

MEMORANDUM

January 16, 1969

TO: ALL WHITE HOUSE STAFF

FROM: BOB HALDEMAN

RE: ORIENTATION FOR WHITE HOUSE STAFF

With the inaugural festivities planned for Monday and the expected confusion resulting from the change over of administrations, it will not be advisable for you to plan to be in your offices on Monday afternoon.

You should plan to report to your office--which will be located either in the White House or the Executive Office Building--by 9:00 a.m. Tuesday morning. If on Tuesday you have any questions as to your location, you should report to the basement entrance of the West Wing of the White House where there will be an information booth with a guide to help you.

At your desk you will find a pamphlet which will outline facilities and procedures of the White House operation. I believe that it will answer many of your questions.

There will be an official swearing-in ceremony for all new members of the White House staff at 1:00 p.m. Tuesday afternoon in the East Room. If you wish, your spouse and children are welcome.

Because some staff members are already in transit it is quite possible this memorandum will miss them. Consequently I am relying on each of you to pass the word on to your fellow staff members.

FOR YOUR INFORMATION

MEMBERS OF THE
WHITE HOUSE STAFF

February 1970

Martin Anderson	Special Consultant to the President for Systems Analysis
Dwight L. Chapin	Special Assistant to the President
Stephen B. Bull	Staff Assistant
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Ronald L. Ziegler	Press Secretary to the President
John K. Andrews Jr.	Staff Assistant
Timothy G. Elbourne	Press Assistant
Gerald L. Warren	Deputy Press Secretary
J. Bruce Whelihan	Staff Assistant
M. Alan Woods	Staff Assistant

#

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

March 10, 1970

W/H Official
Papers

MEMORANDUM FOR SELECTED WHITE HOUSE STAFF

This is to inform you that the barber shop in the basement of the West Wing is now in operation three days a week. Steve Martini is available on Tuesdays and Thursdays from 1:00 to 5:00 p.m. and Jack Allen is here on Wednesdays from 1:00 to 5:00 p.m.

The average cost of a haircut is about \$3.00 and each individual will be billed on a periodic basis. The White House switchboard will be able to put you in touch with either barber whenever you wish to arrange an appointment. You should feel free to take advantage of this facility.

Please direct any questions you may have to me.

Thank you.

JRB
JOHN R. BROWN III
Staff Secretary

March 5, 1969

Copied, W. H. H.
(incoming letter in Regulatory Agency file)

MEMORANDUM FOR

Mr. Ellsworth
Mr. Hofgren
Mr. Rose

Subject: Regulatory agencies

I have received on a confidential basis some comments on a discussion of the role of the regulatory agencies by a group of Commissioners from the various agencies. Following are some of the key points that came out during that discussion:

1. There is apparently great interest in improved relations between the independent regulatory agencies and the executive branch. This apparently derives from a recognition that the traditional independence of these agencies makes coordination among themselves and with executive departments very difficult. There was interest in establishing some sort of mechanism for regular and systematic contacts with the executive branch.
2. The Commissioners apparently feel particularly the lack of policy guidance with respect to conglomerate mergers. This is particularly difficult because firms subject to regulation have in some cases been acquired by nonregulated conglomerates.
3. Commissioners clearly feel isolated and without constituency in the public or the executive branch.
4. There is apparently genuine interest in more objective professional analysis of policy issues.
5. There was some interest in the idea that the executive branch agencies could usefully be more aggressive in presenting the public interest views on a regular basis in agency hearings.

Tom Whitehead
Staff Assistant

THE WHITE HOUSE

WASHINGTON

April 25, 1970

MEMORANDUM FOR Mr. Whitehead

I am sure you would want to know the results of an authoritative private poll which we have just received -- based on a complete national sample taken two days after the President's April 20 TV Address on Vietnam.

Approval of "the way Richard Nixon is handling his job as President" has moved from the pre-speech Gallup rating of 55% to 62%.

The positive effect of the speech is shown by a comparison of the ratings of this speech and the November 3 Vietnam speech. In both cases 69% of those who heard, saw or read about the speech said they had a "favorable" reaction.



H. R. HALDEMAN

3-11 *TW* *WHS* *Official papers*

THE WHITE HOUSE

WASHINGTON

May 21, 1969

MEMORANDUM FOR THE WHITE HOUSE STAFF

Subject: Contacts between the White House and
the Independent Regulatory Agencies

The independent regulatory agencies include:

Civil Aeronautics Board
Federal Communications Commission
Federal Maritime Commission
Federal Power Commission
Federal Trade Commission
Interstate Commerce Commission
Securities and Exchange Commission

This memorandum discusses some important points you should bear in mind with regard to these agencies.

Contacts between the White House and the regulatory agencies are very sensitive on two grounds: (1) The Congress has a special relationship with these agencies, viewing them in part as instruments of the Congress in its constitutional power to regulate interstate and foreign commerce; (2) the Commissioners of these agencies have quasi-judicial responsibilities for individual cases coming before their agencies on rates, license renewals, route awards, and so forth. Obviously, any executive interference in this quasi-judicial function would be highly improper.

In spite of these sensitivities, matters often arise which do require official or informal contacts with the Commissioners or the staffs of these agencies. The following guidelines are provided for any exposure you may have to these agencies or problems pending before them. They also apply in those cases where other agencies of the executive branch act in a regulatory or quasi-judicial role.

1. Any expression of interest or any attempt to influence the outcome of any case pending is illegal. These cases are typically extremely complicated, and it is very dangerous to make judgments on the basis of limited information as to how the White House should like to see any case resolved. You should in no way express interest to these agencies in the outcome of pending cases and in no way attempt to influence the Commissioners or hearing examiners in their decisions on any case pending before their agencies.

2. It is important to remember that the cases that come before these agencies are often extremely important to the parties concerned and involve large amounts of money. They are, therefore, very closely watched for any evidence of improper procedure or influence. It is important to avoid even the mere appearance of interest or influence.

3. You may, of course, listen to comments and views on such cases when they are volunteered to you. However, such visits or the submission of written briefs should not be encouraged -- better still, they should be sidestepped and avoided wherever possible.

4. Inquiries about the status of cases pending before these agencies should not be made. Instead, the inquirer should be advised to contact the agency directly.

5. The policies and findings of these agencies often interact heavily with the policies of the executive branch of Government. Transportation policy, for instance, is affected heavily by the policies of the ICC and the CAB. There is, therefore, occasion for White House staff contact with these agencies. However, for the reasons cited above, you should keep my office informed of any contact you may have with these agencies. Please call Dan Hofgren or Tom Whitehead in advance to assure appropriateness of such contacts.



Peter M. Flanigan
Assistant to the President

THE WHITE HOUSE

WASHINGTON

November 12, 1969

TO: THE WHITE HOUSE OFFICE AND ALL OCCUPANTS OF
THE EXECUTIVE OFFICE BUILDING

FROM: JOHN R. BROWN III *JRB*
STAFF SECRETARY

SUBJECT: Demonstrations, November 13-15

We have been advised that during the period of planned demonstrations November 13-15, the following changes in control points for access to the White House and EOB will take place.

