2/7/77 [3]

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Note	Hutcheson to Watson, w/attachments, 7 pp. Re: Treasury nominations	2/7/77	C

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THE WHITE HOUSE
WASHINGTON

February 7, 1977

Tim Kraft

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

Rick Hutcheson

Attachment: re Amy's Baptism

THE WHITE HOUSE
WASHINGTON

FEBRUARY 4, 1977

MR. PRESIDENT:

WE HAVE BEEN TOLD YOU PREFER THAT AMY'S BAPTISMAL SUNDAY BE PERFORMED PRIVATELY, I.E. NOT AS PART OF THE PUBLIC SERVICE WITH PARISHONERS PRESENT. THE CHURCH HAS INCLUDED THE BAPTISM IN ITS PROGRAM. ARRANGEMENTS, HOWEVER, COULD UNDOUBTEDLY BE MADE FOR A SEPARATE CEREMONY. WHICH DO YOU PREFER:

PRIVATE_____

INCLUDED IN SERVICE_____ ✓

They've banned photos etc

TIM

THE WHITE HOUSE
WASHINGTON

February 7, 1977

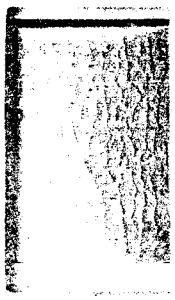
Stu Eizenstat -

Request of Senator Inouye et, al. that Sugar Import Quotas be lowered

The attached was returned in the President's outbox. The signed letter has been delivered by Frank Moore's office.

Rick Hutcheson





file to Skeppering

X

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR: THE PRESIDENT

FROM: STU EIZENSTAT

SUBJECT: Request of Senator Inouye et. al. that Sugar Import Quotas be Lowered

Attached is a response to correspondence received during transition from the Hawaii Congressional delegation requesting immediate restrictions on sugar imports.

Though additional import restrictions would provide temporary relief to U.S. sugar producers, it would likely exacerbate the longer term adjustment problem by accelerating the displacement of beet and cane sugar by high-fructose corn syrup. In addition, it would highten tension between the U.S. and foreign sugar producers at a time when we are seeking to promote freer world trade.

Since the International Trade Commission now has this matter under investigation, it seems highly desirable to await their findings before proceeding. Hopefully, these findings will be transmitted within two or three weeks though they are now delayed by litigation.

In the meantime, Secretary Bergland has formed an internal Departmental task force to thoroughly review major options and make recommendations so that we will be prepared to act when the ITC reports.

Since this issue cuts across several agency lines, we will share this correspondence with the Secretaries of State and Treasury, Director of the Office of Management and Budget, Chairman of the Council of Economic Advisors, and the Special Trade Representative, as well as the Secretary of Agriculture.

THE WHITE HOUSE

WASHINGTON

MEMORANDUM FOR: RICK HUTCHESON

FROM: ZBIGNIEW BRZEZINSKI

SUBJECT: Sugar: Proposed Reply to Senator Inouye

You asked for my comments on Stu Eizenstat's memo to the President concerning sugar imports and his draft reply to Senator Inouye.

I concur in the proposed reply. It correctly outlines our major concerns about taking immediate action to restrict sugar imports. In his memorandum, Stu notes that the sugar problem is one that cuts across agency lines. That is indeed the case. Whatever action we take to control the flow of sugar imports will have important foreign and economic policy ramifications as well as a significant impact on the domestic economy. For that reason, I recommend that an interagency group under the EPG should also be established to study both the foreign and domestic economic policy considerations, in addition to the internal USDA task force set up by Bob Bergland. This will enable the President to have before him a series of options taking into account our broader national interests as well as the needs of the domestic sugar industry.

THE WHITE HOUSE
WASHINGTON

February 7, 1977

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

*Stu Eizenstat
Frank Moore
Zbigniew Brzezinski

*P.S. Stu Eizenstat, please send copies to Secretaries of State, Treasury Director of OMB, Chairman of the Council of Economic Advisors, and Special Trade Representative as well as the Sec. of Agriculture.

THE WHITE HOUSE

WASHINGTON

Dear Senator Inouye:

Thank you for your letter of December 22, 1976, sent to my Plains address, which has now come to my attention, updating me on the domestic sugar situation. Since receiving your earlier letter, I have been following the situation closely.

As you know, we are still awaiting results of the U.S. International Trade Commission investigation. Though their work has been temporarily delayed by litigation, they are trying to resolve that problem so they might complete their work. I do not feel it would be appropriate to act on this matter until the Commission has reported its findings.

In anticipation of the ITC report, I am asking Secretary Bergland to review the matter thoroughly and recommend a course of action. Furthermore, I am asking that this review be completed within 10 days so that I can take prompt action upon receipt of the ITC report.

I appreciate the importance and the urgency of this situation and will act on it at the earliest possible opportunity.

Sincerely,

Jimmy

The Honorable Daniel K. Inouye
U.S. Senate
Washington, D.C. 20510

~~note to~~

cc signed
letter to
STM
Frank
BRZ

THE WHITE HOUSE
WASHINGTON

February 7, 1977

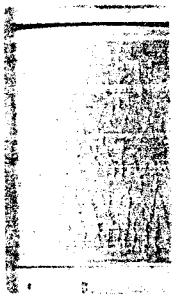
Stu Eizenstat -

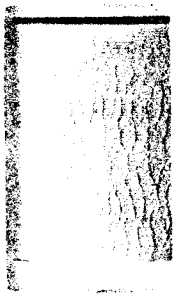
The attached was returned in the President's outbox. It is forwarded to you for appropriate handling.

Rick Hutcheson

cc: Tim Kraft

re: Federal Register Briefing





—

STY

THE PRESIDENT HAS SEEN.

ok proceed
J

THE WHITE HOUSE

WASHINGTON

February 1, 1977

MEMORANDUM FOR: THE PRESIDENT

FROM: Stu Eizenstat Stu

SUBJECT: Federal Register

In following up on your note to me of January 28, 1977 for a briefing on the Federal Register and the Code of Federal Regulations, I have met with Bob Linder and Bob Crandall, the latter being temporary head of the Council on Wage and Price Stability. To make the 30-minute briefing as meaningful as possible I have suggested to them that such a briefing should include the following topics:

1. The varying requirements and procedures for rulemaking by agencies, including discussion of the availability of public comment prior to the promulgation of such regulations.

2. Methods by which the volume of regulations may be reduced (for example, through achievement standards).

3. Methods by which regulations published in the Federal Register and then codified in the Code of Regulations, can be more lucid and understandable (for example requiring your Cabinet Secretaries to read all regulations promulgated by their agencies and departments and/or requiring the bureaucrat who has written the regulations to sign them.)

4. Ways in which the tremendous lag time between passage of legislation and the promulgation of legislation can be reduced. (For example, it took almost two years to promulgate regulations pursuant to the legislation prohibiting sex discrimination in extracurricular sports activities).

?

5. Methods by which the Council on Wage and Price Stability and/or other entities within the Executive Office of the President can review such regulations before they are published to ensure that they are consistent with the legislation and with the President's own policies and commitments (you may remember during the campaign, President Ford having to learn in the newspapers of the ridiculous HEW regulation prohibiting father-son activities.)

6. The best way to effectuate an inflationary impact statement requirement for such regulations.

7. What control, if any, the President can have over the promulgation of regulations in the Federal Register by "independent" agencies like the ICC, FTC, FCC, etc.

By a copy of this memorandum, I am requesting Tim Kraft to provide the 30-minute briefing you requested as soon as he deems it appropriate.

cc: Tim Kraft

THE WHITE HOUSE
WASHINGTON

February 7, 1977

Bob Lipshutz

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

Rick Hutcheson

Attachment: White House Credit Union.

THE WHITE HOUSE
WASHINGTON

TO BOB L.

THE WHITE HOUSE
WASHINGTON

MR. PRESIDENT:

Stu Eizenstat had no comment on this. No one else has responded to the staffing of the memo.

Rick (wds)

THE WHITE HOUSE

ACTION MEMORANDUM WASHINGTON LOG NO.:

Date: February 4, 1977 Time:

FOR ACTION: cc (for information):

Hamilton Jordan
Stu Eizenstat
Jack Watson
Jody Powell
FROM THE STAFF SECRETARY

DUE: Date: Satruday, February 5, 1977 Time: 3:00 P.M.

SUBJECT:

Robert J. Lipshutz memo to the President re membership to the White House Credit Union.

ACTION REQUESTED:

____ For Necessary Action

____ Prepare Agenda and Brief

__X__ For Your Comments

__X__ For Your Recommendations

____ Draft Reply

____ Draft Remarks

REMARKS:

Stu - no comment

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.

RICK HUTCHESON
STAFF SECRETARY

THE WHITE HOUSE

WASHINGTON

February 3, 1977

MEMORANDUM FOR THE PRESIDENT

FROM: ROBERT J. LIPSHUTZ RJL

On Tuesday, February 8, I am going to give a brief speech to the Conference of the Credit Union National Association, which is being held here in Washington.

You will recall that I have been involved actively in the past in representing Credit Unions in Georgia.

There is a White House Credit Union located in the Old Executive Office Building (OEOB). I joined it a few days ago and would like to ask you if you would join. Obviously, this would be quite meaningful for Credit Unions in general, as well as the local people. I am advised that the WHCU has been reserving Account No. 1 for many years in hopes that a President would become a member.

If you wish to become a member, I would like to announce that you had done or desire to do so when I make my remarks to the National group next Tuesday.

Please advise at your convenience.

APPROVE _____ DISAPPROVE _____

What is involved?

J

THE WHITE HOUSE
WASHINGTON

February 7, 1977

Jack Watson -

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

Rick Hutcheson

cc: Jody Powell

Re; Transcribing of Cabinet Minutes

THE WHITE HOUSE
WASHINGTON

cc Jack
Jody

THE PRESIDENT HAS SEEN.

THE WHITE HOUSE

WASHINGTON

February 5, 1977

MEMORANDUM TO: THE PRESIDENT

FROM: JACK WATSON JW

RE: TRANSCRIBING OF CABINET MINUTES

As you know, the only record of the Cabinet meetings so far has been the minutes I have prepared. It might be wise for us to have, not for public distribution but for our own use, a verbatim record of the meetings.

If you think such a record would be helpful, I can contract with the same reporting company that does the transcribing for all of Jody's press briefings. I understand from Jody that the press briefings are taken down by stenotype and transcribed within hours of the briefing. The only disadvantage I see is the possible inhibiting effect of "being on the record" that some people might feel.

What do you think?

ok. Keep tight custody of transcript

J

THE WHITE HOUSE
WASHINGTON

February 7, 1977

Bob Lipshutz -

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

Rick Hutcheson

cc: Hugh Carter
Ham Jordan

Re: Brooks Committee

THE WHITE HOUSE
WASHINGTON

TO Bob Lipshutz - Hi Tim

info to Warm
Hug!

THE WHITE HOUSE
WASHINGTON

Mr. President:

Regarding the attached memorandum from Hugh Carter, which suggests a policy on giving information to the Government Operations Committee about White House use of military aircraft:

Lipshutz said:

"I disagree with this proposal. We should (1) develop and publish a flexible set of guidelines for use of military aircraft; (2) publish ourselves a copy of each manifest, with stated reason for each person aboard, except in cases of a confidential nature."

Hamilton said:

"I think disclosing records of certain activities here is compatible with our goal of having an open Administration. I don't want it to appear, however, that Brooks or his staff are bullying us into anything that is not reasonable."

Rick

THE PRESIDENT HAS SEEN.

THE WHITE HOUSE

WASHINGTON

ACTION

February 3, 1977

Bob - Ham - Hugh
Figure out what to make public - Don't give Committee anything not made public - Submit your recommendation to me
J

MEMORANDUM FOR THE PRESIDENT

FROM: HUGH CARTER, JR.

SUBJECT: Brooks Committee

On Tuesday of this week, Bill Gulley and I appeared before staff members of Congressman Jack Brooks' Committee on Government Operations in an informal discussion about the White House use of military aircraft.

