

Richard Nixon Presidential Library  
White House Special Files Collection  
Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
20	9	N.D.	Other Document	Pay grade and background profile for Murray Joel Belman, Deputy Legal Adviser. 1 pg.
20	9	N.D.	Other Document	Statements of common responsibilities of regional bureaus. 3 pgs.
20	9	N.D.	Other Document	Organizational chart for African Affairs. 1 pg.
20	9	N.D.	Other Document	Pay grade and background profile for Joseph Palmer, 2nd, Assistant Secretary, Bureau of African Affairs. 1 pg.
20	9	N.D.	Other Document	Organizational chart for the Assistant Secretary for East Asian and Pacific Affairs. 1 pg.
20	9	N.D.	Other Document	Pay grade and background profile for William P. Bundy, Assistant Secretary, Bureau of East Asian and Pacific Affairs. 1 pg.

<b><u>Box Number</u></b>	<b><u>Folder Number</u></b>	<b><u>Document Date</u></b>	<b><u>Document Type</u></b>	<b><u>Document Description</u></b>
20	9	N.D.	Other Document	Pay grade and background profile for Philip C. Habib, Deputy Assistant Secretary for Vietnam, Bureau of East Asian and Pacific Affairs. 1 pg.
20	9	N.D.	Other Document	Vietnamese Affairs Country Director position vacant. 1 pg.
20	9	N.D.	Other Document	Pay grade and background profile for Thomas J. Corcoran, Country Director - Laos and Cambodia. 1 pg.
20	9	N.D.	Other Document	Organizational chart for the Assistant Secretary for European Affairs. 1 pg.
20	9	N.D.	Other Document	Pay grade and background profile for John M. Leddy, Assistant Secretary, Bureau of European Affairs. 1 pg.
20	9	N.D.	Other Document	Pay grade and background profile for George S. Springsteen, Deputy Assistant Secretary, Bureau of European Affairs. 1 pg.
20	9	N.D.	Other Document	Pay grade and background profile for Alfred Puhon, Deputy Assistant Secretary - Country Director. 1 pg.

<b><u>Box Number</u></b>	<b><u>Folder Number</u></b>	<b><u>Document Date</u></b>	<b><u>Document Type</u></b>	<b><u>Document Description</u></b>
20	9	N.D.	Other Document	Pay grade and background profile for Malcolm Toon, Deputy Assistant Secretary - Country Director. 1 pg.
20	9	N.D.	Other Document	Pay grade and background profile for Robert M. Beaudry, Special Assistant, Interdepartmental Regional Group. 1 pg.
20	9	N.D.	Other Document	Pay grade and background profile for Raymond E. Lisle, Country Director - Eastern Europe. 1 pg.
20	9	N.D.	Other Document	Pay grade and background profile for Alexander C. Johnpoll, Country Director - Germany, International Relations Officer General. 1 pg.
20	9	N.D.	Other Document	Pay grade and background profile for Adolph Dubs, Country Director - Soviet Union, International Relations Officer General. 1 pg.
20	9	N.D.	Other Document	Job description, pay grade and background profile for John I. Getz, Director, NATO & Atlantic Political Military Affairs. 1 pg.
20	9	N.D.	Other Document	Job description, pay grade and background profile for Boris H. Klosson, Office Director, Soviet and Eastern European Exchanges Staff. 1 pg.

<b><u>Box Number</u></b>	<b><u>Folder Number</u></b>	<b><u>Document Date</u></b>	<b><u>Document Type</u></b>	<b><u>Document Description</u></b>
20	9	N.D.	Other Document	Job description, pay grade and background profile for Abraham Katz, Office Director, OECD, European Community and Atlantic Political-Economic Affairs. 1 pg.
20	9	N.D.	Other Document	Organizational chart for the Assistant Secretary for Near Eastern and South Asian Affairs. 1 pg.
20	9	N.D.	Other Document	Assistant Secretary for the Bureau of Near Eastern & South Asian Affairs position vacant. 1 pg.
20	9	N.D.	Other Document	Pay grade and background profile for Alfred > Atherton, Jr., Country Director - Israel & Arab-Israeli Affairs. 1 pg.
20	9	N.D.	Other Document	Organizational chart for the Assistant Secretary for Economic Affairs. 1 pg.
20	9	N.D.	Other Document	Job description, pay grade and background profile for Anthony M. Solomon, Assistant Secretary for Economic Affairs. 1 pg.
20	9	N.D.	Other Document	Job description, pay grade and background profile for Frances M. Wilson, Executive Director. 1 pg.

<b><u>Box Number</u></b>	<b><u>Folder Number</u></b>	<b><u>Document Date</u></b>	<b><u>Document Type</u></b>	<b><u>Document Description</u></b>
20	9	N.D.	Other Document	Job description, pay grade and background profile for Thomas O. Enders, Deputy Assistant Secretary for International Monetary Affairs. 1 pg.
20	9	N.D.	Other Document	Job description, pay grade and background profile for Joseph A. Greenwald, Deputy Assistant Secretary for International Trade Policy. 1 pg.
20	9	N.D.	Other Document	Organizational chart for the Assistant Secretary for Educational and Cultural Affairs. 1 pg.
20	9	N.D.	Other Document	Job description, pay grade and background profile for Edward D. Re, Assistant Secretary for Educational and Cultural Affairs. 1 pg.
20	9	N.D.	Other Document	Organizational chart for the Director of Intelligence and Research. 1 pg.
20	9	N.D.	Other Document	Job description, pay grade and background profile for Thomas L. Hughes, Director of Intelligence and Research. 1 pg.
20	9	N.D.	Other Document	Pay grade and background profile for George C. Denney, Jr., Deputy Director, Bureau of Intelligence and Research. 1 pg.

<b><u>Box Number</u></b>	<b><u>Folder Number</u></b>	<b><u>Document Date</u></b>	<b><u>Document Type</u></b>	<b><u>Document Description</u></b>
20	9	N.D.	Other Document	Job description, pay grade and background profile for Joseph T. Bartos, Executive Director, Bureau of Intelligence and Research. 1 pg.
20	9	N.D.	Other Document	Job description, pay grade and background profile for Allan Evans, Deputy Director for Research. 1 pg.
20	9	N.D.	Other Document	Job description, pay grade and background profile for William C. Trueheart, Deputy Director for Coordination, Bureau of Intelligence and Research. 1 pg.
20	9	N.D.	Other Document	Job description, pay grade and background profile for William M. Marvel, Director, Office of Current Intelligence Indications. 1 pg.
20	9	N.D.	Other Document	Geographic Offices of Research and Analysis. 1 pg.
20	9	N.D.	Other Document	Office Director of the Office of Research and Analysis for East Asia & Pacific position vacant. 1 pg.
20	9	N.D.	Other Document	Pay grade and background profile for Evelyn S. Colbert, Foreign Affairs Analyst, Office of Research and Analysis for East Asia and Pacific. 1 pg.

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20	9	N.D.	Other Document	Pay grade and background profile for Helmut Sonnefeldt, Office Director, Office of Research and Analysis for USSR and Eastern Europe. 1 pg.
20	9	N.D.	Other Document	Organizational chart for the Assistant Secretary for International Organization Affairs. 1 pg.
20	9	N.D.	Other Document	Job description, pay grade and background profile for Joseph John Sisco, Assistant Secretary, Bureau of International Organization Affairs. 1 pg.
20	9	N.D.	Other Document	Pay grade and background profile for David H. Popper, Deputy Assistant Secretary, Bureau of International Organization Affairs. 1 pg.
20	9	N.D.	Other Document	Pay grade and background profile for Walter M. Kotschnig, Deputy Assistant Secretary, Bureau of International Organization Affairs. 1 pg.
20	9	N.D.	Other Document	Pay grade and background profile for Ward P. Allen, Deputy Assistant Secretary, Bureau of International Organization Affairs. 1 pg.
20	9	N.D.	Other Document	Job description, pay grade and background profile for Elizabeth Ann Brown, Office Director, Office of the United Nations Political Affairs. 1 pg.

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20	9	N.D.	Other Document	Pay grade and background profile for Hobart N. Luppi, Special Assistant, Executive Assistant to the Administrator, Bureau of Security and Consular Affairs. 1 pg.
20	9	N.D.	Other Document	Job description, pay grade and background profile for Barbara M. Watson, Administrator, Bureau of Security and Consular Affairs. 1 pg.
20	9	12/21/1968	Memo	Memo from Harry Flemming to John Ehrlichman, cc Mitchell, Flanigan RE: Status report for the week ending December 21. 2 pgs.
20	9	12/21/1968	Memo	Memo from Harry Flemming to John Ehrlichman and Peter Flanigan RE: Positions "excepted" from the competitive service and related employee rights. 3 pgs.
20	9	12/17/1968	Memo	Memo from Nicholas J. Oganovic to Directors of Personnel RE: Removal of Protections of Employees in Excepted Positions. 23 pgs.
20	9	12/30/1968	Memo	Memo from Harry Flemming to John Ehrlichman, cc Mitchell, Flanigan RE: Status report for the week ending December 28. 2 pgs.
20	9	01/08/1969	Letter	Copy of letter from John Ehrlichman to George J. Takacs RE: Takacs previous letter of January 3 concerning the task forces. 1 pg.



<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
20	9	01/03/1968	Letter	Letter from George J. Takacs to John Ehrlichman RE: Task forces being formed. 1 pg.
20	9	01/02/1969	Memo	Copy of memo from Charles E. Stuart to Dr. Martin Anderson RE: Task force meetings for January 10 and 11. 1 pg.
20	9	01/02/1969	Memo	Copy of memo from Charles Stuart to Dwight Chapin RE: January 10 and 11 task force meetings. 1 pg.
20	9	01/03/1969	Memo	Copy of memo from Charles E. Stuart to H. R. Haldeman RE: January 10 and 11 task force meetings. 1 pg.
20	9	01/02/1969	Memo	Copy of memo from Charles E. Stuart to Dr. L. DuBridge RE: January 10 and 11 task force meetings. 1 pg.
20	9	01/02/1969	Memo	Copy of memo from Charles E. Stuart to Dr. D. Moynihan RE: January 10 and 11 task force meetings. 1 pg.
20	9	01/02/1969	Memo	Copy of memo from Charles E. Stuart to John Whittaker RE: January 10 and 11 task force meetings. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
20	9	01/02/1969	Memo	Copy of memo from Charles E. Stuart to Bryce Harlow RE: January 10 and 11 task force meetings. 1 pg.
20	9	01/02/1969	Memo	Copy of memo from Charles E. Stuart to Robert Brown RE: January 10 and 11 task force meetings. 1 pg.
20	9	01/02/1969	Memo	Copy of memo from Charles E. Stuart to Dr. H. Kissinger RE: January 10 and 11 task force meetings. 1 pg.
20	9	01/02/1969	Memo	Copy of memo from Charles E. Stuart to Dr. R. Mayo RE: January 10 and 11 task force meetings. 1 pg.
20	9	11/19/1968	Letter	Letter from Donald M. McAusland to John Ehrlichman RE: McAusland contacting the White House and offering his services to the administration. Handwritten notes by Pete. 1 pg.
20	9	N.D.	Newspaper	Newspaper article titled "U.S. Employes Overseas Up 70,000 in 5 Years". Not scanned. 1 pg.
20	9	12/16/1968	Memo	Copy of memo from John Ehrlichman to Henry Loomis and Charles Stuart RE: Organizing task force meetings some time around January 10 at the Pierre Hotel. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
20	9	12/05/1968	Memo	Copy of memo from John Ehrlichman to Chuck Stuart RE: Providing Peter Flanigan with a roster of the membership of the Task Forces. 1 pg.
20	9	12/05/1968	Memo	Memo from John Ehrlichman to Dwight Chapin RE: Wind-up dinner for the task forces. 1 pg.
20	9	12/16/1968	Memo	Copy of memo from John Ehrlichman to Henry Loomis and Charles Stuart RE: Organizing task force meetings some time around January 10 at the Pierre Hotel. 1 pg.
20	9	N.D.	Other Document	List of Nixon Task Forces and Task Force Chairmen. 2 pgs.

S-24103-00 DEPUTY LEGAL ADVISER P 00905 GS-17 702 BELMAN MURRAY JOEL GS-17 \$26,264 703-1097

Belman, Murray Joel - b. Nebr. June 11, 35; Cornell U., AB 57; Harvard U., LLB 60; mem. D.C. bar; teaching fellow, Harvard U. 60-61; app. GS-9, atty-ad., Dept. of State June 12, 61; GS-11 June 10, 62; GS-12 Oct. 14, 62; GS-13 Oct. 13, 63; GS-14 Oct. 25, 64; GS-15, asst. legal ad. for econ. aff. Oct. 24, 65; GS-16 Apr. 23, 67.

GS - excepted - with no conditions or restrictions, non-status employee

## 250 - STATEMENTS OF COMMON RESPONSIBILITIES OF REGIONAL BUREAUS

### Applicability of General Statements

In view of the similarity of responsibilities of the geographic regional bureaus, a single set of functional statements is provided below to be generally applicable to all regional bureaus, except section 257.1 which applies to all Public Affairs Advisers assigned to the Department. If functions of any bureau--or of one of its units--differ significantly from those set forth in the general statements, the differences are covered in the separate bureau functional statements which follow this section.

### 251 Assistant Secretary

a. Is responsible for the general conduct of United States foreign relations with the countries within the geographic region assigned to his bureau.

b. By Presidential directive, assists the Secretary of State in providing over-all direction, coordination, and supervision of interdepartmental activities of the United States Government in the countries in his region. This includes insuring the adequacy of United States policy for the countries in his region and of the plans, programs, resources, and performance for implementing that policy. Also, is particularly watchful for indications of developing crises and insures appropriate action is initiated on a timely basis.

c. Serves as Executive Chairman of the Interdepartmental Regional Group (IRG), established by the President, with full powers of decision on all matters within the purview of the IRG, unless a member who does not concur requests the upward referral of a matter.

d. Directly supervises the policy and operations of the bureau and provides over-all guidance to the Foreign Service establishments within the region.

e. Exercises the authority conferred on the Secretary of State to authorize leave of absence of chiefs of mission who receive compensation in accordance with section 411 of the Foreign Service Act, as amended.

### 252 Deputy Assistant Secretary

Performs such duties as may be assigned to him by the Assistant Secretary.

### 253 Country Director

a. Serves as the single focus of responsibility for leadership and coordination of departmental and interdepartmental activities of the U.S. Government within his country or countries of assignment. This includes:

(1) Providing continuing interdepartmental and intradepartmental planning, coordination and implementation of decisions;

(2) Raising specific matters for consideration by the IRG and participating in IRG discussions concerning his country or countries of assignment;

(3) Serving as the base for crisis operations, as necessary.

b. Provides general instructions and guidance for the operations of the Foreign Service establishments in his country or countries of assignment.

c. Assures support to the Ambassador's needs both within the Department and governmentwide, and to the mission's entire range of requirements: policy, program, resources, operations, and administration.

d. Maintains and coordinates relationships with foreign missions in the United States.

e. Provides regular guidance on Foreign Service reporting.

254 Staff Director, Interdepartmental Regional Group

a. Provides staff support to the Assistant Secretary as Executive Chairman of the IRG. Assures the submission of pertinent information and recommendations by the interdepartmental members for IRG consideration, and follows up on the execution of the IRG decisions.

b. Assists the Staff Director of the Senior Interdepartmental Group (SIG), as required.

255 Executive Director

a. Provides over-all direction to all administrative and management activities for the bureau and for the Foreign Service posts in the region. Develops and executes programs for the bureau in support of substantive policy decisions.

b. Maintains liaison and coordinates with other areas of the Department and other U.S. agencies with respect to requirements for and utilization of personnel and financial resources.

c. On behalf of the Assistant Secretary, exercises (with authority to redelegate) all administrative authorities delegated to and vested in the bureau by the central administrative area of the Department, except those authorities required by law, regulation or otherwise, to be performed by the Assistant Secretary or higher authority, or by others specifically designated in writing.

256 Staff Assistant to the Assistant Secretary

Acts as staff aide to the Assistant Secretary and his principal subordinates, directing the flow of action and information documents to and from them, assuring coordination and completion of action.

257 Special Advisers

The titles and functions of most commonly required special advisers to the Assistant Secretary and the bureau are outlined below. In special cases, the Assistant Secretary may require other types of advisers. These are listed in the individual bureau sections. Some bureaus combine a number of these advisers into one office unit under a director.

257.1 Public Affairs Adviser

a. Advises on public affairs and information matters (policy and operations) relating to the bureau's area of responsibility.

b. Takes the initiative in informing, assisting, and maintaining close liaison with the Bureau of Public Affairs in:

(1) The development and execution of the Department's public information policy.

(2) Assuring compliance with Departmental regulations and procedures for review and guidance on all public affairs activities (e.g., press conferences, speeches or manuscripts for publication, press interviews and backgrounders, and radio-TV appearances) by Department and other U.S. Government officials.

(3) Providing information and policy guidance to USIA and other U.S. agencies.

c. Provides the Bureau of Public Affairs with policy guidance material for the daily news briefings, and Departmental and Presidential news conferences.

d. Obtains the concurrence of the Bureau of Public Affairs on all communications to other agencies or to posts abroad concerning any aspect of public affairs.

e. Acts as a source of information within the bureau for correspondents and inquiries from others on matters pertaining to the bureau where background information or in-depth briefing is required.

f. Upon request, assists in preparing speeches and other public information material.

NOTE: The above functional statement also applies to Public Affairs Advisers assigned to functional bureaus.

#### 257.2 Labor Adviser

a. Advises on labor, manpower and social aspects of U.S. foreign relations affecting the bureau's area of responsibility.

b. Maintains close cooperation with the Special Assistant to the Secretary and Coordinator of International Labor Affairs on all labor matters, including the labor attaché program, and, in coordination with him, maintains liaison as appropriate with other Government departments and agencies and with U.S. labor organizations.

c. Advises country directors and other bureau officers regarding the Department's international labor affairs program as it affects the posts in each country.

#### 257.3 Economic Adviser

a. Advises, with the advice of the Bureau of Economic Affairs when required, on economic policies and programs affecting the region and, as requested, those affecting particular countries.

b. Maintains liaison or conducts negotiations on an interdepartmental or intergovernmental level on economic matters of direct concern to the bureau, in coordination with the Bureau of Economic Affairs as required, and subject to guidance from country directors on matters having particular effect on individual countries.

c. Assists in the maintenance of contact with private U.S. interests regarding economic matters.

#### 257.4 Politico-Military Adviser

a. Advises on politico-military matters affecting the region as a whole or certain countries.

b. Maintains liaison or conducts negotiations on an interdepartmental or intergovernmental level on regionwide politico-military matters of direct concern to the bureau, in consultation with the Office of the Deputy Assistant Secretary for Politico-Military Affairs (G/PM).

c. Coordinates politico-military affairs within the bureau and with other bureaus, and in particular with G/PM.

d. Serves as liaison between the bureau and the Department of Defense on regionwide matters.

e. Provides representation and coordination for the bureau on regional or multicountry aspects of scientific affairs. Provides general and continuing liaison with the Office of Scientific and Technological Affairs.

#### 257.5 Regional Planning Adviser

a. Participates in studies on current and long-range foreign policy planning and programming.

b. Maintains liaison with the Policy Planning Council.

c. Represents the bureau on various interdepartmental and intradepartmental planning and programming committees when the regional viewpoint is involved.