November 13-15

From 6:00 p.m. Thursday, November 13 through 8:00 a.m. Saturday, November 15, there will be a single file march along a route that will include the south side of Pa. Ave. from 17th St. to East Executive Ave. During that period, northern entrances to the White House and EOB will be at:

1. Southeast corner of 17th St. and Pa. Ave.
2. Southwest corner of East Executive Ave. and Pa. Ave.
3. The bus stop located in front of EOB on Pa. Ave. will be moved during this period to the southwest corner of 17th St. and Pa. Ave.

All other entrances to the White House and EOB will be at their normal locations.

November 15

From 8:00 a.m. on Saturday, November 15, a security cordon will be established around the White House as indicated on the attached map. During this time access to the White House and EOB areas will be through the following check points:

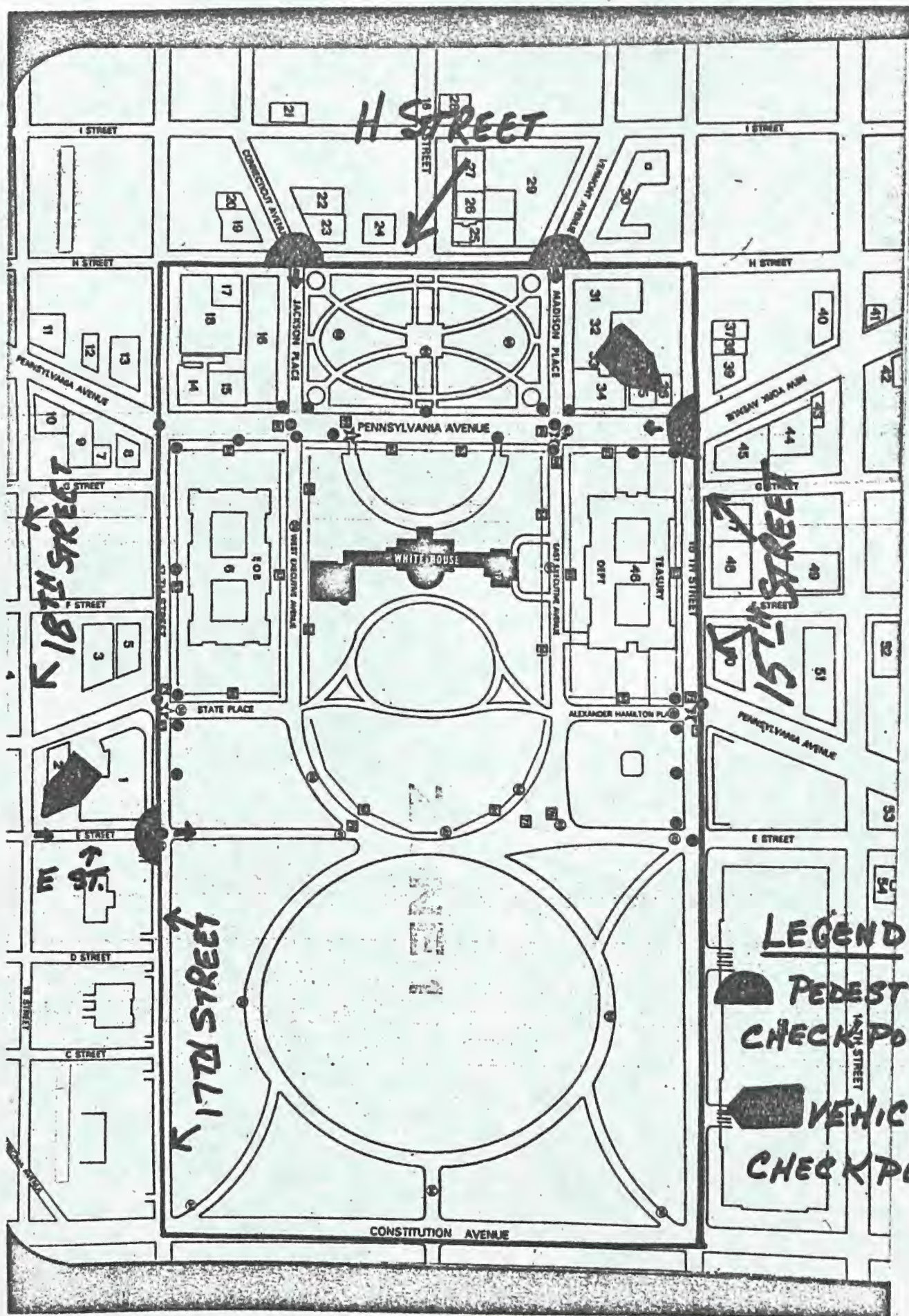
Pedestrian Check Points

1. H St. and Jackson Place
2. H St. and Madison Place
3. 17th St. and E Street
4. New York and 15th St.

Vehicle Check Points

1. New York Ave. and 15th St.
2. 18th St. and E Street

No vehicles will be allowed on 17th St. unless cleared through one of the vehicle check points. Each individual will be required to present his identification when passing through the check points. There will be no White House tours on Saturday, November 15.



H STREET

13TH STREET

15TH STREET

13TH STREET

E ST.

LEGEND



PEDESTRIAN CHECKPOINTS



VEHICULAR CHECKPOINTS

December 23, 1969

MEMORANDUM FOR

White House Staff

U. S. Secret Service

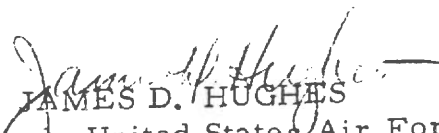
White House Police

Military Personnel

During recent White House ceremonies and on past Presidential visits out of the Washington area, members of the Presidential party, White House staff, and support elements have failed to render the proper courtesy to visiting dignitaries or the President.

When a foreign visitor is at the White House and this occurs, it reflects adversely on the President and our government. In this regard, we here at the White House should be the first to set the example for other Americans attending our functions. On visits to other countries, failure to render proper courtesy on our part is disrespectful to our President as well as to the foreign head of state and government.

To assist you, I am distributing a small pocket card describing the proper ceremonial etiquette for your respective group. I encourage everyone at the White House to read the card; to become thoroughly familiar with the correct courtesy actions required of you; and then to practice the proper procedure at all times. You will provide a source of leadership for other guests who are unsure of themselves in these situations.


