Lance. Whatever happened to them?

THE WHITE HOUSE
WASHINGTON

J B:

I can't quite believe
this would be
stopped - Is it
a joke?

E.

2/10

Date: February 10, 1977

MEMORANDUM

FOR ACTION:

~~Hamilton Jordan~~
Landon Butler
Jody Powell
Mideg Costanza

FOR INFORMATION:

FROM: Rick Hutcheson, Staff Secretary

SUBJECT: Steve Selig memo 2/14/77 re
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TO THE STAFF SECRETARY BY:

TIME: 10:00 A.M.

DAY: Monday

DATE: February 14, 1977

ACTION REQUESTED:

Your comments

Other:

STAFF RESPONSE:

I concur.

No comment.

Please note other comments below:

Who is
Steve Selig?

Rick -
See Glenn's comments -
✓

HP

PLEASE ATTACH THIS COPY TO MATERIAL SUBMITTED.

If you have any questions or if you anticipate a delay in submitting the required material, please telephone the Staff Secretary immediately. (Telephone, 7052)