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THE WHITE HOUSE

WASHINGTON

July 31, 1973

MEMORANDUM FOR THE WHITE HOUSE STAFF

FROM:

BRUCE A. KEHRLI *BAK*

SUBJECT:

Conservation of Energy

In order to comply with the President's request for conservation of energy and to keep the White House Office on a par with the rest of government, the thermostats in your office will be locked at 76 degrees. This is probably only a degree or two above your normal setting and should not be a great inconvenience.

The following are a couple of ways to keep the temperature down in your office and to conserve electrical energy.

1. Remove some of the fluorescent tubes in your cove lighting around the perimeter of your office. Mr. Rotchford (extension 2348) will be glad to work with you on the removal of these lights.
2. Turn off all lights unless absolutely needed for your work -- including chandeliers.
3. When you leave in the evening, please make sure that all lights are turned off.

Your cooperation in this effort to conserve energy is certainly appreciated.



THE WHITE HOUSE

WASHINGTON

September 20, 1973

MEMORANDUM FOR THE WHITE HOUSE STAFF

SUBJECT:

Safeguarding Classified and
Sensitive Documents

Each staff office is requested to establish adequate internal procedures to assure that classified and sensitive documents are protected at all times. A specific person in each office should be given this responsibility, but it should be made clear that the last person to leave the office each day assumes the responsibility for the security of that office's materials.

The Executive Protective Service officers have been instructed to conduct a thorough after-hours security inspection of each staff office in the White House and Executive Office Building on a nightly basis. Their authority to inspect extends to all materials not properly secured. Classified waste materials should be handled in the manner prescribed below. All other classified material should never be left unattended on desks. When an office is closed or unattended, materials should be locked in a secure cabinet. In the event of a security violation, the EPS officers will file a formal report with the office concerned.

All classified and sensitive waste materials should be separated from other office trash and waste and placed in a special "burnbag" designated for this purpose. Burnbags are available from the supply room, and are collected by EPS for disposition in the secure macerator located in the EOB. Since the macerator has a limited capacity, all unclassified and nonsensitive waste materials should be left for collection and disposal by the regular GSA cleaning force.

The provisions of this memorandum do not apply to the Situation Room since, because of the volume, separate disposal procedures are required.

Thank you.

Bruce A. Kehrl

BRUCE A. KEHRLI

Special Assistant to the President



THE WHITE HOUSE

WASHINGTON

September 21, 1973

MEMORANDUM FOR THE WHITE HOUSE STAFF

SUBJECT: Clearance of Messengers with
Materials through Southwest Gate
or 17th Street Pedestrian Entrance

Effective October 1, 1973, new equipment which has been installed at the Southwest Gate capable of screening all parcels, envelopes, briefcases, etc. normally carried by couriers or messengers will be in operation.

Couriers and messengers bringing material into the White House Complex will thereafter enter through one of these two points:

- Southwest Gate to West Executive Avenue or
- 17th Street Pedestrian Entrance to the Executive Office Building, where nearby screening capability exists at the White House Mailroom

Couriers and messengers appearing at any other entrance for the purpose of bringing material into the White House Complex will be denied entry.

Couriers and messengers not on the access list will not be permitted entry into the White House Complex. One of two procedures should be followed when a White House staff member is expecting delivery by someone not on the access list:

- Send a member of their staff to the Southwest Gate to West Executive Avenue or to the White House Mailroom to pick up the material
- Request that a White House Messenger go to the Southwest Gate or White House Mailroom to receive the material and deliver it to the appropriate office.

Bruce A. Kehrl

BRUCE A. KEHRLI

Special Assistant to the President



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THE WHITE HOUSE
WASHINGTON

September 13, 1973

MEMORANDUM FOR: WHITE HOUSE STAFF
DOMESTIC COUNCIL STAFF

FROM: LEONARD GARMENT 

SUBJECT: Contacts with Independent Regulatory Agencies

It is most important that all members of the White House and Domestic Council staffs be familiar with the standards of conduct expected of them in regard to contacts with the independent regulatory agencies.

As part of their quasi-judicial statutory functions, such agencies have adjudicative responsibilities for resolving individual cases involving rates, licensing, route awards, enforcement and compliance, and the like. Likewise, often such agencies are charged with rule-making responsibilities. In the performance of these functions, the agency members are entitled and obligated to exercise their own independent judgment, free from control by the Executive and Legislative branches except as provided by law.

This does not mean that Executive branch officials may not express the Administration's views on any matter in issue before an independent regulatory agency; to the contrary, it is sometimes quite necessary and desirable that such views be made known. Nor does it mean that there can be no communications with independent regulatory agencies regarding matters of mutual interest or concern. However, to preserve the public confidence in the independence of such agencies, it is necessary that all such expressions and contacts be made in accordance with proper procedures and be subject to public scrutiny.



Accordingly, henceforth the following guidelines and procedures are to be observed in any matters relating to the activities of an independent regulatory agency:

1. Correspondence received from Senators, Congressmen, and the general public which should more properly be answered directly by an independent regulatory agency should be forwarded without substantive comment to the appropriate agency for response and an information copy of the transmittal should be forwarded to the office of the Counsel to the President.
2. In the course of the performance of your duties, you may be placed in a position where someone volunteers to you their comments and views on a matter pending before an independent regulatory agency. While you may, of course, listen to such views, such visits or the submission of written briefs should be avoided wherever possible. A better course in most instances is to suggest that the party submit his position directly to the agency involved.
3. No staff member should communicate with the personnel of an independent regulatory agency concerning any matter pending before that agency until prior consultation with and clearance by the Counsel to the President. This rule is applicable regardless of whether the matter is adjudicative or rule-making in nature, and is also applicable to mere inquiries as to the status of a case since experience has shown that the most innocent inquiry is subject to being misconstrued and could create the appearance of impropriety.
4. If after consultation with the Counsel to the President it is determined that a communication of views to an independent regulatory agency is necessary and appropriate, such communication shall be in writing or a written memorandum shall be made of any conversation or meeting. Copies of such records shall be forwarded to the Counsel's office, and will be available to anyone upon written request except to the extent that such disclosure is inconsistent with the



rules of the agency concerned to protect personal privacy, proprietary information, classified information, and the like.

If you have any questions regarding these guidelines and procedures, please contact the office of the Counsel to the President.



White House Report/Haig's assistant quits, other staff personnel are reassigned

by Dom Bonafede

668 The general's general—Maj. Gen. on and I stayed as long as I felt I could In the last several decades, the

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