JAMES D. HUGHES
Colonel, United States Air Force
Military Assistant to the President

Attachment

COURTESIES AT WHITE HOUSE FUNCTIONS

WHITE HOUSE STAFF AND ASSIGNED MILITARY

(IN CIVILIAN CLOTHES)

SALUTE:

CIVILIANS AND MILITARY (IN CIVILIAN CLOTHES) - ALL CIVILIANS SALUTE
BY STANDING AT ATTENTION AND PLACING THE RIGHT HAND OVER THE HEART

HONORS

COURTESY

RUFFLES AND FLOURISHES
(MUSICAL SALUTE)

STAND AT ATTENTION

HAIL TO THE CHIEF

STAND AT ATTENTION AND APPLAUD

ALL NATIONAL ANTHEMS

STAND AT ATTENTION AND SALUTE (NOTE 1 AND 2)

- NOTE: 1. INDOORS: STAND AT ATTENTION - A SALUTE IS IMPROPER INDOORS
2. OUTDOORS: IF FLAG IS NOT DISPLAYED, MEN REMOVE HEADDRESS AND
STAND AT ATTENTION

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70 Personal

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THE WHITE HOUSE
WASHINGTON

June 9, 1970

MEMORANDUM FOR THE WHITE HOUSE STAFF

On Thursday afternoon, June 11, you are invited to attend a briefing moderated by John Ehrlichman for senior government officials on campus disorders, Family Assistance Plan, and the Safeguard ABM System.

The briefing will be from 2:00 to 4:30 p.m. in the West Auditorium of the State Department. Buses for staff will depart from the southwest gate at 1:45 p.m. If you use other means of transportation, you should go to the 23rd Street entrance of the State Department.


H.R. HALDEMAN

W/18 Official

Did not attend

TW Official

THE WHITE HOUSE
Washington

July 10, 1970

MEMORANDUM FOR

White House Staff

U. S. Secret Service

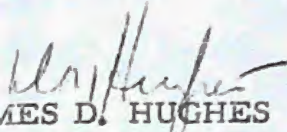
White House Police

Military Personnel

SUBJECT: Proper Courtesies at White House or
Ceremonial Functions

We are trying to establish uniformity at our ceremonies and to insure that proper honors are afforded to our country, our flag, our President, and visiting dignitaries.

To assist you, I am distributing a small pocket card describing the proper ceremonial etiquette for your respective group. I encourage everyone at the White House to read the card; to become thoroughly familiar with the correct courtesy actions required of you; and then to practice the proper procedures at all times. You will provide a source of leadership for other guests who are unsure of themselves in these situations. Please pay particular attention to the salute to be rendered during the playing of all national anthems.



JAMES D. HUGHES
Brigadier General, United States Air Force
Military Assistant to the President

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COURTESIES AT WHITE HOUSE FUNCTIONS

WHITE HOUSE STAFF AND ASSIGNED MILITARY

(IN CIVILIAN CLOTHES)

SALUTE:

CIVILIANS AND MILITARY (IN CIVILIAN CLOTHES) - ALL CIVILIANS SALUTE
BY STANDING AT ATTENTION AND PLACING THE RIGHT HAND OVER THE HEART

HONORS

COURTESY

RUFFLES AND FLOURISHES
(MUSICAL SALUTE)

STAND AT ATTENTION

HAIL TO THE CHIEF

STAND AT ATTENTION AND APPLAUD

ALL NATIONAL ANTHEMS

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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

July 23, 1970

MEMORANDUM FOR THE WHITE HOUSE STAFF

The following courier schedule has been arranged for the visit to San Clemente:

- A. Washington to San Clemente - Courier runs to San Clemente have been scheduled for Saturday (July 25), Tuesday (July 28), and Thursday (July 30). The pouch will close at 2:00 p.m. on those afternoons.
- B. San Clemente to Washington - Courier runs from San Clemente are scheduled for Monday (July 27), Wednesday (July 29), and Friday (July 31). The pouch will close at San Clemente at noon.

If there are any questions on this schedule please contact me.

Thank you.

JRB
JOHN R. BROWN III
Staff Secretary

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

August 6, 1970

MEMORANDUM FOR THE WHITE HOUSE STAFF

This afternoon, August 6, John Ehrlichman will moderate a briefing for senior government officials on Revenue-Sharing, SST, Fiscal 71-72 and Executive Reorganization.

The briefing will be from 2:00 p.m. to 4:45 p.m. in the West Auditorium of the State Department. Buses will depart from the southwest gate at 1:45 p.m. If you use other means of transportation, you should go to the 23rd Street entrance of the State Department.

These are complex subjects on which we should all be well informed. Members of the White House staff are urged to attend.

JRB
JOHN R. BROWN III

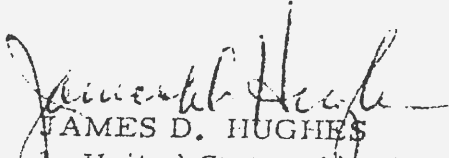
THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR

Mr. Tom Whitehead

This is to inform you that your name has been placed on the White House Transportation Agency transportation list in Group B .
A copy of our rules is attached in order to familiarize you with our operation.

It is a pleasure to serve you. If you have any questions or comments concerning our transportation operations, please contact my office.


JAMES D. HUGHES
Colonel, United States Air Force
Armed Forces Aide to the President

WHITE HOUSE TRANSPORTATION AGENCY RULES

The White House Transportation Agency is available to assist the staff in moving throughout the Washington area for official business. Since the number of vehicles and drivers is limited, it is necessary to restrict the use of transportation and to follow certain rules to assure fair and equitable use.

Accordingly, the Agency has been instructed to provide portal-to-portal transportation for those persons designated as Group (A). Portal-to-portal transportation is defined to include all official trips including transportation to and from work.

Restricted official use is authorized for those persons designated as Group (B). Restricted official use includes official trips in the Washington area, but not transportation to and from work. Female staff members who use public transportation and who work after 8:00 p.m. may request transportation home. This service will be provided whenever possible.

To assure availability of transportation for official use, it is necessary that all members of the staff observe the following rules:

1. Do not ask drivers to wait more than 20 minutes. Drivers are instructed to return to the garage after discharge of passengers.
2. Do not request transportation to or from restaurants, hotels or to private homes for recreational purposes.
3. Do not request transportation for members of your family.
4. Persons authorized (A) or (B) type transportation may authorize official use of cars for staff members and official visitors. If any questions arise, call the Armed Forces Aide's office.

Due to the location of the garage, you should allow 10 minutes for a car to travel to the White House.

THE WHITE HOUSE
Washington


January 20, 1969

MEMORANDUM FOR

Mr. Thomas Whitehead

I am pleased to inform you that your name has been placed on the White House Staff Mess membership list in Group ONE. As a new Mess member, you are requested to deposit \$25.00 with the Mess Treasurer. This sum is used to provide working capital for the Mess and is refunded upon your departure. Checks should be made payable to the "White House Staff Mess" and sent to my office. A copy of the Mess rules is attached in order to familiarize you with our operation.

It is a pleasure to welcome you to the Mess. If you have any questions or comments concerning our Mess operations, please contact my office.