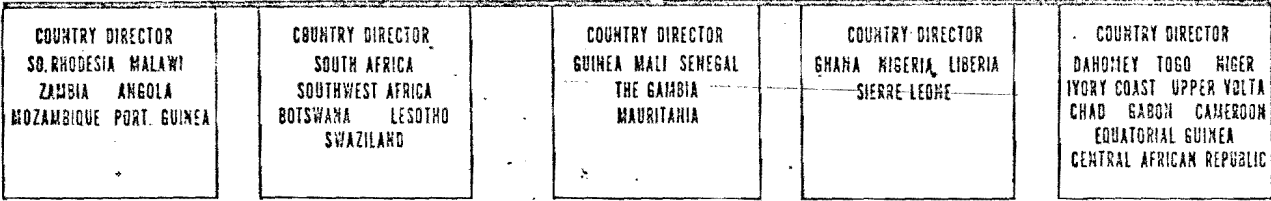
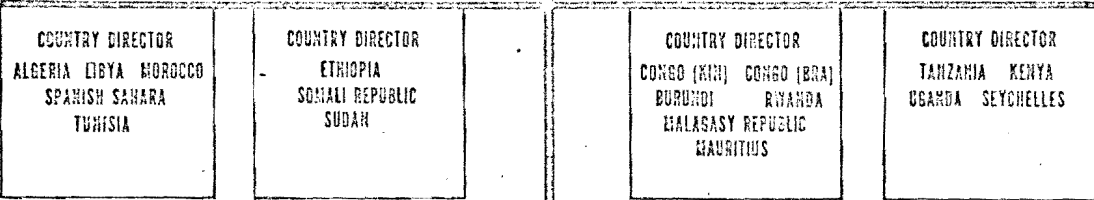
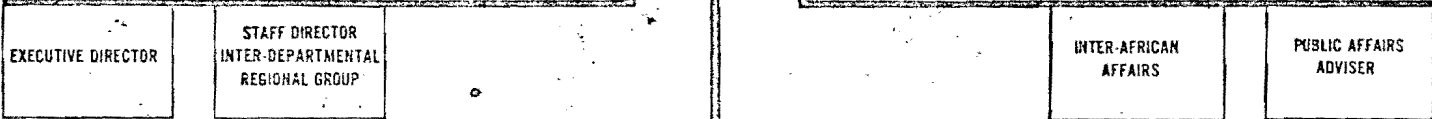
#### 257.6 United Nations Adviser

a. Advises on and coordinates the bureau position in support of the Bureau of International Organization Affairs on matters affecting the region which arise in international organizations, principally the United Nations and its specialized agencies.

b. Serves, as appropriate, as adviser for the bureau during the annual sessions of the United Nations General Assembly.

c. Provides advice to the Bureau of International Organization Affairs regarding composition of and instructions to U.S. delegations to certain international organizations and conferences.

ASSISTANT SECRETARY  
FOR  
AFRICAN AFFAIRS



I FAM Chart 260

ORGANIZATION AND FUNCTIONS

TL:ORG-9  
3-14-67



## BUREAU OF AFRICAN AFFAIRS

## ASSISTANT SECRETARY

E-01101-00 ASSISTANT SECRETARY

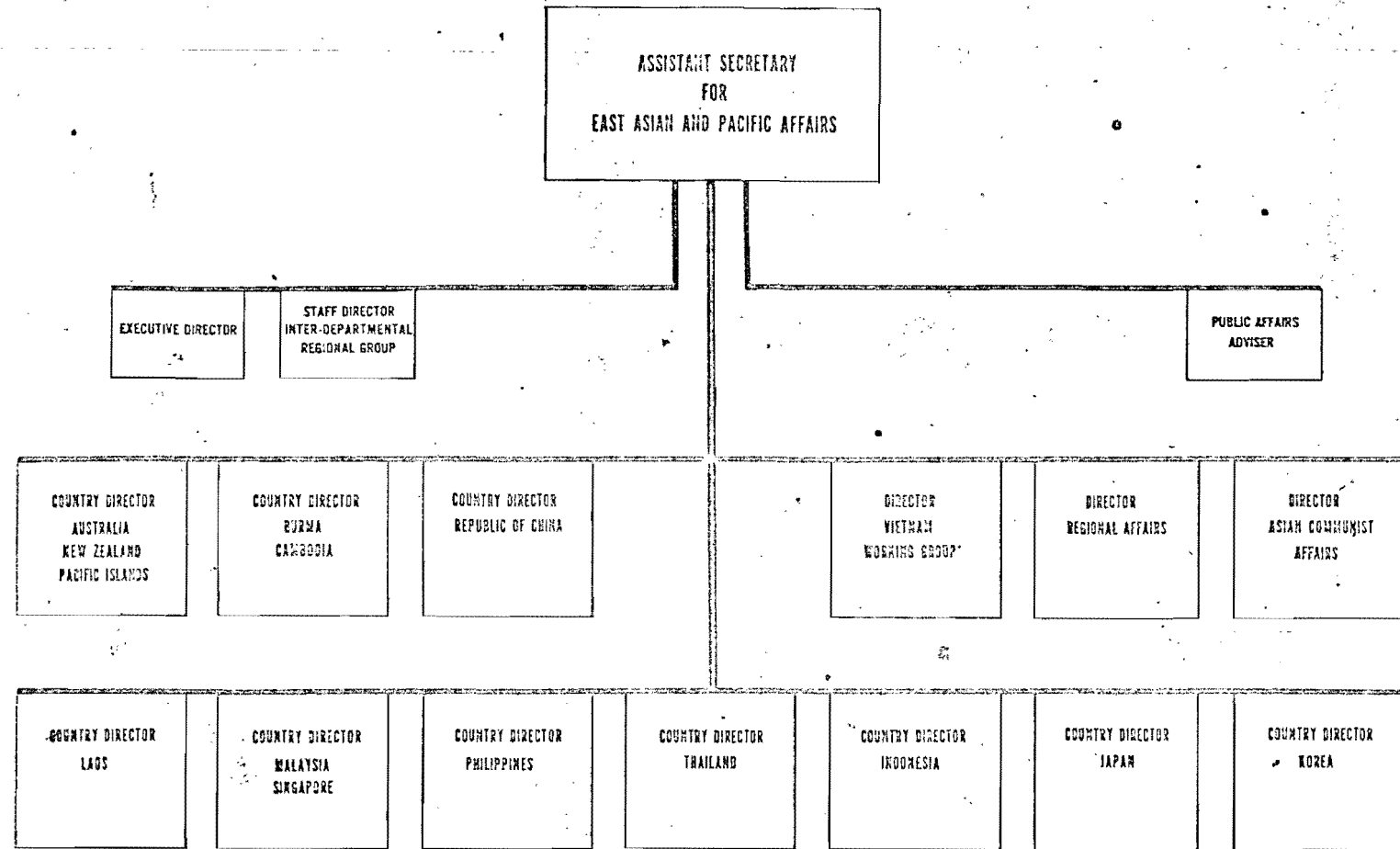
P 0030 D

PALMER JOSEPH 2nd FO-CM \$28,750 710 1097

FSO - permanent full-time

1 FAM Chart 270

ORGANIZATION AND FUNCTIONS



\*Under direction of a Deputy Assistant Secretary maintains liaison with and provides support to the Special Assistant to the President who supervises U.S. non-military programs in Vietnam.

TL:ORG-9  
3-14-67

## BUREAU OF EAST ASIAN AND PACIFIC AFFAIRS

## ASSISTANT SECRETARY IMMEDIATE OFFICE

E-00755-00 ASSISTANT SECRETARY P 0030 D BUNDY WILLIAM P EX-04 \$28,750 1097

Bundy, William P.-b. D. C., Sept. 24, 17; m.; Yale U., AB 39; Harvard U., MA 40, LLB 47; US Army 41-46, maj., overseas; lawyer, law firm 47-51; Central Intell. Agcy. 51-61; staff dir., President's Commn. on Nat. Goals 60; dep. asst. sec. of defense of int. security aff. 61-63, asst. sec. of defense for int. security aff. 63-64, Dept. of Defense; app. asst. sec. of state for Far E. aff. Mar. 16, 64.

Presidential appointment

## BUREAU OF EAST ASIAN &amp; PACIFIC AFFAIRS

## FOR VIETNAM

S-24057-00 DEPUTY ASSISTANT SECRETARY E 1021 1 HABIB PHILIP C FO-01 \$28,000 700-1097 05-71

Habib, Philip Charles--b. N.Y. Feb. 25, 20; m.; U. Idaho. BS 42; U. of Paris 45; U. Calif. (Berkeley), PhD 52; US Army 42-46, capt., overseas; clk., mfg. co 36-38; fire guard, Forest Ser. 39, 41; teacher-resch. asst., U. Calif. 47-49; app. O-6, v.c., sec. DS July 9, 49; asgd. Dept. July 13, 49; 3d sec-v.c., Ottawa Sept. 28, 49; O-5, 2d sec-v.c., Ottawa June 20, 51; Wellington Nov. 28, 51; O-4, cons., asgd. 2d sec-cons., Wellington Dec. 3, 54; intell. resch. off., Dept. Mar. 14, 55; O-5 July 29, 56; O-4 Jan. 29, 57; cons., Port-of-Spain Jan. 12, 58; O-3 Apr. 22, 58; for. aff. off., Dept. Jan. 24, 60; couns. pol. aff., Seoul Jan. 7, 62; O-2 Apr. 7, 62; couns. pol. aff., Saigon June 20, 65. O-1, cons. off. USA May 13, 66; with pers. rank min. June 3 66

FSO - permanent full-time

## VIETNAMESE AFFAIRS

S-10972-00 COUNTRY DIRECTOR

F 1035 1

(VACANT)

## COUNTRY DIRECTOR-LAOS-CAMBODIA

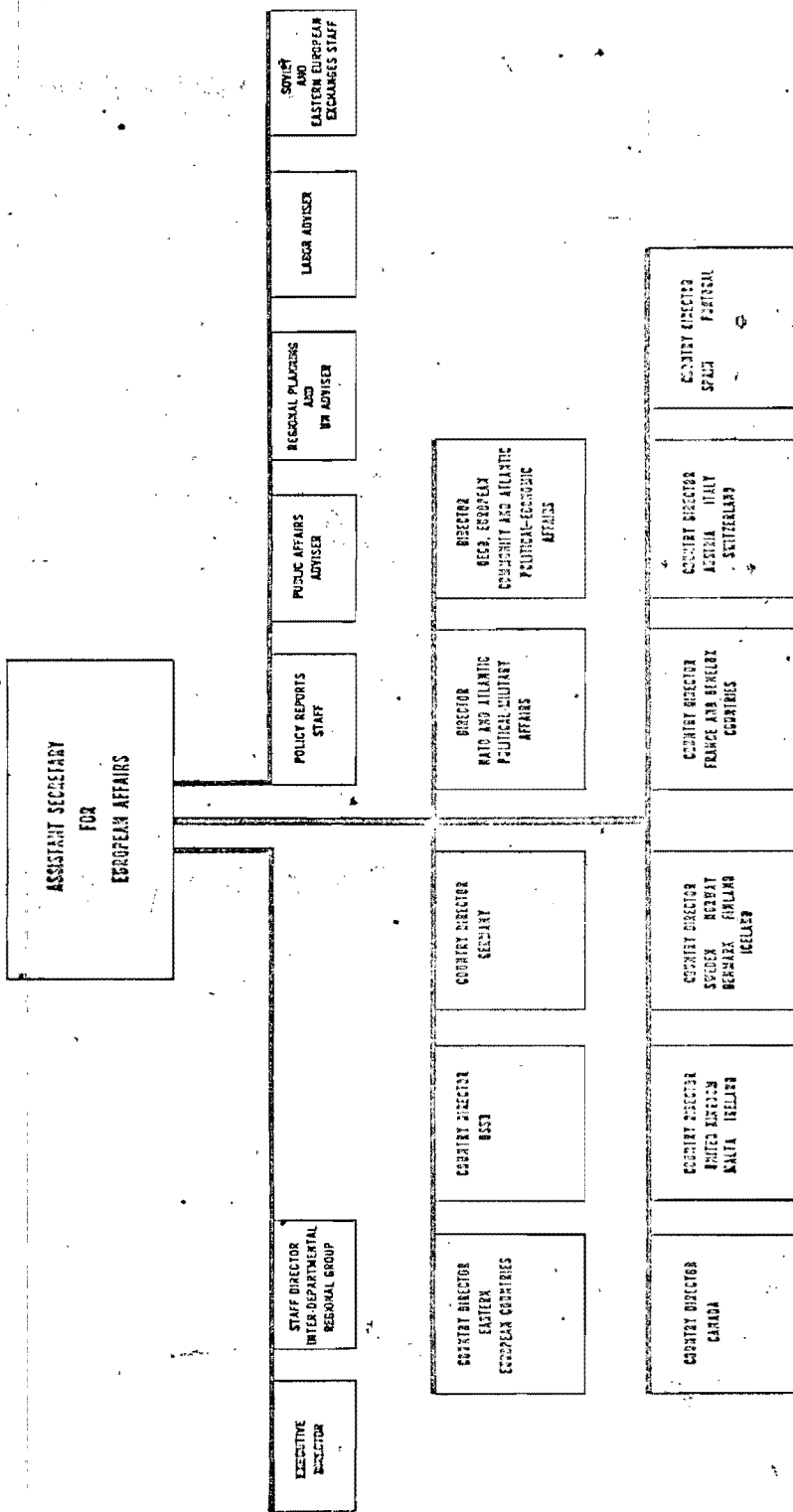
S-29443-00 COUNTRY DIRECTOR

F 1035 1

CORCORAN THOMAS J FO-02 \$24,614 101 1097 06-70

FS<sup>o</sup> - permanent full-time

Corcoran, Thomas Joseph-b. N.Y. Sept. 6, 20; St. John's U., BS 40; US Navy 42-47, lt.; clk., mfg. firm 41-42; app. O-6, v.c., sec. DS Feb. 12, 48; Dept. Mar. 10, 48; v.c., Barcelona May 13, 48; 3d sec-v.c., Saigon July 12, 50; v.c., Hong Kong. temp. Nov. 29, 50; Saigon May 29, 51; O-5, 2d sec., Saigon, in add. to v.c. June 20, 51; Dept. July 1, 53; det. Georgetown U., Thai lang-area trng. Sept. 53; O-4, cons. Mar. 1, 54; cons. Hanoi Sept. 11, 54; 2d sec-cons., Saigon Dec. 17, 55; distinguished ser. award 56; supvr. int. rel. off., Dept. Sept. 23, 56; O-3 Feb. 5, 58; det. Armed Forces Staff Coll. Aug. 9, 59-Jan. 23, 60; pol. off., POLAD/CINCPAC, Honolulu Jan. 24, 60; dep. pol. ad., POLAD/CINCPAC, Honolulu Aug. 6, 61; couns., cons., Ouagadougou June 10, 62; int. rel. off., Dept. July 19, 64; 1st sec., Saigon July 18, 65; prin. off., Hue Apr. 24, 66; O-2 May 13, 66; superior honor award 66; int. rel. off., Dept. Feb. 26, 67; lang.: Fr.



## BUREAU OF EUROPEAN AFFAIRS

## ASSISTANT SECRETARY

E-00754-00 ASSISTANT SECRETARY

P 0030 D

LEDDY JOHN M EX-04 \$28,750

1097

## PRESIDENTIAL APPOINTMENT

Leddy, John M.-b. Ill. June 29, 14; m.; George-  
 town U., BSFS 41; asst. chief, Div. of Econ.  
 Info., Pan Am. Union 37-41; app. div. asst.,  
 \$3,200, Dept. of State July 25, 41; \$3,800 Jan.  
 16, 42; \$4,600 Feb. 1, 43; \$5,600 July 16, 44;  
 \$6,230 July 1, 45; P-7, asst. ad. on cml. policy  
 July 6, 45; ad. on gen. cml. policy Aug. 3, 45;  
 P-8 Oct. 19, 47; act. assoc. chief, Div. of  
 UN Econ-Soc. Aff. Oct. 7, 48; act. chief  
 Feb. 7, 49; dep. dir., Off. of Int. Trade  
 Policy Oct. 3, 49; GS-15 Oct. 30, 49; dir.,  
 Off. of Econ. Defense and Trade Policy Nov. 21,  
 51; GS-16 Aug. 4, 52; act. dep. asst. sec. for  
 econ. aff. Apr. 15, 53; GS-15, int. econ. Sept. 24,  
 54; spec. asst., Off. of Asst. Sec. of State for  
 Econ. Aff. Oct. 3, 55, Off. of Dept. Under Sec.  
 of State for Econ. Aff. Oct. 20, 57; spec. asst. to  
 under sec. of state for econ. aff. June 30, 58;  
 GS-16 Oct. 19, 58; spec. asst. to under sec. of  
 state June 10, 59; GS-17 June 12, 60-Apr. 4,  
 61; asst. sec., Dept. of Treas. 61-62; US rep.,  
 with pers. rank amb. (OECD), Paris (USRO)  
 Nov. 5, 62; act. asst. sec. of state for European  
 aff. May 7, 65; asst. sec. of state for European  
 aff. June 16, 65.



## BUREAU OF EUROPEAN AFFAIRS

S-19958-00 DEPUTY ASSISTANT SECRETARY P 1021 1 SPRINGSTEEN GEORGE S FR-01 \$28,000 702-1097

FS Reserve - limited - 5 yrs or less

Springsteen, George Stoney, Jr.-b NY 1/7/23. m.  
Dartmouth Coll BA 43, Fletcher Sch Law and  
Diplo MA 47 MALD 49 PhD 57. US Navy 43-46  
lt (jr) overseas. PRIV EXPER 47-49: grad  
asst, instr Tufts Coll 47-49. STATE Dept P-3  
int econ 7/49, GS-9 10/49, GS-11 11/50, GS-12  
8/52, commend ser award 52, GS-13 5/54,  
GS-14 9/56-11/58, DLF, GS-15 gen fin off  
11/58-2/61. STATE Dept GS-15. Spec asst to  
under sec of State for ec affairs 2/61. GS-16  
7/61. Spec asst to under sec of state 11/61.  
GS-17 8/62. GS-18 10/63. R-1 9/66. Dep asst  
sec of state for European Affairs 10/66.

## DEPUTY ASSISTANT SECRETARY

S-27623-00 COUNTRY DIRECTOR

F 1035 1

PUHAN ALFRED FO-01 \$28,000 700 1097

FSD - permanent full-time

Puhan, Alfred-b. Germany Mar. 7, 13; n. 31; m.; Oberlin Coll., AB 35; U. Cincinnati, AM 37; Columbia U. 37-39; instr. in German, Columbia U. 39-41, Rutgers U. 41-42; announcer 42-43, prog. dir. 43-44, field rep. 44-45, Off. of War Info.; trans. Dept. of State, sr. field rep. Jan. 1, 46; CAF-13, chief, lang. sect. Apr. 7, 46; CAF-14, chief, Europe and Latin Am. sect. Nov. 3, 46; spec. asst. Mar. 20, 49; GS-14 Oct. 30, 49; chief, prog. oper. br. June 1, 50; GS-15, chief, Div. of Int. Radio Prog. Oper. Dec. 1, 50; O-2, cons., sec. DS Sept. 26, 52; Dept. Sept. 30, 52; 1st sec-cons., Vienna May 26, 53; R-2, sec., Allied Commn. Sec., Vienna Aug. 4, 53; dir., Quadripartite Secretariat, Vienna Mar. 30, 54; O-2, cons., sec. DS Mar. 24, 55; 1st sec-cons., Vienna July 5, 55; couns. pol. aff-cons., Vienna May 7, 57; dep. dir., Off. of Int. Admin., Dept. Dec. 1, 57; dir. Feb. 2, 59; exec. dir., Bu. of European Aff. July 10, 60; O-1, cons. gen. Feb. 2, 61; couns., cons. gen., Bangkok Apr. 29, 62, with pers. rank min. Aug. 13, 62; dir. Off. of German Aff., Aug. 30, 64; lang.: Ger.