Bill Gulley was questioned closely about what military aircraft are available to the President and how President Ford used them. I was questioned about how the Carter Administration would utilize the aircraft. I was specifically asked to supply copies of complete manifests of Presidential and support flights to the Brooks Committee each 90 days. Also, I was requested to submit to the Committee a set of regulations that the Carter Administration would use in regulating the use of the aircraft.

It is my understanding that in the past, President Johnson and President Ford refused to supply copies of any manifests to this Committee. President Nixon did give them the times and trips that his daughters rode on the aircraft. It is my understanding that as soon as Mr. Nixon gave the Committee the information involving his daughters, stories about it immediately appeared in the Washington Post.

The problems that we will face if we provide them with any or all manifests are as follows:

(1) From just observing manifests, it is very easy for this Committee to misunderstand why certain people may be on a Presidential or support flight. Also, it would be easy for them to misunderstand the purpose of a support flight.

(2) Information of this nature can easily be utilized for political purposes against this Administration.

(3) If we reveal the manifests, I feel we would be exposing ourselves to considerable interference in running the White House operations. Just like we do not try to interfere in how the Congress runs its office, I feel they should not try to interfere in how you run your office.

It is my recommendation that we cooperate with this Committee in every way we can, but that we give them an appropriate reason for not wanting to supply them with complete manifests of Presidential and support flights. It is also my recommendation that we not set up a detailed set of regulations, but that we set up a brief and flexible outline on how we want to use aircraft and I see no reason why we could not furnish this general outline to the Committee.

Agree_____ Disagree_____

THE WHITE HOUSE

ACTION MEMORANDUM WASHINGTON LOG NO.:

Date: February 4, 1977 Time:

FOR ACTION: cc (for information):

Bob Lipshutz Stu Eizenstat
Jack Watson Jody Powell
Hamilton Jordan Frank Moore -o/-
Zbigniew Brzezinski
FROM THE STAFF SECRETARY

DUE: Date: Monday, February 7, 1977 Time: 10:00 A.M.

SUBJECT: Hugh Carter, Jr. memo 2/3/77 re Brooks Committee.

ACTION REQUESTED:

____ For Necessary Action ____X____ For Your Recommendations

____ Prepare Agenda and Brief ____ Draft Reply

____X____ For Your Comments ____ Draft Remarks

REMARKS:

Frank Moore - o/c

2BT o/c

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.

RICK HUTCHESON
STAFF SECRETARY

THE WHITE HOUSE

WASHINGTON

MEMORANDUM

Date: February 4, 1977

Time:

FOR ACTION:

Bob Lipshutz
Jack Watson
Hamilton Jordan
Zbigniew Brzezinski

cc (for information):

Stu Eizenstat
Jody Powell
Frank Moore

FROM THE STAFF SECRETARY

DUE: Date: Monday, February 4, 1977 Time: 10:00 A.M.

SUBJECT: Hugh Carter, Jr. memo 2/3/77 re Brooks Committee.

ACTION REQUESTED:

____ For Necessary Action

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__X__ For Your Comments

__X__ For Your Recommendations

____ Draft Reply

____ Draft Remarks

REMARKS:

I think disclosing records of ~~activities that is~~ certain activities here is reprehensible with our goal of having an open Administration. I don't want it to ~~be~~ appear, however, that Brooks & his staff are bullying us into anything that is not reasonable.

WJC

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RICK HUTCHESON
STAFF SECRETARY

THE WHITE HOUSE

ACTION MEMORANDUM WASHINGTON LOG NO.:

Date: February 4, 1977 Time:

FOR ACTION: cc (for information):

Bob Lipshutz Stu Eizenstat
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____ For Necessary Action
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__X__ For Your Comments
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____ Draft Reply
____ Draft Remarks

REMARKS:

I disagree with this proposal.
We should: (1) Develop and publish a flexible set of guidelines for use of military aircraft.
(2) Publish ourselves a copy of each manifest, with stated reason for each person aboard, except in cases of a confidential nature.

RCL

PLEASE ATTACH THIS COPY TO MATERIAL SUBMITTED

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RICK HUTCHESON
STAFF SECRETARY

(We might also urge everyone

Rick -

This came directly to me -- you have not seen

Guess you will want it staffed to Bob, Jack, Ham, Brzezinski, Stu Jody maybe others? ? ? ?

yes

+ Frank

Trudy

Monday 8/9 10 AM

THE WHITE HOUSE

ACTION MEMORANDUM WASHINGTON LOG NO.:

Date: February 4, 1977 Time:

FOR ACTION: cc (for information):

Bob Lipshutz
Jack Watson
Hamilton Jordan
Zbigniew Brzezinski
Stu Eizenstat
Jody Powell
Frank Moore FM OK.

FROM THE STAFF SECRETARY

DUE: Date: Monday, February 7, 1977 Time: 10:00 A.M.

SUBJECT: Hugh Carter, Jr. memo 2/3/77 re Brooks Committee.

ACTION REQUESTED:

____ For Necessary Action
____ Prepare Agenda and Brief
__X__ For Your Comments
__X__ For Your Recommendations
____ Draft Reply
____ Draft Remarks

REMARKS:

Trudy Tape
W Pencil

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.

RICK HUTCHESON
STAFF SECRETARY

THE WHITE HOUSE
WASHINGTON

February 7, 1977

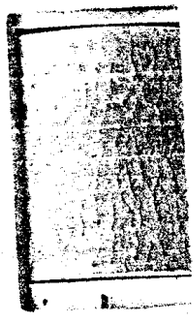
Secretary Bergland -

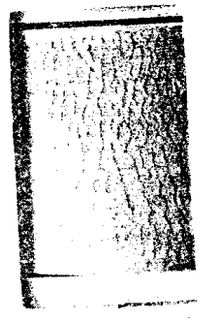
The attached was returned in the President's outbox. It is forwarded to you for appropriate handling.

Rick Hutcheson

cc: Jack Watson

re: Duties of Asst. Sec. for Consumer & Asst. Sec. for Marketing Services - Agriculture





asof 2/7
copies on staffing

THE WHITE HOUSE
WASHINGTON

February 8, 1977

Stu Eizenstat

The attached is forwarded to
you for your information.

Rick Hutcheson

cc Watson
for Berglund

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

TO: Secretary Bergland

FROM: Weldon Barton
Assistant to the Secretary

Re: Allocation of Functions between Assistant Secretary for Food and Consumer Services (Carol Foreman) and Assistant Secretary for Marketing (Robert Meyer).

The attached draft Secretary's Memorandum, which you would implement immediately upon the appointment by the President of Carol Foreman and Robert Meyer to their respective positions, would discontinue the position of Assistant Secretary for Marketing and Consumer Services and allocate the functions of that area among the new Assistant Secretary for Food and Consumer Services (Carol Foreman) and Assistant Secretary for Marketing (Robert Meyer).

The area currently headed by the Assistant Secretary for Marketing and Consumer Services is composed of five major agencies: Agricultural Marketing Service, Animal and Plant Health Inspection Service, Food and Nutrition Service, Packers and Stockyards Administration, and the newly-created Federal Grain Inspection Service. The area had a total budget in Fiscal 1977 of $9.53 billion, and approximately 21,450 personnel in 1976.

Of these, the following would be under the new Assistant Secretary for Food and Consumer Services--Carol Foreman:

(1) All functions of the Food and Nutrition Service, including food stamps, child nutrition, food distribution, and supplemental food programs;

(2) The meat and poultry inspection functions of the Animal and Plant Health Inspection Service;

(3) The following functions of the Agricultural Marketing Service: meat and poultry grading and standardization, inspection and grading of dairy products, standardization and inspection for fresh and processed fruit and vegetable products, egg products inspection, purchase of

commodities for school lunch (Section 32 authority), and regulation of perishable commodity trading under the Perishable Agricultural Commodities Act.

This will place under Carol Foreman programs with a total annual budget (based upon FY 1977) of $9.2 billion and with about 12,200 personnel, which is 96 percent of the budget currently under the Assistant Secretary for Marketing and Consumer Services, 63 percent of the entire Department of Agriculture budget, and 57 percent of the personnel now under the Assistant Secretary for Marketing and Consumer Services.

The following would be under the new Assistant Secretary for Marketing--Robert Meyer:

(1) Packers and Stockyards Administration

(2) Federal Grain Inspection Agency

(3) The veterinary services, plant protection and quarantine, and other present functions of the Animal and Plant Health Inspection Service, except meat and poultry inspection.

(4) Essentially the following functions of the Agricultural Marketing Service: market news, transportation and warehousing services, marketing agreements and orders, cotton and tobacco grading, and commodity research programs.

This will place under Robert Meyer programs with a total annual budget of $330 million and about 9,250 personnel.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO.

Redesignation of Assistant Secretaries and Assignment of Functions

The positions of Assistant Secretary for Food and Consumer Services and Assistant Secretary for Marketing Services are hereby established.

Upon appointment, the Assistant Secretary for Food and Consumer Services is delegated the following responsibilities:

(1) All of the programs and functions of the Food and Nutrition Service:

(2) The present functions of the Animal and Plant Health Inspection Service relating to meat and poultry inspection; and

(3) The present functions of the Agricultural Marketing Service relating to meat and poultry grading and standardization, inspection and grading of dairy products, standardization and inspection for fresh and processed fruit and vegetable products, and those functions authorized by the Egg Products Inspection Act, the Perishable Agricultural Commodities Act, and Section 32 of the Act of August 24, 1935, as supplemented by the Act of June 28, 1937, and related legislation.

Upon appointment, the Assistant Secretary for Marketing Services is delegated the following responsibilities:

(1) All the programs and functions of the Federal Grain Inspection Service;

(2) All the programs and functions of the Packers and Stockyards Administration;

(3) Marketing order and all other present functions of the Agricultural Marketing Service not otherwise delegated herein; and

(4) Veterinary services, plant protection and quarantine, and all other present functions of the Animal and Plant Health Inspection Service not otherwise delegated herein.

Delegations formerly made by the Assistant Secretary for Marketing and Consumer Services shall remain in effect until modified or superseded by delegations published in the Federal Register. Agency officials formerly reporting to the Assistant Secretary for Marketing and Consumer Services shall report to the Assistant Secretary for Food and Consumer Services or the Assistant Secretary for Marketing Services upon their appointments in accordance with the delegations made above.

Realignment of agency structures, transfers of personnel, and reallocations of appropriated funds, as appropriate, will be accomplished at a later date.

The delegations of authority provided in this Memorandum shall remain in effect for ninety days or until such earlier time as they are published in the Federal Register.

The positions of Assistant Secretary for Marketing and Consumer Services and Assistant Secretary for Agricultural Economics will be discontinued upon the appointments of the Assistant Secretary for Food and Consumer Services and the Assistant Secretary for Marketing Services.

Secretary of Agriculture

cc: Mr. Siegler
Mr. Stokes
Mr. Kelly
Chrono

OGC:RLSiegler:alv:ext:76035 1/26/77

James Michael Kelly 1/26/77
Assistant General Counsel

THE WHITE HOUSE
WASHINGTON

TO: Trudy/Sharon

FROM: Rick

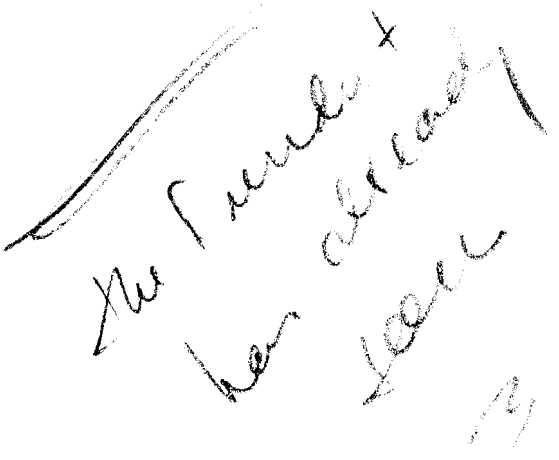
THe President has already seen this!