JAMES D. HUGHES
Colonel, United States Air Force
Armed Forces Aide to the President

THE WHITE HOUSE
Washington

January 20, 1969

MEMORANDUM FOR

White House Staff Mess Members

Subject: White House Staff Mess Regulations

The purpose of the White House Staff Mess is to furnish breakfast and luncheon service as a convenience for designated key personnel whose duties require that they be available in the vicinity of the White House Office spaces. A secondary purpose is to provide guest privileges for Mess members. Limitations of space and staff make it necessary to divide the membership list into three groups: Group I, Group II, and Honorary. The group to which you belong is as indicated on the slip attached. The meal hours for the Mess are as follows:

Breakfast - 7:00 to 9:00 A. M. for members of all groups

Lunch - Group I: 11:30 A. M. to 12:30 P. M.

Group II and Honorary Members: 1:00 to 2:30 P. M.

The Mess is normally closed on Sundays and holidays.

Luncheon prices range from 75¢ to \$1.75 per meal. At the end of each month a bill will be sent to your office. Prompt payment is required to ensure that the necessary funds are available for operation of the Mess. The preferred method of payment is by personal check because there is no guarantee of security when cash is sent through the mail. Checks should be made payable to the White House Staff Mess and should be sent to the Office of the Armed Forces Aide to the President.

Since we wish to serve the maximum number of members and guests, observance of the following rules is requested:

Group I

Group I members are requested to arrive for luncheon not later than 12:30 P. M. to ensure completion of your meal prior to 1:00 P. M.

Group II and Honorary Members

The period from 1:00 to 2:30 P. M. will be reserved for Group II and Honorary Members. These members are encouraged to eat during this time, however, Group II Members may eat at any time that the Mess is open. In addition, Group II Members may invite Group I Members to eat with them during the period from 1:00 to 2:30 P. M.

Guest Privileges

Mess members will be allowed to bring guests to the Mess if prior reservations have been made. Reservations are made by calling the Mess (extension 2610 or Signal Board). The reservation system will assure members that a table is available and that the Mess is able to accommodate the extra personnel. Members may make reservations for up to four guests. Exceptions to this limitation must be approved by the Office of the Armed Forces Aide.

Seating is at a premium between 1:00 and 2:00 P. M. on weekdays. Because of this, the total number of guests allowed in the Mess during this period must be limited. When that limitation has been reached, those calling subsequently for guest reservations will be advised that they cannot be accommodated prior to 2:00 P. M. If your schedule permits, the dining room Chief Steward will take your name on a Standby Basis and call you when a table is available.

One of the purposes of the Mess is to provide a pleasant atmosphere in which working conversations can take place. All members are therefore asked to observe the custom of not inviting guests who might overhear conversations which should not be public knowledge.

Miscellaneous Items

Parties will be given separate tables whenever possible, but, at times when there are many members and guests, it may be necessary to ask parties of 2 to share a table for 4. The round table is reserved for members without guests, but, when this table is full, members may sit at any unreserved table. The reserved tables are for those members who have requested guest reservations.

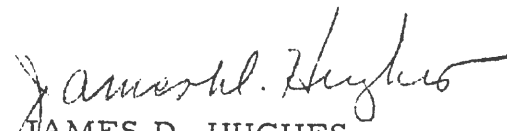
There may arise occasions when personnel of the Mess are needed to perform functions elsewhere. In such cases, service must be curtailed in the Mess and it may not be possible to accommodate

guests in any number. Should this happen, those having reservations for guests will be advised in order that they may seek service elsewhere. Service to members will always be available, but may not be as rapid during a period of reduced staffing.

The Mess does not have sufficient personnel to provide room service for other than those so designated by separate memorandum. Exceptions to this rule can only be made on an individual basis by the Office of the Armed Forces Aide to the President.

Coffee is normally available for pickup in the Mess between the hours of 7:30 A. M. and 9:00 P. M. Charges for coffee will be included in your monthly Mess bill.

With your cooperation, we intend to provide members of the White House Staff Mess with the excellent food and service they desire in a pleasant atmosphere and convenient location. Any suggestions which will help us improve the service are sincerely welcomed.


JAMES D. HUGHES
Colonel, United States Air Force
Armed Forces Aide to the President

SAMPLE LUNCHEON MENU - PRICES NOTED INCLUDE SOUP AND APPETIZERS, AND DESSERT

SOUP AND
APPETIZERS

LOUISIANA BLACK BEAN SOUP
CHILLED FRESH FRUIT CUP
JELLIED MADRILENE

SPECIAL

\$1.25 STEAK AND EGGS ALA RITZ

NUMBER 1

\$1.25 MARYLAND CRAB CAKES
with Stuffed Baked Potato
Savory Spinach
Tossed Garden Salad

NUMBER 2

\$1.25 DEEP FRIED BONELESS BREAST OF CHICKEN
with Rice & Broccoli Florence
Jellied Bartlett Pears

WAIST
WATCHER

\$1.25 Jellied Madrilene
BROILED DELMONICO STEAK or
ROAST BEEF AU JUS
with Baked Eggplant Provencale
Tossed Garden Salad
CHOCOLATE MOUSSE

FROM OUR CHAR-BROILER
Choice of:

\$1.75 NEW YORK STRIP STEAK
ROCK LOBSTER TAIL
DOUBLE FRENCH LAMB CHOP
with Stuffed Baked Potato
Buttered Spinach
Tossed Garden Salad

SANDWICHES
AND SNACKS

75¢ CHEF'S SALAD BOWL

CHOICE OF CLUB SANDWICHES

BAKED BEANS & POLISH SAUSAGE

EGG SALAD SANDWICH ON BLACK BREAD

HAMBURGER OR CHEESEBURGER

DESSERTS

NESELRODE NUT PIE

HOT FUDGE SUNDAE

SHERBET WITH COOKIES

ASSORTED CHEESE & CRACKERS

SAMPLE BREAKFAST MENU - COMPLETE BREAKFAST 75¢

CHILLED TOMATO JUICE
FRESH ORANGE JUICE
HALF GRAPEFRUIT
FRESH FRUIT CUP

NUMBER 1

EGGS TO ORDER

NUMBER 2

HOT GRIDDLE CAKES

NUMBER 3

GOLDEN BROWN WAFFLE

NUMBER 4

FRENCH TOAST

NUMBER 5

CHEESE OMELET

ADD AS DESIRED

CRISP BACON SLICES

GRILLED HAM SLICES

SAUSAGE PATTIES

GRILLED CANADIAN BACON

HASH BROWNED POTATOES

HOT BUTTERED TOAST

CINNAMON TOAST

TOASTED ENGLISH MUFFIN

HOT MAPLE SIRUP

HOT FRUIT SIRUP

COFFEE, TEA OR MILK

EOB

FEB 3 1969

Tw - Personal
1/28/69

Rm 100 1/2

OFFICE OF MR. ELLSWORTH

✓ ROBERT ELLSWORTH

✓ Daniel W. Hofgren

✓ Clay T. Whitehead

✓ Jeanette Lerner

✓ Mildred G. Bighinatti

Eva A. Daughtrey

THE WHITE HOUSE
WASHINGTON

February 1, 1969

MEMORANDUM FOR THE STAFF

SUBJECT: Fish Room

In the future, would you please check with Dwight Chapin's office to reserve the Fish Room for any meetings or luncheons. This also includes the press briefings.

