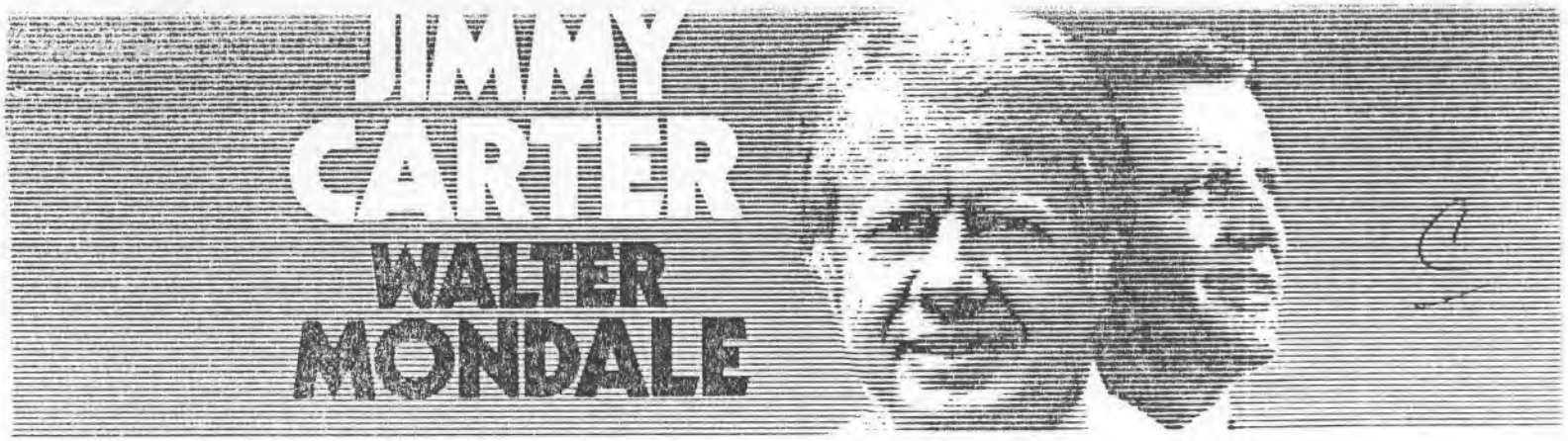
Transition Budget, 11/76

Folder Citation: Collection: Office of Staff Secretary; Series: 1976 Campaign Transition File; Folder: Transition Budget, 11/76; Container 2

To See Complete Finding Aid:
http://www.jimmycarterlibrary.gov/library/findingaids/Staff_Secretary.pdf



Leaders, for a change.

November 15, 1976

Ltr as amended JC

TO: President-Elect Jimmy Carter

FROM: Richard Harden Richard

SUBJECT: Transition Budget

I am sorry I have not gotten to you sooner on the Transition budget, but I have been working on the campaign wrapup. I have included for your information a copy of my interim report to Bob Lipshutz. It will probably be the middle of December before we have the final figures. I will be spending most of this week developing the budget for the Transition. The approach I intend to take is outlined below. Let me know if you would like to make any changes.

Just as we did for the campaign, we have developed a list of cost centers which we feel will cover all the activities involved in the Transition. The cost centers are as follows:

Jimmy Carter Support	G. Schneiders
Carter Family Support	M. MacBean
Walter/Joan Mondale Support	D. Moe
Transition Coordination	J. Watson
Policy/Agency Coordination	S. Eizenstadt
Political Coordination	H. Jordan
Congressional Liaison	F. Moore
Press	J. Powell
Inauguration Planning	B. Tirana
Talent Search Coordination	L. Butler — Hamilton
Legal Services	R. Lipshutz
Administrative Services	P. Hemmann
Budget & Finance	R. Harden

Lipshutz Chairman

Harden in charge of budget

We will meet with each of these individuals this week and develop a detailed budget showing number and cost of personnel, travel expenses and other operating expenses. We should have the initial requests and an estimate of the funds that we will need to raise summarized by the end of this week.

The revenue side of the equation is a little more complicated. At the current

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time, we have the following separate committees in operation:

- Transition Committee
- Inauguration Committee
- 1976 Democratic Presidential Campaign Committee, Inc.
- Democratic National Committee

As far as revenues are concerned, the Transition Committee will receive $2 million from the Federal government, and the Inauguration Committee will receive about $850,000 from the Franklin Mint. As indicated in my memo to Bob Lipshutz, I estimate the Campaign Committee will wind up with a small deficit, and I assume the DNC will have a rather large deficit although I have not checked the figures. The complex revenue situation has created two problems:

Assignment of Personnel

While there is general agreement as to what needs to be done during the Transition, there is disagreement as to which committee should fund which activity. For example, Jack Watson feels that the Federal funds should not be used to fund the family support activities. I feel the political people should be placed on the DNC payroll.

Fund-raising

There is a need to coordinate fund-raising efforts so that a consistent approach is utilized and to insure that all required funds are raised on a timely basis.

In my opinion, both problems can be solved fairly easily by creating a transition financial coordination group that would resolve budget problems and develop a fund-raising plan. I would recommend that the group consist of Jack Watson, Bob Lipshutz, Bob Strauss and Hamilton Jordan. I have attached a memo for your signature setting up the group and outlining their responsibilities.

To: Jimmy Carter
for info & comment —
JW

MEMORANDUM

TO: Jack Watson

FROM: Beth Sullivan

RE: Affirmative Action

DATE: November 16, 1976

Affirmative Action Overview

	Positions:	Blacks:	Women:
Totals:	128	14	46
Percentages:	100%	11%	36%

These figures reflect professional staff, only. The cut-off was above Executive Secretary. The figures are not complete in that:

1) The Commerce Liaison position is open, but is expected to be filled 11/17/76;
2) The Senate Liaison position is open; and
3) The group working directly with Hamilton is not included.

We also will do computations to reflect Ethnics in a follow-up survey.

Note:

Until we added in the staffs of the President-Elect; Vice President-Elect; Press; & Congressional Liaison (which is not yet completed); the percentage of blacks was 14% (not 11%). I expect the figure to round out to 12%.

I am extremely pleased with the competence & character of our entire transition group —

Respectfully,
Jack

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OFFICE OF PRESIDENT-ELECT

TITLE	NAME	GS LEVEL
Appointments Secretary	Greg Schneiders	GS 15/2
Scheduler	Fran Voorde	GS 14
Personal Secretary	Susan Clough	GS 12
Personal Secretary	Maxie Wells	GS 12

POSITIONS:	BLACKS:	WOMEN:
4	0	3

OFFICE OF VICE PRESIDENT-ELECT

TITLE	NAME	GS LEVEL
Transition Coordinator	Mike Berman	Maximum
Senior Aide	Peter Kyros	GS 14
Coordinator	Becky McGowan	GS 13
Administrative Assistant	Monica Borkowski	GS 10

ok

POSITIONS:	BLACKS:	WOMEN:
4	0	2

OFFICE OF TRANSITION COORDINATOR

TITLE	NAME	GS LEVEL
Transition Coordinator	Jack Watson	Maximum
Director of Transition	Barbara Blum	GS 15/5
Administrative Assistant	Cynthia Wilkes	GS 12
Administrative Assistant	Pat Yarham	GS 12
Special Assistant to Coordinator	Larry Bailey	GS 15/3
Administrative Assistant	Beth Sullivan	GS 12

ok

POSITIONS:	BLACKS:	WOMEN:
6	1	4

PRESS

TITLE	NAME	GS LEVEL
Press Secretary	Jody Powell	Maximum
Deputy Press Secretary	Betty Rainwater	GS 15
Deputy Press Secretary	Rex Grannum	GS 15
Deputy Press Secretary	Barry Jagoda	GS 15
Press Coordinator	Kate King	GS 12

POSITIONS:	BLACKS:	WOMEN:
5	0	2

CONGRESSIONAL RELATIONS

TITLE	NAME	GS LEVEL
Director	Frank Moore	Maximum
Deputy Director	Joe Mitchell	GS 15
Senate Liaison		GS 12
House Liaison	Valerie Penson	GS 12
House Liaison	Rick Merrill	GS 12
Administrative Assistant	Nancy Willings	GS 8



POSITIONS:	BLACKS:	WOMEN:	OPEN:
6	0	2	1

OFFICE OF BUDGET ANALYSIS

TITLE	NAME	GS LEVEL
Senior Advisor - Budget	Bowman Cutter	GS 15/2
Senior Budget Coordinator	Ed Deagle	GS 14/2
Senior Budget Coordinator	Barry Blechman	GS 14/2
Budget Officer	Heather Ross	GS 14/2
Budget Officer	Bob Hartman	GS 14/2
Budget Officer	Sue Woolsey	GS 14/2
Budget Officer	Robert Harris	GS 14/2
Budget Officer	Terrance Diverny	GS 14/2
Budget Officer	Nancy Teeters	GS 14/2



POSITIONS:	BLACKS:	WOMEN:
9	1	3

OFFICE OF POLICY ANALYSIS AND AGENCY LIAISON

TITLE	NAME	GS LEVEL
Director	Stuart Eizenstat	EO
Senior Advisor - Policy	Al Stern	GS 15/3
Senior Advisor - Policy	Curt Hessler	GS 15/3
General Liaison Coordinator	Bruce Kirschenbaum	GS 15/2
Advisor - Policy	Isabel Hyde	GS 13
Research Assistant	Steve Travis	GS 12
Asst. to Director	Orin Kramer	NS
Asst. to Director	Dave Rubenstein	GS 14
Asst. to Director	Louise Weiner	GS 14