Please send a copy to Stu Eizenstat of his comments.

THE WHITE HOUSE
WASHINGTON

This letter not delivered thru mail room

Letter never seen by Jack Watson's assistants.



THE WHITE HOUSE

ACTION MEMORANDUM WASHINGTON LOG NO.:

Date: February 5, 1977 Time:

FOR ACTION: The Vice President cc (for information):
Bert Lance
Hamilton Jordan
Stu Eizenstat
Bob Lipshutz
Midge Costanza
FROM THE STAFF SECRETARY

DUE: Date: Tuesday, February 8, 1977 Time: 4:00 P.M.

SUBJECT:

Secretary Berglabd memo 2/5/77 re Duties of the Assistant Secretary for Consumer and Nutrition Services and the Assistant Secretary for Marketing Services.

ACTION REQUESTED:

____ For Necessary Action ____ X For Your Recommendations

____ Prepare Agenda and Brief ____ Draft Reply

____ X For Your Comments ____ Draft Remarks

REMARKS:

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.

RICK HUTCHESON
STAFF SECRETARY

dec Tues

Laura
HJ
Eizenstat
Lipshutz
VP
Costanza

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

February 5, 1977

SUBJECT: Duties of the Assistant Secretary for Consumer and Nutrition Services and the Assistant Secretary for Marketing Services

TO: The President
through Jack Watson

FROM: Secretary Bergland

Attached is a memorandum, prepared by my staff, suggesting the interim divisions of duties and responsibilities between Ms. Foreman and Mr. Meyer.

Basically, the deliniation of functions elevates, for the first time, the consumer, food and nutrition programs of the Department of Agriculture to the Assistant Secretary level.

It allocates to Carol Foreman not only the food service programs of the department -- including food stamps, child nutrition, school lunch and the like -- but also the functions governing consumer health and safety -- including produce grading and inspection functions.

All but one of the functions (marketing orders) enumerated in the fifth paragraph of the Washington Star article of February 4 (page 3, column 6) would fall under the direct operational and administrative control of Ms. Foreman.

As noted, these are interim divisions that must remain flexible in the context of future realignment and reorganization of the entire federal system which may be directed by the White House.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

TO: Secretary Bergland

FROM: Weldon Barton
Assistant to the Secretary

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Of these, the following would be under the new Assistant Secretary for Food and Consumer Services--Carol Foreman:

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(2) The meat and poultry inspection functions of the Animal and Plant Health Inspection Service;

(3) The following functions of the Agricultural Marketing Service: meat and poultry grading and standardization, inspection and grading of dairy products, standardization and inspection for fresh and processed fruit and vegetable products, egg products inspection, purchase of

commodities for school lunch (Section 32 authority), and regulation of perishable commodity trading under the Perishable Agricultural Commodities Act.

This will place under Carol Foreman programs with a total annual budget (based upon FY 1977) of $9.2 billion and with about 12,200 personnel, which is 96 percent of the budget currently under the Assistant Secretary for Marketing and Consumer Services, 63 percent of the entire Department of Agriculture budget, and 57 percent of the personnel now under the Assistant Secretary for Marketing and Consumer Services.

The following would be under the new Assistant Secretary for Marketing--Robert Meyer:

(1) Packers and Stockyards Administration

(2) Federal Grain Inspection Agency

(3) The veterinary services, plant protection and quarantine, and other present functions of the Animal and Plant Health Inspection Service, except meat and poultry inspection.

(4) Essentially the following functions of the Agricultural Marketing Service: market news, transportation and warehousing services, marketing agreements and orders, cotton and tobacco grading, and commodity research programs.

This will place under Robert Meyer programs with a total annual budget of $330 million and about 9,250 personnel.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO.

Redesignation of Assistant Secretaries
and Assignment of Functions

The positions of Assistant Secretary for Food and Consumer Services and Assistant Secretary for Marketing Services are hereby established.

Upon appointment, the Assistant Secretary for Food and Consumer Services is delegated the following responsibilities:

(1) All of the programs and functions of the Food and Nutrition Service:

(2) The present functions of the Animal and Plant Health Inspection Service relating to meat and poultry inspection; and

(3) The present functions of the Agricultural Marketing Service relating to meat and poultry grading and standardization, inspection and grading of dairy products, standardization and inspection for fresh and processed fruit and vegetable products, and those functions authorized by the Egg Products Inspection Act, the Perishable Agricultural Commodities Act, and Section 32 of the Act of August 24, 1935, as supplemented by the Act of June 28, 1937, and related legislation.

Upon appointment, the Assistant Secretary for Marketing Services is delegated the following responsibilities:

(1) All the programs and functions of the Federal Grain Inspection Service;

(2) All the programs and functions of the Packers and Stockyards Administration;

(3) Marketing order and all other present functions of the Agricultural Marketing Service not otherwise delegated herein; and

(4) Veterinary services, plant protection and quarantine, and all other present functions of the Animal and Plant Health Inspection Service not otherwise delegated herein.

Delegations formerly made by the Assistant Secretary for Marketing and Consumer Services shall remain in effect until modified or superseded by delegations published in the Federal Register. Agency officials formerly reporting to the Assistant Secretary for Marketing and Consumer Services shall report to the Assistant Secretary for Food and Consumer Services or the Assistant Secretary for Marketing Services upon their appointments in accordance with the delegations made above.

Realignment of agency structures, transfers of personnel, and reallocations of appropriated funds, as appropriate, will be accomplished at a later date.

The delegations of authority provided in this Memorandum shall remain in effect for ninety days or until such earlier time as they are published in the Federal Register.

The positions of Assistant Secretary for Marketing and Consumer Services and Assistant Secretary for Agricultural Economics will be discontinued upon the appointments of the Assistant Secretary for Food and Consumer Services and the Assistant Secretary for Marketing Services.

Secretary of Agriculture

cc: Mr. Siegler
Mr. Stober
Mr. Kelly
Chrono

OGC:RSiegler:alv:ext:76035 1/26/77

James [illegible]
Assistant [illegible]

THE WHITE HOUSE

WASHINGTON

February 7, 1977

MEMORANDUM FOR: RICK HUTCHESON

FROM: STU EIZENSTAT
LYNN DAFT

SUBJECT: Secretary Bergland Memo 2/5/77
Duties of the Assistant Secretary for Food and Consumer Services and the Assistant Secretary for Marketing Services

I concur with Secretary Bergland's suggested interim division of responsibilities between the Assistant Secretary for Food and Consumer Services and the Assistant Secretary for Marketing Services. I would only stress that all concerned, especially those coming into these positions, understand that this is an interim division. Welfare reform, among other actions, could necessitate a further rearrangement of responsibilities at a later time.

Also, the agency reorganization and realignment referred to in the third from the final paragraph in the Secretary's memorandum should move forward as promptly as feasible to avoid undue confusion.

cc: Bert Carp

THE WHITE HOUSE
WASHINGTON

February 7, 1977

Bob Lipshutz

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

Rick Hutcheson

cc: Ham Jordan

re: Honorary Chairmanship of American Red Cross

Signed letter to Shipley 2/7/77

cc Lipschutz
Hamm

February 5, 1977

To Frank Stanton

It is a pleasure for me to accept your kind invitation for me to serve as Honorary Chairman of The American National Red Cross.

I appreciate your comments regarding the six vacancies on the Board of Governors, and approve by this letter the recommendations you submitted.

Sincerely,

Jimmy Carter

Mr. Frank Stanton
The American National Red Cross
National Headquarters
Washington, D.C. 20006

February 4, 1977

dk
J.C.

Mr. President

Re: Invitation to be Honorary Chairman of the American National Red Cross

"Presidents for more than six decades have been the honorary leaders of this organization which, under its Congressional Charter and unanimous decision of the Supreme Court, is an instrumentality of the United States Government."

-- Do you want to accept this honorary chairmanship? yes

The Charter also provides for the Presidential appointment of Governors.

-- Do you approve of their recommendations for your six appointments? (page 2 of letter) yes

--ssc

THE AMERICAN NATIONAL RED CROSS

NATIONAL HEADQUARTERS

WASHINGTON, D. C. 20006

OFFICE OF THE CHAIRMAN

January 31, 1977

My dear Mr. President:

You are warmly and cordially invited to become Honorary Chairman of The American National Red Cross.

Presidents for more than six decades have been the honorary leaders of this organization which, under its Congressional Charter and unanimous decision of the Supreme Court, is an instrumentality of the United States Government.

I hope you will agree to accept our invitation. In this connection, it would mean a lot to our organization if your acceptance could be announced by the time of the next meeting of our Board of Governors, February 12 in Washington.

The Congressional Charter of the Red Cross provides for the appointment by the President of seven members of the Board of Governors of the corporation who are officials of Departments and Agencies of the Federal Government and whose positions and interests are such as to qualify them to contribute toward the accomplishment of Red Cross programs and objectives. At least one, and not more than three, are to be selected from the military establishment.

The Charter also provides that the terms of Presidentially appointed Governors shall be three years, expiring earlier, however, if the appointee retires from the official position held when appointed as a Governor. By operation of this provision, there are presently six vacancies on the Board of Governors to be filled by your appointment.

Assistant Secretary of Defense (Manpower & Reserve Affairs) David P. Taylor continues as a member of the Board pursuant to his appointment by President Ford.

To fill the six vacancies, the following recommendations are respectfully submitted:

Secretary of State Cyrus R. Vance. He served previously as a Presidentially appointed Governor beginning in 1967 and as a Member-at-Large appointed by the Board itself for five years beginning in 1968.

Secretary of Defense Harold Brown.

Secretary of Health, Education, and Welfare Joseph A. Califano, Jr.

Secretary of Housing and Urban Development Patricia Roberts Harris.

Assistant Secretary for Health.

Director of the Office of Management and Budget Thomas B. Lance.

In most instances, the predecessors of these officials also served as Presidentially appointed Governors. We have found these relationships to be of vital benefit to the Red Cross.

We hope very much that these recommendations are approved and that you will agree to serve as our Honorary Chairman.

Faithfully yours,

Frank Stanton

The President
The White House
Washington, DC 20500

Stu Eizenstat
Bob Lipshutz
Greg Schneiders
Eliska Hasek
Susan Clough

Re: Honorary Chairmanships

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

Rick Hutcheson
2/7/77

THE WHITE HOUSE
WASHINGTON

THE WHITE HOUSE

WASHINGTON

February 7, 1977

To General Michael Davison

I appreciate your letter inviting me to serve as Honorary Chairman of USO. It is a pleasure for me to accept this invitation.

My general policy is not to accept honorary chairmanships, but I will make an exception because of the importance of USO to our nation's military personnel.

A message will be prepared which you can read at the March 24th Board of Governors meeting.

Sincerely,

Jimmy Carter

General Michael S. Davison, USA (Ret.)
United Service Organizations, Inc.
1800 M Street, N.W.
Suite 205, North Lobby
Washington, D.C. 20036

ok - only semi-official organizations Red Cross, USO, etc - Let me approve each one I

UNITED SERVICE ORGANIZATIONS, INC.
OFFICE OF THE PRESIDENT • 1800 M Street, N.W., Suite 205, North Lobby, Washington, D.C. 20036
(202) 223-1211

Jimmy Carter

20 January 1977

Honorary Chairman
Gerald R. Ford

Chairman of the Corporation
Dr. Elvis J. Stahr

President
Gen. Michael S. Davison, USA (Ret.)

Honorary Campaign Chairman
Bob Hope

Chairman, Executive Committee
Jacob Goodstein

Vice Presidents
Col. Peter M. Dawkins, USA
Marvin E. Cardoza
N. Brewster Broder
Mrs. Andrew J. Bennett, Jr.
Comm. William E. Chamberlain
Joseph H. Singer

Secretary
Mrs. Andrew M. McBurney

Assistant Secretary
John B. Dettmer

Treasurer
Robert A. Geib

National Executive
Michael E. Menster

Dear Mr. President:

All of us at USO extend our warmest best wishes for a most successful Administration. We are confident the country will prosper under your leadership.