Ken Cole

J for CO

January 21, 1969

MEMORANDUM TO WHITE HOUSE TRANSITIONAL STAFF PERSONNEL OF PRESIDENT-ELECT

RICHARD M. NIXON

We would like to take this opportunity to outline some of the duties and security responsibilities of the White House Police for the protection of the President, his family and staff.

The White House Police is charged with the protection of the President and his family while in residence, the Mansion, Grounds and any building containing White House Offices, or other duties so designated by the Secretary of the Treasury. The Force is supervised and directed by the Director of the United States Secret Service through the Commanding Officer of the White House Police.

The White House Police do not initiate appointments to any White House Office. Therefore, no one will be admitted through any of the gates unless prior approval is received from your office. We ask your cooperation in sharing with us a degree of responsibility for maximum security protection of all White House occupants and classified materials.

The following guidelines and suggestions are offered to facilitate the entrance of persons invited on an appointment basis to your White House or EOB Office or to meet with the President or Vice President. The below listed procedures will enable the police to do a more efficient job in expediting the inflow of invited guests with little or no delay.

1. In advance, where possible, please have your secretary call the names of your appointments to the following Police Control Posts where applicable:

PRIOR TO 1-20-69 FOB #7 - 6th Floor Phone 4578

- 7th Floor Phone 4147

AFTER 1-20-69 White House - West Wing Lobby - White House
Extension 886

- East Wing Lobby - White House
Extension 2396

Executive Office Building - White House Extension 2697

In the case of three (3) or more appointments, a list should be furnished directly, in alphabetical order, a minimum of six (6) copies. Last minute appointments (less than three when possible) could be called directly to the Control Post.

The necessary information is:

- a. Names of persons to be admitted.
 - b. Time of their arrival.
 - c. Staff member sponsoring the appointment.
 - d. Person giving appointment information from within authorizing office.
 - e. Telephone number or extension to verify last minute changes.
2. We would like to have advance notice should large groups be invited to meet with you or to have a meeting with the President, especially where such groups would use the Mansion, South Grounds, etc. It is requested that an alphabetized list of names and the number of cars or busses involved, be forwarded to the White House Police, Room Number E-107 and the Secret Service, Room Number E-200 East Wing.
3. Usually, there are no parking facilities available for the private autos of persons having appointments in the West Office. Police usually have answers for problems regarding the handling of parking.

PARKING PROCEDURES followed at this time are:

- a. Chauffer driven limousines of cabinet members are usually parked in the South Grounds or on West Executive Avenue.

- b. Off Record Appointments for the President are usually parked in the South Grounds, entering by the Southwest or Southeast Gates.
 - c. Appointments for the President or First Lady in the Mansion are usually parked in the North or South Grounds.
 - d. Guests for Social Receptions usually enter through the Southwest Gate, Northwest Gate or East Gate. Parking facilities are as the occasion demands - North and/or South Grounds, closing streets, etc., for large receptions.
 - e. Appointments with Special Assistants, where possible, should be requested to come by taxi due to the limited parking facilities.
4. In order to expedite appointments to the proper office and to be knowledgeable of the location of all Staff Assistants, we need the following information:
- a. Names of personnel in various offices.
 - b. Room number.
 - c. Telephone number or extension.

If you have deletions or additions to your Staff, please notify my office, White House extension 2180, so that we may keep our records up to date.

SECURITY ROUNDS White House Police make security rounds after working hours and check all safes and desks. Any classified material found will be placed in a safe until the next working day, or until called for. If desired, our Security Officer will advise personnel of existing regulations concerning the safeguarding of classified and other sensitive materials.

SECURITY CONTROL - WORKMEN AND DELIVERYMEN

Purpose To acquire background knowledge about the character of all who may penetrate the Security of the White House or the Executive Office Building. This is a process where we eliminate many small problems before they become major problems. This function is carried out through the combined efforts of Technical Security Division, United States Secret Service, and the White House Police.

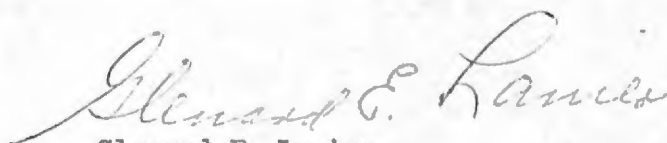
We would like to have several days notice of any outsiders/workers coming in to perform any jobs, if it requires a security check and a security escort.

WHITE HOUSE TOURS Public and Special VIP Tours are arranged through an Assistant to the President. The Mansion is usually open Tuesdays through Saturdays and 10 a.m. until 12 Noon for public tours. VIP tours for close friends of the President, Vice President, and members of other Executive, Judicial and Legislative Branches of our Government are conducted between 7:50 a.m. and 9:50 a.m., and at any other time as desired by the President or members of his immediate family. All tours are conducted by White House Police trained tour interpreters, who double as security officers as well as interpreters.

PARKING EMPLOYEES Limited employee parking is available. Areas available for employee parking are predesignated and the approval of the Special Assistant is required before a permit is issued.

The White House Police are charged with the responsibility of issuing parking decals and enforcing the regulations. The parking areas are West Executive Avenue (Top Staff Assistants in White House and Executive Office Building without portal to portal transportation), East Executive Avenue, Ellipse, North and South Courts of EOB.

If there are questions or special problems concerning the above, do not hesitate to call my office for assistance (White House Extension 2180).



Glenard E. Lanier
Major
Commanding Officer
White House Police


MEMORANDUM

THE WHITE HOUSE
WASHINGTON

*Whitehead - Personal
Employment Papers*

January 30, 1969

CONFIDENTIAL

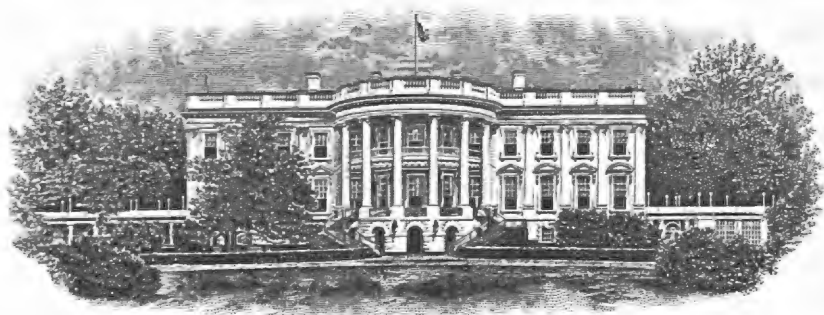
TO: TOM WHITEHEAD
FROM: EDWARD L. MORGAN 
SUBJECT: Conflicts of Interest

Please be advised that I have reviewed your Confidential Statement of Employment and Financial Interests and find nothing in your present situation which would require any alteration pursuant to statutes, Executive order and regulations.