NOTE: The Office of Policy Analysis and Agency Liaison includes the following clusters:

Foreign Affairs

HEW

Agriculture

Interior, Energy

Treasury, Labor, Commerce

HUD, DOT

Justice - EEOC

Government Organization

International Economics

POSITIONS:	BLACKS:	WOMEN:
7	0	2

STATE/DEFENSE/INTELLIGENCE CLUSTER

TITLE	NAME		GS LEVEL
State	Anthony Lake		GS 15/2
State	C. William Maynes	1/2	GS 14
State	Donald McHenry	1/2	GS 14
State	Richard Moose		NS
State	Paula Stern		GS 14
State	Daniel Spiegel		GS 14
NSC/Intelligence	David Aaron		NS
NSC/Intelligence	Karl Frederick Inderfurth		GS 14
Defense/Intelligence	Richard Steadman		NS
Defense/Intelligence	Lynn Davis		EO
Defense/Intelligence	Phillip Odeen		EO
Defense/Intelligence	Walter Slocombe		GS 14
Defense/Intelligence	James Woolsey		GS 14
Assistant	Oliver Miller		GS 12
Assistant	Nicholas MacNeil		GS 12
Assistant	Matthew Schaeffer		GS 12
Assistant	Dorothy Wexler	1/2	GS 12

Consultants (non-paid):

State:	Defense:
Richard Holbrooke	Graham Allison
Joseph Nye	John Cove
Eddie N. Williams	Clark McFadden
	Robert Pursley

POSITIONS:	BLACKS:	WOMEN:
12	2	2

HEW CLUSTER

TITLE	NAME	GS LEVEL
Agency Liaison Coordinator (Team Leader)	June Christmas	GS 15/2
Community Liaison and Agency Liaison Coordinator (Educ)	Sharlene Hirsch	GS 15
Program Coordinator (Educ)	K. Z. Chavis	GS 14
Agency Liaison Coordinator (Welfare)	Bert Carp	NS
Program Coordinator (Welfare I)	Grace Oliveras	GS 14
Program Coordinator (Welfare II)	Bill Johnston	GS 14
Agency Liaison Coordinator (Health)	Joe Onek	GS 14
Program Coordinator (Health)	Patt Derian	GS 14
Consultant	Edward Mead	NS
Consultant	Charles Smith	NS
Asst. Program Coordinator (Health)	Bob Havely	GS 13

6 max

7

POSITIONS:	BLACKS:	WOMEN:
8	2	3

AGRICULTURE CLUSTER

TITLE	NAME	GS LEVEL
Agency Liaison Officer	Lynn Daft	GS 14/2

POSITIONS:	BLACKS:	WOMEN:
1	0	0

INTERIOR, ENERGY CLUSTER

TITLE	NAME	GS LEVEL
Agency Liaison Officer (Team Leader and EPA)	Kitty Schirmer	GS 15/2
Agency Liaison Officer (Interior)	Kathy Fletcher	GS 14/2
Agency Liaison Officer (FEA/ERDA)	Dave Freeman	GS 14/2
Agency Liaison Officer (FEA/ERDA)	Charles Curtis	NS
Agency Liaison Officer (FEA/ERDA)	Doug Robinson	GS 14/2
Environment	Carlton Neville	GS 14
Consultant	Roger Colloff	NS
Assistant	Jim Rathlesberger	GS 13

POSITIONS:	BLACKS:	WOMEN:
6	0	2

TREASURY, LABOR, AND COMMERCE CLUSTER

TITLE	NAME	GS LEVEL
Agency Liaison Coordinator (Team Leader - Treasury, Labor, Commerce)	Jerry Jasinowski	GS 15/2
Liaison Officer (Treasury)	Roger Altman	GS 14/2
Liaison Officer (Labor)	Paul Jensen	GS 14/2
Liaison Officer (Commerce)		GS 14/2
Program Officer	Bob Ginsberg	GS 14/2
Labor Economist (Manpower)	Luci Falcone	GS 14

POSITIONS:	BLACKS:	WOMEN:	OPEN:
6	0	1	1

HUD & DOT CLUSTER

TITLE	NAME	GS LEVEL
Agency Liaison Coordinator (Team Leader - HUD/DOT)	Chester Davenport	GS 15/2
Program Coordinator (DOT)	William Fletcher	GS 14
Program Coordinator (HUD)	Charles Edson	GS 14
Asst. Program Coordinator (HUD/DOT)	Carl Reidy	GS 13

ok

POSITIONS:	BLACKS:	WOMEN:
4	1	0

JUSTICE - EEOC CLUSTER

TITLE	NAME	GS LEVEL
Agency Liaison Coordinator (Team Leader)	Joe Levin	GS 15/2
Agency Liaison Officer	David Berg	GS 14/2
Program Officer	Frances Green	GS 14

?

blacks?

POSITIONS:	BLACKS:	WOMEN:
3	0	1

GOVERNMENT ORGANIZATION CLUSTER

TITLE	NAME	GS LEVEL
Team Leader	Harrison Wellford overall	GS 15/2
* Senior Advisor - Management	Jule Sugarman OMB CService	GS 15/2
Senior Program Advisor	John Harmon No assignment Atty - Inter.	GS 15
Senior Advisor	Doug Costle Budget committee	GS 15
Senior Advisor - Regulatory Agency Reform	Si Lazarus Stu	GS 15
* Special Projects Officer	Jeffalyn Johnson Black woman CivService Brookings liaison	GS 14
Special Projects Officer	Mary Schuman ??	GS 14
Special Projects Officer	Terrance Diverny Black man aide New Orleans mayor	GS 14
Program Officer	Katie Beardsley	GS 14
Asst. Program Officer	Debbie Gottheil	GS 13
Consultant	Martha Petkas	GS 9
Consultant	Bill Drayton	EO
Consultant	Fred Bohen	EO
Consultant	Peter Schuck	EO
Consultant	Peter Petkas	EO
Consultant	Ray Calamaro	NS

4 men

* These persons will be working with several clusters.

POSITIONS:	BLACKS:	WOMEN:
11	2	5

INTERNATIONAL ECONOMICS CLUSTER

TITLE	NAME	GS LEVEL
Senior Analyst	C. Fred Bergsten	GS 15/2

POSITIONS:	BLACKS:	WOMEN:
1	0	0

T I P GROUP

TITLE	NAME	GS LEVEL
Senior Advisor (TIP Director)	Matthew Coffey	GS 15/2
Senior Advisor (Deputy TIP Director)	Richard Fleming	GS 15/2
Operations Manager	Laura Hardman	GS 12
Personnel Officer	Chuck Parrish	GS 13
Personnel Officer	Syd Butler	GS 13
Personnel Officer	Mitzi Wentherm	GS 13
Personnel Officer	Tom Reston	GS 13
Personnel Officer	Vicki Mongiardo	GS 13
Personnel Officer	Bob Etchison	GS 13
Personnel Officer	Margaret McKenna	GS 13
Personnel Officer	Leonard Mitchell	GS 13
Personnel Officer	Bill Albers	GS 13
Personnel Officer	Bob Brown	GS 13
Personnel Officer	Nyra Long	GS 13
Personnel Officer	Elise Jude Mason	GS 13
Personnel Assistant	George Miller	GS 9
Personnel Assistant	Joe Norton	GS 9
Personnel Assistant	John Carlin	GS 9
Personnel Assistant	Janet Oliver	GS 9
Personnel Assistant	Tim Davis	GS 9
Personnel Assistant	Pam Howell	GS 9

5 more

POSITIONS:	BLACK:	WOMEN:
21	4	8

OFFICE OF ADMINISTRATION

TITLE	NAME	GS LEVEL
Administrator	Walter Kallaur	GS 15/2
Deputy for Financial Management	Jon Stein	GS 14
Deputy for Administration	Rodgers Stewart	NS
Mail Supervisor	Ann Ainsworth	GS 13
Office Coordinator	Skip Holcombe	GS 11
Travel Coordinator	Gary Packingham	GS 11
Administrative Assistant	Sara Gordon	GS 8
Personnel Coordinator	Eileen Argulewicz	GS 9
Mailroom Coordinator	Lloyd Corwin	GS 12
Production Supervisor	Betty Mizek	GS 11
Equipment Coordinator	Steve Elkins	GS 11
Message Center Coordinator	Paula Watson	GS 9
Housing Coordinator	Lizzie Sadoff	GS 7
Volunteer Coordinator	Chris Fox	GS 7
Records Coordinator	Jim Mitchell	GS 9

5 May

POSITIONS:	BLACKS:	WOMEN:
14	1	6

	1	2	3	4	5	6	7	8	9	10
S-1	$5,810	$6,004	$6,198	$6,392	$6,586	$6,780	$6,974	$7,168	$7,362	$7,556
2	6,572	6,791	7,010	7,229	7,448	7,667	7,886	8,105	8,324	8,543
3	7,408	7,655	7,902	8,149	8,396	8,643	8,890	9,137	9,384	9,631
4	8,316	8,593	8,870	9,147	9,424	9,701	9,978	10,255	10,532	10,809
5	9,303	9,613	9,923	10,233	10,543	10,853	11,163	11,473	11,783	12,093
6	10,370	10,716	11,062	11,408	11,754	12,100	12,446	12,792	13,138	13,484
7	11,523	11,907	12,291	12,675	13,059	13,443	13,827	14,211	14,595	14,979
8	12,763	13,188	13,613	14,038	14,463	14,888	15,313	15,738	16,163	16,588
9	14,097	14,567	15,037	15,507	15,977	16,447	16,917	17,387	17,857	18,327
10	15,524	16,041	16,558	17,075	17,592	18,109	18,626	19,143	19,660	20,177
11	17,056	17,625	18,194	18,763	19,332	19,901	20,470	21,039	21,608	22,177
12	20,442	21,123	21,804	22,485	23,166	23,847	24,528	25,209	25,890	26,571
13	24,308	25,118	25,928	26,738	27,548	28,358	29,168	29,978	30,788	31,598
14	28,725	29,683	30,641	31,599	32,557	33,515	34,473	35,431	36,389	37,347
15	33,789	34,915	36,041	37,167	38,293	39,419	40,545*	41,671*	42,797*	43,923*
16	39,629*	40,950*	42,271*	43,592*	44,913*	46,234*	47,555*	48,876*	50,197*	
17	46,423*	47,970*	49,517*	51,064*	52,611*					
18	54,410*									

*The rate of basic pay for employees at these rates would be limited by section 5308 of title 5 of the United States Code to the rate for level V of the Executive Schedule which, effective with the date of this adjustment, would become $39,600.