It has been our privilege since USO's inception in 1941 to have every President of the United States act as our Honorary Chairman. On behalf of our Board of Governors, I am most pleased to request that you continue this tradition by becoming our new Honorary Chairman.

We at USO are well aware of your interest in our activities as manifested during your term as Governor of Georgia, an interest no doubt stimulated by your service in the United States Navy as well as your compassion for our young men and women who serve our country. With this in mind, allow me to assure you that the need for USO is at least as great today as it ever has been. Today's young volunteer, serving in often lonely and hazardous places around the world, strongly perceives himself as doing something for his countrymen at home. USO, then, is the warm civilian hand of appreciation reaching out to our young service men and women and their families, providing inexpensive recreation and cultural opportunities, helping with their problems, easing their entry into strange communities and caring for lonely wives when duty calls away their husbands. USO is a means by which each American at home can say "I care". I hope I may have the opportunity to tell you more about today's USO.

At an appropriate time a delegation from our Board of Governors would be honored to call on you to present your credentials as Honorary Chairman. On that occasion we would welcome a message from you which we could read at our March 24th Board of Governors meeting and send to our thousands of USO volunteers around the world as well as to our small professional staff.

USO NATIONAL HEADQUARTERS • 237 East 52nd Street • New York, N. Y. 10022

YOUNG MEN'S CHRISTIAN ASSOCIATIONS • NATIONAL CATHOLIC COMMUNITY SERVICE • NATIONAL JEWISH WELFARE BOARD
YOUNG WOMEN'S CHRISTIAN ASSOCIATION • THE SALVATION ARMY • TRAVELERS AID-INTERNATIONAL SOCIAL SERVICE OF AMERICA
USO IS SUPPORTED THROUGH THE UNITED WAY AND VOLUNTARY CONTRIBUTIONS

With highest esteem and kindest personal regards, I am

Sincerely yours,

MICHAEL S. DAVISON
President

The President
The White House
Washington, D.C. 20500

THE WHITE HOUSE
WASHINGTON

February 7, 1977

Tim Kraft
Ham Jordan
Susan Clough

Re: Status Report on Presidential Requests 1/28-2/2

The attached was returned in the President's outbox. The attached copy is for your information.

Rick Hutcheson

copies to

Capt

Hutcheson

Jordan

Clough

THE WHITE HOUSE
WASHINGTON

2/7/77

Rick --

Re earlier note about status reports on presidential requests--instead of putting the date of notation in parenthesis as I previously suggested.... it might just be a lot easier, and neater to just list the requests of the day under the date. i.e. --

January 28, 1977

1. Jordan: Selection . . .

your help is appreciated--ssc

THE WHITE HOUSE
WASHINGTON

2/7/77

Rick --

On the Status Report on Presidential Requests -- please have someone include with each item in parenthesis the date on which the President requested such action. (date of summary note)

thanks -- susan clough

Susan - When I mark "done" - drop from list - J

THE WHITE HOUSE

WASHINGTON

February 6, 1977

MEMORANDUM FOR THE PRESIDENT

FROM: RICK HUTCHESON Rick

SUBJECT: STATUS REPORT ON PRESIDENTIAL REQUESTS 1/28-2/2

1. Jordan: Selection commission for Circuit Judges, Executive Order--In Progress (expected 2/7). done

2. Jordan: Selection commission for Supreme Court and FBI--Completed. done

3. Jordan: Up to date analysis of appointments--Completed. continuing

4. Jordan: Al Stern/Jim Billington biographies for the National Endowment for the Humanities--In Progress (expected 2/8).

5. Jordan: Check on Jerome Kurtz for IRS--Completed. done

6. Jordan: Memo from Justice regarding Ken Axelson--Completed.

7. Jordan: Jobs for: a) Mike Hightower, Florida FHA--In Progress
   b) Lottie Watkins, SBA Commissioner--In Progress.
   c) Joan Masuck, Ambassadorial Selection Committee--Completed. done
   d) Joanne Saunders, wants appointment with Bergland--In Progress.

8. Siegal: Mailgrams regarding Nevada ERA--Completed. done

9. Eizenstat: Informing Frank Moore and Jack Watson on emergency declarations--Ongoing.

10. Brzezinski: Needs of Ambassador Young's trip to Africa--Completed. done

11. Lipshutz: Ratification of Human Rights Treaties and Covenants--In Progress (waiting for response from Bell).

12. Schultze and Powell: Anti-inflation Statement--In Progress (with Powell).

13. Eizenstat and Lipshutz: Draft Executive Order abolishing commissions, etc.--Completed.

14. Eizenstat and Lipshutz: Draft messages on Reorganization, Universal voter registration--In Progress.

15. Powell: Check with Vance on diplomatic selection committee--Completed. done

16. Vance: Nations that we do not have diplomatic relations and the prospect and advisability--Completed. done

17. Brzezinski: Agenda for Saturday meeting--Completed. done

18. Jordan: Ambassador to Lebanon should go through the screening committee--Completed. appointed before committee met done

19. Eizenstat: Arrange a 30 minute briefing on FEDERAL REGISTER AND CODE OF FEDERAL REGULATIONS--In Progress. done

20. Powell: Clear announcement of diplomatic selection committee with President--Completed. done

21. Clough: Regarding newspapers, sign, limousines, Valenti memo, entertainment--Completed.

22. Lipshutz: Rewrite letter to Martinez--Completed. done

23. Jordan: See President regarding Bella, Rita, FEC, TVA, NSC Briefing--Completed.

24. Eizenstat: California auto emission standards by year and comment from Charles Warren, Marion Edie, Mo Udall--Completed. done

25. Moore: Daily log of Congressional mail--Ongoing. done

26. Schlesinger: Comment on Sen. Metzenbaum's information on "natural gas companies ripping us off"--Unknown. Andrus doing

27. Watson: Prepare minutes of Cabinet Meeting by noon of the next day--Ongoing. ok

28. Eizenstat: Declaration of emergency ready to sign at the same time as the Natural Gas Act--Completed. done

29. Kreps: Honorary degree from Duke-"not now"--Completed. done

30. File: Called Vance to "Terminate prohibition against travel by diplomats of unrecognized countries"--Completed. done

31. Lipshutz: Prepare memo to Blumenthal on tape recordings of telephone conversations--Completed. done

This is current up to last Friday

PRESIDENTIAL DIRECTIVES TO TIM KRAFT

2/5/77 Put Frank Moore on Written Schedule each morning. done
Moore on 2/7/77 schedule at 8:15 a.m.
Will be carried at appropriate time thereafter each day.

2/5/77 Check on breakfast with Ullmans Democratic W&M Members
TK coordinating with Frank Moore

2/5/77 See me re Address the Conference Board (2/17 schedule)
Memorandum to President dated
2/5/1977 prepared with options)

2/1/77 Tim--schedule meeting with Russell, Jordan & Hill done
Tentatively scheduled for 3:00 p.m.
Tuesday, Feb. 15

2/1/77 Tim--re MIA's -- have a few representatives of
League of Families see me (Vance attend) done
Tentatively scheduled 10:00 a.m. Friday 2/11

1/30/77 Re instructions to H. Jordan -- Have Moyers see me. Cancelled
Lunch or supper. Dropped per Jordan.

1/29/77 TK--prepare instructions for all White House staff done
based on Valenti and Rumsfeld cautionary
memos. Greg can help. Expedite. Completed.

1/28/77 STU-arrange a 30 minute briefing on Federal Register
and Code of Federal Regulations done
Tentatively scheduled 9:00 a.m. Wed. 2/9

2/2/77 Powell/Kraft---appointment for Trude Feldman done
Tentatively scheduled 9:45 a.m. 2/11

Jordan - when ✓ mark "done" - drop from list - J

THE WHITE HOUSE

WASHINGTON

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THE WHITE HOUSE
WASHINGTON

February 7, 1977

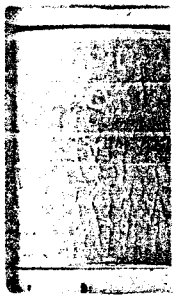
Greg Schneiders -

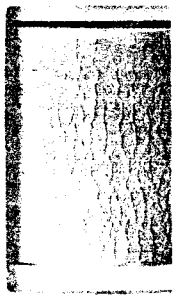
Re; Correspondence Unit
Changes

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

Rick Hutcheson

cc: Mrs. Carter
Z. Brzezinski
Landon Butler
Tim Kraft





ok -
See Bob's
J

THE WHITE HOUSE

WASHINGTON

February 1, 1977

MEMORANDUM FOR: The President

FROM: Greg Schneiders Greg

SUBJECT: Correspondence Unit - Recommended Changes

1. All mail that can be properly handled by a Department or Agency of the Executive Branch should be referred to the appropriate Department or Agency. (Note: Under LBJ this was 65% of the total volume of mail; under Nixon and Ford it was reduced to 40%. We should set as our goal 65%.)

ok - use phone follow-up

2. One person within the Public Liaison Office should be assigned to spot check on letters which have been referred to Departments, Agencies and White House Staff. These letters should be pulled routinely and randomly from those reviewed in the Mail Analysis Section, copied and referred to the Public Liaison Office. When the letter writers contacted have not received a satisfactory response, the individual in the Public Liaison Office should follow up with the appropriate Department, Agency or Staff person.

3. With the exception of the copies of letters made for follow-up in the Public Liaison Office, no other mail should be xeroxed at any point in the operation.

ok

4. All mail to the First Lady and to the Vice President should be handled in the same manner as Presidential mail.

ok

5. VIP mail (Heads of State, Congressional, Intergovernmental, Family and Personal, and Foreign) should be pulled from the initial sort and sent to the appropriate staff persons. All other mail should go through the normal system. ok

6. Personal mail for the President and the First Family should be designated by a code word which has been assigned by the President and is known to the Mail Room Employees. ok

7. Classified mail, if received in the Mail Room, should be forwarded to Rick Hutcheson for handling. NSC mail?

8. The initial security check of names and addresses against the Secret Service file should be eliminated. This process should be taken care of in the normal reading of the mail by the analysts. ok

9. All mail analysts should be required or encouraged to take a speed reading course. ok

10. The talleys which are kept by the mail analysts should be recorded on automatic digital counters. ok

11. The number of messages signed by the President (produced by Eliska Hasek) should be reduced to a minimum. These messages should all be approved by Stu Eizenstat's office. NSC?

12. Five more analysts should be added to the Mail Analysis Section. if needed

13. The Inspired Desk and the Children's Desk should be eliminated. No Children's booklets should be produced. Pre-printed cards should be used for these needs. ck w/ Rios

14. The thank you operation for Presidential trips should be continued but greatly reduced in numbers. ok

*15. A small wallet size photo signed by the President, First Lady or Children as appropriate should be used to fill all photo requests. change

16. The Presidential commendations should be continued but used sparingly. ok

17. Only requests for birthday cards to citizens 100 years old or older should be fulfilled. Only the 50th Anniversary and beyond should be recognized. The exception to these rules will be Congressional and VIP requests. ok

18. ~~No~~ A minimum number of volunteers should continue to work in the Correspondence Operation. ok to me

19. The auto-pen should be maintained in Eliska Hasek's office and be used on photos, robo letters which have been approved by the President or original draft letters approved ~~by Senior Staff~~. only by Assistants to the President. by whom?