## DEPUTY ASSISTANT SECRETARY

S-27627-00 COUNTRY DIRECTOR

F 1035 1

TOON MALCOLM FO-01 \$28,000 101 1097 09-69

Toon, Malcolm-b NY 7/4/16, m. Tufts Coll AB 37, Fletcher Sch Law and Diplo MA 38. US Navy 42-46 lt cmdr overseas. GOVT EXPER 39-42: resch asst Nat Resources Plan Bd 39-42, STATE Dept O unclass 2/46. Warsaw admin off. 7/46, O-6 11/46. Budapest pol off. 4/49. Dept 3/50, O-5 5/50. Moscow pol off 6/51, O-4 2/52. Rome pol off 9/52. Berlin pol off 10/53, liaison off, US sec Off of Allied Cmdrs 3/54, pol off 11/54. Dept for aff off 7/56, O-5 7/56, supvr for aff off 8/56, O-3 1/57, spec asst to dir Off of E European Aff 2/58, for aff off 3/60. London pol off 8/60, O-2 2/61. Moscow couns pol aff 6/63, O-1 cons gen 5/65. Dept supvr int rel off 9/65, Country Director USSR.

FS<sub>0</sub> - permanent full-time

## INTERDEPARTMENTAL REGIONAL GROUP

## STAFF ASSISTANT

S-12598-00 SPECIAL ASSISTANT

F 5513 1

BEAUDRY ROBERT M FO-02 \$24,614 101 1097 06-69

Beaudry, Robert M-b. Maine May 12, 23; m.; Catholic U., AB 43; US Army 43-46; app. O unclass., v.c., sec., DS June 14, 46; asgd. Dept. June 29, 46; 3d sec., Dublin Aug. 2, 46; O-6 Nov. 13, 46; v.c., Dublin, in add. to 3d sec. Feb. 4, 48; O-5, 2d sec., in add. to v.c. Apr. 14, 48; v.c., Casablanca Sept. 27, 48; 2d sec-v.c., Tangier Feb. 9, 49; v.c., Casablanca Apr. 18, 49; Dept. Aug. 18, 50; staff sec., Coblenz May 25, 53; ind. off. Aug. 29, 54; v.c., Paramaribo Jan. 21, 55; cons. and cons., Paramaribo Mar. 9, 55; O-4 Feb. 9, 56; O-5 July 29, 56; 2d sec-cons., Bern Oct. 20, 56; also cml. att., Bern Jan. 18, 59; O-4 Mar. 9, 59; int. econ., Dept. Nov. 15, 59; O-3 Apr. 7, 62; 1st sec., Brussels July 7, 63; couns. pol. aff., Brussels Nov. 22, 64; O-2 May 26, 65; det. Canadian Defence Coll. Sept. 11, 66; lang.: Fr.

FS<sup>0</sup> - permanent full-time

## COUNTRY DIRECTOR - EASTERN EUROPE

S-27619-00 COUNTRY DIRECTOR

F 1035 1 LISLE RAYMOND E FO-01 \$28,000 700 1097 07-68

FS) - permanent full-time

Lisle, Raymond Everett-b. N.Y. Nov. 28, 10; m.; C.C.N.Y., BS 29; Columbia U., AM 30; N.Y.U., JD 36; mem. N.Y. bar; US Navy 41-45, lt. cmdr., overseas; hist. instr., C.C.N.Y 30-48; law prof., Brooklyn Law Sch. 46-48; app. O-4, cons., sec. DS Mar. 24, 48; Dept. May 31, 48; ad. and act. U.S. del., UN Security Council's Comm. of Good Offices in Indonesian Dispute, Indonesia July 48-Feb. 49; FS off., Berlin June 9, 49; Frankfurt Oct. 16, 49; 2d sec-cons., The Hague Jan. 25, 51; O-3, 1st sec., The Hague, in add. to cons. June 20, 51; 1st sec-cons., Warsaw Sept. 4, 51; pol. off., Bonn Oct. 13, 53; dep. dir., Off. of Pol. Aff., Bonn Aug. 20, 54; 1st sec., Bonn May 5, 55; O-2 Feb. 9, 56; dep. dir., Off. of Ger. Aff., Dept. Sept. 9, 56; Sr. Sem. in For. Pol., FSI Sept. 21, 58; O-1, cons. gen. Mar. 9, 59; sr. FS insp. June 14, 59; couns., Belgrade Sept. 4, 60; also cons. gen., Belgrade Dec. 22, 60, with pers. rank min. Jan. 24, 62; Dept. Dec. 23, 62; dep. asst. sec. for policy plans and guidance July 7, 63; dir., Off. of E. European Aff. May 9, 65.

## COUNTRY DIRECTOR - GERMANY

S-23958-00 INTL REL OFF GENERAL

F 5510 1

JOHNPOLL ALEXANDER C FO-01 \$28,000 101 1097 07-70

Johnpoll, Alexander C--b. N.Y. Apr. 18, 17; U. New Mex., AB 41; US Army 42-46, overseas; high sch. teacher 41-42; app. O unclass., v.c., sec. DS Sept. 5, 46; Dept. Oct. 27, 46; O-6 Nov. 13, 46; v.c., Sydney Dec. 2, 46; 3d sec-v.c., Belgrade Sept. 15, 49; O-5, 2d sec., Belgrade

in add. to v.c. May 23, 50; Dept. Nov. 24, 51; 2d sec-v.c., Vienna Sept. 30, 52; O-4, cons. and cons., Vienna in add. 2d sec. Feb. 9, 56; O-5 July 29, 56; O-4 Jan. 29, 57; int. rel. off., Dept. Oct. 20, 57; pers. off. June 29, 58; O-3 Mar. 9, 59; placement spec. Aug. 7, 60; det. Nat. War Coll. Aug. 21, 60; Serbo-Croatian lang. trng., FSI June 11, 61; 1st sec., Belgrade July 23, 61; O-2 Apr. 12, 64; couns., cons., Mogadiscio Sept. 13, 64; O-1, dep. dir. of German aff., Dept. Apr. 23, 67.

FSO - permanent full-time

## COUNTRY DIRECTOR - SOVIET UNION

S-23955-00 INTL REL OFF GENERAL

F 5510 1

DUBS ADOLPH FO-02 \$23,868 101 1097 06-72

Dubs, Adolph-b. Ill. Aug. 4, 20; m.; Beloit Coll., BA 42; Georgetown U. 46-48; US Navy 42-46, lt.; mach., tool mfr. 38-42; asst. to dir. of trng., navy sch. 48-49; app. S-7, asgd. Dept. Dec. 2, 49; resident off., Frankfort Feb. 21, 50; O-6, v.c., sec. DS May 23, 50; resident off., Frankfort June 12, 50; 2d sec-v.c., Monrovia Apr. 22, 52; Ottawa Dec. 10, 54; O-4, cons. and cons., Ottawa, in add. to 2d sec. Mar. 24, 55; O-5 July 29, 56; Russian lang-area trng., FSI Nov. 3, 57, Harvard U. Sept. 7, 58; O-4 Feb. 5, 58; int. rel. off., Dept. June 28, 59; O-3 Feb. 2, 61; 1st sec-cons., Moscow July 23, 61; Dept. and det. Nat. War Coll. Aug. 4, 63; 1st sec., Belgrade June 7, 64; couns. pol. aff., Belgrade Oct. 10, 65; O-2, cons. off. USA May 13, 66; lang.: Ger.

FS) - permanent full-time

## DIR-NATO &amp; ATLANTIC POL-MILITARY AFF

S-25954-00 POLITICAL MILITARY AFFAIRS OF

E 5570 1 GETZ JOHN I FO-02 \$23,868 101 1097 08-70

Getz, John Ives--b. Mich. Mar. 29, 17; m.; U. Mich., BA 48; Sch. Adv. Int. Studies, MA 49; US Army 42-46, overseas; with mfg. co. 37-42; app. S-13, asgd. Dept. June 1, 49; S-11 Sept. 4, 49; v.c., Saigon Dec. 9, 49; asst. att., Saigon Mar. 7, 50; O-6, v.c., sec. DS May 23, 50; 3d sec-v.c., Saigon June 12, 50; O-5, 2d sec., Saigon in add. to v.c. Feb. 21, 52; Dept. Mar. 25, 52; 2d sec-v.c., Rome Aug. 2, 54; O-4, cons. and cons., Rome, in add. to 2d sec. Mar. 24, 55; O-5 July 29, 56; 2d sec-cons., Bangkok Sept. 7, 57; O-4 Feb. 5, 58; trng. assignment off., Dept. Oct. 2, 60; O-3 Feb. 2, 61; supvr. placement spec. Apr. 16, 61; det. Nat. War Coll. Aug. 5, 62; staff aide, Paris (NATO) June 23, 63; pol. off., Paris (USRO) Jan. 17, 65; O-2 May 13, 66; supvr. int. rel. off., Dept. Aug. 14, 66; lang.: Fr.

FSO - permanent full-time

Director, NATO and Atlantic Political-  
Military Affairs (EUR/RPM)

a. Develops and coordinates U.S. policies on political-military and security issues of a regional nature in EUR's area of responsibility and with particular reference to the North Atlantic Treaty area (this function shared with NEA as regards Greece and Turkey). Within NATO framework is responsible for matters affecting defense policy, planning and force levels; nuclear affairs, arms control and disarmament; coordination of current operational matters, infrastructure, communications; exercises military sales, assistance, military production, security controls, and NATO relocation matters; political matters, including consultations, NATO ministerial meetings, public information, and certain NATO administrative matters.

b. Is central point within Department for coordination with and guidance to other bureaus or agencies having an interest or operational responsibility for certain NATO affairs, particularly Department of Defense.



## SOVIET &amp; EAST EUROPEAN EXCHANGES STAFF

S-23950-00 OFFICE DIRECTOR

F 1030 1

KLOSSON BORIS H FO-01 \$28,000 700 1097-08-69

Klosson, Boris Hosen-b. N.Y. Jan 21, 19; m.; Hamilton Coll., BS 40; Institut Universitaire des Hautes Etudes Internationales (Geneva) 38-39; Fletcher Sch. of Law and Diplo., MA 41; US Army 43-45, lt., overseas; anal., airplane corp. 42-43; app. P-4, resch. anal., Dept. of State Oct. 1, 45; P-5 Dec. 28, 47; P-6, for. aff. spec. Oct. 3, 48; GS-14, chief, USSR pol. sect. Mar. 5, 50; asst. chief, Div. of Resch. for USSR and E. Europe Apr. 29, 51; GS-15, dep. chief Oct. 27, 52; act. chief Aug. 1, 55; chief Dec. 18, 55; O-2, cons., sec. DS May 7, 56; det. faculty mem., Nat. War Coll. Aug. 11, 57; 1st sec., Moscow July 26, 59; couns. pol. aff., Moscow Nov. 27, 59; couns. cons., Kingston Oct. 14, 62; O-1, cons. gen., asgd. couns., cons. gen., Kingston Apr. 12, 64; dir., Sov-E. European Exch. Staff, Dept. Aug. 29, 65; lang.: Russ.

FS - permanent full-time

which maintain liaison with European multi-lateral organizations. Participates as appropriate in negotiations with these institutions.

b. With the advice of other Federal agencies, the Bureau of Economic Affairs and other areas of the Department, takes action on all economic, scientific, commercial, financial, transport and communications problems arising between the U.S. and the three European Communities. Coordinates U.S. relations with EURATOM and, together with the AEC, conducts negotiations for U.S. collaboration with EURATOM.

c. Initiates and develops positions for U.S. participation in OECD, coordinating contributions and ensuring support of other offices of the Department and other Federal agencies.

d. Formulates U.S. positions and coordinates interagency contributions on political-economic matters taken up by NATO, principally through the NATO Committee of Economic Advisers.

e. Maintains relations with private individuals and institutions in the U.S. concerned with all the above matters.

Director, Soviet and Eastern European Exchanges Staff (EUR/SES)

a. Develops and coordinates the Department's policies applicable to exchanges between the United States and the European Soviet-bloc countries and carries out negotiations and arrangements for such exchanges, in consultation with interested offices of the Department. Is the central point within the Department for consultations on carrying out of these exchanges with other agencies of the United States Government.

b. Maintains especially close liaison with the Bureau of Educational and Cultural Affairs which has operational responsibilities for certain educational and cultural exchanges when financed by that bureau.

## DIR-OECD EEC &amp; ATL POL-ECON AFFAIRS

S-27646-00 OFFICE DIRECTOR

F 1030 1

KATZ ABRAHAM FO-02 \$23,868 201 1097 06-70

FS - permanent full-time

Katz, Abraham-b, N.Y. Dec. 4, 26; m.; Brooklyn Coll., BA 48; Columbia U., MIA 50; app. GS-5, for aff. off., Dept. of State Nov. 26, 50; S-9, asgd., Dept. Jan. 22, 51; O-6, v.c., sec. DS Mar. 13, 51; v.c., Merida Apr. 13, 51; commendable ser. award Oct. 31, 52; 3d sec-v.c., Mexico City May 14, 53; v.c., Belize Apr. 13-29, 54; O-5, 2d sec., Mexico City in add. to v.c. July 26, 54; Russian lang-area trainee, FSI Jan. 15, 56; O-4, cons. Feb. 9, 56; O-5 July 29, 56; det. Harvard U., Russian lang-area trng. Sept. 23, 56; intell. resch. spec., Dept. June 30, 57; O-4 Mar. 9, 59; 2d sec., Paris (USRO) July 26, 59; O-3, 1st sec., Paris (USRO) Feb. 28, 63; merit. ser. award 63; 1st sec., Moscow Aug. 30, 64; couns. for econ. affs., Moscow Mar. 28, 65; O-2, cons. off. USA May 13, 66; det. Harvard U. Sept. 11, 66; langs.: Fr., Hebrew., Span.

Director, OECD, European Community  
and Atlantic Political-Economic Affairs  
(EUR/RPF)

a. Formulates and coordinates U.S. policy on regional political-economic matters in EUR's area of responsibility, with particular reference to the OECD, the three European Communities, the Economic Commission for Europe, the Council of Europe, the European Free Trade Association, and NATO political-economic problems. Is responsible also for the conduct of U.S. political and diplomatic relations with the three European Communities as supranational entities with sovereign attributes. Coordinates all multi-lateral scientific, technological and space matters dealt with in EUR. Provides appropriate instructions to the U.S. Missions to OECD, NATO, and the European Communities and to other U.S. representatives abroad.

ASSISTANT SECRETARY  
FOR  
NEAR EASTERN AND SOUTH ASIAN AFFAIRS

EXECUTIVE DIRECTOR

STAFF DIRECTOR  
INTER-DEPARTMENTAL  
REGIONAL GROUP

PUBLIC AFFAIRS  
ADVISER

COUNTRY DIRECTOR  
LEBANON JORDAN  
SAR IRAQ

COUNTRY DIRECTOR  
SAUDI ARABIA KUWAIT  
YEMEN ADEN

COUNTRY DIRECTOR  
CYPRUS

COUNTRY DIRECTOR  
GREECE

DIRECTOR  
REGIONAL AFFAIRS

COUNTRY DIRECTOR  
ISRAEL AND ARAB-ISRAEL  
AFFAIRS

COUNTRY DIRECTOR  
INDIA CEYLON NEPAL  
MALOIVE ISLANDS

COUNTRY DIRECTOR  
IRAN

COUNTRY DIRECTOR  
TURKEY

COUNTRY DIRECTOR  
UNITED ARAB REPUBLIC

COUNTRY DIRECTOR  
PAKISTAN  
AFGHANISTAN

I FAM Chart 300

ORGANIZATION AND FUNCTIONS

TI:ORG-9  
3-14-67

## BUREAU NEAR EASTERN &amp; SOUTH ASIAN AFFRS

ASSISTANT SECRETARY

E-31301-00 ASSISTANT SECRETARY P 0030 D (VACANT)

## ISRAEL &amp; ARAB-ISRAEL AFFAIRS

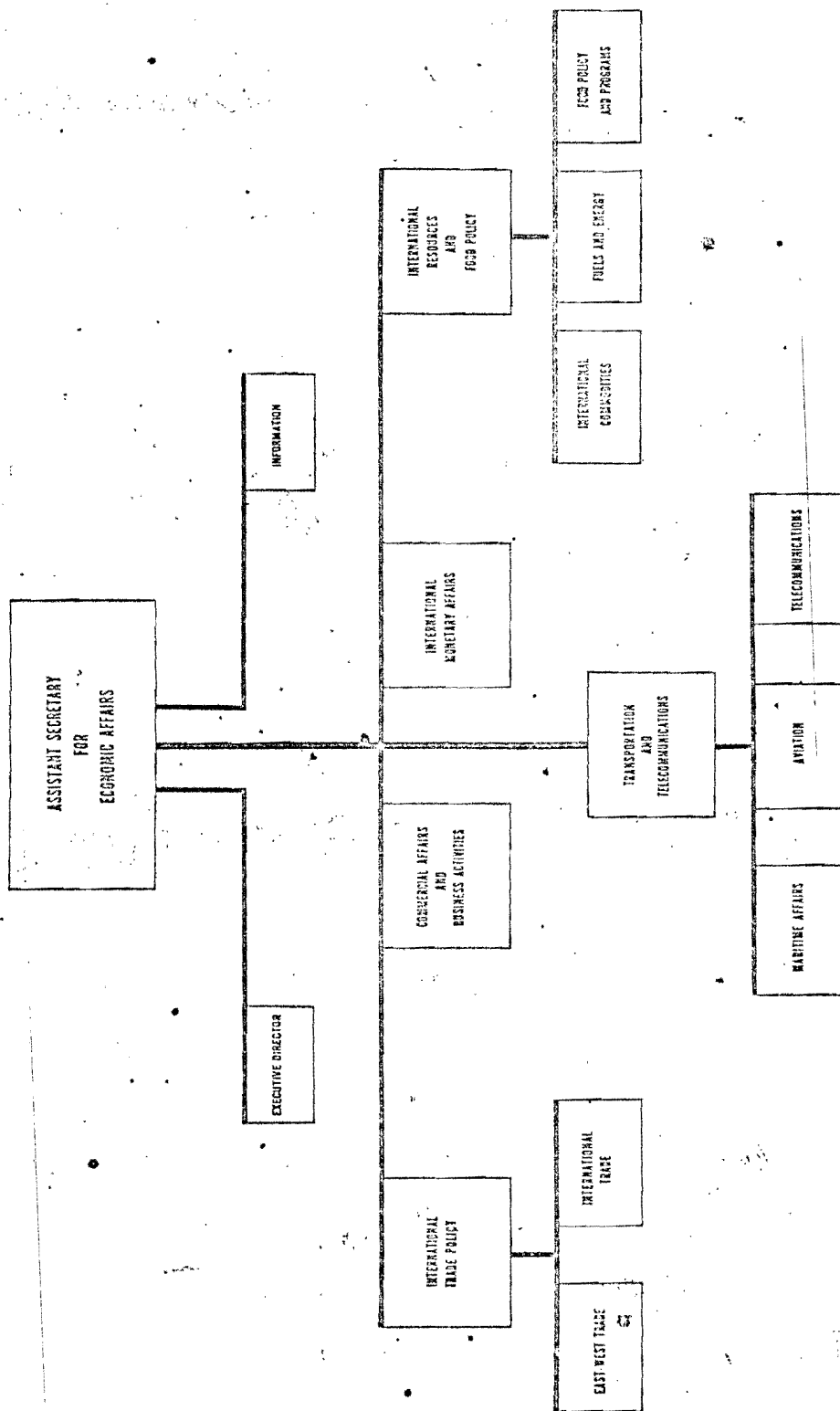
S-31377-00 COUNTRY DIRECTOR

F 1035 1

ATHERTON ALFRED L JR FO-02 \$23,868 700 1097 11-69

Atherton, Alfred Leroy, Jr-b. Pa. Nov. 22, 21; m; Harvard U., BS 43, MA 47; US Army 43-45, 1st Lt., overseas; app. O-6, v.c., sec. DS June 10, 47; Dept. June 30, 47; v.c., Stuttgart Aug. 13, 47; pol. reports off., Bonn Dec. 11, 49; O-5 June 20, 51; 2d sec-v.c., Damascus Sept. 23, 52; O-4, cons. and cons., Damascus, in add. to 2d sec. Mar. 1, 54; O-5 July 29, 56; cons., Aleppo Dec. 1, 56; O-4 Feb. 5, 58; int. rel. off., Dept. Feb. 8, 59; off-in-charge, Cyprus aff. Mar. 5, 61; asgd. FSI Aug. 6, 61; det. U. Calif. (Berkeley), adv. econ. studies Sept. 3, 61; O-3 Apr. 7, 62; cons., Calcutta June 10, 62; dep. dir., Off. of Near E. Aff., Dept. Nov. 21, 65; O-2 May 13, 66; country dir., Lebanon, Jordan, Syr. Arab Rep., Iraq July 3, 66; lang.: Ger.