CARTER – MONDALE

TRANSITION PLANNING GROUP

SUMMARY OF ACTUAL
AND
BUDGETED EXPENSES

BY DEPARTMENT

THROUGH _____, 19 ____

Jimmy!
This is a format of a weekly report to keep us apprised of our budget profile –
JW

COMPARISON OF ACTUAL TO BUDGETED EXPENSES

TO DATE _____

LINE NO	OBJECT CODE/ CLASS	DESCRIPTION OF EXPENSE	OFFICE OF PRESIDENT ELECT DEPT. 10			OFFICE OF VICE-PRESIDENT ELECT DEPT. 20			TRANSITION POLICY PLANNING DEPT. 30			POLITICAL COORDINATION DEPT. 40			LINE NO
			ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
1	114	PAYROLL													1
2	116	CONSULTANTS													2
3	211	TRAVEL AND PER DIEM													3
4	211	CHARTER FLIGHTS													4
5	231	OFFICE SPACE													5
6	234	EQUIPMENT RENTAL													6
7	261	OFFICE SUPPLIES													7
8	270	TELEPHONE													8
9	274	POSTAGE													9
10	150	LIVING ALLOWANCE													10
11		F.B.I. REIMBURSEMENT													11
12		NOMINEE/APPOINTEE SUPPORT													12
13		MISCELLANEOUS													13
14		TOTAL													14
15															15
16															16
17															17
18			BUDGET ANALYSIS DEPT. 50			POLICY ANALYSIS/AGENCY LIAISON DEPT. 60			TALENT INVENTORY PROGRAM DEPT. 70			PRESS DEPT. 80			18
19															19
20			ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	20
21	114	PAYROLL													21
22	116	CONSULTANTS													22
23	211	TRAVEL AND PER DIEM													23
24	211	CHARTER FLIGHTS													24
25	231	OFFICE SPACE													25
26	234	EQUIPMENT RENTAL													26
27	261	OFFICE SUPPLIES													27
28	270	TELEPHONE													28
29	274	POSTAGE													29
30	150	LIVING ALLOWANCE													30
31		F.B.I. REIMBURSEMENT													31
32		NOMINEE/APPOINTEE SUPPORT													32
33		MISCELLANEOUS													33
34		TOTAL													34

CARTER-MONDALE TRANSITION PLANNING GROUP

COMPARISON OF ACTUAL TO BUDGETED EXPENSES

TO DATE _____

LINE NO	OBJECT CODE/ CLASS	DESCRIPTION OF EXPENSE	CONGRESSIONAL RELATIONS DEPT. 90 ACTUAL	BUDGET	VARIANCE	TREASURER/LEGAL COUNSEL DEPT. 100 ACTUAL	BUDGET	VARIANCE	ADMINISTRATION/FINANCE DEPT. 110 ACTUAL	BUDGET	VARIANCE	NOMINEE/APPOINTEE SUPPORT DEPT. 120 ACTUAL	BUDGET	VARIANCE	LINE NO
1	114	PAYROLL													1
2	116	CONSULTANTS													2
3	211	TRAVEL AND PER DIEM													3
4	211	CHARTER FLIGHTS													4
5	231	OFFICE SPACE													5
6	234	EQUIPMENT RENTAL													6
7	261	OFFICE SUPPLIES													7
8	270	TELEPHONE													8
9	274	POSTAGE													9
10	150	LIVING ALLOWANCE													10
11		F.B.I. REIMBURSEMENT													11
12		NOMINEE/APPOINTEE SUPPORT													12
13		MISCELLANEOUS													13
14		TOTAL													14
15															15
16															16
17															17
18															18
19															19
20															20

TOTAL OF ALL DEPARTMENTS ACTUAL	BUDGET	VARIANCE	LINE NO
			21
			22
			23
			24
			25
			26
			27
			28
			29
			30
			31
			32
			33
			34
			35

LINE NO	OBJECT CODE/ CLASS	DESCRIPTION OF EXPENSE
21	114	PAYROLL
22	116	CONSULTANTS
23	211	TRAVEL AND PER DIEM
24	211	CHARTER FLIGHTS
25	231	OFFICE SPACE
26	234	EQUIPMENT RENTAL
27	261	OFFICE SUPPLIES
28	270	TELEPHONE
29	274	POSTAGE
30	150	LIVING ALLOWANCE
31		F.B.I. REIMBURSEMENT
32		NOMINEE/APPOINTEE SUPPORT
		MISCELLANEOUS
		TOTAL

GREEN-TINT NO. 6604
BUFF NATURAL TONE NO. 7704

	Initials
Prepared By	
Approved By	

CARTER-MONDALE TRANSITION PLANNING GROUP
COMPARISON OF ACTUAL TO BUDGETED EXPENSES
TO DATE _____

LINE NO.	DEPT. NO.	DEPARTMENT	(1) ACTUAL	(2) BUDGET	(3) VARIANCE	(4)
1	10	OFFICE OF PRESIDENT ELECT				
2	20	OFFICE OF VICE-PRESIDENT ELECT				
3	30	TRANSITION POLICY PLANNING				
4	40	POLITICAL COORDINATION				
5	50	BUDGET ANALYSIS				
6	60	POLICY ANALYSIS / AGENCY LIAISON				
7	70	TALENT INVENTORY PROGRAM				
8	80	PRESS				
9	90	CONGRESSIONAL RELATIONS				
10	100	TREASURER / LEGAL COUNSEL				
11	110	ADMINISTRATION / FINANCE				
12	120	NOMINEE / APPOINTEE SUPPORT				
13	.	TOTAL				



Leaders, for a change.

November 21, 1976

TO: President-elect Jimmy Carter

FROM: Richard Harden and Bob Lipshutz

SUBJECT: Transition Budget and Other Financial Matters

While there remains some loose ends, it appears that we have a basic solution for the transition budget problem. The solution involves the following adjustments:

Salary Reductions

It was initially proposed that the top salary be set at $39,900 on an annual basis. It is our judgment that this figure be reduced to $28,700 and that corresponding adjustments be made in other salaries. The savings is approximately $470,000. No additional jobs will be established without your personal approval.

Restricted Travel and Living Expenses

It is recommended that a restricted approach be used in the handling of travel and living allowance. The priority will be (1) official business, (2) allowance to pay for the initial trip to Washington for people coming from out of town to work on the transition and (3) allowances for individuals who are working in Washington but still maintaining a family in another city. In the case of the third category, the allowance would be allocated only on a hardship basis. The projected saving is approximately $270,000.

Other Reductions

We were able to save $100,000 when we determined that the cost of FBI investigations would not be charged against the transition budget, and an additional $68,000 from a further analysis and reduction of other costs.

DNC and Campaign Components

Some of the individuals working on political matters have been placed on the DNC payroll. In addition, most of the budget

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and finance people will be working on the Campaign wrap-up at least through December. It is recommended that these two committees absorb approximately $100,000 (DNC) and $50,000 (Campaign) respectively.

Other Factors

Because of the time constraints, this budget has been put together with a minimum amount of analysis and with little input from cost center directors. We therefore recommend that the reserve be left at $438,000 instead of $300,000 as requested by you until there has been more analysis and the budgets have been reviewed with the cost center directors in detail. Because of the reduction in salaries, it might be necessary to increase somewhat the amount allocated to travel and living expenses.

Excluding the Inauguration Budget, the effect of the various changes are summarized below:

	Initial Budget	Revised Budget	Reduction
Personnel Cost	$ 1,587,000	$ 1,115,659	$ 471,341
Travel and Per Diem	250,000	57,050	192,950
Living Allowances	125,000	47,180	77,820
Other	660,000	491,850	168,150
TOTAL	$ 2,622,000	$ 1,711,739	$ 910,261
DNC Allocation		(100,000)	
Campaign Allocation		(50,000)	
Total Federal Funds Budgeted		1,561,739	
Reserve		438,261	
TOTAL		$ 2,000,000	

The revised budget is shown in detail in the analysis included as Attachment 1. The analysis contains an overall expense summary by cost center and a detailed analysis of each cost center.

As to the campaign wrap-up, it appears that some additional funds will be needed by the General Election Campaign Committee and/or DNC to pay off campaign debts to Rafshoon, Caddell and others. When total needs have been determined, the Budget Committee will make a fund-raising recommendation.

In regard to the Inauguration Committee's budget, we are currently working with Bardyl and his staff and we should have detailed budgets ready for review by you and the committee within a week to ten days.