20. All Presidential correspondence should be typed in the typing "pool" section of the Mail Operation. ok

21. All gifts should be opened, a card inserted, resealed, and returned to sender. ok ~~why open~~? ok

22. Window envelopes should be used whenever possible. ? ok

23. The staff should be required to answer as little mail as possible. ok

24. The computer filing system in Central Files should be eliminated. ok

25. Only VIP and substantive mail should be filed in the Central File System. Other mail should be held together by date for 10 days and then destroyed. too brief see me

send to archives - store limited

*Greg has amended this -- see attachment.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 2, 1977

FOR: Rick Hutcheson

FROM: Greg Schneiders Greg

SUBJECT: Landon's Memorandum on the Mail

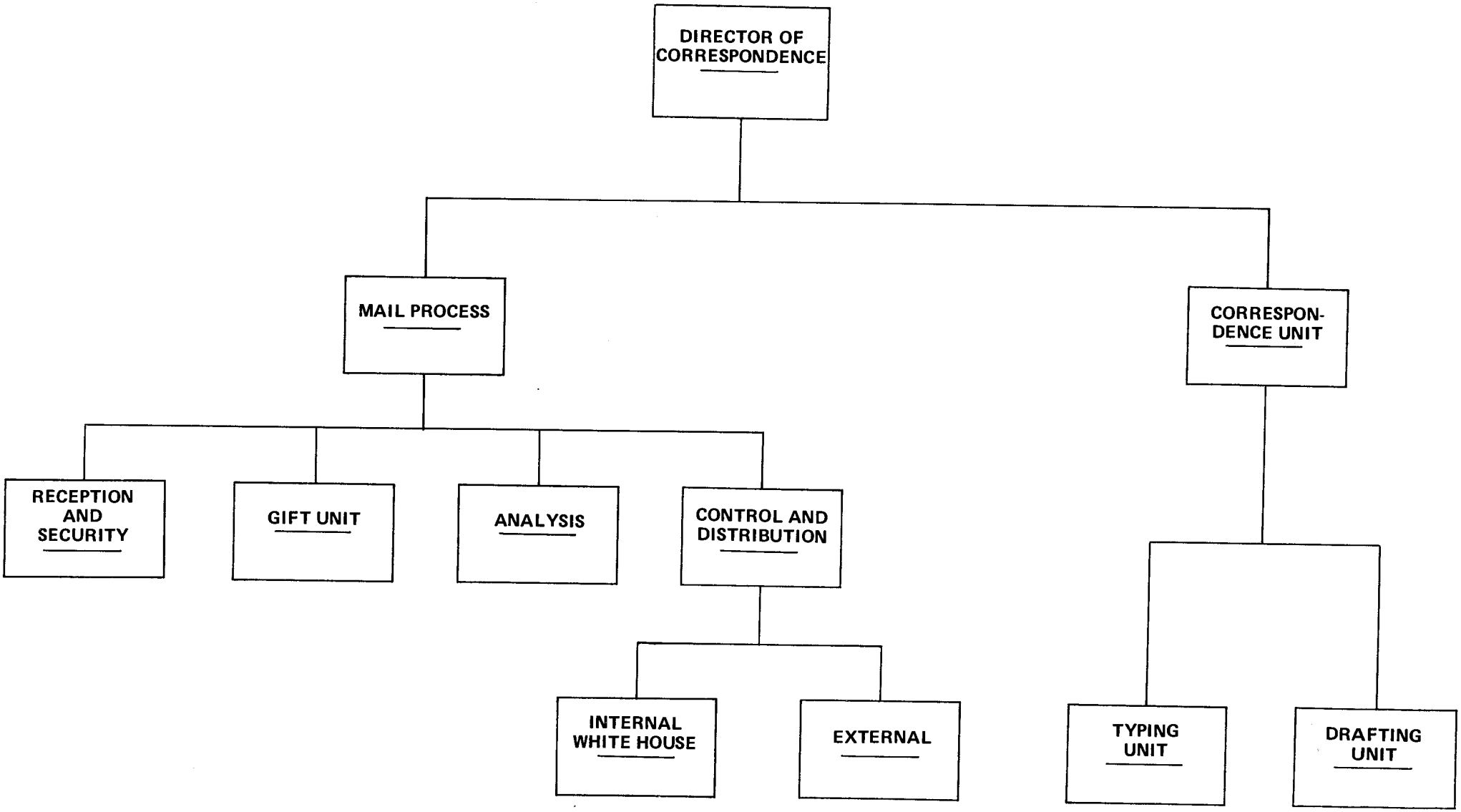
* 1. Wallet Size Pictures - After discussing this with Landon and others, I have instructed the Correspondence Unit to prepare wallet-sized photos for Children, larger black and white photos for most adult requests and large color photos for requests from Members of Congress and other VIP's.

2. Use of Cards - I continue to disagree with Landon on the use of pre-printed cards. I do agree we should not actively publicize the fact.

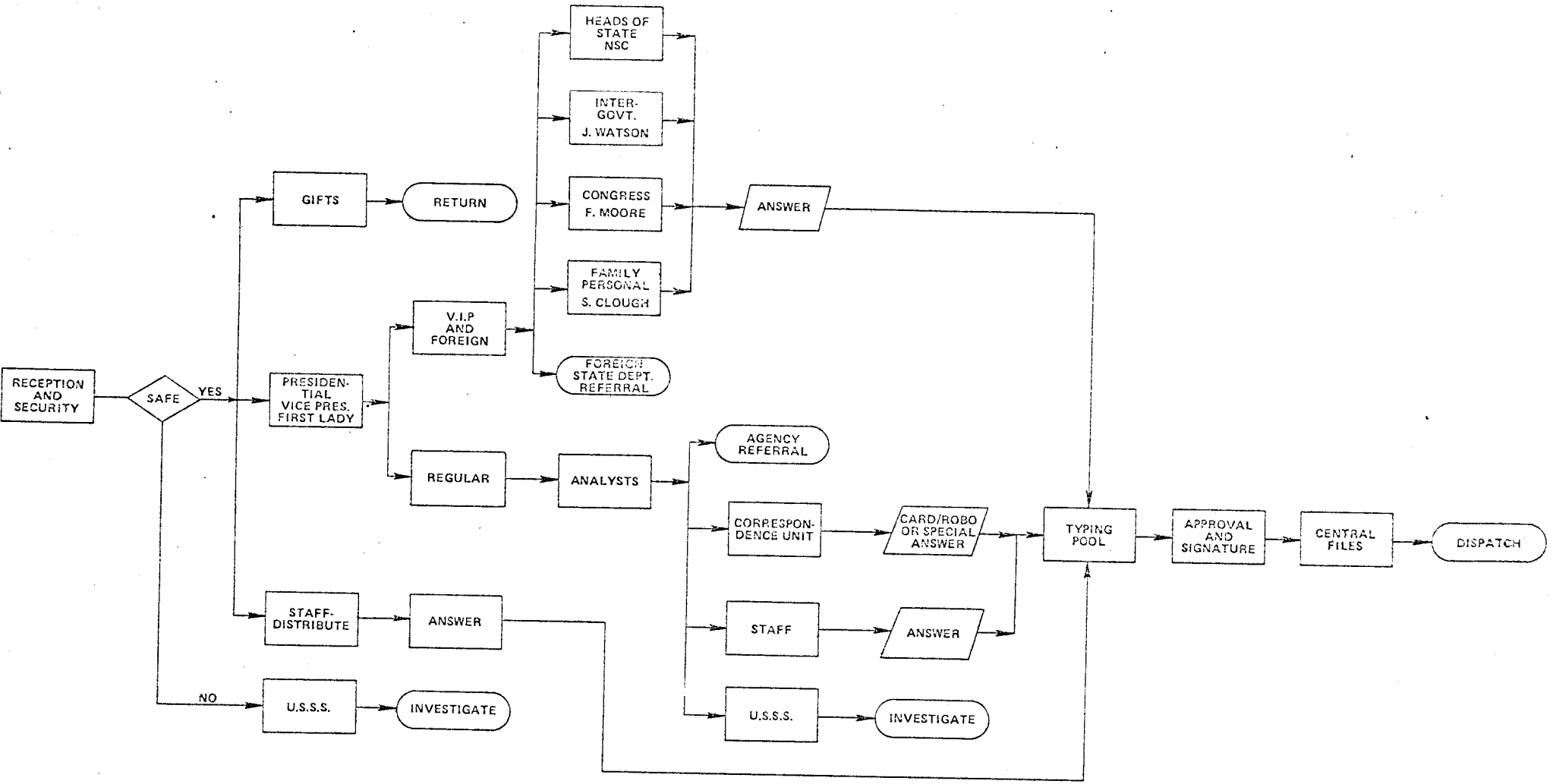
3. Elimination of "Live" Stamps - This relates to #28 in my list of recommendations in which I suggest that the Post Office review their operation. The additional labor doesn't cost us anything and "live" stamps should be eliminated only at the request of the Post Office. (If I were at the Post Office, I would request it - but that's their business.)

cc: Landon Butler
Hamilton Jordan

THE WHITE HOUSE



WHITE HOUSE PROPOSED MAIL PROCEDURES



ADVISORS' COMMENTS

THE WHITE HOUSE

WASHINGTON

February 1, 1977

MEMORANDUM FOR: The President

FROM: Greg Schneiders Greg

Attached are my final recommendations for reorganization of the Correspondence Unit. If you are in agreement I suggest you strongly indicate that, as implementation of these changes will meet with strenuous bureaucratic resistance.

Thanks.

THE WHITE HOUSE

WASHINGTON

February 4, 1977

MEMORANDUM FOR THE PRESIDENT

FROM: Rick Hutcheson Rich

SUBJECT: Summary of Comments from Aides

3. Brzezinski thinks that it would be helpful to retain a copy of incoming correspondence for possible future referennce.

5. Brzezinski concurs, however the "foreign" mail should not include letters from private foreign citizens.

7. Brzezinski thinks that mail directed to him or the NSC should be forwarded to his office directly.

9. Brzezinski thinks that this is helpful but not essential.

11. Brzezinski does not see the necessity for an additional clearnce on foreign policy as long as the texts were not changed substantially without the consultation of the NSC staff.

13. Brzezinski thinks that it might be helpful to continue the children's desk because of Amy. Butler thinks that the pre-printed cards would be inappropriate for letters of sympathy, congratulations, etc. Also, there is no way to get any mileage out of publicizing the greater use of the pre-printed cards. Moore thinks that protocol dictates that all Congressional mail be responded to by letter.

15. Butler thinks that a wallet-sized picture would not be appropriate since many people (particularly low-income) would want to frame the picture. Brzezinski concurs with Butler. I agree

17. Brzezinski feels that if this is adopted, it should be done without exception.

21. Brzezinski recommends returning gifts to the senders uneopened in order to save the postage.

24. Brzezinski recommends retaining the computerized system at least until the new system has been tested and found adequate.

↖ "New" System is Standard manual filing, which is now unnecessarily duplicated by Computer

25. Brzezinski thinks that this will make it difficult to make the President responsive to the public.

28. Butler thinks that the elimination of "live" stamps would put presidential mail in the category of bulk mail. Brzezinski thinks that possible legislation on franking priviledges for the White House might be explored, but otherwise, concur.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

MEMORANDUM TO RICK HUTCHESON

FROM: LANDON BUTLER

DATE: FEBRUARY 2, 1977

SUBJECT: MAIL OPERATIONS

I agree, of course, that it is important to eliminate the blatantly political portions of the White House mail operations such as letters to high school seniors and birthday cards to elderly.

Nevertheless, if we go too far in the direction of "efficiency" we run the very real risk of completely depersonalizing the mail operation, a result which would counteract our other efforts to personalize the presidency.

Specifically, I am worried about the following proposals:

1) The use of wallet-sized pictures. For many low-income people, particularly in the South and Appalachia, a picture of President Carter will be one of their most prized possessions. It will be framed and placed on the wall beside their pictures of Martin Luther King and Jack Kennedy. A wallet-sized picture is simply not an appropriate response for their requests.

2) The use of pre-printed cards as replies. A pre-printed card, no matter how elaborate, does not have the same personal touch as a typed letter with the individual's name in the salutation. It seems to me that we should use pre-printed cards only on those occasions when people normally expect to get pre-printed cards: acknowedgements of expression of sympathy, routine congratulations,etc. In any event I don't think we get any mileage out of publicizing the fact that we may make greater use of pre-printed cards.