FSO - permanent full-time



## BUREAU OF ECONOMIC AFFAIRS

E-00758-00 ASSISTANT SECRETARY

P 0030 D

SOLOMON ANTHONY M

EX-04 \$28,750 1097

Solomon, Anthony M.-b NJ 12/27/19, m. U

Presidential appointment

Chicago BA 41, Harvard U MA 47 MA 48.  
PRIV EXPER: ind bus exec Lat Am 51-61,  
mem faculty Harvard Bus Sch 61-62, chief  
survey mission Bolivia 63. GOVT EXPER:  
dir gen of fin Am Fin Mission to SW Iran 42-  
46, chief survey mission to US Trust Territory  
of Pacific Is 63, consult to Pres 63. STATE  
Dept R-1 dep asst sec of state for inter-Am  
aff 11/63, act asst sec of state for econ aff  
4/65, asst sec of state for econ aff 6/65.

310 ASSISTANT SECRETARY FOR  
ECONOMIC AFFAIRS (E)

Formulates and implements policy regarding foreign economic matters of an interregional nature and, in this connection, negotiates agreements; serves as Deputy Administrator for the Mutual Defense Assistance Control Act (Battle Act); clears assignments of officers to economic positions abroad; and is responsible for all Departmental activities necessary to advise and assist the Office of the Special Representative for Trade Negotiations in carrying out the trade agreements program under the Trade Expansion Act of 1962.

## OFFICE OF EXECUTIVE DIRECTOR

S-29361-00 EXECUTIVE DIRECTOR

F 1050 2

WILSON FRANCES M. (GS-15) FR-02 \$23,868 401 1097

Wilson, Frances Mays - b DC 5/17/14. PRIV EX-  
PER 33-40; sec 33-37, off mgr 37-40 soc agcys.  
STATE Dept CAF-2 jr steno 7/41, CAF-7  
admin asst 8/44, CAF-9 admin off 8/46, GS-11  
10/50, GS-12 8/52, supvr admin off 2/57, GS-13  
5/57, merit ser award 58, act dir exec staff  
Bu Econ Aff 3/59, GS-14 asst dir exec staff  
11/59, GS-15 dep dir exec staff 4/64, dir exec  
staff 12/66.

GS - career employee

310.1 Executive Director (E/EX)

Provides executive direction to the Bureau  
for the full range of administration, including  
organization, budget, personnel, security,  
and administrative services.



## DEP ASST SEC INTERNATIONAL MONETARY AFF

S-24165-00 DEPUTY ASSISTANT SECRETARY P 1021 1 92 ENDERS THOMAS O FO-03 \$18,541 201 1097

Enders, Thomas Ostrom-b. Conn. Nov. 28, 31; m.; Yale U., BA 53; U. of Paris 53-55; Harvard U., MA 57; app. R-8, asgd. FSI Oct. 28, 58; O-8, v.c., sec. DS Dec. 9, 58; intell. resch. spec., Dept. Feb. 8, 59; 3d sec-v.c., Stockholm Dec. 25, 60; O-7 Feb. 2, 61; O-6, 2d sec-v.c., Stockholm Apr. 7, 62; O-5, cons. Feb. 28, 63; 2d sec-cons., Stockholm Mar. 1, 63; int. econ., Dept. Oct. 27, 63; int. rel. off. Feb. 16, 64; O-4 May 26, 65; supvr. int. econ. Aug. 15, 65; for. aff. off. Dec. 4, 66; O-3 Apr. 22, 67; langs.: Fr., Ital.

FSO - permanent full-time

313 Deputy Assistant Secretary for  
International Monetary Affairs (E/IMA)

Develops policy recommendations and approved policy programs concerning international finance.

## DEPUTY ASST SEC FOR INTL TRADE POLICY

S-24167-00 DEPUTY ASSISTANT SECRETARY P 1021 1 92 GREENWALD JOSEPH A FO-01 \$28,000 203 1097

Greenwald, Joseph Adolph-b. Ill. Sept. 18, 18; m.; U. Chicago; BA 41; Georgetown U. Law Sch., LL.B 51; mem. D. C. bar; US Navy 40-41; econ., Civ. Prod. Admin. 41-46; merchant marine 44-46; exam., US Patent Off. 47; app. P-4, econ., Dept. of State Nov. 20, 47; P-5 Jan. 23, 49; GS-12 Oct. 30, 49; GS-13 Dec. 10, 50; R-4, econ. off., Geneva Feb. 8, 52; int. econ., Dept. June 21, 55; O-4, cons., sec. DS Nov. 25, 55; chief, spec. problems br. Feb. 12, 56, cml. prog. br. Aug. 11, 57, Trade Agreements and Treaties Div.; O-3 Jan. 29, 57; 1st sec-asst. cml. att., London June 29, 58; 1st sec., London Dec. 12, 61; O-2 Apr. 7, 62; dir., Off. of Int. Trade, Dept. Aug. 18, 63; O-1, cons. gen. May 26, 65; dep. asst. sec. of state for int. trade policy-econ. defense Aug. 15, 65.

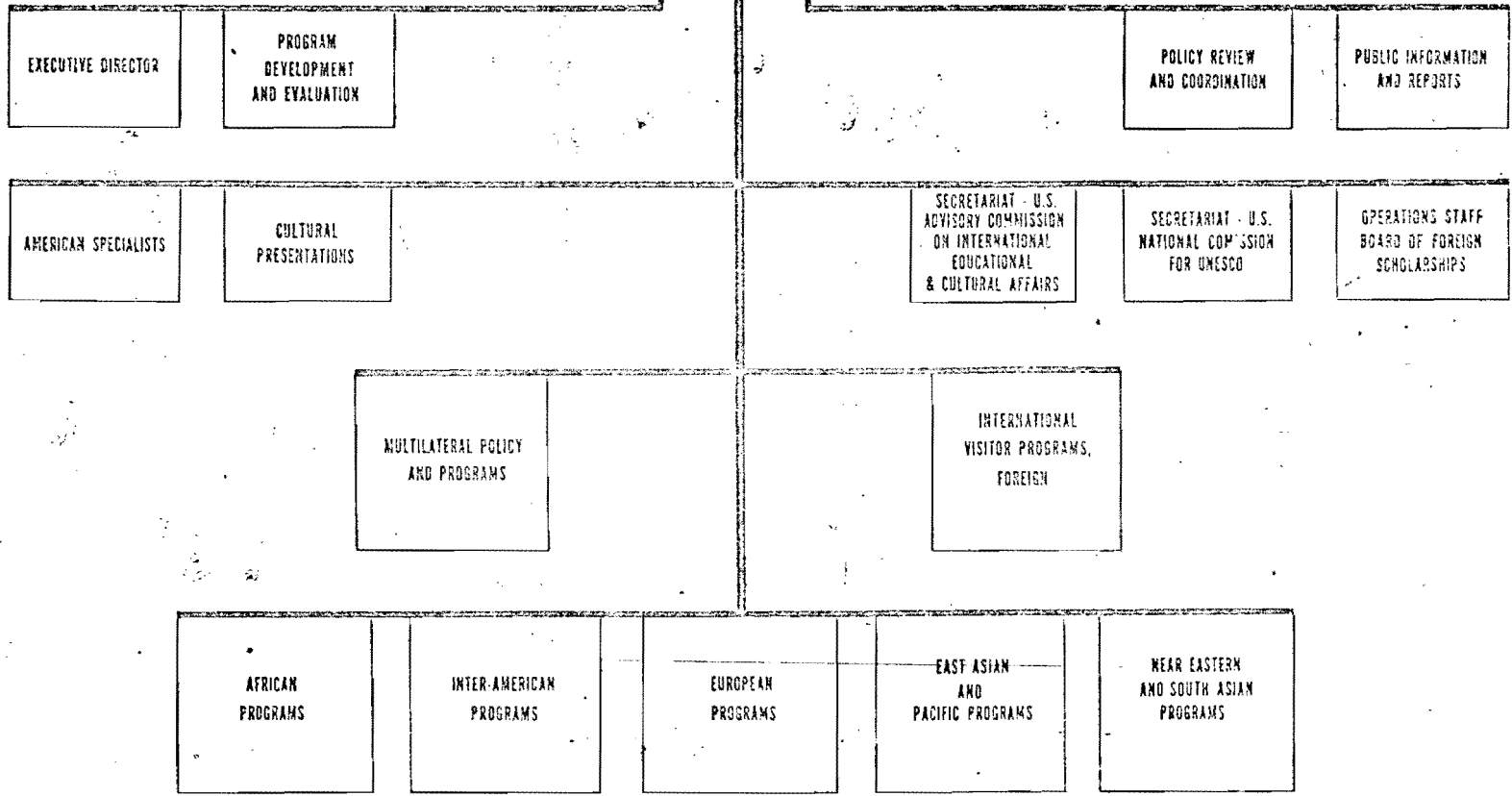
FSO - permanent full-time

08-67

311 Deputy Assistant Secretary for  
International Trade Policy (E/ITP)

Develops policy recommendations and discharges responsibilities for approved policy programs concerning international trade, economic defense planning, security export controls, and advancement of intergovernmental cooperation and economic defense measures; and administers the Mutual Defense Assistance Control Act.

ASSISTANT SECRETARY  
FOR  
EDUCATIONAL AND CULTURAL AFFAIRS



I FAM Chart 320

ORGANIZATION AND FUNCTIONS

TL:ORG-21  
8-12-68

## BUREAU OF EDUCATIONAL &amp; CULTURAL AFFAIRS

## OFFICE OF ASSISTANT SECRETARY

E-01345-00 ASSISTANT SECRETARY P 0030 D RE EDWARD D EX-00 \$28,750 701 1097  
Presidential appointment

320 ASSISTANT SECRETARY FOR  
EDUCATIONAL AND CULTURAL  
AFFAIRS (CU)

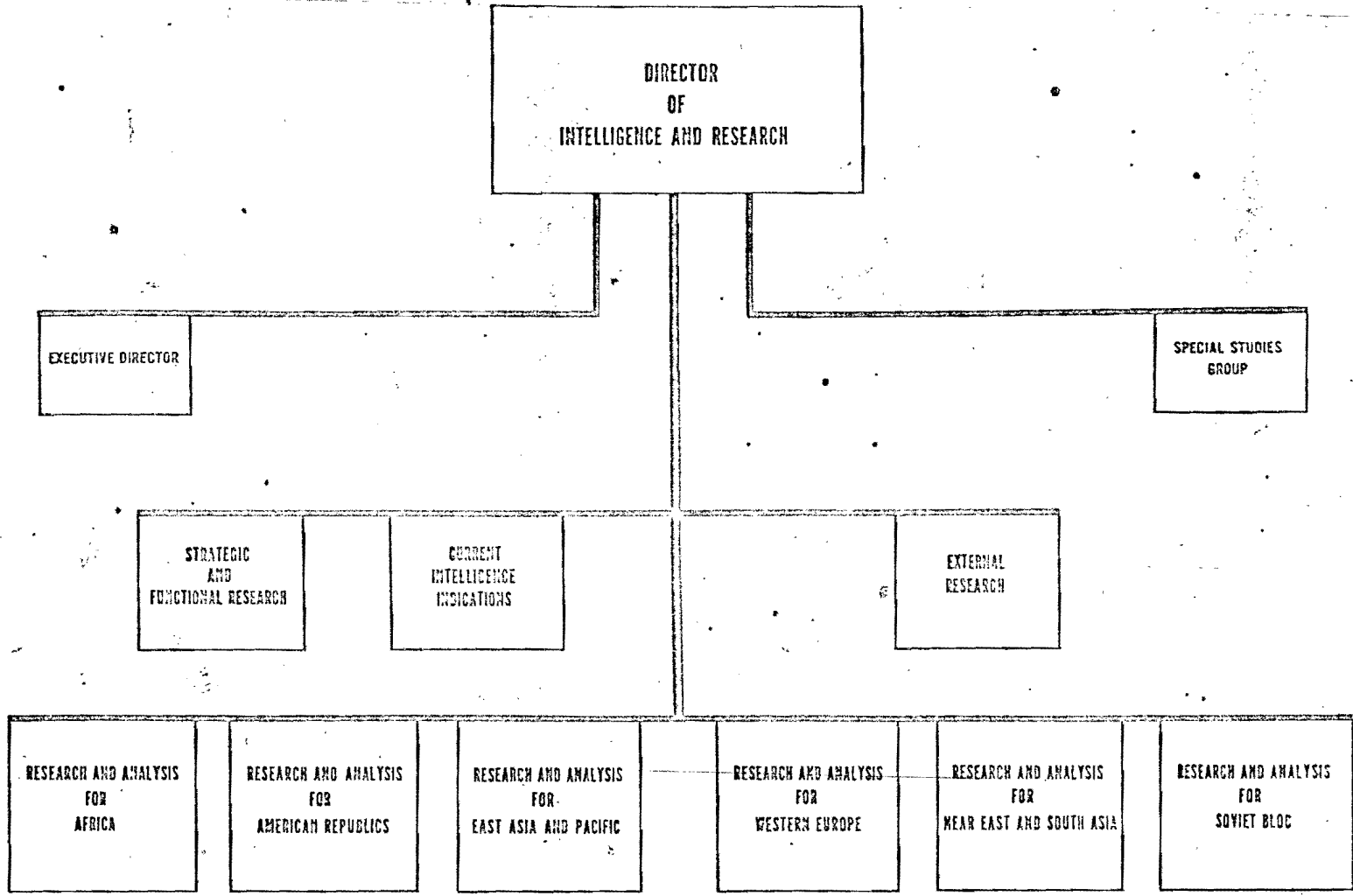
a. The Assistant Secretary exercises all functions conferred upon the Secretary of State by the Mutual Educational and Cultural Exchange Act of 1961, Executive Order No. 11034 of June 25, 1962, and section 12 of the act of August 1, 1956, except for the functions otherwise delegated or reserved to the Secretary by Delegation of Authority No. 105.

b. The Assistant Secretary exercises all functions relating to the National Commission on Educational, Scientific, and Cultural Cooperation and to the secretariat for the National Commission which are vested in the Department of State by Public Law 79-565 (60 Stat. 712; 22 U.S.C. 287m-287t).

I FAM Chart 330

ORGANIZATION AND FUNCTIONS

TL:ORG-9  
3-14-67



BUREAU OF INTELLIGENCE AND RESEARCH

DIRECTOR OF INTELLIGENCE & RESEARCH

S-18058-00 DIRECTOR INTELL RESCH AND ANA 0044 D HUGHES THOMAS L EX-04 \$28,750 1097

Hughes, Thomas Lowe - b. Minn. Dec. 11, 25; m.; Carleton Coll., BA 47; Oxford U. (Rhodes scholar), BPh 49; Yale U., LLB 52; mem. Minn. Supreme Ct., US Supreme Ct. bars; US Air Force 52-54, maj.; prof. staff mem., Subcomm. on Labor-Mgmt. Rels. 51, legis. couns 55-58, US Sen.; assoc. prof of pol. sci., U. So. Calif. 53-54, George Wash. U. 57-58; admin. asst., House of Rep. 59-60; app. ES-15, for. aff. off-consult., Dept. of State Jan. 3, 61; spec. asst. to the under sec. of state Feb. 10, 61; R-1 Feb. 27, 61; dep. dir., Bu. of Intell. and Resch. May 14, 61; GS-18, dir. of intell. and resch., Apr. 28, 63.

GS - excepted - with no conditions or restrictions, non-status employee

330 DIRECTOR OF INTELLIGENCE AND RESEARCH (INR)

With rank equivalent to that of an assistant secretary, directs the Department's program of policy-oriented research and analysis and of positive foreign intelligence; serves as Chairman of the Foreign Affairs Research Council; represents the Department on the U. S. Intelligence Board and other interdepartmental intelligence groups and committees.

## BUREAU OF INTELLIGENCE &amp; RESEARCH

S-23914-00 DEPUTY DIRECTOR INR 1066 1

DENNEY GEORGE C JR FR-01 \$28,000 101 1097

Denney, George C., Jr.-b. Pa. July 18, 21; m.;  
Waynesburg Coll., BS 42; Harvard U., LLB 48;  
Columbia U., MA 50; mem. D.C., Mass. bars;  
US Navy 42-46, lt., overseas; app. GS-7, intell.  
resch. anal., Dept. of State June 19, 50; GS-9,  
for. aff. anal.; Sept. 19, 50; GS-11 May 13, 51;  
GS-12 May 25, 52-Aug. 16, 53; GS-13, legis.  
atty., For. Opers. Admin. Aug. 17-Nov. 11, 53;  
dep. asst. gen. couns., Off. of Sec., Dept. of  
Defense 53-56; consult., Sen. For. Rel. Comm.  
56-63; app. R-1, asgd. Dept. Apr. 3, 63; dep.  
dir., Bu. of Intell. and Resch. Apr. 28, 63.