Finally, we have included for your consideration a draft of a press release discussing the financial activities of the transition period.

Attachment

DRAFT: November 21, 1976

PRESS RELEASE

Transition Financial Activities

President-Elect Carter announced today that he has established a Budget Committee to coordinate the financial activities of the Transition Committee, the Inauguration Committee, the General Election Campaign Committee and the Democratic National Committee. The members of the Budget Committee are Bob Lipshutz, Chairman; Bob Strauss, Jack Watson, Bardyl Tirana, and Hamilton Jordan. The Budget Committee will have three basic functions:

Budget Review

The Committee will review the budgets of all the committees to insure that the operating guidelines are consistent and that funds are being properly utilized.

Assign Costs

As in any situation where multiple groups are involved, there are always questions as to which committee should be assigned which costs. The Committee will be responsible for resolving any problems in this regard.

Fundraising

The DNC and the Inauguration Committee will both be raising funds and the Committee has been given responsibility for coordinating these efforts.

While the detailed budgets are still being finalized, President-Elect Carter did announce that the initial budget for the $2,000,000 in public funds will contain a $300,000 reserve and that he had set the top salary for the Transition employees at $28,700 on an annual basis. He added that the zero base budgeting techniques used during his administration in Georgia, and also used during the campaign, will be employed to insure that all funds, public and private, are properly utilized.

R. HARDEN

TRANSITION BUDGET COMMITTEE

OVERALL TRANSITION BUDGET ANALYSIS

NOVEMBER 21, 1976

COST CTR. #	COST CENTER NAME	PERSON RESPONSIBLE	FED. FUNDS	PRIV. FUNDS	TOTAL	PERSONNEL DATA # EMPLOYEES VOL.	PD.	AV. SAL.	COST	TRAVEL	LIV. ALLOW.	OTHER
010	JIMMY CARTER SUPPORT	G. SCHNEIDERS	155 447	-	155 447	-	15	13600	50 477	1800	720	102 450
020	CARTER FAMILY SUPPORT	M. MACBEAN	52 863	-	52 863	-	10	15 850	37 413	1950	1500	12 000
030	WALTER/JOAN MONDALE SUPPORT	M. BERMAN	57 336	-	57 336	-	7	17 000	30 136	3000	1200	23 000
040	TRANSITION COORDINATION	J WATSON	39 568	-	39 568	-	8	18 300	32 668	3300	3600	-
060	POLICY/AGENCY COORD	S. EIZENSTAT	323 016	-	323 016	24	70	20 300	305 516	7500	10 000	-
080	POLITICAL COORDINATION	H. JORDAN	73913	100 000	173913	-	37	15900	150 663	14850	8400	
100	CONGRESSIONAL RELATIONS	F. MOORE	50 012	-	50 012	-	10	20220	42812	1800	3000	2400
120	PRESS	J. Powell	99867	-	99867	-	22	15350	76467	5000	11400	7000
140	INAUGURATION PLANNING	B. TIRANA										
160	TALENT SEARCH COORD.	H. JORDAN	122 277	-	122 277		38	13907	112 277	6000	4000	-
180	LEGAL SERVICES	R. LIPSHUTZ	16 632	-	16632	1	3	17500	13332	1800	1500	-
200	ADMINISTRATIVE SERVICES	P. NEMMAN	516 022	-	516 022	-	47	12 059	183972	7050		325 000
210	BUDGET + FINANCE	R. HARDEN	54 786	50000	104 786	2	20	15750	79926	3000	1860	20 000
	SUBTOTAL		1561739		1711739		249		1115659	57050	47180	491 850
	RESERVE		438 261		438 261							438 261
	TOTAL		2000000	150000	2150000		249		1115659	57050	47180	930 111

COST CTR. NO. 010

1 OF 2

COST CTR. NAME JIMMY CARTER SUPPORT DATE PREPARED 11/21/76

PERSON RESPON. G. Schneiders PREPARED BY L. HAYES

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL OTHER	TOTAL
01	Appointment Secretary		G. Schneiders	28 700	14	553	11/1	12	6636	6 900	360		7896
02	Scheduler		F. Voorde	20 500	12	393	11/1	12	4716	3 450	180		5 346
03	Personal Secretary		S. Clough	15 500	10	299	11/1	12	3588				3588
04	Personal Secretary		M. Wells	15 500	10	299	11/1	12	3588	3 450	180		4218
05	Administrative Director		M. Hartnett	15 500	10	299	11/1	12	3588				3588
06	Assistant		G. Doar	12 800	8	246	11/1	12	2952				2952
07	Assistant		Lewis	12 800	8	246	11/1	12	2952				2952
08	Assistant		Simpson	12 800	8	246	11/1	12	2952				2952
09	Assistant		Dudley	12 800	8	246	11/1	12	2952				2952
10	Assistant		K. Hayes	12 800	8	246	11/1	12	2952				2952
11	Assistant		C. Cohen	11 500	7	221	11/1	12	2652				2652
12	Telephone Operator		—	8 300	4	159	11/15	10	1590				1590
13	Telephone Operator		—	8 300	4	159	11/15	10	1590				1590
14	Telephone Operator		—	8 300	4	159	11/15	10	1590				1590
15	Secretary		—	8 300	4	159	11/15	10	1590				1590
	SUB TOTAL			204 400	AV	4 13,600			45 888	1 800	720		48 408

COST CTR. NO. 010
2062

COST CTR. NAME JIMMY CARTER SUPPORT DATE PREPARED 11/21/76

PERSON RESPON. G. SCHNIEDNERS PREPARED BY L. HAYES

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	OTHER	TOTAL
	SUBTOTALS FROM PAGE 1								45888	1800	720		48458
	PAY ROLL TAX OF 10%								4589				4589
	OFFICE											38800	38800
	EQUIPMENT AND FURNITURE											3000	3000
	TELE PHONE											15000	15000
	AUTO MOBILES											12000	12000
	CHARTER TRAVEL											33650	33650
	TOTAL								50477	1800	720	102450	155447

COST CTR. NO. 020
1061

COST CTR. NAME CARTER FAMILY SUPPORT DATE PREPARED 11/21/76

PERSON RESPON. M. MAC BEAN PREPARED BY L. HAYES

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL OTHER	TOTAL
										T R S			
01	STAFF DIRECTOR - PLAINS		M. MAC BEAN	28700	14	553	11/1	12	6636	6 900	600		8136
02	PRESS SECRETARY - WASH		M. HOYT	24300	13	468	11/1	12	5616	5 750	600		6966
03	APPOINTMENT SECRETARY WASH.		T. FENDERSON	15500	10	299	11/1	12	3588	2 300	300		4188
04	INAUGURATION COMMITTEE REP WASH.		K. CADE	15500	10	299	11/15	10	2990				2990
05	ASSISTANT PRESS DIRECTOR WASH		A. ANDERSON	15500	10	299	11/15	10	2990				2990
06	ADMIN. ASST. - STAFF DIRECTOR - WASH.		C. BENIFIELD	12800	8	246	11/15	10	2460				2460
07	ADMIN. ASST. - PRESS SECRETARY - WASH.		F. COLLINS	12800	8	246	11/15	10	2460				2460
08	CORRESPONDENCE SECRETARY ROSALYN - ALT.		H. DOUGHERTY	11500	7	222	11/1	12	2664				2664
09	CORRESPONDENE SECRETARY FAMILY - ALT.		—	11500	7	222	11/15	10	2220				2220
10	TYPIST - ALT.		V. SPENSE	10400	6	199	11/1	12	2388				2388
	SUB TOTAL			158500	AV	15850			34012	1950	1500		37462
	DAY ROLL TAX OF 10%								3401				3401
	CHARTER FLIGHTS											10000	10000
	R. CARTER TRAVEL EXPENSE											2000	2000
	TOTAL								37413	1950	1500	12000	52863

COST CTR. NO. 030
1 of 1

COST CTR. NAME WALTER/JOAN MONDALE SUPPORT DATE PREPARED 11/21/76

PERSON RESPON. MIKE BERMAN PREPARED BY L. HAYES

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL OTHER	TOTAL
										R&S			
01	TRANSITION COORDINATOR		MIKE BERMAN	28 700	14	553	11/1	12	6636	20 3000	1200		10 836
02	SENIOR AIDE		GENE GODLEY	20 500	12	393	11/1	12	4716				4 716
03	SENIOR AIDE		PETER KYROS	17000	11	328	11/1	12	3936				3936
04	COORDINATOR		BECKY MCGOWAN	14 100	9	271	11/1	12	3252				3252
05	ADMIN. ASSISTANT		MONICA BORKOWSKI	12 800	8	246	11/1	12	2952				2952
06	ADMIN. ASSISTANT		TRESSA SMITH	12 800	8	246	11/1	12	2952				2952
07	ADMIN ASSISTANT		WENDY ERDLICK	12800	8	246	11/1	12	2952				2952
	SUB TOTAL			118 700	AV	17000			27 396	3000	1200		31 596
	PAYROLL TAX AT 10%								2740				2740
	TRAVEL - MONDALE EXPENSES											20 000	20 000
	TELEPHONES - CREDIT CARD											3000	3000
	TOTAL								30 136	3000	1200	23000	57 336