Should you have a major change in your situation, please advise. By this I do not mean the normal purchase of a home, car, or obtaining money on a secured or unsecured loan with a financial institution.

However, should you ever have any question of any kind regarding whether or not any action or contemplated action on your part could possibly involve a conflict of interest question, please do not hesitate to call our office immediately.

White House



*Inter - Office
Dial System*

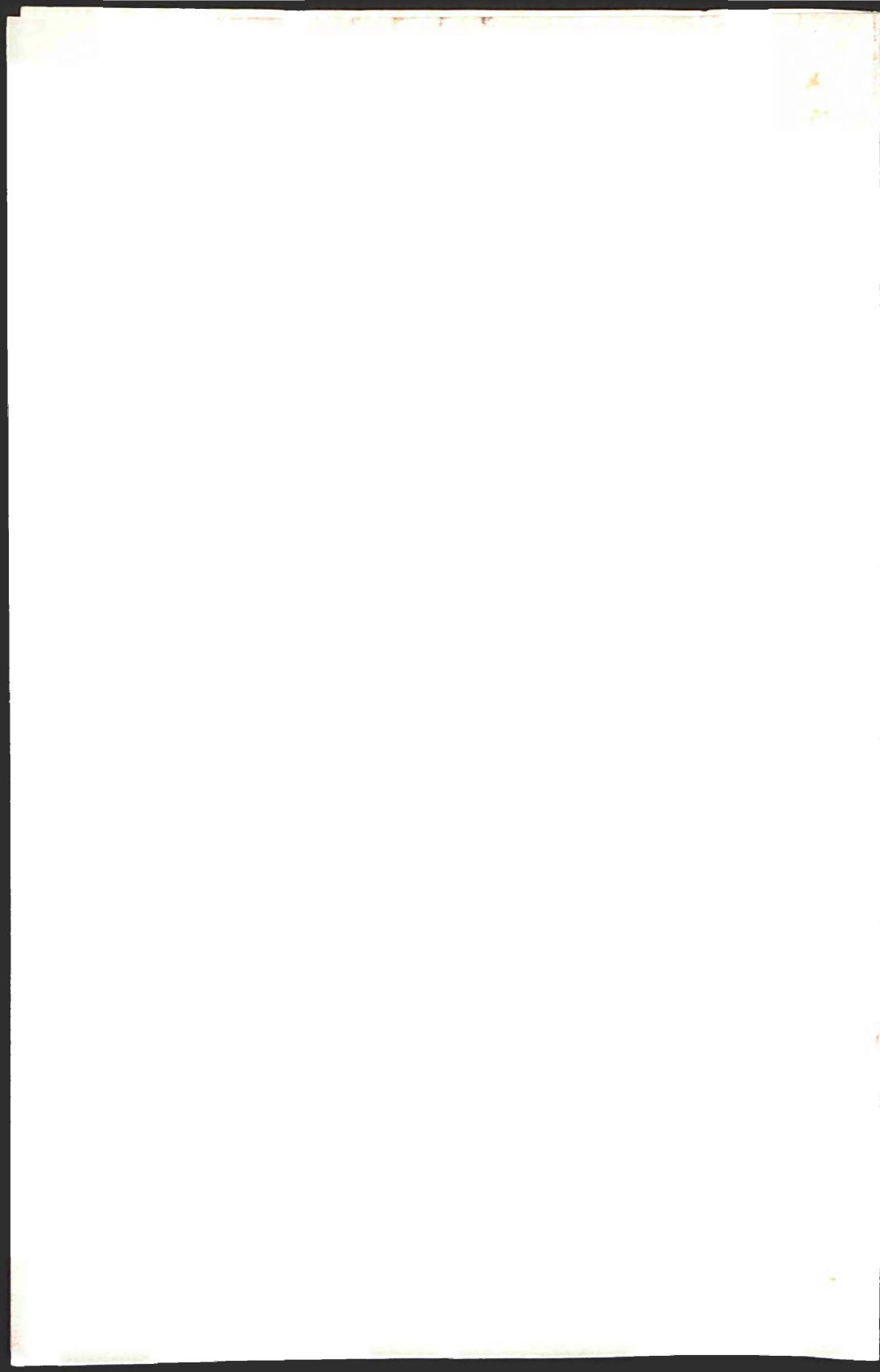
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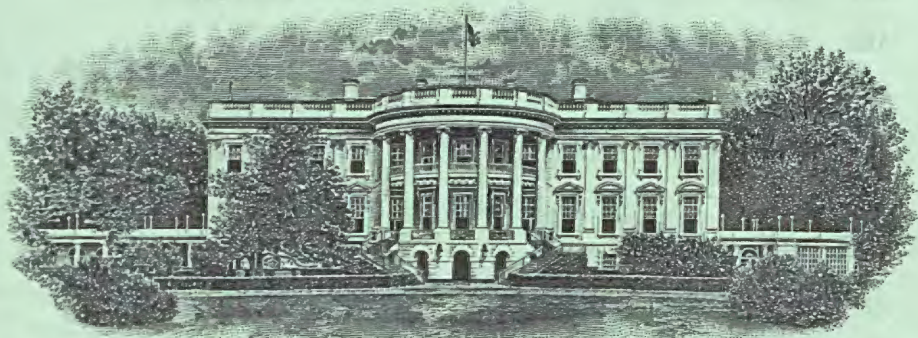
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206 Van der Heuvel

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216 Woods, R.
402 Ziegler

8 September 1969



White House



*Inter - Office
Dial System*

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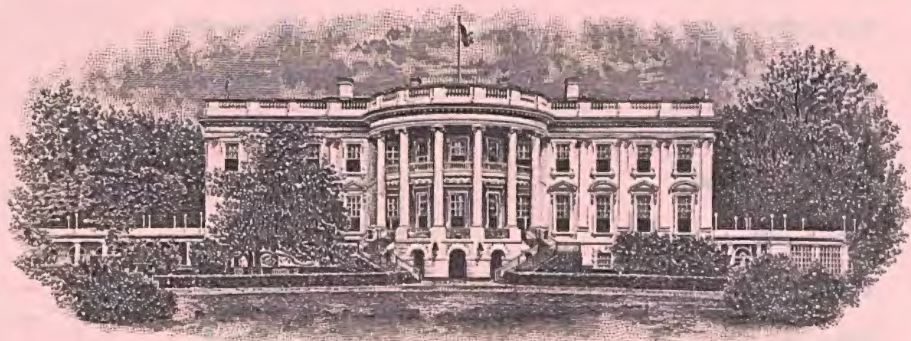
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402 Ziegler