FS Reserve - limited - 5 yrs or less

## BUREAU OF INTELLIGENCE &amp; RESEARCH

## EXECUTIVE STAFF

S-26934-00 EXECUTIVE DIRECTOR 1050 1 BARTOS JOSEPH T FO-02 \$26,852 401 1097 07-71

Bartos, Joseph T.-b. N.J. Apr. 30, 18; m.; C.C. N.Y. 2 yrs., N.Y.U. 2 yrs.; US Army 42-45, 1st lt.; teller, clk., banks 37-42; with OMGUS, Germany 45-49; app. S-3, fin. off., Munich Oct. 16, 49; S-2, Frankfurt Feb. 19, 50; Bonn Nov. 25, 51; att., Tehran Nov. 15, 54; S-4 Jan. 30, 55; O-3, cons., sec. DS Mar. 24, 55; 1st sec-cons., Tehran Apr. 25, 55; dep. dir., Exec. Staff (R), Dept. Dec. 30, 56, dep. exec. dir., Off. of the Exec. Dir. (R) Mar. 24, 57; dir., Exec. Staff, Bu. of Intell. and Resch. July 29, 57; FS insp. July 10, 60; O-2, sr. FS insp. Feb. 2, 61; couns. admin. aff., cons., Lagos Jan. 17, 65; admin. off., Cairo Apr. 23, 67; lang.: Fr.

FSO - permanent full-time

330.4 Executive Director (INR/EX)

- a. Provides executive direction to the bureau for the full range of administration, including organization, budget, personnel, security and administrative services.
- b. Collaborates with the regional bureaus and other areas of the Department on the assignment and activities of geographic attachés and publications procurement officers.



## DEPUTY DIRECTOR FOR RESEARCH

S-24016-00 DEPUTY DIRECTOR

00132 GS-17

702 EVANS ALLAN

GS-17 \$28,000

702 1097

Evans, Allen-b, England July 2, 03; n. 40; Harvard U., AB 24, MA 25, PhD 31; instr. in German 25-28, hist. 27-38, sr. tutor 30-37, Harvard U.; mem. of permanent resch. staff, Huntington libr. 39-42; field rep. and outpost dep. chief, Off. of Strategic Sers., London 42-46; trans. to Dept. of State Oct. 45; P-7, br. ed. distrib. off. Feb. 20, 46; CAF-15, dep. dir., Off. of Intell. Coord. and Liaison May 24, 46, Off. of Intell. Resch. Feb. 6, 47; act. dir. June 12, 46; P-8, dir. Dec. 1, 46; GS-15 Oct. 30, 49; dir., Off. of Intell. Resch. and Anal. Sept. 15, 57; Dept.'s civ. servant of the year award 58; spec. asst. to dir., Bu. of Intell.-Resch. Feb. 22, 59; GS-16 Dec. 27, 59; GS-17, dep. dir. for prod.-estimates June 25, 61, dep. dir. for resch. Sept. 29, 63, Bu. of Intell.-Resch.; distinguished ser. award 64.

GS - career employee

## 330.1 Deputy Director for Research (INR/DDR)

a. Develops and implements a program for the production of research reports and estimates pertinent to the formulation and execution of foreign policy.

b. Coordinates all phases of research production of the research and analysis offices of the bureau.

## BUREAU OF INTELLIGENCE &amp; RESEARCH

## DEPUTY DIRECTOR FOR COORDINATION

S-23916-00 DEPUTY DIRECTOR INR 1066 1 TRUSHEART WILLIAM C FO-01 \$28,000 700 1097 05-68

Trusheart, William Clyde- b Va 12/18/18, m. UVA  
 BS 39 MA 41, US Army 43-46 capt, GOVT EX-  
 PER 42-43, 46-49: anal Navy Dept 42-43, with  
 War Dept 46-47, AEC 47-49, STATE Dept P-7  
 for aff spec 9/49, GS-14 10/49, intell staff off  
 3/50, GS-15 3/52, Paris (USRO) R-29/54, O-2  
 11/54, dep dir Off of Pol Aff, Ankara (Baghdad  
 Pact) exec asst to sec gen 8/58, London pol off  
 8/59, Saigon couns, DCM 10/61, with pers rank  
 min 7/62, O-1 cons gen 2/63, Dept dir Off of SE  
 Asian Aff 5/64, FSI Sr Sem in For Pol 8/66.

FSO - permanent full-time

330.3 Deputy Director for Coordination  
(INR/DDC)

- a. Coordinates intelligence activities in the field.
- b. Serves as the Department's focal point for liaison with other agencies on intelligence matters, including those concerning Defense attachés, the administration of the Foreign Agent Registration Act, and procurement of maps and publications.

## OFFICE CURRENT INTELLIGENCE INDICATIONS

S-09549-00 DIRECTOR

00132 GS-16 703 MARVEL WILLIAM M GS-16 \$27,401 703 1097

Marvel, William Macy-b. N.Y. Oct. 30, 08; Harvard U., AB 30, LLB 33; US Army 42-46, 1st Lt.; atty., law firm 33-39; law instr., Northeastern U. 35-39; spec. atty. 39-41, spec. asst. to atty. gen. 41-47, Dept. of Justice; app. P-7, intell. spec., Dept. of State Dec. 4, 47; pol. intell. off. May 2, 48; GS-14 Oct. 30, 49; chief, European sec. Oct. 28, 51, chief, European br. Mar. 14, 54, Spec. Proj. Staff, Bu. of Intell. Resch.; GS-15 Feb. 27, 55; dep. dir., Spec. Proj. Staff Oct. 6, 57, Off. of Current Intell. Indications Feb. 22, 59; GS-16, dir., Off. of Current Intell. Indication Dec. 8, 63.

GS - excepted - with no conditions or restrictions, non-status employee

333 Office of Current Intelligence Indications  
(RCI)

Maintains continuous examination of the world situation in the light of current intelligence derived from interdepartmental sources.

**331 Geographic Offices of Research and Analysis**

The offices listed below (sections 331.1 through 331.6) followed by the division of the respective offices:

- a. Conduct policy-oriented research and analysis programs along regional lines.
- b. Prepare reports and estimates for use in the formulation and execution of foreign policy.

**331.1 Office of Research and Analysis for Africa (INR/RAF)**

**331.11 Western Africa Division (INR/RAF/W)**

**331.12 Northern-Eastern Africa Division (INR/RAF/NE)**

**331.13 Central-Southern Africa Division (INR/RAF/CS)**

**331.2 Office of Research and Analysis for American Republics (INR/RAR)**

**331.21 Regional Affairs and Estimates Division (INR/RAR/RA)**

**331.22 Special Projects Division (INR/RAR/SPR)**

**331.3 Office of Research and Analysis for East Asia and Pacific (INR/REA)**

**331.31 Southeast Asia Division (INR/REA/SA)**

**331.32 Northeast Asia Division (INR/REA/NA)**

**331.33 Asian Communist Areas Division (INR/REA/AC)**

**331.4 Office of Research and Analysis for Western Europe (INR/REU)**

**331.41 Britain, Iberia, Northern and Central Europe Division (INR/REU/BINC)**

**331.42 Regional, Western and Southern Europe Division (INR/REU/RWS)**

**331.5 Office of Research and Analysis for Near East and South Asia (INR/RNA)**

**331.51 Near East Division (INR/RNA/NE)**

**331.52 South Asia Division (INR/RNA/SOA)**

**331.6 Office of Research and Analysis for USSR and Eastern Europe (INR/RSE)**

**331.61 Soviet and East European Foreign Political Division (INR/RSE/FP)**

**331.62 Soviet and East European Foreign Economic Division (INR/RSE/FE)**

**331.63 USSR Division (INR/RSE/SOV)**

**331.64 Eastern Europe Division (INR/RSE/EE)**

**332 Office of Strategic and Functional Research (INR/RSF)**

- a. Conducts a research and analysis program on strategic, scientific, economic, social, demographic, and geographic problems in relation to interregional and international policy and programs.

- b. Prepares reports and estimates for use in the formulation and execution of foreign policy.

**332.1 Geographer (INR/RSF/GE)**

- a. Furnishes technical and analytical services in the field of geography. Has responsibility, after consulting with Country Directors, for determining official geographic nomenclature and spelling for posts and capitals referred to in the Foreign Service List, Foreign Affairs Manual, and the Federal Register.

- b. Advises the Department and other Federal agencies on matters of a geographic, geodetic, or cartographic nature and represents the Department on groups dealing with such matters.

OFF RES & ANALY FOR EAST ASIA & PACIFIC

S-28919-00 OFFICE DIRECTOR

1030 1

(VACANT)

## OFFICE OF RESEARCH &amp; ANALYSIS FOR EAST ASIA &amp; PACIFIC (REA)

S-18881-00 FOREIGN AFFAIRS ANALYST 5820 2 COLBERT EVELYN S FR-02 \$24,614 502 1097

Colbert, Evelyn Speyer (Mrs.)-b. N.Y. July 6, 18;  
 Barnard Coll., AB 38; Columbia U., AM 39,  
 PhD 47; resch. anal., Off. of Strategic Sers.  
 43-45; trans. Dept. of State, P-3, resch. anal.  
 Oct. 1, 45; P-4 June 16, 46; P-5 Nov. 2, 47;  
 GS-13 Dec. 12, 49; act. coord., Nat. Intell.  
 Survey Oct. 2, 50; GS-14, intell. resch. off.  
 Nov. 26, 50; act. chief, China br. Jan. 22, 51;  
 div. coord., Nat. Intell. Survey, Div. of Resch.  
 for Far E. Oct. 18, 51; for. aff. off. July 16, 61;  
 GS-15, chief, Southeast Asia Div. Sept. 30,  
 62; superior ser. award 64; R-2 July 3, 66.

FS Reserve - limited - 5 yrs or less

## OFFICE OF RESEARCH &amp; ANALYSIS FOR USSR &amp; EASTERN EUROPE

S-23924-00 OFFICE DIRECTOR

1030

1

SONNENFELDT HELMUT FR-01 \$28,000 501 1097

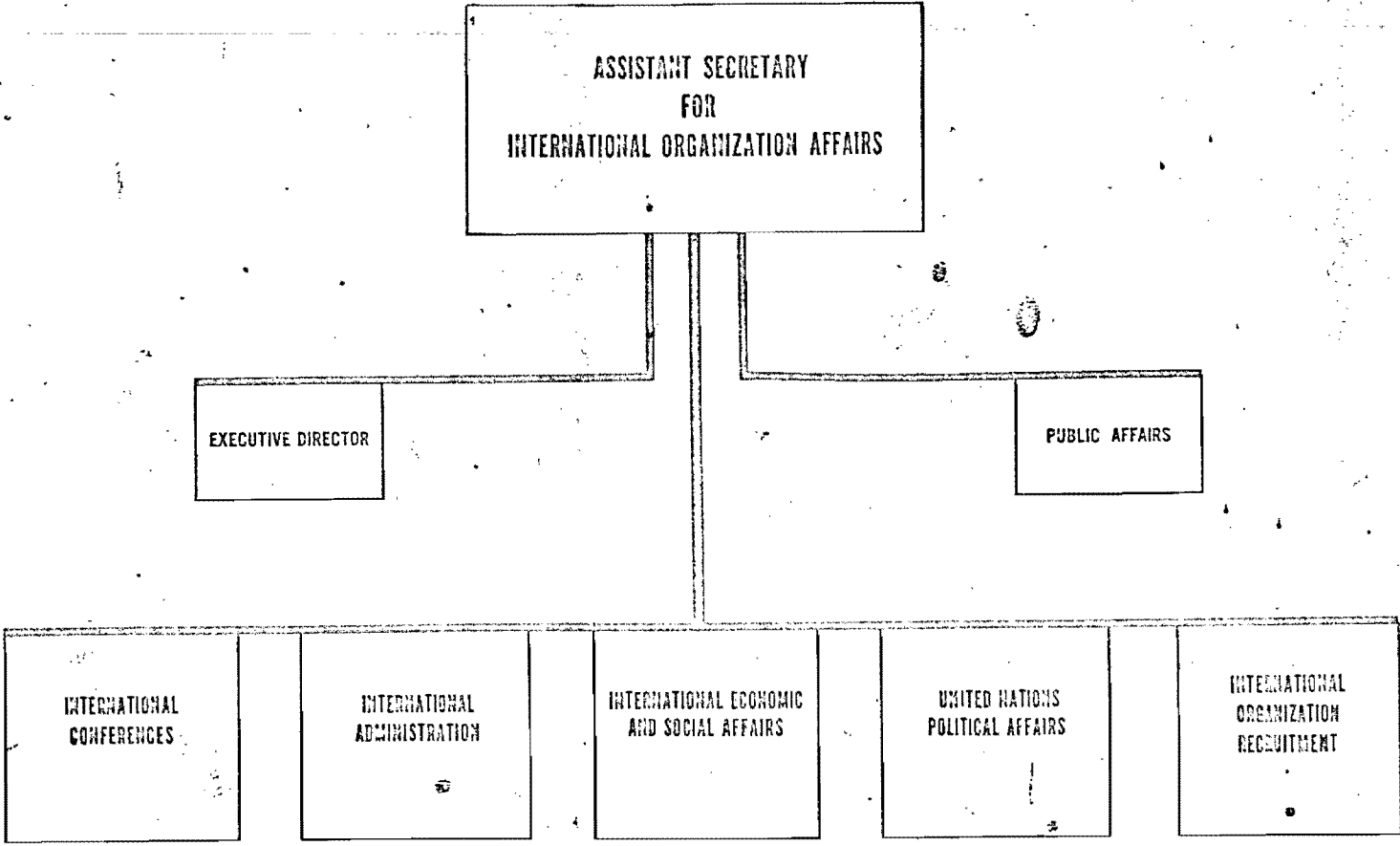
Sonnenfeldt, Helmut-b Germany 9/13/26, n 45, m. Johns Hopkins U BA 50 MA 51. US Army 45-46 overseas. PRIVEXPER 44-45. 52: photog cml co 44-45, translr lang ser 52. STATE Dept CAF-3 clk 12/47-7/47, GS-7 intell resch anal 12/52, GS-9 3/55, GS-11 intell resch spec 5/56, GS-12 6/58, GS-13 for aff off US Disarmament Admin 11/60-9/61, ACAD GS-13 for aff off 9-11/61, Dept GS-14 chief Bloc Int Pol Activities Div 11/61. GS-15 11/62, R-2 2/65, dep dir Off of Resch-Anal for Soviet Bloc 5/65, dir off of Resch-Anal for Soviet Bloc 8/66, R-1 4/67.

FS Reserve - limited - 5 yrs or less

I FAM Chart 340

ORGANIZATION AND FUNCTIONS

FL:ORG-9  
3-14-67





## BUREAU OF INTERNATIONAL ORG. AFFAIRS

## ASSISTANT SECRETARY

S-00752-00 ASSISTANT SECRETARY

P ---- D

SISCO JOSEPH JOHN FO-CM \$28,000 700 1097

FSO - permanent full-time

Sisco, Joseph John-b III 10/31/19. m. Knox Coll BA 41, U Chicago MA 47 PHD 50. US Army 41-45 1st lt overseas. GOVT EXPER 50-51. STATE Dept GS-9 for aff off 1/51, GS-11 2/52, GS-12 7/52, staff asst 8/53, GS-13 5/54, GS-14 for aff off (int org off) 5/55, GS-15 off-in-chg Gen Assembly and Security Council aff 7/56, O-3 7/56, off-in-chg UN pol aff 1/57, dep dir Off of UN Pol and Security Aff 8/58, superior ser award 60, O-2 2/61, dir Off of UN Pol and Security Aff 7/61, dep asst sec of state for int org aff 11/63, O-1 cons gen 4/64, asst sec of state for int org aff 9/65, Nat Civ Ser League career ser. award 66.

\$40 ASSISTANT SECRETARY FOR  
INTERNATIONAL ORGANIZATION  
AFFAIRS (IO)

Provides guidance and support for United States participation in international organizations and conferences and acts as the channel between the Federal Government and such organizations. Formulates United States foreign policies related to interregional international organizations and conferences as entities.

BUREAU OF INTERNATIONAL ORGANIZATION AFFAIRS

S-29077-00 DEPUTY ASSISTANT SECRETARY P 1021 1 POPPER DAVID H FO-01 \$28,000 709 1097

Popper, David Henry-b. N.Y. Oct. 3, 12; m.; Harvard U., AB 32, AM 34; traveling fellowship, Europe 32-33, Latin Am. 41; US Army 42-45, capt.; resch. assoc. 34-40, assoc. ed. 41-42, For. Policy Assn. app. P-6, spec. in int. org. aff., Dept. of State Dec. 3, 45; P-7, expert on int. org. aff. Sept. 21, 47; asst. chief, Div. of Int. Org. Aff. Feb. 8, 48; asst. chief, Div. of UN Pol. Aff. June 9, 48; off-in- chg., Gen. Assembly aff. Oct. 3, 49; GS-15, expert on int. org. aff. Mar. 5, 50; dep. dir., Off. of UN Pol. and Security Aff. Apr. 23, 51, dir. Oct. 24, 54; det. Nat. War Coll. Aug. 14, 55; O-2, cons., sec. DS June 14, 56; cons., dep. US rep. to Int. Orgs., Geneva Aug. 12, 56; cons., spec. asst., Geneva July 21, 59; dep. US rep., Conf. on Discontinuance Nuclear Weapons Tests, Geneva Aug. 3, 59; att., Geneva (M) May 10, 61; O-1, Cons. gen. May 11, 61; sr. ad. on disarmament aff., US Mission to UN Aug. 20, 61; mem., US del., 16th sess. UN- GA, N.Y. 61; dir., Off. of Atlantic Pol. and Mil. Aff., Dept. Sept. 2, 62; dep. asst. sec. of state, Bu. of Int. Org. Aff. Sept. 12, 65; lang.: Fr.

FS - permanent full-time

## BUREAU OF INTERNATIONAL ORGANIZATION AFFAIRS

S-20076-00 DEPUTY ASSISTANT SECRETARY P 1021 1 KOTSCHNIG WALTER M FR-01 \$28,000 702 1097

FS Reserve - limited - 5 yrs or less

Kotschnig, Walter M.-b Austria 4/9/01, n. 42 m. Realgymnasium (Graz) grad, U of Graz 20-21, Austria, U of Kiel, Germany, PhD 24, asst inst of World Econ, Kiel 24-25, sec gen Int Stud Ser, Geneva 25-34; dir, High Commn for Refugees, League of Nations 34-36; prof, comparative educ, Smith Coll, 37-44; appdivasst, Dept State 6/44; assoc chief Div of Int Org Aff, 4/45, chief 11/47; US del 27th sess, substitute US del 32d sess Geneva 49, Int Labor Conf; chief, Div of UN Econ and Soc Aff 6/48, dir, Off, UN Econ and Soc Aff 10/49; GS-15 10/49, adviser US Del ECOSOG 2d-6th Session; dep US rep ECOSOC 7th-43d sess, Lake Success, UN hdqtrs, Geneva, and Santiago (Chile), US alt del, UN Conf on Tech assist, Lake Success, 50; chm, US del to Comm on Ind and Trade, Bangalore 56, UN Econ Commn for Asia and Far East; chm, US del ECAFE Wellington, NZ 65, chm US del ECE Geneva 63, 64, 65; chm US del ECA, Addis Ababa, 59, 61; Leopoldville (Congo) 63; dep US rep ECLA, Panama 59; alt US del, 7th gen conf UNESCO, Paris 52, 8th gen conf, Montevideo 54, US del 13th and 14th gen conf, Paris, 62, 64; US del, UN Slavery con, Geneva 56; GS-16, dir, Off of Int Econ-Soc Aff 10/58; GS-17, spec ad, Off of Asst Sec of State for Int Org Aff 9/62, personal rank of minister 62; Vice-Chairman US del UNCTAD, Geneva 64; R-1, dep asst sec Bu of Int Org Off 9/65. chm US del Indust Develop Bd, UNIDO, NY 67; chm US del Gov Council UNDP, NY, 67; US mem ECOSOC Comm on Prog and Coord, 67. Lang. Fr, Ger.