COST CTR. NO. 040
1071

COST CTR. NAME TRANSITION COORDINATION DATE PREPARED 11/21/76

PERSON RESPON. JACK WATSON PREPARED BY L. HAYES

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
01	TRANSITION COORDINATOR		JACK WATSON	28700	14	563	11/15	10	5530	12 1800	1500		8830
02	DIRECTOR OF TRANSITION		BARBARA BLUM	24300	13	468	11/1	12	5616	6 900	1500		8016
03	ADMINISTRATIVE ASSISTANT		CYNTHIA WILKES	14100	9	271	11/1	12	3252	2 300	300		3852
04	ADMINISTRATIVE ASSISTANT		PAT VARHAM	15500	10	299	11/15	10	2990	2 300	300		3590
05	SPECIAL ASSISTANT TO COORDINATOR		LARRY BAILEY	24300	13	468	11/15	10	4680				4680
06	ADMINISTRATIVE ASSISTANT		BETH SULIVAN	14100	9	271	11/15	10	2710				2710
07	EXECUTIVE ASSISTANT		MARI FORBES	12800	8	246	11/15	10	2460				2460
08	EXECUTIVE SECRETARY		SANDRA HICKS	12800	8	246	11/15	10	2460				2460
	SUB TOTAL			146600	AV	18300			29698	3300	3600		36598
	PAY ROL TAX OF 10%								2970				2970
	TOTAL								32668	3300	3600		39568

COST CTR. NO. 060
P.1 of 10

COST CTR. NAME Policy / Agency Coordination DATE PREPARED 11/19/96

PERSON RESPON. S. Eizenstadt PREPARED BY

APPROVED BY

OFFICE OF POLICY AND AGENCY LIAISON:

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
01	Director		Stuart Eizenstadt		OE								
02	Senior Advisor - Policy		Al Stern	24/300	13	468	11/1	12	5616				
03	Senior Advisor - Policy		Curt Hessler	24/300	13	468	11/15	10	4680				
04	General Liaison Coordinator		Bruce Kirschenbaum	24/300	13	468	11/15	10	4680				
05	Advisor - Policy		Isabel Hilde	17000	11	328	11/1	12	3936				
06	Research Assistant		Steve Travis	17000	11	328	11/15	10	3280				
07	Asst. to Director		Orin Kramer	—	NS	—							
08	Asst. to Director		Dave Rubenstein	20500	12	393	11/15	10	3930				
09	Asst. to Director		Lous Weiner	20500	12	393	11/15	10	3930				
	SUBTOTALS		SALARIED EMPLOYEES 7	147900	AV	21000			30052				

COST CTR. NO. 060
p.2 of 10

COST CTR. NAME Policy / Agency Coordination DATE PREPARED

PERSON RESPON. S. Eizenstadt PREPARED BY

APPROVED BY

Office of Budget Analysis

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
01	Senior Advisor - Budget		Bowman Cutter	24 300	13	468	11/15	10	4680				
02	Senior Budget Coordinator		Ed Dealey	20 500	12	393	11/15	10	3930				
03	Senior Budget Coordinator		Barry Blechman	20 500	12	393	11/15	10	3930				
04	Budget Officer		Heather Ross	20 500	12	393	11/15	10	3930				
05	Budget Officer		Bob Hartman	20 500	12	393	11/15	10	3930				
06	Budget Officer		Sue Woolsey	20 500	12	393	11/15	10	3930				
07	Budget Officer		Robert Harris	20 500	12	393	11/15	10	3930				
08	Budget Officer		Terrance Diveny	20 500	12	393	11/15	10	3930				
09	Budget Officer		Nancy Teeters	20 500	12	393	11/15	10	3930				
	SUB TOTAL		SALARIED EMPLOYEES 9	188 300	AV	20 900			36120				

COST CTR. NO. 060
p. 3 of 10

COST CTR. NAME Policy / Agency Coordination DATE PREPARED

PERSON RESPON. S. Eizenstadt PREPARED BY

APPROVED BY

State / Defense / Intelligence Cluster

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
01	State		Anthony Lake	24 300	13	468	11/15	10	4680				
02	State		C. William Maynes	20 500	12	393	11/15	10	3930				
03	State		Donald McHenry	20 500	12	393	11/15	10	3930				
04	State		Richard Moose	—	NS	—	—		—				
05	State		Paula Stean	20 500	12	393	11/15	10	3930				
06	State		Daniel Spiegel	20 500	12	393	11/15	10	3930				
07	Legal Counsel		Sam Bleicher	17 000	11	328	11/15	10	3280				
08	NSC / Intelligence		David Aaron	—	NS	—	—		—				
09	NSC / Intelligence		Karl F. Inderfurth	20 500	12	393	11/15	10	3930				
10	Defense / Intelligence		Richard Steadman	—	NS	—	—		—				
11	Defense / Intelligence		Lynn Davis	—	EO	—	—		—				
12	Defense / Intelligence		Phillip Odeen	—	EO	—	—		—				
13	Defense / Intelligence		Walter Slocombe	20 500	12	393	11/15	10	3930				
14	Defense / Intelligence		James Woolsey	20 500	12	393	11/15	10	3930				
15	Assistant		Oliver Miller	15 500	10	299	11/15	10	2990				

COST CTR. NO. 060
P 4 J 8 10

COST CTR. NAME Policy / Agency Coordination DATE PREPARED

PERSON RESPON. S. Eizenstat PREPARED BY

APPROVED BY

State / Defense / Intelligence Cluster (Cont'd)

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
16	Assistant		Nicholas MacNeil	15500	10	299	11/15	10	2990				
17	Assistant		Matthew Schaeffer	15500	10	299	11/15	10	2990				
18	Assistant		Dorothy Wexler	15500	10	299	11/15	10	2990				
19	State: Consultant		Richard Holbrooke	—	NS			—	—				
20	State: Consultant		Joseph Nye	—	NS			—	—				
21	State: Consultant		Eddie N. Williams	—	NS			—	—				
22	Defense: Consultant		Graham Allison	—	NS			—	—				
23	Defense: Consultant		John Cove	—	NS			—	—				
24	Defense: Consultant		Clark McFadden	—	NS			—	—				
25	Defense: Consultant		Robert Pursley	—	NS			—	—				
	SUBTOTALS	SALARIED EMPLOYEES 13		231500	AV	17807			47430				

COST CTR. NO. 060
P5 OF 10

COST CTR. NAME Policy/Agency Coordination DATE PREPARED

PERSON RESPON. S. Eizenstart PREPARED BY

APPROVED BY

HEW Cluster

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
01	Agency Liaison Coordinator (Leader)		June Christmas	24300	13	468	11/15	10	4680				
02	Comm. Liaison + Agency Liason Coord (Educ)		Sharlene Hirsch	24300	13	468	11/15	10	4680				
03	Program Coordinator (Educ)		K.Z. Chavis	20500	12	393	11/15	10	3930				
04	Agency Liaison Coordinator (Welfare)		Bert Carp	—	NS	—	—		—				
05	Program Coordinator (Welfare II)		Grace Olivera	20500	12	393	11/15	10	3930				
06	Program Coordinator (Welfare II)		Bill Johnston	20500	12	393	11/15	10	3930				
07	Consultant		Edward Mead	—	NS	—	—		—				
08	Consultant		Charles Smith	—	NS	—	—		—				
09	Ass't Prog Coordinator (Health)		Bob Havely	17000	11	328	11/15	10	3280				
10	Executive Secretary		Sheila Garcia	12800	8	246	11/15	10	2460				
	SUBTOTALS	SALARIED EMPLOYEES - 7		139900	AV	20000			26890				

COST CTR. NO. 060

P60F10

COST CTR. NAME ~~Policy~~ / Agency Coordination DATE PREPARED

PERSON RESPON. S. Eisenstadt PREPARED BY

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S.	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
	AGRICULTURE CLUSTER												
01	AGENCY LIAISON OFFICER		L. DAFT	20 500	12	393	11/15	10	3930				
		SALARIED EMPLOYEES 1											
	INTERIOR/ENERGY CLUSTER												
01	AGENCY LIAISON OFF (TEAMLEADER)		K. SCHIRMER	24 300	13	468	11/15	10	4680				
02	AGENCY LIAISON OFF (INTERIOR)		K. FLETCHER	20 500	12	393	11/15	10	3930				
03	AGENCY LIAISON OFF. (FEA/ERDA)		D. FREEMAN	20 500	12	393	11/15	10	3930				
04	AGENCY LIAISON OFF. (FEA/ERDA)		C. CURTIS	—	NS	—	—		—				
05	AGENCY LIAISON OFF (FEA/ERDA)		D. ROBINSON	20 500	12	393	11/15	10	3930				
06	ENVIRONMENT		C. NEVILLE	20 500	12	393	11/15	10	3930				
07	CONSULTANT		R. COLLOFF	—	NS	—	—		—				
08	ASSISTANT		J. RATHLESBERGER	17 000	11	328	11/15	10	3280				
	PAGE SUBTOTALS	SALARIED EMPLOYEES - 7		143 800	AV	20500			27440				