25 May 1970

White House



*Inter - Office
Dial System*

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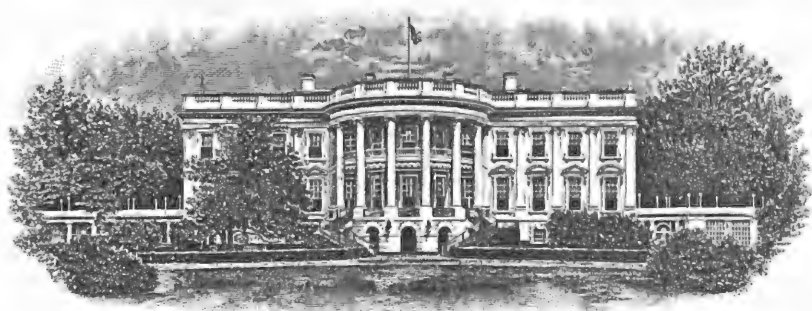
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8 January 1970

White House



*Inter - Office
Dial System*

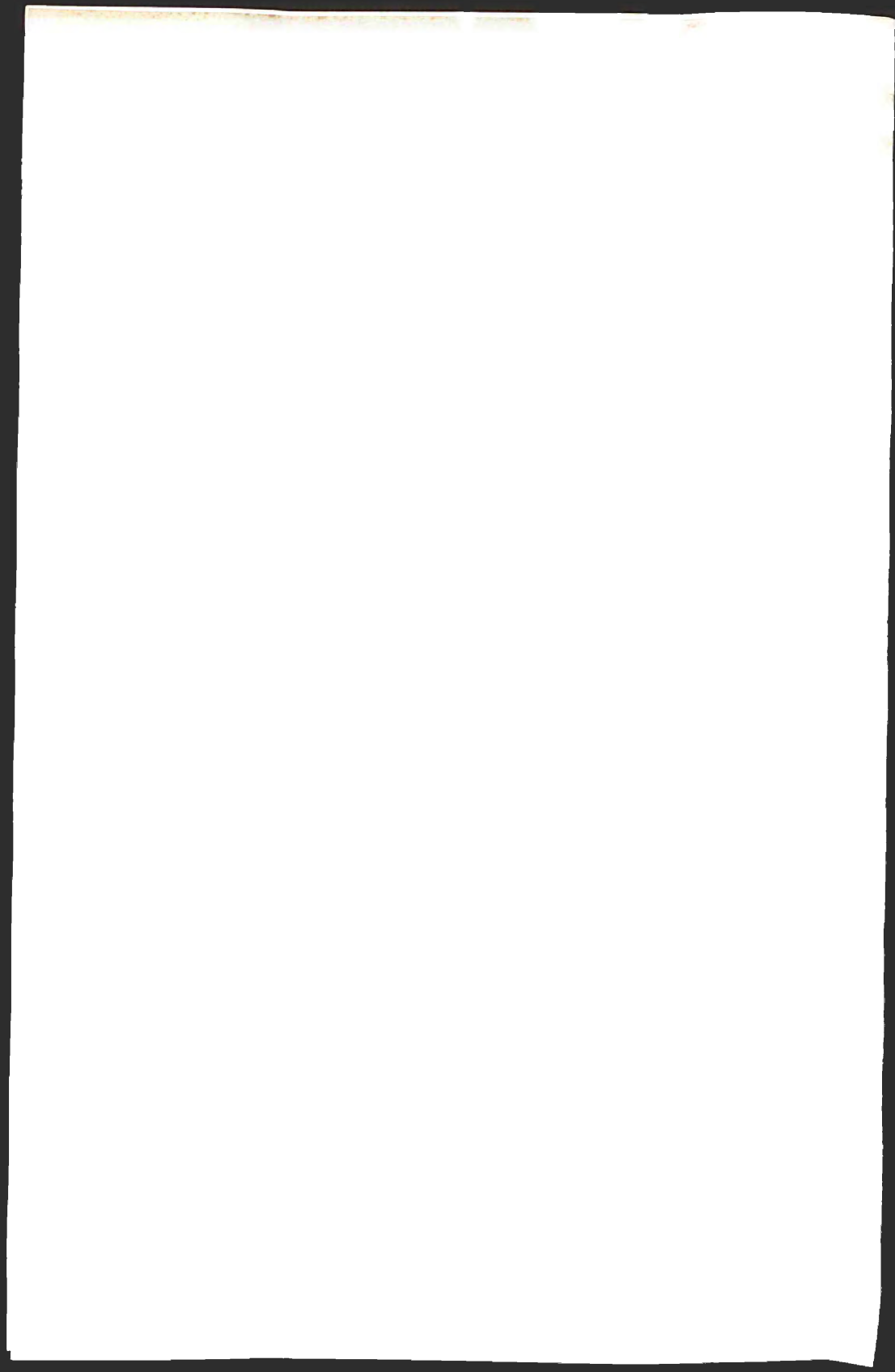
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216 Woods, R.
402 Ziegler

29 October 1969



PRINCIPAL OFFICIALS In the EXECUTIVE BRANCH

appointed
January 20–March 20, 1969



[Supplement 2 to U.S. Government
Organization Manual]

NOTE: This special supplement to the U.S. Government Organization Manual is limited to appointments made after January 20, 1969. Names contained herein replace corresponding names appearing in the 1968–69 edition of the Manual.

Office of the Federal Register
National Archives and Records Service
General Services Administration
Washington, D.C. 20408

PRESIDENT

Richard M. Nixon

VICE PRESIDENT

Spiro T. Agnew

MEMBERS OF THE CABINET

William P. Rogers, of Maryland
Secretary of State

David M. Kennedy, of Illinois
Secretary of the Treasury

Melvin R. Laird, of Wisconsin
Secretary of Defense

John N. Mitchell, of New York
Attorney General

Winton M. Blount, of Alabama
Postmaster General

Walter J. Hickel, of Alaska
Secretary of the Interior

Clifford M. Hardin, of Nebraska
Secretary of Agriculture

Maurice H. Stans, of New York
Secretary of Commerce

George P. Shultz, of Illinois
Secretary of Labor

Robert H. Finch, of California
Secretary of Health, Education, and Welfare

George W. Romney, of Michigan
Secretary of Housing and Urban Development

John A. Volpe, of Massachusetts
Secretary of Transportation

THE PRESIDENT

President of the United States. --Richard M. Nixon

EXECUTIVE OFFICE OF THE PRESIDENT

The White House Office

1600 Pennsylvania Avenue NW. 20500
Phone, 456-1414

Counsellor to the President. --Arthur F. Burns

Assistants to the President:

Robert Ellsworth

H. R. Haldeman

Bryce N. Harlow

Counsel to the President. --John D. Ehrlichman

Assistant to the President for National Security
Affairs. --Henry A. Kissinger

Assistant to the President for Urban Affairs. --
Daniel P. Moynihan

Science Advisor to the President. --
Lee A. DuBridge

Special Consultant to the President. --
Charles B. Wilkinson

Director of Communications for the Executive
Branch. --Herbert G. Klein

Secretary to the Cabinet. --John C. Whitaker

Personal Secretary to the President. --
Rose Mary Woods

EXECUTIVE OFFICE OF THE PRESIDENT

(Continued)

The White House Office

(Continued)

Deputy Assistant to the President. --

Alexander P. Butterfield

Deputy Assistants to the President for Congressional
Relations:

Kenneth E. BeLieu

William E. Timmons

Deputy Assistant to the President for Urban
Affairs. --Stephen Hess

Deputy Counsels to the President:

Harry S. Dent

Edward L. Morgan

John P. Sears

Richard T. Burruss

Special Assistants to the President:

James Keogh

Martin Anderson

James D. Atwater

Robert J. Brown

Patrick J. Buchanan

Dwight L. Chapin

Kenneth R. Cole, Jr.