3) Elimination of "live" stamps. By using a permit number or some other printed postage notation, I think we put presidential correspondence with the public in the category of bulk mail. Again, we are dehumanizing the process in the name of efficiency.

cc: Greg Schneiders
Hamilton Jordan

THE WHITE HOUSE
WASHINGTON

FEBRUARY 4, 1977

TO RICK HUTCHESON

FROM: APPOINTMENTS AND SCHEDULING TBS, FV
OFFICES

We are opposed to using pre-printed card responses to those who invite the President to a meeting or event or who seek an appointment with him. While current procedure involves a form letter response to the great majority of those writing the President concerning an appointment, we believe it is important that such persons get an individual response.

THE WHITE HOUSE

WASHINGTON

February 3, 1977

Frank Moore comments:

All Congressional mail is routed, logged, acknowledged, ans sent for final typing and/or substantive reply through my office. Three people work solely on this function in my office -- 1 budgeted position, 2 temporary (90 day). Almost impossible to handle without considerable help from WH correspondence section. Need more, not less assistance in this area. Protocol dictates that all Congressional correspondence be answered by letter -- not postcard.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 4, 1977

MEMORANDUM FOR: RICK HUTCHESON

FROM: ZBIGNIEW BRZEZINSKI ZB.

SUBJECT: Recommendations for Reorganization of the Correspondence Unit

In response to your request of February 2, our comments on the individual paragraphs in Mr. Schneider's memo to the President follow:

1. Concur, although the President has indicated that he wishes to keep in close contact with the American people and, in fact, has asked them to write in suggestions.

2. Concur.

3. We think it would be helpful to retain a copy of incoming correspondence for possible future reference.

4. Agree.

5. We concur, however, the "foreign" mail should not include letters from private foreign citizens.

6. Concur.

7. If it is mail addressed to Dr. Brzezinski or to the NSC, it should be forwarded directly to us for appropriate disposition.

8. Concur.

9. Helpful but not essential.

10. Concur.

11. We concur in any attempt to minimize the mail to be signed by the President. We do not see the necessity for an additional clearance on messages on foreign policy issues but would have no objection, provided texts were not changed substantially without consultation with the NSC staff.

12. No comment.

13. It might be helpful to continue the children's desk because of Amy.

14. Concur.

15. We disagree; most people will want to have their photos framed and on display. Small photos could be used for children writing in for photos.

16. Concur.

17. If this policy is adopted it should be standard without exceptions for Congressional or VIP requests. Differences in treatment will cause trouble.

18. No comment.

19. No objection.

20. No objection, if the pool can handle the volume without a sizeable increase in personnel.

21. If the gifts can be identified, could they not just be returned to sender unopened? Otherwise the White House will have to pay the cost of the return.

22. No objection.

23. Concur.

24. It would appear wise to retain the computerized system at least until the new system has been tested and found adequate. Once dismantled the capability would be difficult to recapture.

25. This will make it very difficult to be as responsive to the public as the President indicates he wishes to be.

26. No objection.

27. No comment.

28. Possible legislation on franking privileges for the White House might be explored. Otherwise, concur.

THE WHITE HOUSE

WASHINGTON

February 1, 1977

MEMORANDUM FOR: The President

FROM: Greg Schneiders

SUBJECT: Correspondence Unit - Recommended Changes

1. All mail that can be properly handled by a Department or Agency of the Executive Branch should be referred to the appropriate Department or Agency. (Note: Under LBJ this was 65% of the total volume of mail; under Nixon and Ford it was reduced to 40%. We should set as our goal 65%.)

2. One person within the Public Liaison Office should be assigned to spot check on letters which have been referred to Departments, Agencies and White House Staff. These letters should be pulled routinely and randomly from those reviewed in the Mail Analysis Section, copied and referred to the Public Liaison Office. When the letter writers contacted have not received a satisfactory response, the individual in the Public Liaison Office should follow up with the appropriate Department, Agency or Staff person.

3. With the exception of the copies of letters made for follow-up in the Public Liaison Office, no other mail should be xeroxed at any point in the operation.

4. All mail to the First Lady and to the Vice President should be handled in the same manner as Presidential mail.

5. VIP mail (Heads of State, Congressional, Intergovernmental, Family and Personal, and Foreign) should be pulled from the initial sort and sent to the appropriate staff persons. All other mail should go through the normal system.

6. Personal mail for the President and the First Family should be designated by a code word which has been assigned by the President and is known to the Mail Room Employees.

7. Classified mail, if received in the Mail Room, should be forwarded to Rick Hutcheson for handling.

8. The initial security check of names and addresses against the Secret Service file should be eliminated. This process should be taken care of in the normal reading of the mail by the analysts.

9. All mail analysts should be required or encouraged to take a speed reading course.

10. The talleys which are kept by the mail analysts should be recorded on automatic digital counters.

11. The number of messages signed by the President (produced by Eliska Hasek) should be reduced to a minimum. These messages should all be approved by Stu Eizenstat's office.

12. Five more analysts should be added to the Mail Analysis Section.

13. The Inspired Desk and the Children's Desk should be eliminated. No Children's booklets should be produced. Pre-printed cards should be used for these needs.

14. The thank you operation for Presidential trips should be continued but greatly reduced in numbers.

15. A small wallet size photo signed by the President, First Lady or Children as appropriate should be used to fill all photo requests.

16. The Presidential commendations should be continued but used sparingly.

17. Only requests for birthday cards to citizens 100 years old or older should be fulfilled. Only the 50th Anniversary and beyond should be recognized. The exception to these rules will be Congressional and VIP requests.

18. ~~NO~~ A minimum number of volunteers should continue to work in the Correspondence Operation.

19. The auto-pen should be maintained in Eliska Hasek's office and be used on photos, robo letters which have been approved by the President or original draft letters approved ~~by Senior Staff~~. only by Assistants to the President.

20. All Presidential correspondence should be typed in the typing "pool" section of the Mail Operation.

21. All gifts should be opened, a card inserted, resealed, and returned to sender.

22. Window envelopes should be used whenever possible.

23. The staff should be required to answer as little mail as possible.

24. The computer filing system in Central Files should be eliminated.

25. Only VIP and substantive mail should be filed in the Central File System. Other mail should be held together by date for 10 days and then destroyed. send to archives - space limited

* Greg has amended this -- see attachment.

26. Complimentary tickets for the Kennedy Center should be distributed in plain white White House envelopes.

? ck E Rs

27. Personnel Reductions: (49 of 124)

Reduce gift unit by 6
Eliminate Office of Editorial Staff
Reduce Central Files by 20.
Reduce Office of Correspondence by 13.
Leave Office of Mail Room at 24 but relocate as many as possible to the mail analysis section

ok, but monitor efficiency

28. It should be recommended to the Post Office Department that they re-evaluate their own operation in the White House Mail Room. Changes such as pre-printed envelopes instead of "live" stamps could mean sizeable savings in this area.

Attachments:
To Follow: Correspondence Flow Chart
Correspondence Organizational Chart

cc: Hugh Carter
Stu Eizenstat
Richard Harden
Hamilton Jordan
Bob Linder
Bob Lipshutz
Jody Powell

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 2, 1977

FOR: Rick Hutcheson

FROM: Greg Schneiders Greg

SUBJECT: Landon's Memorandum on the Mail

1. Wallet Size Pictures - After discussing this with Landon and others, I have instructed the Correspondence Unit to prepare wallet-sized photos for Children, larger black and white photos for most adult requests and large color photos for requests from Members of Congress and other VIP's.

2. Use of Cards - I continue to disagree with Landon on the use of pre-printed cards. I do agree we should not actively publicize the fact.

3. Elimination of "Live" Stamps - This relates to #28 in my list of recommendations in which I suggest that the Post Office review their operation. The additional labor doesn't cost us anything and "live" stamps should be eliminated only at the request of the Post Office. (If I were at the Post Office, I would request it - but that's their business.)

cc: Landon Butler
Hamilton Jordan

THE WHITE HOUSE

WASHINGTON

February 4, 1977

MEMORANDUM FOR THE PRESIDENT

FROM: Rick Hutcheson

SUBJECT: Summary of Comments from Aides

3. Brzezinski thinks that it would be helpful to retain a copy of incoming correspondence for possible future referennce.

5. Brzezinski concurs, however the "foreign" mail should not include letters from private foreign citizens.

7. Brzezinski thinks that mail directed to him or the NSC should be forwarded to his office directly.

9. Brzezinski thinks that this is helpful but not essential.

11. Brzezinski does not see the necessity for an additional clearnce on foreign policy as long as the texts were not changed substantially without the consultation of the NSC staff.

13. Brzezinski thinks that it might be helpful to continue the children's desk because of Amy. Butler thinks that the pre-printed cards would be inappropriate for letters of sympathy, congratulations, etc. Also, there is no way to get any mileage out of publicizing the greater use of the pre-printed cards. Moore thinks that protocol dictates that all Congressional mail be responded to by letter.

15. Butler thinks that a wallet-sized picture would not be appropriate since many people (particularly low-income) would want to frame the picture. Brzezinski concurs with Butler.

I agree

17. Brzezinski feels that if this is adopted, it should be done without exception.

21. Brzezinski recommends returning gifts to the senders uneopened in order to save the postage.

24. Brzezinski recommends retaining the computerized system at least until the new system has been tested and found adequate.

↑ "New" System is Standard Manual Filing. Back of room unnecessarily duplicated by Computer

25. Brzezinski thinks that this will make it difficult to make the President responsive to the public.

28. Butler thinks that the elimination of "live" stamps would put presidential mail in the category of bulk mail. Brzezinski thinks that possible legislation on franking priviledges for the White House might be explored, but otherwise, concur.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

February 4, 1977

MEMORANDUM FOR: RICK HUTCHESON

FROM: ZBIGNIEW BRZEZINSKI ZB.

SUBJECT: Recommendations for Reorganization of the Correspondence Unit

In response to your request of February 2, our comments on the individual paragraphs in Mr. Schneider's memo to the President follow:

1. Concur, although the President has indicated that he wishes to keep in close contact with the American people and, in fact, has asked them to write in suggestions.

2. Concur.

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4. Agree.

5. We concur, however, the "foreign" mail should not include letters from private foreign citizens.

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11. We concur in any attempt to minimize the mail to be signed by the President. We do not see the necessity for an additional clearance on messages on foreign policy issues but would have no objection, provided texts were not changed substantially without consultation with the NSC staff.

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15. We disagree; most people will want to have their photos framed and on display. Small photos could be used for children writing in for photos.

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17. If this policy is adopted it should be standard without exceptions for Congressional or VIP requests. Differences in treatment will cause trouble.

18. No comment.

19. No objection.

20. No objection, if the pool can handle the volume without a sizeable increase in personnel.

21. If the gifts can be identified, could they not just be returned to sender unopened? Otherwise the White House will have to pay the cost of the return.

22. No objection.

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24. It would appear wise to retain the computerized system at least until the new system has been tested and found adequate. Once dismantled the capability would be difficult to recapture.

25. This will make it very difficult to be as responsive to the public as the President indicates he wishes to be.

26. No objection.

27. No comment.

28. Possible legislation on franking privileges for the White House might be explored. Otherwise, concur.

THE WHITE HOUSE

ACTION MEMORANDUM WASHINGTON LOG NO.:

Date: February 2, 1977 Time:

FOR ACTION: cc (for information):

Z. Brzezinski — ✓Ham Jordan — Judy Powell
✓M. Costanza ✓Bob Lipshutz Jack Watson
✓Stu Eizenstat — Frank Moore
FROM THE STAFF SECRETARY

DUE: Date: Thursday, February 3 Time: 5 P.M.