COST CTR. NO. 060
p70f10

COST CTR. NAME Block/Agency Coordinator DATE PREPARED 11/9/76

PERSON RESPON. S. Eizenstadt PREPARED BY

APPROVED BY

Treasury / Labor / Commerce Cluster

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
01	Agency Liaison Coor (Team Leader - T, L, C)		Jerry Jasinowski	24 300	13	468	11/15	10	4680				
02	Liaison Officer (Treasury)		Roger Altman	20 500	12	393	11/15	10	3930				
03	Liaison Officer (Labor)		Paul Jensen	20 500	12	393	11/15	10	3930				
04	Liaison Officer (Commerce)		-	20 500	12	393	11/15	10	3930				
05	Liaison Economist (Manpower)		Luci Falcone	20 500	12	393	11/15	10	3930				
06	Executive Secretary			12 800	8	246	11/15	10	2460				
	Cluster Subtotal	Salaried Employees - 5		119 100	AV	4850			22860				
	HUD/DOT Cluster												
01	Agency Liaison Coordinator		C. Davenport	24 300	13	468	11/15	10	4680				
02	Program Coordinator (DOT)		W. Fletcher	20 500	12	393	11/15	10	3930				
03	Program Coordinator (HUD)		C. Edison	20 500	12	393	11/15	10	3930				
04	Asst Program Coor. (HUD/DOT)		C Reidy	17000	11	328	11/15	10	3280				
05	Executive Secretary		-	12 800	8	246	11/15	10	2460				
	Cluster Sub Total	Salaried Employees - 5		95 100	AV	1900			18280				

COST CTR. NO. 060

COST CTR. NAME POLICY/AGENCY COORDINATION DATE PREPARED 11/19/76

PERSON RESPON. S. EIZENSTAT PREPARED BY

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
	JUSTICE/EEOC CLUSTER												
01	AGENCY LIAISON COORDINATOR		J. LEVIN	24 300	13	468	11/15	10	4680				
02	AGENCY LIAISON OFFICE		D. BERG	20 500	12	393	11/15	10	3930				
03	PROGRAM OFFICER		E. GREEN	20 500	12	393	11/15	10	3930				
04	EXECUTIVE SECRETARY		—	12 800	8	246	11/15	10	2460				
	CLUSTER SUBTOTALS	SALARIED EMPLOYEES - 4		78 100	AV	19525			15000				
	INTERNATIONAL ECONOMICS CLUSTER												
01	SENIOR ANALYST		C. BERGSTEN	24 300	13	468	11/15	10	4680				
		SALARIED EMPLOYEES — 1											

COST CTR. NO. 060 9 of 10

COST CTR. NAME Policy/Agency Coord DATE PREPARED 11/19/76

PERSON RESPON. PREPARED BY

APPROVED BY

GOVERNMENT ORGANIZATION CLUSTER

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
01	TEAM LEADER		H. WELLFORD	24300	13	468	11/15	10	4680				
02	SENIOR ANALYST		J. SUGARMAN	24300	13	468	11/15	10	4680				
03	SENIOR PROGRAM ADVISOR		J. HARMON	24300	13	468	11/15	10	4680				
04	SENIOR ADVISOR		D. COSTLE	24300	13	468	11/15	10	4680				
05	SENIOR ADVISOR		S. LAZARUS	24300	13	468	11/15	10	4680				
06	SPECIAL PROJECTS OFFICER		J. SOHNSON	20500	12	393	11/15	10	3930				
07	SPECIAL PROJECTS OFFICER		M. SCHUMAN	20500	12	393	11/15	10	3930				
08	SPECIAL PROJECTS OFFICER		T. DIVERNY	20500	12	393	11/15	10	3930				
09	PROGRAM OFFICER		K. BEARDSLEY	20500	12	393	11/15	10	3930				
10	ASST. PROGRAM OFFICER		D GOTTHELF	17000	11	328	11/15	10	3280				
11	CONSULTANT		M. PETKAS	12800	8	246	11/15	10	2460				
12	CONSULTANT		B. DRAYTON	—	EO	—	—		—				
13	CONSULTANT		F BOHEN	—	EO	—	—		—				
14	CONSULTANT		P. SHUCK	—	EO	—	—		—				
15	CONSULTANT		P. PETKAS	—	EO	—	—		—				

COST CTR. NO. 060
10 of 0

COST CTR. NAME _____ DATE PREPARED _____

PERSON RESPON. _____ PREPARED BY _____

APPROVED BY _____

POS. #	DESCRIPTION		ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
16	CONSULTANT			L. CALAMARO	—	US	—	—		—				
	SUBTOTAL		SALARIED EMPLOYEES -11		233300	AV	21200			44860	50 7500	10000		
	SUBTOTAL CARRIED FORWARD		SALARIED EMPLOYEES -59		1188500	AV	20100			232882				
	TOTAL			-70	1421800	AV	20300			277742				
	PAYROLL TAXES AT 10%									27774				
	GRAND TOTAL									305516	7500	10000		323016

COST CTR. NO. 080 / 1063

COST CTR. NAME Political Coordination DATE PREPARED 11/21/76

PERSON RESPON. Hamilton Jordan PREPARED BY L. Hayes

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	~~TOTAL~~ OTHER	TOTAL
01	Dir. Political Coordination		Hamilton Jordan	28700	14	553	11/1	12	6636	12 1800	1500		9936
02	Dir.'s Administrative Ass't		Caroline Wellons	15500	10	299	11/1	12	3588	1 150	-		3738
03	Appt's Assistant		Edie Draper	15500	10	299	11/1	12	3588	1 150	-		3738
04	Deputy Director of PC		Landon Butler	24300	13	468	11/1	12	5616	12 1800	1500		8916
05	Chief of Political Liaison		Tim Kraft	24300	13	468	11/1	12	5616	6 900	-		6516
06	Political Consultant		Pat Caddell		OE					6 900	600		1500
07	Minority Affairs Dir		Ben Brown	24300	13	468	11/15	10	4680	12 1800	1500		7980
08	Asst. to Director of PC		Rich Hutcheson	24300	13	468	11/1	12	5616	6 900	1500		8016
09	Business Consultant		Mike Thomas		OE					6 900	600		1500
10	Asst. to Director of PC		Jim Gammell	20500	12	393	11/1	12	4716	150	-		4866
11	Asst. to Director of PC		Phil Wise	20500	12	393	11/1	12	4716	150	-		4866
12	Asst to Director of PC		Joe Duffy	24300	13	468	11/1	12	5616	-	-		5616
13	Asst. to Director of PC		Ann Wexler	20500	12	393	11/1	12	4716	150	-		4866
14	Asst to Director of PC		Harry Schwartz	20500	12	393	11/1	12	4716	150	-		4866
15	Political Aide		Bill Simon	15500	10	393	11/1	12	4716	150	-		4866

COST CTR. NO. 080 203

COST CTR. NAME Political Coordination DATE PREPARED 11/21/76

PERSON RESPON. Hamilton Jordan PREPARED BY L. Hayes

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
16	Political Aide		Peggy Rainwater	15500	10	299	11/1	12	3588	150			3738
17	Political Aide		Lannie Elderkin	14100	9	271	11/15	10	2710	150			2860
18	Receptionist		Sherry McWoods	10400	6	199	11/1	12	2388	150			2538
19	Dep. Dir of Pol Liaison		Jim Ellsberg	24300	13	468	11/15	10	4680	6 900	600		6180
20	DNC Coordinator		David Hales	24300	13	468	11/15	10	4680	6 900	600		6180
21	Political Coordinator		Laurie Baux	14100	9	271	11/1	12	3252	150			3402
22	Political Coordinator		Tic Segerblum	14100	9	271	11/1	12	3252	150			3402
23	Political Coordinator		Sandy Abby	14100	9	271	11/1	12	3252	150			3402
24	Political Coordinator		Willis Jones	14100	9	271	11/1	12	3252	150			3402
25	Political Coordinator		Rick Hernandez	14100	9	271	11/1	12	3252	150			3402
26	Political Coordinator		Jay Wade	14100	9	271	11/1	12	3252	150			3402
27	Political Coordinator		Charles Duncan	14100	9	271	11/1	12	3252	150			3402
28	Political Coordinator		Randy Kinder	14100	9	271	11/1	12	3252	150			3402
29	Political Coordinator		Jerri Thompson	14100	9	271	11/1	12	3252	150			3402
30	Political Coordinator		J.B. Bleckley	14100	9	271	11/1	12	3252	150			3402
31	Political Coordinator		Scott Barnette	14100	9	271	11/1	12	3252	150			3402

COST CTR. NO. 080/303

COST CTR. NAME Political Coordination DATE PREPARED 11/21/76

PERSON RESPON. Hamilton Jordan PREPARED BY L. Hayes

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
32	Political Coordinator		Rob Firth	14100	9	271	11/1	12	3252	150			3402
33	Political Coordinator		Ted Celeste	14100	9	271	11/1	12	3252	150			3402
34	Political Aide		David Fry	12800	8	246	11/1	12	2952	150			3102
35	Political Aide		Caroline McKennan	12800	8	246	11/1	12	2952	150			3102
36	Political Aide		Marilyn McKennan	12800	8	246	11/1	12	2952	150			3102
37	Political Adm. Asst		Alecia Smith	14100	9	271	11/1	12	3252	150			3402
	Subtotal			59030	AV	1134			136966	14850	8400		160216
	Payroll Taxes 10%								13697				13697
	Total								150663	14850	8400		173913