## BUREAU OF INTERNATIONAL ORGANIZATION AFFAIRS

S-29875-00 DEPUTY ASSISTANT SECRETARY P 1021 1 ALLEN WARD P FO-01 \$28,000 700 1097

Allen, Ward Phillip-b. Mich. Jan. 18, 15; m.; U. Mich., AB 36, JD 39; mem. D.C. bar; resch. asst., U. Mich. Law Sch. 38-39; atty., Dept. Justice 39-42; liaison off. between Depts. of State and Justice 42-43; ad. to US mem., Emerg. Ad. Comm. for Pol. Defense 43-45; app. P-5, country spec., Dept. of State Jan. 1, 45; asst. on int. org. Mar. 22, 45; P-6, spec. Nov. 13, 45; spec. on int. org. aff. Apr. 21, 46; P-7, expert on int. org. aff. Feb. 8, 48; GS-14 Oct. 30, 49; spec. asst. on UN aff., Bu. of European Aff. Aug. 6, 59; GS-15, int. rel. off. Nov. 25, 51; R-2, att., Copenhagen Aug. 14, 55; O-2, cons., sec. DS Aug. 2, 55; 1st sec-cons., Copenhagen Sept. 26, 55; cons. gen. Dec. 15, 59; cons. gen., Guayaquil Dec. 27, 59; O-1 Apr. 7, 62; Dept. Apr. 15, 62; dir., Off. of Reg. Pol. Aff. June 24, 62; Off. of Inter-Am. Pol. Aff. July 1, 65; Bu. of Inter-Am. Aff.; also alt. US rep., Counc. of OAS June 24, 62.

FSG - permanent full-time

## OFFICE OF U.N. POLITICAL AFFAIRS

S-24021-00 OFFICE DIRECTOR

Brown, Elizabeth Ann - b. Oreg. Aug. 15, 18; bus. sch.; Reed Coll., AB 40; Columbia U., AM 43; exec. asst., War Labor Bd. 43-45; app. P-3, asst. on org. aff., Dept. of State Mar. 5, 46; P-4, for. aff. analyst Aug. 22, 48; GS-12 Dec. 24, 50; GS-11, for. aff. off. Sept. 27, 53; GS-12 Feb. 26, 54; GS-13 Feb. 12, 56; O-4, cons., sec. DS May 7, 56; O-5 July 29, 56; O-4 Feb. 5, 58; act. off-in-chg. UN pol. aff. Aug. 1, 58, off-in-chg. Nov. 29, 59-Apr. 24, 60; O-3 Mar. 18, 60; Ger. lang. trng., FSI May 1, 60; 1st sec., Bonn Aug. 21, 60; O-2 Feb. 28, 63; dep. dir., Off. of UN Pol. Aff., Dept. Aug. 4, 63, dir. Sept. 26, 65; O-1, dir., Off. of UN Pol. Affs. Apr. 22, 67; lang.: Ger.

F 1030 1 BROWN ELIZABETH ANN FO-01 \$28,000 101 1097

FSC - permanent full-time

341 Office of United Nations Political Affairs (IO/UNP)

- a. Discharges responsibilities which involve political and security matters relating to the United Nations; reviews, on occasion, action responsibilities for related matters arising in other international bodies or regional organizations.
- b. Formulates and coordinates Departmental policy concerning: international security affairs, including disarmament; the international aspects of the peaceful uses of outer space and related matters; and the development of procedures and programs pertaining to United Nations actions to maintain international peace; pacific settlement of international political disputes or situations arising in the United Nations, as well as the development of procedures for facilitating such settlements; problems of colonialism; the UN trusteeship system and dependent area.
- c. Coordinates and supervises the over-all preparations on such subjects for sessions of the Security Council, the Trusteeship Council, the General Assembly, and committees and other subsidiary bodies.

BUREAU OF SECURITY AND CONSULAR AFFAIRS

EXECUTIVE ASSISTANT TO THE ADMINISTRATOR

S-32199-00 SPECIAL ASSISTANT F 3013 1 LUPPI HOBART N FO-03 \$20,535 215 1097 09-68

Luppi, Hobart Noelite-b. Conn. Apr. 12, 23; m.; U. Okla., AB 48; US Navy 43-45, lt. (jg); Govt. ser. 48-52; app. S-7, asst. att., Cairo Mar. 28, 52; New Delhi Nov. 7, 54; S-6 Jan. 2, 55; att., New Delhi Feb. 3, 55; O-5, v.c., sec. DS July 20, 55; 2d sec-v.c., New Delhi Oct. 10, 55; O-6 July 29, 56; O-5, cons. and cons., New Delhi, in add. to 2d sec. Jan. 29, 57; Hindi lang-area trng., FSI Nov. 3, 57, det. U. Calif. (Berkeley) Sept. 7, 58-June 27, 59; O-4 Mar. 9, 59; 2d sec., New Delhi June 28, 59; O-3, 1st sec., New Delhi Apr. 12, 64; for. aff. off., Dept. Sept. 27, 64; chief, Aviation Liaison Div. Oct. 24, 65; lang.: Hind, (Hindi).

FSO - permanent full-time

## BUREAU OF SECURITY &amp; CONSULAR AFFAIRS

## IMMED OFFICE OF ADMINISTRATOR

E-00525-00 ADMINISTRATOR SEC AND CONS AF P 0045 D WATSON BARBARA M EX-04 \$28,750 702 1097

Watson, Barbara M - b NY 11/5/18. Barnard Coll AB 43, NY Law Sch LLB 62. PRIV EXPER 62-62 atty NY City Bd of Statutory Review, 63-64 asst atty Off of Corp Couns Law Dept NY City, 64-66 exec dir NY City Commn to the UN. STATE Dept R-1 spec asst to dep under sec for admin 7/66, dep admr Bu of Security and Consular Aff 10/66, act admr 4/67.

(FR-01)  
FS Reserve - limited - 5 yrs or less

360 ADMINISTRATOR, BUREAU OF SECURITY AND CONSULAR AFFAIRS (SCA)

The Administrator, with statutory rank equal to that of an assistant secretary, directs the following functions and activities of the bureau:

- a. Administers and enforces the provisions of the Immigration and Nationality Act and all other immigration and nationality laws relating to the powers, duties, and functions of diplomatic and consular officers of the United States, except those powers, duties, and functions conferred by law directly upon consular officers.
- b. Develops, establishes, revises, promulgates, and directs policies, rules, procedures, and regulations relating to functions of the bureau, including the issuance of passports and related services, issuance of visas and related services, immigration, protection and welfare of American citizens and interests abroad, third-country re-

d. Maintains liaison with and coordinates United States activities relating to the American Red Cross, the International Committee of the Red Cross, and the League of Red Cross Societies.

e. Manages and controls all funds allocated to the bureau.

f. Prepares budget estimates for bureau expenses including personal services in accordance with control budget standards and ceilings, subject to advice of appropriate functional offices and review and coordination by the Director of the Budget Planning and Presentation Program.

g. Advises the Director General of the Foreign Service and the geographic bureaus on the assignment of key consular personnel.

h. Initiates studies and makes recommendations to improve consular operations of Foreign Service posts.

presentation of interests of foreign governments, and the determinations of nationality of persons not in the United States.

c. Maintains direct and continuous liaison with the appropriate committees of Congress, the Commissioner of Immigration and Naturalization, the Directors of the Federal Bureau of Investigation and the Central Intelligence Agency, and with other internal security officers of the Government, as required.

OFFICE OF THE PRESIDENT-ELECT

RICHARD M. NIXON

WASHINGTON, D.C.

December 21, 1968

MEMORANDUM

TO: JOHN EHRLICHMAN  
FROM: HARRY FLEMMING  
CC: JOHN MITCHELL  
PETER FLANIGAN  
SUBJ: STATUS REPORT

The following is a status report for the week ending December 21.

I. CORRESPONDENCE

We have robotyped 12,000 letters in the past six days. This erases the back log on the acknowledgements. There was a slip-up on the acknowledgement of some of the Congressional recommendations, but as of yesterday, all Congressional mail has been acknowledged. Beginning Monday, we will be using a computer written acknowledgement letter. The cost is approximately the same as robotyping but will allow us to answer all mail within 24 hours of receipt by this office.

II. INITIAL SORT

We have been able to keep up with the sorting process. Resumes are flowing in at an average daily rate of 1,000. By Monday, we will have a computerized index of every resume that has been received by us. This will be helpful in locating applications within our burgeoning bureaucracy.

III. DESK MEN

I have met with eight of the twelve Cabinet Officers or their designated transition officers. In addition, I have discussed with two others by telephone the process we are undertaking. Governor Volpe is scheduled in Monday, and I will be in touch with Mr. Blount before the end of the week. All of the Cabinet Officers have indicated a willingness to cooperate and work with our operation.

There are 2,700 resumes in our desk man set-up at present. They are in the process of sifting these for tentative placement. This procedure consists of checking references and some interviewing. We have had our first review committee meeting and have established procedures and ground rules for that operation.

IV. MISCELLANEOUS

A) Staff Personnel

Personnel files have been set up on all staff members. We are working on placing those interested in serving the federal government in slots.



Flu shots were given to our personnel this week so that all could continue diligently at their tasks. We lost six people this week, before our preventive medicine program could take effect.

**B) Office Space**

Office space is at a premium in FOB #7. We have been doubling and in some cases tripling up on space this week. Please help dam the flow of New Yorkers to Washington. We simply cannot accomodate them at the present time.

**V. GENERAL COMMENTS**

The operation is smoothing out; the problems we had in the initial sort area and acknowledgements with incoming mail have been taken care of. Our political section is running pretty smoothly and has taken over all responsibility of keeping our friends on the Hill happy.

What problems we have are now at the desk man level. They now appreciate the large responsibility that they have.

MERRY CHRISTMAS TO ALL!

OFFICE OF THE PRESIDENT-ELECT

RICHARD M. NIXON

WASHINGTON, D.C.

December 21, 1968

MEMORANDUM

TO: JOHN EHRLICHMAN  
PETER FLANIGAN  
FROM: HARRY FLEMMING  
SUBJ: POSITIONS "EXCEPTED" FROM THE COMPETITIVE SERVICE AND RELATED  
EMPLOYEE RIGHTS

In light of the various questions which arise about "excepted" positions, I thought I would briefly outline the different categories of excepted positions and the requirements for removal of incumbents.

The competitive service covers about 85 percent of all positions in the executive branch of government. Unless a position is specifically excepted by law, by Executive Order or by action of the Civil Service Commission, it is in the competitive service and subject to all the civil service rules. The remaining 15 percent number about 443,000 and generally break down into the following broad categories.

I. Positions Excepted by Law

This class includes all positions in T.V.A., A.E.C., the Foreign Service at State, the F.B.I., and the doctors, dentists and nurses in the VA's Department of Medicine and Surgery. Most of these jobs are under special merit systems with specific employee rights within those systems.

Positions excepted by law cover about 45 percent of all excepted jobs or 200,000 positions.

II. Positions Excepted by Executive Order

Most of the positions excepted by Executive Order are overseas positions occupied by foreign nationals (clerks, trades people, maintenance, etc.). These positions number about 163,000 or 37 percent of the total "excepted" positions.

### III. Positions Excepted by the Civil Service Commission

The remaining 80,000 positions are excepted by action of the Civil Service Commission after a study of pertinent facts such as the duties, pay, location, and relationships of the position. When the Commission excepts certain positions they are placed in one of three schedules - A, B, or C or are designated noncareer executive assignments (NEA).

Schedule A - is reserved for positions for which it is not practicable to recruit in the competitive service (attorneys, chaplains, teachers at overseas military bases, undercover narcotic agents, faculty members at Service Academies, part-time positions in isolated localities, aboard ship personnel in the Military Sea Transportation Service. About 70,000 jobs of the remaining 80,000 are covered by Schedule A.

Schedule B - is for positions for which it is impractical to recruit in the competitive service, but persons selected to fill jobs must pass a non-competitive examination. Examples of these positions are those assigned exclusively to Navy or Air Force communications intelligence activities. About 3,500 jobs are in this Schedule.

Schedule C - is for positions which are policy-determining or which involve a close personal relationship between the incumbent and the agency head or his key officials. This does not include jobs at GS-16, 17 or 18 which are filled by noncareer executive assignment. It does contain, however, key positions which must be filled by persons who fully support the new Administrations' political aims and policies. There are about 1,200 positions in Schedule C and no examination is required to fill these jobs.

Each position is considered individually by the Commission as to whether it meets the criteria for Schedule C.

Noncareer Executive Assignments (NEA) are made to positions in grades GS-16, 17 or 18 which are either policy determining or require a close and confidential working relationship with a top policy official. These positions generally share with the Presidential appointees the advocacy of the current administration policies and assure control of the executive machinery of government by the political party in power. There are about 470 positions identified as NEA.

Except for Schedule B and NEA, the agencies establish the qualification requirements and assure selected candidates meet the requirements. For Schedule B and noncareer executive assignments, the Commission establishes the qualification standards after discussions with agencies and passes on the qualifications of the candidates proposed for Schedule B and NEA jobs.

### Removal Procedures

The following classes of incumbents in excepted positions may be removed from their positions by simple notification that their services are no longer required: employees serving under temporary appointments, employees serving under Presidential appointment, non-veterans without personal status or status in their positions and veterans with less than one year of current continuous employment.

All employees with personal status (status acquired in the competitive service) serving in Schedule B positions, all employees with status in their positions\* and serving in Schedule A, B, or C or in a non-career executive assignment, and veterans with one year of current continuous employment serving in any excepted position must be given at least 30 days written advance notification and the specific reasons for the removal. The removal must be for such cause as would improve the efficiency of the Federal service. The employee has appeal rights to the agency and the Civil Service Commission.

The Commission has held in the case of Schedule C and NEA, that if an incumbent no longer has the confidence of his superiors it is generally sufficient reason for removal. In other words, you may dismiss a Schedule C or NEA and not have the substance of the reason questioned if it involves the relationship to a political supervisor provided all the proper notification procedures have been followed. There are exceptions to this generalization the most notable being those with status in their positions.\* There is a long legal history behind this and the Civil Service Commission General Counsel's decision bears close review. However, generally it goes something like this: If a position was in the competitive service and filled competitively, the incumbent is for all intent and purposes still in the competitive service even though his position may have been placed outside the competitive service and is now an excepted position. The incumbent remains in this status as long as he remains in the specific position.

\*An employee has status in his position 1) if he was serving with civil service status, in a position in the competitive service when the Civil Service Commission listed the position in Schedule A, B or C or as one to be filled by noncareer executive assignment, and 2) he is still serving in that position.

# INTERAGENCY ADVISORY GROUP

UNITED STATES CIVIL SERVICE COMMISSION  
OFFICE OF THE EXECUTIVE DIRECTOR  
WASHINGTON, D.C. 20415

Chairman  
Nicholas J. Oganovic  
Executive Director, CSC  
Room 5518, ext. 6111

Executive Vice-Chairman  
William E. Fowler, Jr.  
Room 1307, ext. 6204



Secretariat  
Room 1304 - 1900 E St., N.W.  
Code 183, ext. 6303 or  
Area Code 202 - 343-6303

December 17, 1968

SUBJECT: REMOVAL PROTECTIONS OF EMPLOYEES  
IN EXCEPTED POSITIONS

FROM: Nicholas J. Oganovic

TO: Directors of Personnel

Attached for your information are materials pertaining to Removal Protections of Employees in Excepted Positions. Covered are positions in Schedules A, B, C, those in Noncareer Executive Assignments, and positions excepted by statute. The requirements of the personnel laws, Executive Order 10988, and Civil Service Commission regulations are cited. The materials also include convenient summary charts and sample letters.

Attachment

## REMOVAL PROTECTIONS OF EMPLOYEES IN EXCEPTED POSITIONS

The attached charts show in graphic form the kinds of protections that are provided by law and by the Civil Service Regulations for certain groups of employees who are in positions that are excepted from the competitive civil service. The charts cover all categories of excepted positions except those to which appointments are made by the President.

Briefly, the categories covered are as follows:

1. Positions which are excepted by the Civil Service Commission. These fall into four groups:
  - Schedule A -- Positions for which the Commission determines that any kind of examination is impractical.
  - Schedule B -- Positions for which the Commission determines that open competitive examinations are impractical, but for which noncompetitive examinations are required.
  - Schedule C -- Positions which include policy-determining responsibilities -- or -- which bear a confidential relationship to policy-determining positions.
  - Noncareer Executive Assignment -- A GS-16, 17, or 18 position whose incumbent is:
    - (1) deeply involved in the advocacy of Administration programs and support of their controversial aspects;
    - (2) participating significantly in the determination of major political policies of the Administration; or
    - (3) serving principally as personal assistant to or adviser of a Presidential appointee or other key political figure.
2. Positions which are excepted by a statutory provision.

The nature of the protections that are provided depend on a number of factors including the following:

- Whether the employee is entitled to veterans' preference and has had one year or more of current continuous service in his excepted position.

- Whether the employee was serving in a position in the competitive service with status when the Commission placed it in Schedule A, B, or C, or authorized filling it by noncareer Executive assignment and is still serving in that position, i.e., whether he has status in his position. (Roth type case.)
- Whether the employee has personal competitive status; i.e., whether he acquired status during some earlier period of competitive service. (Schedule B)

Employees are protected by the former Veterans' Preference Act (now codified in sections 7511, 7512, and 7701 of title 5, United States Code), the former Lloyd-LaFollette Act (now codified in section 7501 of title 5, United States Code), Executive Order No. 10988, and by Parts 752 and 772 of the Civil Service Regulations.

Preference eligibles are protected under 5 U.S.C. 7511, 7512, and 7701 (Parts 752 and 772 of the Civil Service Regulations) when serving in:

- (1) Schedule A, B, or C positions;
- (2) Noncareer Executive Assignments; or
- (3) Positions excepted from the competitive service by statute.

Nonpreference eligibles who have competitive status in their positions, i.e., serving in a position in the competitive service, with status, when the Commission placed it in Schedule A, B, or C, or authorized filling it by Noncareer Executive Assignment, and is still serving in the same position, are protected by 5 U.S.C. 7501, Executive Order 10988, and Part 752 of the Civil Service Regulations. A nonpreference eligible serving in Schedule B position who has status is protected by Part 752 of the Civil Service Regulations.

An employee who is protected under the law and the Civil Service Regulations may not be removed except for such cause as will promote the efficiency of the service. He is entitled to 30 days' advance written notice with reasons stated specifically and in detail, an opportunity to reply personally as well as in writing, a written decision, an opportunity to appeal to the Civil Service Commission on both the procedure and the merits of the case, and an opportunity for a personal hearing.

Attached to the charts are five sample letters proposing the removal of employees. They include:

1. An example of a letter to an employee who has no protections under law or Civil Service Regulations. Note that there is no requirement of any particular form by which an employee without these protections must be notified. Also note that the agency's own regulations may establish certain protections which must also be followed.
  