SUBJECT:

Greg Schneiders memo 2/1/77
re: Recommendations for Reorganization
of the Correspondence Unit

ACTION REQUESTED:

___ For Necessary Action X For Your Recommendations

___ Prepare Agenda and Brief ___ Draft Reply

X For Your Comments ___ Draft Remarks

REMARKS:

Costanza - no comment
Langdon Butler - gave Rick 2 or 3 pages of comments Thursday x
Lipshutz - no comments
Eizenstat - no comment

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.

K. R. COLE, JR.
For the President

Rc Rick -

Bill said that this memo had to go in today ---

Costanza, Lipshutz and Eisenstat
---- no comments to offer

Landon Butler said he gave you a very extensive 2 or 3 pages of comments the other day ---
do you have them? I dont.

No response from

Brzezinski, Moore, Powell
or Watson

Trudy

Log in —

Sr Staff —

for comments

- return by

Thurs pm

THE WHITE HOUSE

WASHINGTON

February 1, 1977

MEMORANDUM FOR: The President

FROM: Greg Schneiders

Attached are my final recommendations for reorganization of the Correspondence Unit. If you are in agreement I suggest you strongly indicate that, as implementation of these changes will meet with strenuous bureaucratic resistance.

Thanks.

THE WHITE HOUSE

WASHINGTON

February 1, 1977

MEMORANDUM FOR: The President

FROM: Greg Schneiders

SUBJECT: Correspondence Unit - Recommended Changes

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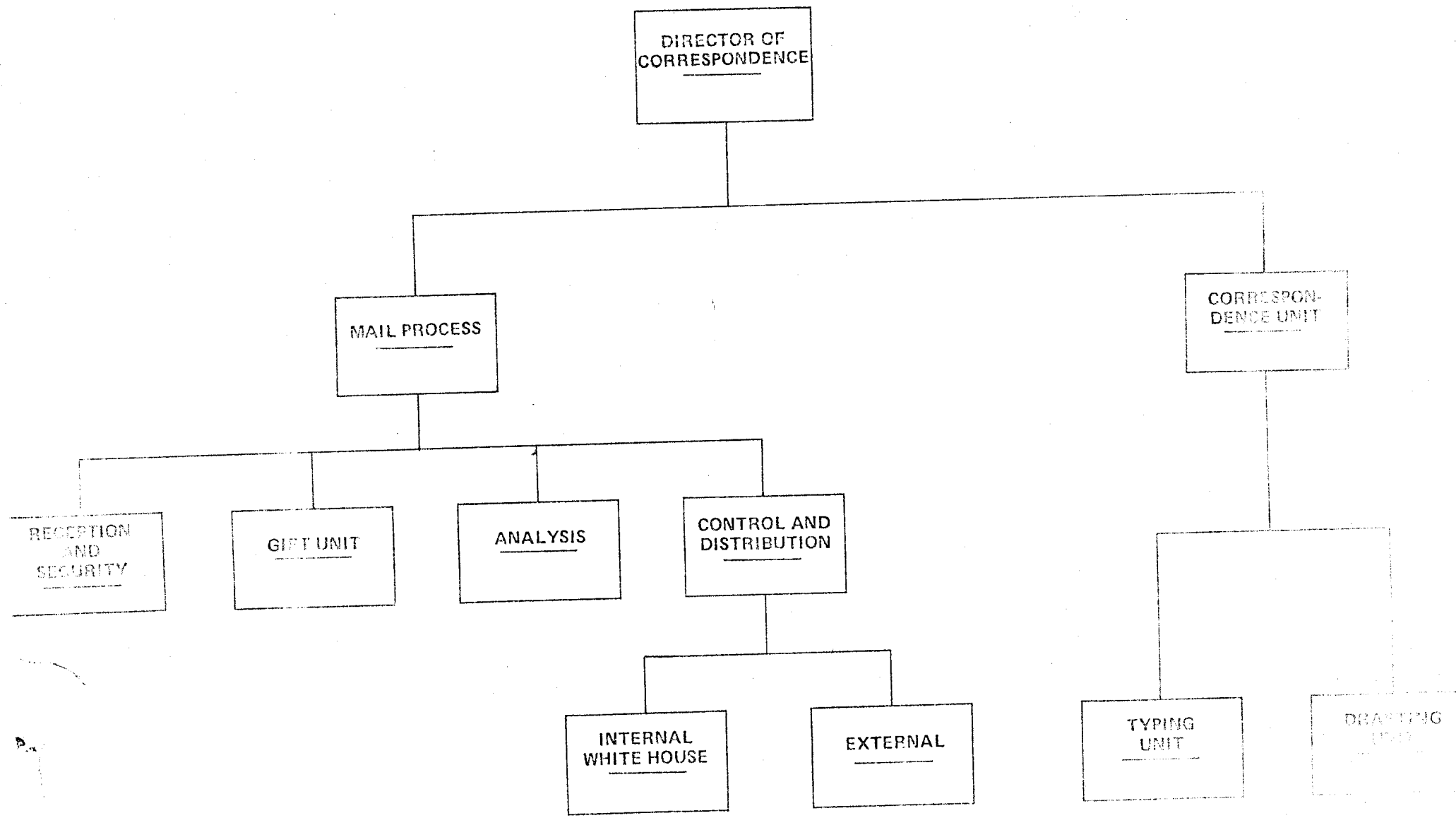
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Leave Office of Mail Room at 24 but relocate as many as possible to the mail analysis section

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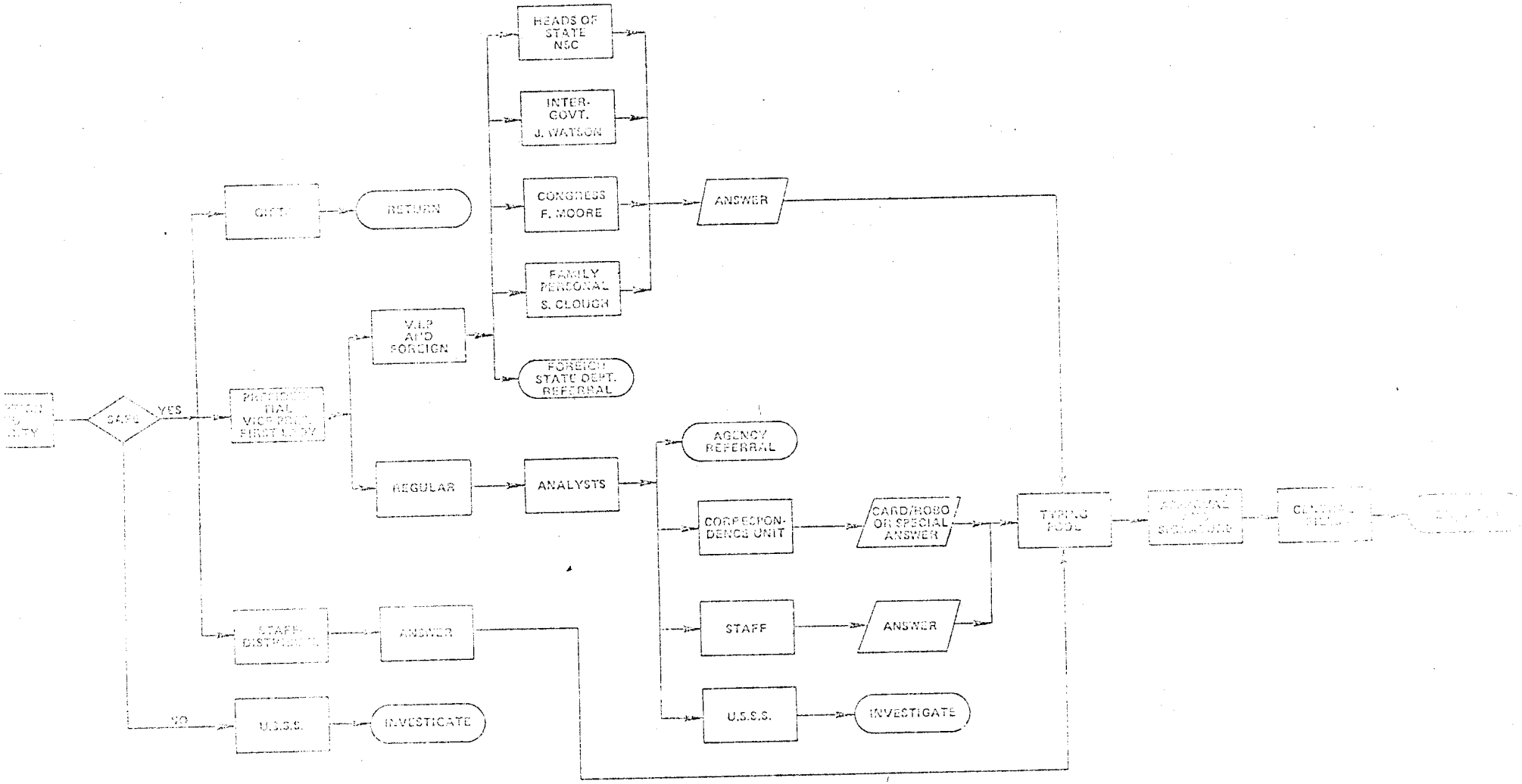
Attachments: Correspondence Flow Chart
To Follow: Correspondence Organizational Chart

cc: Hugh Carter
Stu Eizenstat
Richard Harden
Hamilton Jordan
Bob Linder
Bob Lipshutz
Jody Powell

THE WHITE HOUSE



WHITE HOUSE PROPOSED MAIL PROCEDURES



Date: February 2, 1977 Time:

FOR ACTION: cc (for information):

XC: Rubenstein Corp.

Z. Brzezinski
M. Costanza
Stu Eizenstat
FROM THE STAFF SECRETARY

Ham Jordan
Bob Lipshutz
Frank Moore

Judy Powell
Jack Watson

DUE: Date: Thursday, February 3 Time: 5 P.M.

SUBJECT:

Greg Schneiders memo 2/1/77
re: Recommendations for Reorganization
of the Correspondence Unit

ACTION REQUESTED:

____ For Necessary Action

____ Prepare Agenda and Brief

__X__ For Your Comments

__X__ For Your Recommendations

____ Draft Reply

____ Draft Remarks

REMARKS:

No comment.

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.

RICK HUTCHESON
STAFF SECRETARY

THE WHITE HOUSE
WASHINGTON

February 7, 1977

Jim Fallows -

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

Rick Hutcheson

cc: Stu Eizenstat
Jody Powell

Re: Moratorium on Utility Cut-Offs

cc Fallows
Sty
Jody

THE PRESIDENT HAS SEEN.

THE WHITE HOUSE

WASHINGTON

Okay before issue I

February 4, 1977

MEMORANDUM FOR THE PRESIDENT

FROM: Jim Fallows JMF

SUBJECT: Moratorium on Utility Cut-Offs

Stu has asked me to look into the utility arrangement that Jesse Jackson described to you, in which the Chicago utility companies agreed not to cut off service during the cold weather.

I called the people involved--Mr. Dreves of People's Gas and Mr. Ayres of Commonwealth Edison--and found that the situation is probably not one we want to brag on. The Illinois Commerce Commission imposed a two-week moratorium on cut-offs precisely because the gas company had been cutting off residential gas during the coldest part of the winter. The moratorium runs out on February 15, and if people have not paid by then they will be cut off again.

At Stu's suggestion, I have instead drafted a general statement you could release when it gets cold again.

c. Stu Eizenstat Stu

DRAFT CUT-OFF STATEMENT

During this exceptionally cold winter, I have asked all our people to make modest sacrifices, so that the burden of the energy shortage can be borne fairly.

I have been encouraged by the cooperation we have already seen. Consumers in the East and Midwest have started to turn down their thermostats, as I have ordered done in all government buildings. I urge everyone to continue. People in the western part of the nation have also reduced their consumption, so that there will be more natural gas to share with the areas of extreme shortage.

There is one furter step I hope utility companies will take. While the cold weather continues, I ask that companies not cut off residential service for late payment of bills. Companies in several states have already declared a moratorium on cut-offs. In order to reduce human suffering and demonstrate a spirit of cooperation, I ask all other companies to do the same.