COST CTR. NO. 100

1 of 1

COST CTR. NAME CONGRESSIONAL LIAISON DATE PREPARED 11/21/76

PERSON RESPON. FRANK MOORE PREPARED BY L. HAYES

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL OTHER	TOTAL
01	DIRECTOR		FRANK MOORE	28 700	14	553	11/1	12	6636	6 900	1500		9036
02	ASSISTANT DIRECTOR		JOE MITCHELL	24 300	13	468	11/1	12	5616	6 900	1500		8016
03	ASSISTANT DIRECTOR - SENATE			24 300	13	468	11/22	9	4212				4212
04	ASSISTANT DIRECTOR - HOUSE		RICK MERRILL	24 300	13	468	11/15	10	4680				4680
05	ASSISTANT DIRECTOR - HOUSE			24 300	13	468	11/22	9	4212				4212
06	ASSISTANT DIRECTOR - HOUSE			24 300	13	468	11/22	9	4212				4212
07	ADMIN. ASST - CORRESPOND. & PROTOCOL		NANCY WILLING	14 100	9	271	11/15	10	2710				2710
08	SECRETARY - CORRESPONDENCE			12 800	8	246	11/22	9	2214				2214
09	SECRETARY			12 800	8	246	11/22	9	2214				2214
10	SECRETARY - FILES			12 800	8	246	11/22	9	2214				2214
	SUB TOTALS			202 700	AV	20270			38920	1800	3000		43720
	PAYROLL TAXES AT 10%								3892				3892
	ENTERTAINMENT											2400	2400
	TOTALS								42812	1800	3000	2400	50012

COST CTR. NO. 120 1 OF 2

COST CTR. NAME PRESS DATE PREPARED 11/21/76

PERSON RESPON. J. POWELL PREPARED BY L. HAYES

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL (TRIPS)	TRAVEL	ALLOWANCE	~~TOTAL~~OTHER	TOTAL
01	PRESS SECRETARY		J. POWELL	28700	14	553	11/1	12	6636	12	1800	1500		9936
02	DEPUTY PRESS SECRETARY		R. GRANUM	24300	13	468	11/1	12	5616			1200		6816
03	ASSISTANT PRESS SECRETARY		R. NEUSTADT	15500	10	299	11/15	10	2990					2990
04	ASSISTANT PRESS SECRETARY		-	15500	10	299	11/22	9	2691					2691
05	PRESS AIDE		K. KING	12800	8	246	11/1	12	2952			1200		4152
06	PRESS AIDE		C. SHIELDS	12800	8	246	11/1	12	2952			1200		4152
07	PRESS AIDE		K. GORMAN	14100	9	271	11/1	12	3252			1200		4452
08	PRESS AIDE		B. LUMPKIN	11500	7	222	11/1	12	2664			1200		3864
09	PRESS AIDE		M. COHEN	11500	7	222	11/1	12	2664			1200		3864
10	PRESS AIDE		C. CORNELL	11500	7	222	11/1	12	2664			1200		3864
11	DEPUTY PRESS SECRETARY		B. JAGODA	24300	13	468	11/1	12	5616	12	1800			7416
12	LIAISON OFFICER		W. WURFEL	24300	13	468	11/15	10	4680	3	450			5130
13	PRESS AIDE		J. WALES	11500	7	222	11/22	9	1998					1998
14	PRESS AIDE		L. PEAKE	11500	7	222	11/22	9	1998					1998
15	PRESS AIDE		C. PEAKE	11500	7	222	11/22	9	1998					1998

COST CTR. NO. 120
2 OF 2

COST CTR. NAME PRESS — DATE PREPARED 11/21/76

PERSON RESPON. J. POWELL — PREPARED BY L. HAYES

APPROVED BY

POS. #		DESCRIPTION		ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	~~TOTAL~~ OTHER	TOTAL
16	PRESS	AIDE			—	11 500	7	222	11/22	9	1998				1998
17	PRESS	AIDE				11 500	7	222	11/22	9	1998				1998
18	PRESS	AIDE				11 500	7	222	11/22	9	1998				1998
19	DEPUTY	PRESS SECRETARY			BETTY RAINWATER	24 300	13	468	11/1	12	5616	6 950	1500		8060
20	ASSISTANT	PRESS SECRETARY				17000	11	328	11/22	9	2952				2952
21	SECRETARY					10 400	6	199	11/22	9	1791				1791
22	SECRETARY					10 400	6	199	11/22	9	1791				1791
	SUB TOTALS					337 900	AV	15 350			69 515	5 000	11 400		85915
	PAY ROLL TAXES OF 10%										6952				6952
	SPECIAL EQUIPMENT													7000	7000
	TOTAL										76 467	5000	11 400	7000	99867

COST CTR. NO. 160
1063

COST CTR. NAME TALENT SEARCH COORDINATION DATE PREPARED 11-2176

PERSON RESPON. H. JORDAN PREPARED BY

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	PAY SCALE G/S	PAY SCALE WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
01	DIRECTOR	H. JORDAN		–	SEE COST CTR. # 060	–	–	–	–				–
02	DEPUTY DIRECTOR	L. BUTLER		–	SEE COST CTR 060	–	–	–	–				–
03	SENIOR ADVISOR (TIP DIRECTOR)	M. COFFEY		24 300	13	468	11/15	10	4 680	150			
04	SENIOR ADVISOR (DEPUTY TIP DIRECTOR)	R. FLEMING		24 300	13	469	11/15	10	4 680	150			
05	OPERATIONS MANAGER	L. HARDMAN		15 500	10	299	11/15	10	2990	150			
06	PERSONNEL OFFICER	C. PARRISH		17 000	11	328	11/15	10	3 280	150			
07	PERSONNEL OFFICER	S. BUTLER		17 000	11	328	11/15	10	3280	150			
08	PERSONNEL OFFICER	M. WENTHEM		17 000	11	328	11/15	10	3280	150			
09	PERSONNEL OFFICER	T. RESTON		17 000	11	328	11/15	10	3280	150			
10	PERSONNEL OFFICER	V. MANGIARDO		17 000	11	328	11/15	10	3280	150			
11	PERSONNEL OFFICER	B ETCHISON		17 000	11	328	11/15	10	3280	150			
12	PERSONNEL OFFICER	M. MCKENNA		17 000	11	328	11/15	10	3280	150			
13	PERSONNEL OFFICER	L. MITCHELL		17 000	11	328	11/15	10	3280	150			
14	PERSONNEL OFFICER	B ALBERS		17 000	11	328	11/15	10	3240	150			
15	PERSONNEL OFFICER	B BROWN		17 000	11	328	11/15	10	3280	150			

COST CTR. NO. 160
2 OF 3

COST CTR. NAME TALENT SEARCH COORDINATION DATE PREPARED 11/21/76

PERSON RESPON. H. JORDAN PREPARED BY

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
16	PERSONNEL OFFICER	N. LONG		17 000	11	328	11/15	10	3280	150			3430
17	PERSONNEL OFFICER	E.J. MASON		17 000	11	328	11/15	10	3280	150			3430
18	PERSONNEL ASSISTANT	G. MILLER		12 800	8	246	11/15	10	2460	150			2610
19	PERSONNEL ASSISTANT	S. NORTON		12 800	8	246	11/15	10	2460	150			2610
20	PERSONNEL ASSISTANT	J. CARLIN		12 800	8	246	11/15	10	2460	150			2610
21	PERSONNEL ASSISTANT	J. OLIVER		12 800	8	246	11/15	10	2460	150			2610
22	PERSONNEL ASSISTANT	T. DAVIS		12 800	8	246	11/15	10	2460	150			2610
23	PERSONNEL ASSISTANT	P. HOWELL		12 800	8	246	11/15	10	2460	150			2610
24	EXECUTIVE SECRETARY	E. WALSH		12 800	8	246	11/15	10	2460	150			2610
25	PROCESSOR	F. KIDD		11 500	7	222	11/15	10	2220	150			2370
26	PROCESSOR	E. KNAPP		11 500	7	222	11/15	10	2220	150			2370
27	PROCESSOR	M. COX		11 500	7	222	11/15	10	2220	150			2370
28	PROCESSOR	M. HERRING		11 500	7	222	11/15	10	2220	150			2370
29	PROCESSOR	T. FOSTER		11 500	7	222	11/15	10	2220	150			2370
30	PROCESSOR	P. BUTLER		11 500	7	222	11/15	10	2220	150			2370

COST CTR. NO. 160

COST CTR. NAME Talent Search Coodination DATE PREPARED 11/21/76

PERSON RESPON. H. Jordan PREPARED BY

APPROVED BY

313

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
31	Paralegal	H. MacArthur		11 500	7	222	11/5	10	2 220	150			2370
32	Typist	J. Kress		10400	6	199	11/5	10	1990	150			2140
33	Typist	J. Kenna		10400	6	199	11/5	10	1990	150			2140
34	Typist	P. Kelly		10400	6	199	11/5	10	1990	150			2140
35	Typist	J. Sanders		10400	6	199	11/5	10	1990	150			2140
36	Typist	J. Harris		10400	6	199	11/5	10	1990	150			2140
37	Typist			10400	6	199	11/5	10	1990	150			2140
38	Typist			9300	5	179	11/5	10	1790	150			1940
39	Typist			9300	5	179	11/5	10	1790	150			1940
40	Typist			9300	5	179	11/5	10	1790	150			1940
	SUBTOTALS			528500	AV	13907			101780	38 5700	4000		
	PAYROLL TAXES AT 10%								10178				
	TOTALS					(minor Error)			112277	6000	4000		122277

COST CTR. NO. 180
1081

COST CTR. NAME LEGAL SERVICES DATE PREPARED 11/21/76

PERSON RESPON. ROBERT LIPSHUTZ PREPARED BY L. HAYES

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	~~TOTAL~~	TOTAL
										Trips			
01	GENERAL COUNSEL		R. LIPSHUTZ	—	EO	—	—		—	12 1800	1500		3300
02	COUNSEL		D. HURON	24 300	13	468	11/1	12	5616				5616
03	ADMINISTRATIVE ASSISTANT		J. FALK	14 100	9	271	11/1	12	3252				3252
04	ADMINISTRATIVE ASSISTANT		J. STARR	14 100	9	271	11/1	12	3252				3252
	SUB TOTALS			52 500	AV.	17 500			12 120	1800	1500		15 420
	PAYROLL TAXES AT 10%								1212				1212
	TOTAL								13 332	1800	1500		16 632