- 2 and 3. Two samples of the kind of specific notice that is required under 5 U.S.C. 7501 and 7512 and Part 752 of the Civil Service Regulations when an employee is to be removed for a cause that will promote the efficiency of the service such as inadequate performance or misconduct. Other sample notices, letters of decision, and explanatory material on procedural requirements may be found in Federal Personnel Manual Supplement 752-1, Adverse Action -- Law and Regulations, Annotated.
  
- 4 and 5. Two sample notices specifically drawn to apply to employees who are in positions that have been placed by the Commission in Schedule C because of their confidential or policy-determining character. This category of exceptions from the competitive service is unique. The basis for the exception is that the appointing official must be able to fill the position with a person who has his personal confidence, and whose judgment he can trust to carry out the policy-making responsibilities of both the official and the incumbent of the Schedule C position. If it should become necessary for such official to take action to remove an employee from a Schedule C position because he lacks personal confidence in the incumbent of the position and considers the action one that will promote the efficiency of the service, these two sample notices illustrate the kind of notice that would be required under section 7512 of title 5, United States Code, and Part 752 of the Civil Service Regulations. The sample notice No. 4 illustrates the type of notice that would apply to policy-determining positions and the second, Sample No. 5, the type that would apply to confidential positions. (In Leonard v. Douglas, et al., 321 F.2d 749 (D.C. Cir. June 26, 1963) the court upheld the removal of a preference eligible from a Schedule C position on charges that he did not meet the qualifications incident to the confidential and policy-making characteristics of the position.)



6. A sample of the kind of specific notice that is required under section 7512 of title 5, United States Code, and Part 752 of the Civil Service Regulations when an employee is to be removed from a Noncareer Executive Assignment. Positions to be filled by Noncareer Executive Assignment are excepted for substantially the same reasons that Schedule C positions are excepted. In addition, the Commission determines that there is a need for filling the position by a person who will:

- (1) Be deeply involved in the advocacy of Administration programs and support of their controversial aspects;
- (2) Participate significantly in the determination of major policies of the Administration; or
- (3) Serve principally as personal assistant to or adviser of a Presidential appointee or other key political figure.

Civil Service Rule 9.21 states that "as a qualification for continuance in a Noncareer Executive Assignment, the incumbent must continue to maintain the qualifications and relationships that are required for the particular Noncareer Executive Assignment." The appointing officer is required to (1) inform the person selected of the qualifications required for assignment to and continuance in a Noncareer Executive Assignment (Rule 9.22); and (2) "remove a person from a Noncareer Executive Assignment when the person's qualifications or relationships required for the assignment change or cease to exist" (Rule 9.23).

Agencies should be sure that any action taken fully complies with their own regulations thereby avoiding a situation of the type arising in the Watson case. (Watson v. United States, 162 F.Supp. 755 (Ct.Cl. 1958)). Employment records should be closely scrutinized to determine if the employee has status in the position thereby avoiding a situation of the type arising in the Roth case (Roth v. Brownell, 215 F.2d 500 (D.C. Cir. 1954)).

Any questions concerning the rights of employees in excepted positions or questions on appropriate procedures should be referred to the Office of the General Counsel, Civil Service Commission, code 183, extension 7321.

1. EMPLOYEES IN SCHEDULE A POSITIONS

<u>TYPE OF EMPLOYEE</u>	<u>PROTECTIONS</u>	<u>TYPE OF NOTICE</u>
---Non-Preference Eligible without status	None	1
---Non-Preference Eligible with personal status	None	1
---Non-Preference Eligible with <u>status in position</u>	5 U.S.C. 7501 and Part 752, CSR's	2 or 3
---Preference-Eligible - <u>Less than 1 year current continuous service</u> -- without status	None	1
---Preference-Eligible - <u>Less than 1 year current continuous service</u> with personal status	None	1
---Preference-Eligible - <u>Less than 1 year current continuous service</u> with <u>status in position</u>	5 U.S.C. 7512 and Part 752, CSR's	2 or 3
---Preference-Eligible - One year or more current continuous service with or without status	5 U.S.C. 7512 and Part 752 CSR's	2 or 3

2. EMPLOYEES IN SCHEDULE B POSITIONS

<u>TYPE OF EMPLOYEE</u>	<u>PROTECTIONS</u>	<u>TYPE OF NOTICE</u>
---Non-Preference Eligible - without status	None	1
---Non-Preference Eligible - with personal status	Part 752 of CSR's	2 or 3
---Non-Preference Eligible - with <u>status in position</u>	5 U.S.C. 7501 and Part 752 of CSR's	2 or 3
---Preference Eligible - <u>Less</u> than 1 year current continuous service without status	None	1
---Preference-Eligible - <u>Less</u> than 1 year current continuous service with personal status	Part 752 of CSR's	2 or 3
---Preference Eligible - <u>Less</u> than 1 year continuous service with <u>status in position</u>	5 U.S.C. 7512 and Part 752 CSR's	2 or 3
---Preference Eligible - One year or more current continuous service with or without status	5 U.S.C. 7512 and Part 752 CSR's	2 or 3

3. EMPLOYEES IN SCHEDULE C POSITIONS

<u>TYPE OF EMPLOYEE</u>	<u>PROTECTIONS</u>	<u>TYPE OF NOTICE</u>
--Non-Preference Eligible - without status	None	1
--Non-Preference Eligible - with personal status	None	1
--Non-Preference Eligible - with <u>status in position</u>	5 U.S.C. 7501 and Part 752, CSR's	2, 3, 4, or 5
--Preference Eligible - <u>Less</u> than 1 year current continuous service - without status	None	1
--Preference Eligible - <u>Less</u> than 1 year current continuous service with personal status	None	1
--Preference Eligible - <u>Less</u> than 1 year current continuous service with <u>status</u> <u>in position</u>	5 U.S.C. 7512 and Part 752, CSR's	2, 3, 4, or 5
--Preference Eligible - One year or more current continuous service - with or without status	5 U.S.C. 7512 and Part 752, CSR's	2, 3, 4, or 5

4. EMPLOYEES IN POSITIONS FILLED BY NONCAREER EXECUTIVE ASSIGNMENT

<u>TYPE OF EMPLOYEE</u>	<u>PROTECTIONS</u>	<u>TYPE OF NOTICE</u>
--Non-Preference Eligible without status	None	1
--Non-Preference Eligible with personal status	None	1
--Non-Preference Eligible <u>with status in position</u>	5 U.S.C. 7501 and Part 752, CSR's	6
--Preference Eligible - <u>Less</u> than 1 year current continuous service- without status	None	1
--Preference Eligible - <u>Less</u> than 1 year current continuous service with personal status	None	1
--Preference Eligible - <u>Less</u> than 1 year current continuous service with <u>status in position</u>	5 U.S.C. 7512 and Part 752, CSR's	6
--Preference Eligible - One year or more current continuous service- with or without status	5 U.S.C. 7512 and Part 752, CSR's	6

5. EMPLOYEES IN POSITIONS EXCEPTED BY STATUTE

(Not including Presidential appointees)

<u>TYPE OF EMPLOYEE</u>	<u>PROTECTIONS</u>	<u>TYPE OF NOTICE</u>
--Non-Preference Eligible without status	None	1
--Non-Preference Eligible with personal status	None	1
--Preference Eligible - <u>Less</u> than 1 year current continuous service - without status	None	1
--Preference Eligible - <u>Less</u> than 1 year current continuous service with personal status	None	1
--Preference Eligible - One year or more current continuous service with or without status	5 U.S.C. 7512 and Part 752, CSR's	2 or 3

SAMPLE NOTICE NO. 1

SAMPLE OF NOTICE OF REMOVAL OF AN EMPLOYEE WHO IS NOT COVERED  
BY ANY PROVISION OF LAW OR CIVIL SERVICE REGULATION

Mr. James Blank  
4731 99th Avenue  
Washington, D.C.

Dear Mr. Blank:

This is to notify you that your services as \_\_\_\_\_  
\_\_\_\_\_ will be terminated effective at the  
close of business, \_\_\_\_\_, 1969. This action should  
not be construed in any way as a reflection on your character or ability.

Sincerely yours,

Frank Foe  
(Appropriate Officer)

SAMPLE NOTICE NO. 2

SAMPLE OF ADVANCE NOTICE REQUIRED TO REMOVE AN EMPLOYEE  
UNDER PART 752 OF THE CIVIL SERVICE REGULATIONS

(Procedures under section 752.202 FPM Supp. 752-1, S2-3 through S2-7)

Date-----

TO: (Name of employee)

SUBJECT: Notice of proposed removal for unsatisfactory performance  
of duties

References: (As pertinent or as necessary)

1. This is notice that I propose to remove you from the service, no earlier than 30 days from the date of your receipt of this notice, because of your unsatisfactory performance of assigned duties. This letter of notice states the reasons which you are entitled to have when an adverse action is proposed.

2. You have been informed of the minimum standards of performance which an employee in your position must meet in order to be considered satisfactory. You have been informed of the occasions on which, and the ways in which, your performance fell below the minimum acceptable and of the penalty for continued failure to meet the minimum acceptable standards.

3. The specific reasons for your proposed removal are:

Reason No. 1 -- The range of satisfactory performance as to the number of requisitions to be filled by a Storekeeper-Clerk, GS-3, is no fewer than 15 to 20 a day for Class A field stations and no fewer than 25 to 35 a day for Class B field stations. On three recent occasions when your supervisor worked with you to clean out backlogs of Class A orders, you were able to fill more than 20 a day. When he worked with you on Class B orders one day you filled more than 35. For the past two weeks your daily production on Class A has been:

Mon-12, Tue-13, Wed-15, Thu-14, Fri-12  
Mon-13, Tue-13, Wed-14, Thu-13, Fri-12

For the two weeks before that, your daily production of Class B orders ran:



Mon-19, Tue-22, Wed-23, Thu-21, Fri-20  
Mon-18, Tue-24, Wed-28, Thu-20, Fri-20

On only 2 days out of the past 20 have you met the minimum acceptable standard of production. On 18 out of the past 20 days your production has been unsatisfactory.

Reason No. 2 -- The range of satisfactory performance with respect to the timeliness of filling requisitions is stated in two parts:

- (a) The supplies requested on regular requisitions are mailed no later than the fifth to the tenth work day after receipt of the requisitions.
- (b) The supplies requested on emergency requisitions are mailed no later than 24 to 32 clock hours after receipt of the requisitions.

A check of your unfilled requisitions each Friday morning for the past four weeks revealed no fewer than 35, and as many as 75 regular requisitions more than 10 days old, and as many as 4 emergency requisitions which you had held more than 32 clock hours. In addition, complaints and follow-ups from field stations in the past 8 weeks revealed 4 occasions on which you had held regular requisitions more than 20 days -- more than twice the maximum allowable time.

Reason No. 3 -- The range of satisfactory performance in the maintenance of minimum stock levels is no more than 3 to 5 "run-outs" a year. There has been only one month in the past 6 that you have not allowed yourself to run out of one or more stock items. Altogether, you have had 11 run-outs in the past 6 months -- 5 in the past month. In other words, in the past month you have had as many run-outs as you are allowed in a year. In the past 6 months you have had more than twice as many as the maximum allowance for a whole year.

4. You may answer this notice personally and in writing to \_\_\_\_\_ . You may also submit affidavits in support of your answer. You will be allowed 10 calendar days from the date of this letter to submit your answer. Consideration will be given to extending this period if you submit a request stating your reasons for desiring more time. Full consideration will be given to any answer you submit. If you do not understand the reasons why your removal is proposed, contact \_\_\_\_\_ for further explanation.

5. As soon as possible after your answer is received, or after expiration of the 10-day limit if you do not answer, a written decision will be issued to you.

6. During the 30-day advance notice period you will remain in an active duty status in your present grade and pay.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

SAMPLE OF ADVANCE NOTICE REQUIRED TO REMOVE AN EMPLOYEE  
UNDER SECTION 752.202 OF THE CIVIL SERVICE REGULATIONS

(Procedures Under Section 752.202 FPM Supp. 752-1, S2-3 through S2-7)

Date-----

TO: (Name of employee)

SUBJECT: Notice of proposed removal

References: (As pertinent, or as necessary.)

1. This is notice that I propose to remove you from your position of Clerk, Y Division, no earlier than 30 days from the date of your receipt of this notice. The charges against you are: (1) absence without leave, (2) conduct unbecoming an employee of X Department, and (3) striking your supervisor. The reasons supporting these charges are:

Charge No. 1--Absence without leave: You left the office at your break at 10 o'clock (date), and did not return until noon the following day. You had not requested leave, and no leave had been granted.

Charge No. 2--Conduct unbecoming an employee of X Department: During the afternoon of (date) two police officers were sent to the Four Aces Bar at (street address and city) because of a disturbance. Their report shows that a fight was in progress when they arrived. You were among the persons who were arrested, booked on charges of disturbing the peace and destruction of property, and locked up over-night. Your name and the charges were reported in the morning paper of (date). We have investigated the occurrence and have confirmed the fact that you were disturbing the peace and did destroy some property, in that you threw bar glasses and bottles of intoxicants against the wall breaking them.

Charge No. 3--Striking your supervisor: You came to the office after you were released on bail on (date). Mr. \_\_\_\_\_, seeing that your clothes were torn and that you needed a shave, suggested that you were hardly presentable and asked if you wanted the rest of the day on annual leave. You shouted: "Who the hell are you to tell me what to do?" and struck Mr. \_\_\_\_\_ in the face with your fist, knocking him to the floor.

2. You may answer these charges personally and in writing to \_\_\_\_\_. You may also submit affidavits in support of your answer. You will be allowed 10 calendar days from the date of this letter to submit your answer. Consideration will be given to extending this period if you submit a request stating your reasons for desiring more time. Full

consideration will be given to any answer you may submit. If you do not understand the reasons why your removal is proposed, contact \_\_\_\_\_ for further explanation.

3. As soon as possible after your answer is received, or after expiration of the 10-day limit if you do not answer, a written decision will be issued to you.

4. During the 30-day advance notice period to which you are entitled, you will remain in an active duty status at your present grade and salary.

(Signed) \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_

SAMPLE NOTICE NO. 4

SAMPLE OF ADVANCE NOTICE UNDER SECTION 752.202 OF THE CIVIL SERVICE REGULATIONS  
TO REMOVE AN EMPLOYEE IN A POLICY-DETERMINING SCHEDULE C POSITION

Mr. Samuel Sloe  
7809 Mayday Avenue  
Washington, D.C.

Dear Mr. Sloe:

As Secretary of Public Insurance I plan to make several adjustments in the immediate staff upon which I must depend to carry out my day-to-day responsibilities. The position of Special Assistant that you occupy is one of those affected. It is excepted from the competitive service under Schedule C of Part 213 of the Civil Service Regulations because of its policy-determining character, as is evidenced by the attached description of its duties which is hereby made a part of this letter.

It is inherent in the character of a policy determining position that the incumbent thereof shall be an individual suitable to his superiors and a person whom they consider best able to determine the policies of their department or agency. With the departure of Mr. Roe from the position of Secretary of Public Insurance, this relationship ceased to exist and does not now exist between you and me, as Secretary of Public Insurance. For this reason, I propose to remove you from your position of Special Assistant no earlier than 30 days from the date of your receipt of this notice.

A concomitant reason for proposing your removal at this time is the fact that as Secretary of Public Insurance I am entitled to obtain the services of a Special Assistant who meets the requisites for serving me, as your services were obtained by my predecessor. This is substantially prevented while you continue to occupy the position.

I wish to assure you that these are the only reasons for this action and that this notice is provided to meet the requirements of section 752.202 of the Civil Service Regulations. Your written answer to this proposal with any supporting documents or affidavits, and any request to answer personally, should be directed to my personal attention within the next ten calendar days.

Let me assure you that full consideration will be given to any reply and support therefor that you care to submit. As promptly as possible after such consideration, or after the time for reply has passed, a final notice of decision will be issued to you. Meanwhile, you may continue in your position in either an active duty or leave status, as you prefer.

Sincerely yours,

Frank Foe  
Secretary of Public Insurance

SAMPLE NOTICE NO. 5

SAMPLE OF ADVANCE NOTICE UNDER SECTION 752.202 OF THE CIVIL SERVICE REGULATIONS  
TO REMOVE AN EMPLOYEE IN A CONFIDENTIAL SCHEDULE C POSITION

Mr. John Doe  
1234 Ace Place  
Washington, D.C.

Dear Mr. Doe:

As Secretary of Public Insurance I plan to make several adjustments in the immediate staff upon which I must depend to carry out my day-to-day responsibilities. The position of Confidential Assistant that you occupy is one of those affected. It is excepted from the competitive service under Schedule C of Part 213 of the Civil Service Regulations because of its confidential character, as is evidenced by the attached description of its duties which is hereby made a part of this letter.

It is inherent in the character of a confidential position that the incumbent thereof shall be an individual suitable to his superior and a person in whom he has complete personal confidence and trust. With the departure of Mr. Roe from the position of Secretary of Public Insurance, this relationship ceased to exist and does not now exist between you and me as Secretary of Public Insurance. For this reason, I propose to remove you from your position of Confidential Assistant no earlier than 30 days from the date of your receipt of this notice.

A concomitant reason for proposing your removal at this time is the fact that as Secretary of Public Insurance I am entitled to obtain the services of a Confidential Assistant who meets the requisites for serving me, as your services were obtained by my predecessor. This is substantially prevented while you continue to occupy the position.

I wish to assure you that these are the only reasons for this action and that this notice is provided to meet the requirements of section 752.202 of the Civil Service Regulations. Your written answer to this proposal, with any supporting documents or affidavits, and any request to answer personally, should be directed to my personal attention within the next ten calendar days.

Let me assure you that full consideration will be given to any reply and support therefor that you care to submit. As promptly as possible after such consideration, or after the time for reply has passed, a final notice of decision will be issued to you. Meanwhile, you may continue in your position in either an active duty or leave status, as you prefer.

Sincerely yours,

Frank Foe  
Secretary of Public Insurance

SAMPLE NOTICE NO. 6

SAMPLE OF ADVANCE NOTICE UNDER SECTION 752.202 OF THE CIVIL SERVICE REGULATIONS  
TO REMOVE AN EMPLOYEE SERVING IN A NONCAREER EXECUTIVE ASSIGNMENT

Mr. Benjamin Bloe  
8502 Hagerstown Road  
Washington, D.C.

Dear Mr. Bloe:

As Secretary of Public Insurance I plan to make several adjustments in the immediate staff upon which I must depend to carry out my day-to-day responsibilities. The position of Chief, Policy Review Staff that you occupy is one of those affected. It is excepted from the competitive service under Civil Service Rule 9.20 and section 305.601 of the Civil Service Regulations because the Civil Service Commission found that there was a need for filling this position by a person who would participate significantly in the determination of major policies of the Administration. The policy-determining character of your position is evidenced by the attached description of its duties which is hereby made a part of this letter.