2/7(F)

Return to Rick Hutcheson.

THE WHITE HOUSE
WASHINGTON

February 5, 1977

The attached is forwarded to you for your information.

Jack Watson
Jody Powell
Bob Lipshutz

Agree. - R.J.T.

Rick Hutcheson

Facsimile

THE WHITE HOUSE
WASHINGTON

February 7, 1977

Frank Moore
Jody Powell **

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

Rick Hutcheson

** Jody - Do you want to propose to the President that he do this?
Rick

RE: Hanging of portrait of Dr. Martin Luther King in Georgia State Capitol

cc Frank
Jody

Note to Jody from me: Do you want to propose to me that we do this?

MEMORANDUM

THE PRESIDENT HAS SEEN.

THE WHITE HOUSE

WASHINGTON

C

2/5/77

TO: The President

FROM: Frank Moore FM

Attached is a letter from the 2/3/77 Summary of Congressional Mail to The President which you requested.

JONATHAN B. BINGHAM
22D DISTRICT, NEW YORK

COMMITTEES:
INTERNATIONAL RELATIONS
INTERIOR AND INSULAR AFFAIRS
DEMOCRATIC STEERING AND POLICY

WASHINGTON OFFICE:
2241 RAYBURN HOUSE OFFICE BUILDING
TELEPHONE: (202) 225-4411

GORDON C. KERR
ADMINISTRATIVE ASSISTANT

Congress of the United States
House of Representatives
Washington, D.C. 20515

DISTRICT OFFICES:
ROOM 325 WAGNER BUILDING
2488 GRAND CONCOURSE
BRONX, NEW YORK 10458
(212) 933-2310

RUTH K. NEZIN
DISTRICT REPRESENTATIVE

684 BRITTON STREET
BRONX, NEW YORK 10467
(212) 655-7500

LUCILLE SUBBIONDO
DISTRICT REPRESENTATIVE

February 1, 1977

The President
The White House
Washington, D.C.

Dear Mr. President:

I read the other day with interest that as Governor of Georgia you had arranged for a portrait of Dr. Martin Luther King Jr. to be hung in the State Capitol.

In view of that, I thought you might be interested to know of a resolution I have been pushing to have a statue or bust of Dr. King placed in the Capitol building. Incredibly, among the many statues and busts in the Capitol, there is not one honoring a black American!

My resolution passed both Houses in the last Congress but failed on the final night of the session because the Senate added a statue of Senator Hayden and there was not time to work out the disagreement.

I have reintroduced the resolution this year (H. Con. Res. 60) with some 160 co-sponsors, including the entire Black Caucus, and am pressing for early action. Birch Bayh has introduced the resolution in the Senate (S. Con. Res. 6).

Since this is purely a Congressional matter, I would not expect that you would want to make a public statement on the subject. However, it would be great if you felt inclined to express support for the idea privately to the Congressional leadership at one of your meetings.

Respectfully,

Jonathan B. Bingham

JBB:dl

THIS STATIONERY PRINTED ON PAPER MADE WITH RECYCLED FIBERS

February 4, 1977

Dear Congressman:

I know that the President will be very interested in hearing about your resolution to place a bust of the late Dr. Martin Luther King, Jr. in the Capitol.

Thank you for letting us know about it.

Sincerely,

Frank Moore
Assistant to the President
Congressional Liaison

The Honorable Jonathan B. Bingham
U. S. House of Representatives
Washington, D. C. 20515

THE WHITE HOUSE
WASHINGTON

February 7, 1977

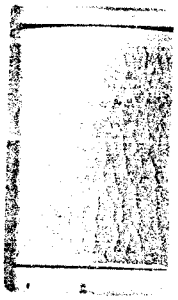
Frank Moore -

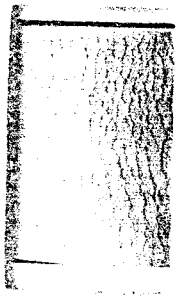
The attached was returned in the President's outbox. It is forwarded to you for appropriate handling.

Rick Hutcheson

cc: Z. Brzezinski
Tim Kraft

Note - Presidential notations on Congressional Mail





MEMORANDUM

THE PRESIDENT HAS SEEN.

Frank
J

THE WHITE HOUSE

WASHINGTON

2/5/77

TO: The President

FROM: Frank Moore FM

CC: Hamilton Jordan

Attached is a copy of today's Summary of Congressional Mail to The President.

cc
Frank
Brz
Tom
see Pres
notations
within

MAIL SUMMARY 2/5/77

PAGE -1-

CONGRESSIONAL MAIL TO THE PRESIDENT

FROM	SUBJECT	DISPOSITION	COMMENTS	SIGNATURE
Sens. Moynihan & Javits	Presenting an urgent petition for relief to the Buffalo area	JW	done	
Rep. Frank Thompson cc: The Secretary of State, Labor, Commerce and Dir. NSC	Recommends two actions relating to International Labor Org. 1. that the budget include 22.5 million for ILO and that we maintain our membership 2. urges reconstitution at earliest possible time of the Cabinet Level Comm. on ILO	ack-FM		
Sen. Inouye	Urges prompt action to cause the Japanese to honor their agreement to provide reciprocal air service between Japan and Micronesia. Air service is integral to the economic development of the islands.	ack-FM/State	3/15 - memo to me	
Sen. Heinz	Urges support of International Trade Commission decision granting relief to the domestic shoe industry by placing restrictions on shoe imports into the U.S.	ack-FM/ Comm.		
Rep. Rodino	Expresses his commendation for stand on behalf of human rights throughout the world	The President		X
Rep. James Abdnor	Urges declaring South Dakota a "major disaster area"	JW		

MAIL SUMMARY 2/5/77 CONGRESSIONAL MAIL TO THE PRESIDENT

PAGE -2-

FROM	SUBJECT	DISPOSITION	COMMENTS	SIGNATURE
Senators Hollings and Baker	Urges that Office of Tele-Communications remain within the Executive Office	ack-FM/ Jagoda		
Rep. Phil Sharp	Appreciation for leadership on the natural gas bill	The President		
Rep. Edwin B. Forsythe (a telegram)	Urges coordination between Coast Guard and Navy on clearing the Chesapeake Bay and Delaware Canal	JS		
Rep. Raymond F. Lederer	Urges that the Administration take no further to transfer funds to the Picatinny Arsenal that would result in the closing of the Frankford Arsenal: as per Vice President Mondale's campaign promise.	ack-FM/ The Vice President		
Rep. James Jones	Relays constituent's request for a 60 day waiver of the Jones Act to permit the Williams Company to transport propane fuel from Houston to the east coast.	JS	done	
Rep. Barbara Mikulski	Appreciation for declaring portions of Maryland a disaster area.	n/a		

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FROM	SUBJECT	DISPOSITION	COMMENTS	SIGNATURE
Rep. Bill Hefner	Commends The President on the emergency natural gas bill and urges formulation of a comprehensive energy program.	ack-FM/ JS		
Rep. John H. Buchanan, Jr.	Introduces himself as a seventh term Republican congressman and senior member of House Committee on International Relations and Education and Labor. He pledges his support to the limit that his own convictions and conscience will permit.	The President		
Sen. James Abourezk	Urges the President to stop the EEOC Commissioners from acting on State and Local 706 and 709 programs until a new Chairman is appointed.	ack-FM /DOL		
Sen. Patrick Leahy	Congratulations on "Fireside Chat"	The President		
Sen. John Melcher	States that the economic recovery package has an oversight in that enough attention has not been paid to the Agriculture Industry	ack-FM/ Agri.		

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CONGRESSIONAL MAIL TO THE PRESIDENT

FROM	SUBJECT	DISPOSITION	COMMENTS	SIGNATU
Sen. Dewey Bartlett cc: James Schlesinger	States that conservation of energy by itself is a specious energy policy...the heart of a good domestic energy program is decontrol of well-head prices of natural gas and oil.	ack-FM		
Rep. Edwin Forsythe	Urges full disaster Declaration for the state of New Jersey	JW		
Rep. Mary Rose Oakar	Copy of letter to Paul Rand Dixon suggesting that he is unfit for office.	The President		
Sen. Howard Metzenbaum cc: Secy. of State	Presents case of Anatol Michelson who left Russia 20 years ago and is seeking help for his wife and daughter to leave. Asks the President to personally request Mr. Brezhnev or Mr. Podgorny to intervene	ack-FM/ZB	3/15- Ack Cy to help	
Reps. Gilman and Guyer	Concerned that they were not part of recent meeting on MIA/POW issue and request an appt.	TK		

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CONGRESSIONAL MAIL TO THE PRESIDENT

FROM	SUBJECT	DISPOSITION	COMMENTS	SIGNAT
Rep. Clement Zablocki	Recommending Stanley D. Kupiszewski, Jr., as Ambassador to Poland	ack/JK		
Rep. Sidney R. Yates	Recommending James P. Economos for Nat'l Highway Safety Adv. Comm.	ack/JK		
Rep. Romano L. Mazzoli	Recommending Bremer Ehrler for Postal Rate Commsn.	"		
Rep. Richardson Preyer	Recommending Dr. J. Iverson Riddle for Pres. Commsn. on Mental Retardation	"		
Sen. John Sparkman Sen. John L. McClellan Sen. John C. Stennis Sen. Harry F. Byrd, Jr. Sen. James Allen Sen. Sam Nunn	All recommending Will Hill Tankersley be retained as Dep. Asst. Secty. of Defense for Reserve Affairs for a short time	" (cc:HJ)		
Sen. J. Bennett Johnston	Recommending Nevins D. Baxter for Comptroller of the Currency, Julian Soshnick as Commsr. of Immig., and John Ormond as for U.S. Adv. Commsn. on Internat'l and Cult. Affairs	"		
Sen. Abe Ribicoff	Joining Sen. Henry Jackson and Howard Baker in endorsing George Murphy for appt. to Nuclear Reg. Commsn.	"		
Rep. Bo Ginn	Recommending Ambassador Max W. S. Bishop as Ambass. to Japan	"		

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FROM	SUBJECT	DISPOSITION	COMMENTS	SIGNATUR
Rep. James A. Burke	Recommending Robert E. Tierney for Asst. U.S. Atty. in Boston	ack/JK		
Rep. Mendel J. Davis	Recommending Dr. James Martin for Dir., Title III, Off. of Edu., HEW	"		
Rep. Harley O. Staggers	Recommending Peter F. Mack, Jr., for Chmn. of CAB	"		
Rep. Robert Morgan	Recommending H. Milton Short for FTC member	"		
Sen. Spark Matsunaga	Recommending J. Ralph Brown for Chmn. of Fed. Home Loan Bank Bd.	"		
Rep. Henry Reuss	Recommending Frank E. Smith to TVA Bd. of Dir.	"		
Rep. Harold Ford	Recommending Earl D. Gregory for three non-specific positions	"		
Sen. Daniel K. Inouye	Forwarding constituent's gift of Hawaiian coins	MW		
Rep. Jim Mattox	Requesting anniversary greetings	GC		
Rep. Joseph A. Le Fante	Requesting autograph for constituent's two dollar bill	Dir.Corr.		
Rep. Tom Bevill	Requesting Pres. address Ala. St. Bar Convention in July	FV		
Sen. Thomas McIntyre	Requesting Pres. address Univ. N.H. commencement on May 29	FV		

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CONGRESSIONAL MAIL TO THE PRESIDENT

FROM	SUBJECT	DISPOSITION	COMMENTS	SIGNATURE
Rep. Bill Chappell	Requesting Pres. message to Petty Officer Newton A. Dort	EH		
Sen. Edward Zorinsky	Forwarding constituent's gift to Pres., CROATIA	MW		
Reps. Broyhill and Dingell (cc: James Schlesinger)	A copy of Federal Report on Motor Vehicle Goals, a copy of HR 2380 - Dingell-Broyhill auto emission schedule and summary information. They request an appointment to discuss the matter.	TK	ok - along w/ the Muskie, Rogers, etc. - later	