COST CTR. NO. 200
1 OF 4

COST CTR. NAME ADMINISTRATIVE DATE PREPARED 11/21/76

PERSON RESPON. HEMMANN PREPARED BY L. HAYES

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
01	DIRECTOR		P. HEMMANN	28700	14	553	11/3	12	6636	150			6786
02	ADMINISTRATIVE ASST.		L. THRASHER	14100	9	271	11/3	12	3252	150			3402
03	ADMINISTRATOR		W. KELLNER	28700	14	553	11/3	12	6636	150			6786
04	DEPUTY FOR FINANCIAL MANAGEMENT		J. STEIN	20500	12	393	11/3	12	4716	150			4866
05	MAIL SUPERVISOR		A. AINSWORTH	17000	11	328	11/3	12	3936	150			4086
06	OFFICE COORDINATOR		S. HOLCOMBE	15500	10	299	11/3	12	3588	150			3738
07	TRAVEL COORDINATOR		G. PACKINGHAM	15500	10	299	11/3	12	3588	150			3738
08	ADMINISTRATIVE ASST.		S. GORDON	12800	8	246	11/3	12	2952	150			3102
09	PERSONNEL COORDINATOR		E. ARGULEWICZ	14100	9	271	11/3	12	3252	150			3402
10	MAILROOM COORDINATOR		L. CORWIN	15500	10	299	11/3	12	3588	150			3738
11	PRODUCTION SUPERVISOR		B. MIZEK	14100	9	271	11/3	12	3252	150			3402
12	EQUIPMENT COORDINATOR		S. ELKINS	15500	10	299	11/3	12	3588	150			3738
13	MESSAGE CENTER COORDINATOR		P. WATSON	12800	8	246	11/3	12	2952	150			3102
14	HOUSING COORDINATOR		L. SADOFF	11500	7	222	11/3	12	2664	150			2814

COST CTR. NO. 200

2 OF 4

COST CTR. NAME ADMINISTRATIVE DATE PREPARED 11/21/76

PERSON RESPON. HERMMANN PREPARED BY L. NAYES

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
15	VOLUNTEER COORDINATOR		C. FOX	11,500	7	222	11/3	12	2664	150			2814
16	RECORDS COORDINATOR		J. MITCHELL	14,100	9	271	11/3	12	3252	150			3402
17	TYPIST		C. GIANCOLA	10,400	6	199	11/3	12	2388	150			2538
18	TYPIST		J. DINWIDDER	10,400	6	199	11/3	12	2388	150			2538
19	TYPIST		R. GOERLIN	10,400	6	199	11/3	12	2388	150			2538
20	TYPIST		P. PARKER	10,400	6	199	11/3	12	2388	150			2538
21	TYPIST		B. MOXLEY	10,400	6	199	11/3	12	2388	150			2538
22	TYPIST		K. VEEK	10,400	6	199	11/3	12	2388	150			2538
23	TYPIST / MAG CARD		R. MORRISON	11,500	7	222	11/3	12	2664	150			2814
24	TYPIST / MAG CARD		E. CALCOTE	11,500	7	222	11/3	12	2664	150			2814
25	TYPIST / MAG CARD		P. DONDEY	11,500	7	222	11/3	12	2664	150			2814
26	RECEPTIONIST		S. PARKER	9,300	5	179	11/3	12	2148	150			2298
27	RECEPTIONIST		S. LOCKS	9,300	5	179	11/3	12	2148	150			2298
28	SORTING SUPERVISOR		OPEN	11,500	7	222	11/3	12	2664	150			2814
29	SORTER		OPEN	9,300	5	179	11/3	12	2148	150			2298
30	SORTER		OPEN	8,300	4	159	11/3	12	1908	150			2058

COST CTR. NO. 200

COST CTR. NAME ADMINISTRATIVE DATE PREPARED 11/21/76

PERSON RESPON. HEMMAN PREPARED BY L. HAYES

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
31	SORTER		OPEN	9300	5	179	11/3	12	2148	150			2298
32	COURIER		OPEN	9300	5	179	11/3	12	2148	150			2298
33	COURIER		OPEN	9300	5	179	11/3	12	2148	150			2298
34	MAIL RENDER		OPEN	9300	5	179	11/3	12	2148	150			2298
35	MAIL RENDER		OPEN	9300	5	179	11/3	12	2148	150			2298
36	MAIL RENDER		OPEN	9300	5	179	11/3	12	2148	150			2298
37	MAIL RENDER		OPEN	9300	5	179	11/3	12	2148	150			2298
38	MAIL RENDER		OPEN	9300	5	179	11/3	12	2148	150			2298
39	MAIL RENDER		OPEN	9300	5	179	11/3	12	2148	150			2298
40	MAIL RENDER		OPEN	9300	5	179	11/3	12	2148	150			2298
41	MAIL RENDER		OPEN	9300	5	179	11/3	12	2148	150			2298
42	MAIL RENDER		OPEN	9300	5	179	11/3	12	2148	150			2298
43	TYPIST		OPEN	9300	5	179	11/3	12	2148	150			2298
44	TYPIST		OPEN	9300	5	179	11/3	12	2148	150			2298
45	TYPIST		OPEN	9300	5	179	11/3	12	2148	150			2298
46	TYPIST		OPEN	9300	5	179	11/3	12	2148	150			2298

COST CTR. NO. 200

4 OF 4

COST CTR. NAME ADMINISTRATIVE DATE PREPARED 11/21/76

PERSON RESPON. HEMMAN PREPARED BY L. HAYES

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	TOTAL	TOTAL
47	ACCOUNTING CLERK		S. KATZ	11500	7	222	11/3	12	2664	150			2814
	SUB TOTAL			566800	AV	12059			130884	7050			137934
	PAYROLL TAXES OF 10%								13088				13088
	ATLANTA CLOSE OUT	- PAYROLL							40000				40000
		- ADMINISTRATION										50000	50000
	ADMINISTRATIVE COSTS	- WASHINGTON										275000	275000
	TOTAL								183972	7050		325000	516022

COST CTR. NO. 210
1 of 2

COST CTR. NAME BUDGET & FINANCE DATE PREPARED 11/21/76

PERSON RESPON. RICHARD HARDEN PREPARED BY L. HAYES

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	OTHER TOTAL	TOTAL
01	DIRECTOR		R. HARDEN	28700	14	553	11/1	12	6636	12 1800	1500		9936
02	DEPUTY DIRECTOR		R. ANDREWS	24300	13	468	11/1	12	5616	2 300	120		6036
03	BUDGET CONSULTANT		J. LIBBY		OE								
04	BUDGET COORDINATOR		L. HAYES		OE								
05	CHEIF ACCOUNTANT		D. FIELDS	20500	12	393	11/1	12	4716				4716
06	ASST. CONTROLLER		J. TYLER	20500	12	393	11/1	12	4716	6 900	240		5856
07	BUDGET COORDINATOR		D. SAGEMILLER	20500	12	393	11/1	12	4716				4716
08	ADP LIAISON		J. LAMBERT	15500	10	299	11/1	12	3588				3588
09	CASH CONTROL CLERK		M. HOLTON	15500	10	299	11/1	12	3588				3588
10	PAYROLL CLERK		B. ESTES	15500	10	299	11/1	12	3588				3588
11	BILLING CLERK		E. GRIFFIN	15500	10	299	11/1	12	3588				3588
12	CONTRIBUTIONS CLERK		J. DANIEL	12800	8	246	11/1	12	2952				2952
13	EXECUTIVE ASSISTANT		K. DREW	12800	8	246	11/1	12	2952				2952
14	EXECUTIVE ASSISTANT		L. GILLIAM	12800	8	246	11/1	12	2952				2952

COST CTR. NO. 210
2082

COST CTR. NAME BUDGET & FINANCE DATE PREPARED 11/21/76

PERSON RESPON. RICHARD HARDEN PREPARED BY L. HAYES

APPROVED BY

POS. #	DESCRIPTION	ASSIGNED TO	NAME	PAY SCALE ANNUAL	G/S	WEEKLY	START DATE	# WEEKS	TOTAL SALARY	TRAVEL AND LIVING ALLOWANCE TRAVEL	ALLOWANCE	OTHER TOTAL	TOTAL
15	REIMBURSEMENT CLERK		D. BRAGG	12800	8	246	11/1	12	2952				2952
16	CONTRIBUTION CLERK		P. STALY	12800	8	246	11/1	12	2952				2952
17	ACCOUNTS PAYABLE CLERK		B. BELL	12800	8	246	11/1	12	2952				2952
19	ACCOUNTS PAYABLE CLERK		S. TARIQ	12800	8	246	11/1	12	2952				2952
19	ACCOUNTS PAYABLE CLERK		J LINDSEY	12800	8	246	11/1	12	2952				2952
20	BILLING CLERK		P. FOSSUM	12800	8	246	11/1	12	2952				2952
21	DOCUMENTATION CLERK		D. REED	12800	8	246	11/1	12	2952				2952
22	SECRETARY		S. REED	10400	6	199	11/1	12	2388				2388
	SUB TOTALS			314900	AV	15750			72660	3000	1860		77520
	PAY ROLL TAX OF 10%								7266				7266
	CONSULTANT & COMPUTER FEES											20000	20000
	TOTAL								79926	3000	1860	20000	104786