It is inherent in the character of a position involving participation in the determination of major policies of the Administration that the incumbent thereof shall be an individual suitable to his superiors and a person whom they consider best able to determine the policies of their department or agency. With the departure of Mr. Roe from the position of Secretary of Public Insurance, this relationship ceased to exist and does not now exist between you and me, as Secretary of Public Insurance. As a qualification for continuance in a Noncareer Executive Assignment, the incumbent must continue to maintain the qualifications and relationships that are required for the particular Noncareer Executive Assignment. You were informed of this qualification for continuance in your Noncareer Executive Assignment at the time of your appointment. For the reason that you no longer maintain the qualifications and relationships that are required for your Noncareer Executive Assignment, and in accordance with Civil Service Rule 9.23, I propose to remove you from your position of Chief, Policy Review Staff no earlier than 30 days from the date of your receipt of this notice.

A concomitant reason for proposing your removal at this time is the fact that as Secretary of Public Insurance I am entitled to obtain the services of a Chief, Policy Review Staff who meets the requisites for serving me, as your services were obtained by my predecessor. This is substantially prevented while you continue to occupy the position.

I wish to assure you that these are the only reasons for this action and that this notice is provided to meet the requirements of section 752,202 of the Civil Service Regulations. Your written answer to this proposal, with any supporting documents or affidavits, and any request to answer personally, should be directed to my personal attention within the next ten calendar days.

Let me assure you that full consideration will be given to any reply and support therefor that you care to submit. As promptly as possible after such consideration, or after the time for reply has passed, a final notice of decision will be issued to you. Meanwhile, you may continue in your position in either an active duty or leave status, as you prefer.

Sincerely yours,

Frank Foe  
Secretary of Public Insurance.



SUMMARY OF PROTECTIONS PROVIDED BY LAW AND REGULATION F  
IN EXCEPTED POSITIONS (EXCLUDING PRESIDENTIAL APPOINTMENTS)

Type of Employee	Schedule A	Schedule B	Schedule C	
Non-Preference Eligible Non-Status	None	None	None	
Non-Preference Eligible Personal Status	None	Procedure: CS Reg. 752.202 Grounds: inadequate conduct or perf.	None	
Non-Preference Eligible Status in job	Procedure: CS Reg. 752.202 Grounds: inadequate conduct or perf.	Procedure: CS Reg. 752.202 Grounds: inadequate conduct or perf.	Procedure: CS Reg. 752.202 Grounds: inadequate conduct or perf. or lack of personal confidence	Proc 752. Grou cc  1a cc
Preference Eligible with or without status <u>2/</u>	Procedure: CS Reg. 752.202 Grounds: inadequate conduct or perf.	Procedure: CS Reg. 752.202 Grounds: inadequate conduct or perf.	Procedure: CS Reg. 752.202 Grounds: inadequate conduct or perf. or lack of personal confidence	Proc 752. Grou cc  1a cc

1/ Agencies must also observe any internal administrative requirements.

2/ Preference eligibles with less than one year of current continuous service without status with status in the job are covered by CS Reg. 752.202 even though they have less than one

MEANING OF "INVOLUNTARY SEPARATION"  
FOR PURPOSES OF "DISCONTINUED-SERVICE RETIREMENT"

The following quotation from Federal Personnel Manual Supp. 831-1, S11-2, gives a concise statement of the Commission's interpretation of involuntary separation:

"The term involuntary separation means any separation against the will and without the consent of the employee, other than separation for cause on charges of misconduct or delinquency. \* \* \* whether a separation is involuntary depends upon all the facts in a particular case; it is the true substance of the action which governs rather than the methods followed or the terminology used. \* \* \*."

The examples given in the Federal Personnel Manual Supplement are guides for particular types of situations and illustrations from which parallels may be drawn in similar cases. They are not intended to give final answers in all conceivable circumstances. Further illustrations, particularly adapted to situations which may be encountered in a change of Administration, are furnished below.

I. Presidential Appointees

Officers who serve at the pleasure of the President, whose replacement is customary with change of Administration--resignation at any time after election day is considered an involuntary separation.

Officers with fixed terms--resignation at the request of the incoming Administration or courtesy resignation that is offered to and accepted by the incoming Administration is considered an involuntary separation.

II. Non-Presidential Appointees

Any officer or employee (excepted or competitive) who submits his resignation in response to a specific request from a recognized representative of the incoming Administration, or from an appropriate individual who holds office now or after January 20, will be considered as involuntarily separated unless the circumstances in the case include charges of misconduct or delinquency. An application for immediate annuity based on separation resulting from such a resignation should be accompanied by an agency letter setting forth the facts in the case.

Separations resulting from unsolicited resignations and based only on a belief or on the possibility that the new Administration may request a resignation

will be considered voluntary. In this same category are resignations of incumbents who resign because of personal conviction or by their own choice. Acceptance of the types of resignations described in this paragraph as involuntary would go beyond the intent of the retirement law and, in effect, would create opportunities for purely optional retirement.

The above examples are not all-inclusive. Individual cases will be considered on their merits, and separations determined involuntary whenever the facts support such a conclusion.

OFFICE OF THE PRESIDENT-ELECT

RICHARD M. NIXON

WASHINGTON, D.C.

December 30, 1968

MEMORANDUM

TO: JOHN EHRlichMAN  
FROM: HARRY FLEMMING  
CC: JOHN MITCHELL  
PETER FLANIGAN  
SUBJ: STATUS REPORT

The following is a status report for the week ending December 28, 1968.

I. CORRESPONDENCE

We are current on all Congressional and other correspondence. Our acknowledgement letters are now being answered by a computer typed letter. This allows us to answer incoming mail within 24 hours and at the same time give a "personal" response to each candidate.

II. INITIAL SORT

We received approximately 4,600 new applications this week. Because of the staggered Christmas Holiday we allowed our people, we fell behind in this area. We are approximately 2,500 resumes behind but expect to catch up next week.

III. DESK MEN

Our pile up has reached this point. The desk men are all swamped with resumes. By doubling up the personnel in this area, we hope to begin to break through the log jam.

I must urge that as soon as candidates have been rejected by the New York Office they be forwarded to us. This will enable us to give these people prime consideration for the positions immediately below the Sub-Cabinet.

IV. MISCELLANEOUS

- A) We now have a computerized index identifying each candidate in our system, what disposition was taken on his application, and his file number within our system. This should enable us to locate any applicant within a very few minutes.
- B) We have had a large group of coders working with our desk men for one week now. They are preparing the information for insertion in the government computer on January 21.
- C) We should receive our 20,000th resume sometime next week. Of these, approximately 5,000 will be in our desk man area.

- D) We have secured some additional office space in FOB #7. It is limited space and therefore if somebody is coming down, please keep us informed.

HAPPY NEW YEAR!

#

January 8, 1969

Mr. George J. Takacs  
5277 Nebraska Avenue, N. W.  
Washington, D. C. 20015

Dear Mr. Takacs:

In answer to your letter of January 3, please be advised that for some reason I did not receive the first letter you sent me regarding Task Forces.

I must assume that your letter was lost in the Christmas mail, since I did receive your second letter.

Yours sincerely,

John D. Ehrlichman  
Counsel to the President-elect

JDE:sw

January 3, 1968

Mr. John Ehrlichman  
450 Park Ave.  
New York, New York

Dear Mr. Ehrlichman,

This letter is in reference to one I sent you on the 20th of December, 1968.

This past week I was in New York for a couple of days, but was unable to reach you in your office. As a result I hope you will be kind enough to answer by mail the first letter I sent you in regard to the task forces being formed by the President-elect.

My address is Mr. George J. Takacs, 5277 Nebraska Ave. N.W., Washington, D.C. 20015.

Thank you once again for considering this matter and I will be waiting to hear from you.

Sincerely,

*George J. Takacs*  
Mr. George J. Takacs

To: Dr. Martin Anderson  
From: Charles E. Stuart  
Re: Task Force Meetings

Date: January 2, 1968

Attached is a schedule of task force meetings for January 10 and 11.

The task force banquet is Saturday, January 11, at 7 o'clock in the Coronet Room of the Pierre. Cocktails will be served from 6 to 7 in the Sapphire Room on the mezzanine floor. Dress will be business suits.

Charles E. Stuart

CES/hg



To: Dwight Chapin  
From: Charles Stuart  
Re: Task Force Meetings

Date: January 2, 1969

Attached is a schedule showing the time and location of the task force meetings on January 10 and 11. As you and I discussed, it may not be necessary for RN to attend each of these meetings if he makes himself available during the cocktail hour on Saturday evening.

The reception begins on Saturday evening at 6 o'clock in the Sapphire Room and the foyer to the Grand Ballroom on the mezzanine level. Cocktails will be served between 6 and 7. An RN arrival time of 6:15 should be satisfactory.

Dinner will be served at 7 o'clock in the Coronet Room which is down the hall and across the oval lobby from the reception area.

RN will be seated at the head table on a dais with the Chairmen of the task forces. Also at this table will be Doctors Burns and McCracken, and Henry Loomis.

Loomis will act as the moderator. He may introduce the head table before dinner and will certainly call upon McCracken and Burns for short talks after dinner. These will probably run from 5 to 15 minutes each. After these gentlemen have spoken, RN will be called upon to speak. His will be the last address of the evening.

I should think the dinner will be over by 9 o'clock.

Charles E. Stuart

CES/hg

To: H. R. Haldeman  
From: Charles E. Stuart  
Re: Task Force Meetings

Date: January 3, 1969

Attached is a schedule of the task force meetings. The Cabinet Secretaries and White House Staff in attendance are also shown.

Dinner will be served Saturday evening at 7 o'clock in the Coronet Room on the first floor of the Pierre. Cocktails will be served beforehand between 6 and 7 in the Sapphire Room in the foyer of the Grand Ballroom on the mezzanine level. RN will be present during this foregathering.

Need we set a place for you at the dinner?

Charles E. Stuart

CES/hg  
Att.

To: Dr. L. DuBridge  
From: Charles E. Stuart  
Re: Task Force Meetings

Date: January 2, 1969

Attached is a schedule of the task force meetings on January 10 and 11.

You are invited to attend meeting numbers 14 and 17. You are also invited to attend the task force banquet which will be hosted by the President-elect. This will be held in the Coronet Room of the Hotel Pierre at 7 o'clock on Saturday, January 11. Cocktails will be served from 6 to 7 in the Sapphire Room on the mezzanine floor of the Pierre. Dress will be business suits.

It is hoped you can attend these meetings.

Charles E. Stuart

CES/hg

To: Dr. D. Moynihan  
From: Charles E. Stuart  
Re: Task Force Meetings

Date: January 2, 1969

Attached is a schedule of the task force meetings on January 10 and 11.

You are invited to attend meeting numbers 15, 13, 10, 9, 7, 2, 3, 5, 6, 18, 19 and 4. You are also invited to attend the task force banquet which will be hosted by the President-elect. This will be held in the Coronet Room of the Hotel Pierre at 7 o'clock on Saturday, January 11. Cocktails will be served from 6 to 7 in the Sapphire Room on the mezzanine floor of the Pierre. Dress will be business suits.

It is hoped you can attend these meetings.

Charles E. Stuart

CES/hg

To: John Whittaker  
From: Charles E. Stuart  
Re: Task Force Meetings

Date: January 2, 1969

Attached is a task force meeting schedule for January 10 and 11. I have indicated which Cabinet members and guests should attend each session.

The banquet on January 11, Saturday, will begin at 7 o'clock in the Coronet Room. Cocktails will be served beforehand from 6 to 7 in the Sapphire Room and the foyer of the Grand Ballroom.

Will you please notify the appointed Secretaries of these commitments.

Charles E. Stuart

CES/hg  
Encl

To: Mr. Bryce Harlow  
From: Charles E. Stuart  
Re: Task Force Meetings

Date: January 2, 1969

Attached is a schedule of the task force meetings on January 10 and 11.

You are invited to attend meeting number 9. You are also invited to attend the task force banquet which will be hosted by the President-elect. This will be held in the Coronet Room of the Hotel Pierre at 7 o'clock on Saturday, January 11. Cocktails will be served from 6 to 7 in the Sapphire Room on the mezzanine floor of the Pierre. Dress will be business suits.

It is hoped you can attend this meeting.

Charles E. Stuart

CES/hg

To: Mr. Robert Brown  
From: Charles E. Stuart  
Re: Task Force Meetings

Date: January 2, 1968

Attached is a schedule of the task force meetings on January 10 and 11.

You are invited to attend meeting numbers 6, 18 and 19. You are also invited to attend the task force banquet which will be hosted by the President-elect. This will be held in the Coronet Room of the Hotel Pierre at 7 o'clock on Saturday, January 11. Cocktails will be served from 6 to 7 in the Sapphire Room on the mezzanine floor of the Pierre. Dress will be business suits.

It is hoped you can attend this meeting.

Charles E. Stuart

CES/hg

To: Dr. H. Kissinger  
From: Charles E. Stuart  
Re: Task Force Meetings

Date: January 2, 1969

Attached is a schedule of the task force meetings on January 10 and 11.

You are invited to attend meeting number 9. You are also invited to attend the task force banquet which will be hosted by the President-elect. This will be held in the Coronet Room of the Hotel Pierre at 7 o'clock on Saturday, January 11. Cocktails will be served from 6 to 7 in the Sapphire Room on the mezzanine floor of the Pierre. Dress will be business suits.

It is hoped you can attend this meeting.

Charles E. Stuart

CES/hg



To: Dr. R. Mayo  
From: Charles E. Stuart  
Re: Task Force Meetings

Date: January 2, 1969

Attached is a schedule of the task force meetings on January 10 and 11.

You are invited to attend meeting numbers 9, 2, 3 and 5. You are also invited to attend the task force banquet which will be hosted by the President-elect. This will be held in the Coronet Room of the Hotel Pierre at 7 o'clock on Saturday, January 11. Cocktails will be served from 6 to 7 in the Sapphire Room on the mezzanine floor of the Pierre. Dress will be business suits.

It is hoped you can attend these meetings.

Charles E. Stuart

CES/hg

Donald M. McAusland  
4324 Hunts Point Road  
Bellevue, Washington 98004

November 19, 1968

Mr. John D. Ehrlichman  
450 Park Avenue  
New York, New York

Dear John,

Congratulations! But, it's still like the old days, practically impossible to reach you. When I heard the news Friday of your appointment, I immediately picked up the phone and called the White House. (I wanted that SECNAV slot). The conversation:

"Good afternoon, this is the White House."  
"Good afternoon, may I please speak to Mr. Ehrlichman?"  
"Mistah who?"  
"John D. Ehrlichman."  
"Who is he with, sir?"  
"With Mr. Nixon's office."  
"Who?"  
"Mr. Richard Nixon, Mam, Mr. Ehrlichman is one of his top assistants."  
"I'm sorry, but you-all must have a wrong number; this is the White House."

Needless to say, your first appointment will be a new switch board operator, not a native of Texas.

Seriously, I'm mighty proud of you and delighted a man of your ability and energy is again working for us.

I guess I'm pretty old for your team, but if there is a job you feel I could handle, such as doing something about the enclosed, let me know. I'm still strong on energy and imagination, and thrive on challenge.

Good luck,

Don McAusland

DM/gm

TASK FORCE?

Who is he?  
What am I supposed to get from this, other than that the WH operator is slow?  
Pete

To: Henry Loomis  
✓ Charles Stuart

Date: December 16, 1968

From: John D. Ehrlichman

Subject: Task Forces

You will both recall that the President-elect desires the various task forces to come to the Pierre Hotel during this month to deliver their final reports to him as they are ready. The format will be that the task forces will meet at the Pierre during the morning, finalize their recommendations, and ratify their reports; the chairman of the task force will then have a meeting with Mr. Nixon; they will then drop by the task force meeting, and go on to a press conference to report the delivery of their task force message.

Some time around January 10 the President-elect, the Cabinet, and the task forces should meet at dinner with the various task force chairmen at the head table.

Invitations for this dinner should go out now.

When the task forces render their reports, the appropriate Cabinet members involved should be present, if at all possible, to receive the reports along with the President-elect.

Henry Loomis was to get to us a list of the task forces, their make-up, and their chairmen, together with addresses, and indicate to us which task forces have reports ready for delivery.

John D. Ehrlichman

JDE:sw

*McSTEIN - BUDGET TASK FORCE PRESENTATION*

To: Chuck Stuart

Date: December 5, 1968

From: John D. Ehrlichman

Would you please secure for Peter Flanigan a roster of the membership of the Task Forces for our use in preparing for a wind-up dinner party for that group on or about January 10?

JDE:sw

John D. Ehrlichman

A handwritten signature in dark ink, appearing to be 'JDE', located below the typed name 'John D. Ehrlichman'.

To: Dwight Chapin

Date: December 5, 1968

From: John D. Ehrlichman

Subject: Wind-up Dinner for Task Forces

At a recent meeting with Paul McCracken, Arthur Burns, et al, it was decided that between January 1 and January 20 a dinner party would be held at the Plaza Hotel or similar location for the 200-odd members of the Task Forces, together with the Chairman of the Task Forces and members of the Cabinet.

This will be an evening dinner. I would appreciate your advising me of available dates during that period of time.

JDE:sw

John D. Ehrlichman



To: Henry Loomis  
Charles Stuart

Date: December 16, 1968

From: John D. Ehrlichman

Subject: Task Forces

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John D. Ehrlichman

JDE:sw

NIXON TASK FORCES

McCracken, Paul, Chairman, University of Michigan, Ann Arbor, Mich.  
Loomis, Henry, Executive Director, Washington, D. C.

Chairman

Banfield, Edward C.  
Professor of Government  
Harvard University  
Cambridge, Massachusetts

Cornuelle, Richard C.  
Director  
Center of Independent Action  
New York, New York

Dunlop, John T.  
Professor of Economics  
Harvard University  
Cambridge, Massachusetts

Gaynor, James  
Commissioner, New York State Division of  
Housing and Community Renewal  
New York, New York

\*Greenspan, Alan  
Townsend-Greenspan & Co.  
New York, New York

Haberler, Gottfried  
Professor of International Trade  
Harvard University  
Cambridge, Massachusetts

Lindsay, Franklin A.  
President, Itek Corporation  
Lexington, Massachusetts

Meiselman, David  
Professor of Economics  
Macalester College  
St. Paul, Minnesota

Miller, Charles L.  
Chairman, Civil Engineering Dept.  
M.I.T.  
Boston, Massachusetts

Task Force

Urban Affairs

Voluntary Action

Health

Housing and Urban Renewal

International Trade

International Economic Policy

Government Organization

Inflation

Transportation

Nathan, Richard P. Brookings Institution Washington, D. C.	Intergovernmental Fiscal Relations
Nathan, Richard P. Brookings Institution Washington, D. C.	Public Welfare
O'Leary, James J. Lionel D. Edie & Co. New York, New York	Federal Lending and Loan Guaranty Programs
Pifer, Alan Carnegie Corporation New York, New York	Education
Shultz, George P. Dean, Graduate School of Business University of Chicago Chicago, Illinois	Manpower-Labor/Management Relations
Stein, Herbert Brookings Institution Washington, D. C.	Fiscal Policy
Stever, H. Guyford President, Carnegie-Mellon University Pittsburgh, Pennsylvania	Science
*Stiegler, George Graduate School of Business University of Chicago Chicago, Illinois	Productivity & Competition
Townes, Charles Professor of Physics University of California Berkeley, California	Space
Train, Russell E. President, The Conservation Foundation Washington, D. C.	Resources and Environment
Ture, Norman B. Planning Research Corporation Washington, D. C.	Tax Legislation
Younger, Evelle J. District Attorney, County of Los Angeles Los Angeles, California	Crime & Law Enforcement

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