John S. Davies

Harry S. Flemming

H. Dale Grubb

Raymond K. Price, Jr.

William L. Safire

Leonard Zartman

Ronald L. Ziegler

Special Assistant to the President for Liaison with
Former Presidents. --Robert L. Schulz

Deputy Press Secretary. --Gerald L. Warren

EXECUTIVE OFFICE OF THE PRESIDENT

(Continued)

The White House Office

(Continued)

Physician to the President. --

Col. Walter R. Tkach, USAF, MC

Armed Forces Aide to the President. --

Col. James D. Hughes, USAF

Press Secretary to the First Lady. --

Mrs. Gerry Van der Heuvel

Social Secretary. --

Mrs. Lucy Alexander Winchester

Executive Assistant. --William J. Hopkins

Chief Usher. --Rex W. Scouten

EXECUTIVE OFFICE OF THE PRESIDENT

(Continued)

Bureau of the Budget

Executive Office Building. 20503

Phone, 395-3000

Director. --Robert P. Mayo
Deputy Director. --Phillip S. Hughes
Assistant Director. --James R. Schlesinger
Assistant Director. --Maurice Mann
Assistant Director. --Richard P. Nathan
Assistant Director for Executive Management. --
Dwight A. Ink
Assistant Director for Program Evaluation. --
Jack W. Carlson

Council of Economic Advisers

Executive Office Building. 20506

Phone, 395-3000

Chairman. --Paul W. McCracken
Member. --Hendrik S. Houthakker
Member. --Herbert Stein

Council for Urban Affairs

1600 Pennsylvania Avenue NW. 20500

Phone, 456-2880

Executive Secretary. --Daniel Patrick Moynihan

EXECUTIVE OFFICE OF THE PRESIDENT

(Continued)

National Aeronautics and Space Council

Executive Office Building. 20502

Phone, 395-3300

Chairman (Vice President of the United States). --
Spiro T. Agnew

Members:

Secretary of State. --William P. Rogers
Secretary of Defense. --Melvin R. Laird
Administrator, National Aeronautics and
Space Administration. --
Thomas O. Paine, Acting
Chairman, Atomic Energy Commission. --
Glenn T. Seaborg

National Security Council

Executive Office Building. 20506

Phone, 395-3000

Members:

The President. --Richard M. Nixon
The Vice President. --Spiro T. Agnew
Secretary of State. --William P. Rogers
Secretary of Defense. --Melvin R. Laird
Director, Office of Emergency Preparedness. --
George A. Lincoln
Assistant to the President for National Security
Affairs. --Henry A. Kissinger

Central Intelligence Agency

Washington, D.C. 20505

Phone, 351-1100

Director. --Richard M. Helms

Deputy Director. --

Lt. Gen. Robert E. Cushman, Jr., USMC
(Nom. 3-7-69)

EXECUTIVE OFFICE OF THE PRESIDENT
(Continued)

Office of Emergency Preparedness

Executive Office Building Annex
(Winder Building). 20504
Phone, 395-3000

Director. --George A. Lincoln
Deputy Director. --Fred J. Russell
Assistant Director. --Nils A. Boe (Nom. 3-7-69)
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Assistant Director/Director of Telecommunications
Management. --James D. O'Connell

Office of Science and Technology

Executive Office Building. 20506
Phone, 395-3000

Director. --Lee A. DuBridge

Office of Intergovernmental Relations

Director. --Nils A. Boe

DEPARTMENT OF STATE

2201 C Street NW. 20520
Phone, REpublic 7-5600

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Under Secretary of State. --Elliot L. Richardson

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Clarence Clyde Ferguson, Jr.

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Under Secretary for Political Affairs. --
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Assistant Secretary for European Affairs. --
Martin J. Hillenbrand

Assistant Secretary for Inter-American Affairs
and U.S. Coordinator, Alliance for Progress. --
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Assistant Secretary for Economic Affairs. --
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DEPARTMENT OF STATE
(Continued)

Agency for International Development

2201 C Street NW. 20523
Phone, REpublic 7-5600

Administrator. --John A. Hannah (Nom. 2-17-69)

Peace Corps

806 Connecticut Avenue NW. 20525.
Phone, 393-3111

Director. --Joseph H. Blatchford
(Announced 3-19-69)

The Peace Corps National Advisory Council

Chairman. -- Spiro T. Agnew

United States Mission to the United Nations

799 United Nations Plaza, New York, N. Y.

United States Representative to the United Nations
and Representative in the Security Council. --
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Under Secretary of the Treasury for Monetary
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General Counsel. --Paul W. Eggers
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Assistant Secretary. --Eugene T. Rossides
(Nom. 2-20-69)

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Senior Consultant to the Secretary. --
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Internal Revenue Service, Commissioner. --
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National Director, U.S. Savings Bonds Division. --
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The Pentagon. 20301
Phone, LIberty 5-6700

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International Security Affairs. --
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Manpower and Reserve Affairs. --
Roger T. Kelley

Public Affairs. --Daniel Z. Henkin, Acting

Systems Analysis. --Ivan Selin, Acting

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(Continued)

Department of the Army

The Pentagon. 20310
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Under Secretary of the Army. --Thaddeus R. Beal

Assistant Secretaries of the Army:

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Manpower and Reserve Affairs. --
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Department of the Navy

The Pentagon. 20350
Phone, LIberty 5-6700

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Under Secretary of the Navy. --John W. Warner

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DEPARTMENT OF DEFENSE

(Continued)

Department of the Air Force

The Pentagon. 20330
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John L. McLucas

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Manpower and Reserve Affairs. --
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Constitution Avenue and Tenth
Street NW. 20530
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Director of Public Information. --
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Associate Deputy Attorney General for
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Legislation. --John W. Dean III

Head, Executive Office for U. S. Attorneys. --
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Chief, Executive Office for U. S. Marshals. --
Carl C. Turner

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Civil Division. --William D. Ruckelshaus

Criminal Division. --Will R. Wilson

Tax Division. --Johnnie McW. Walters

Civil Rights Division. --Jerris Leonard

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Benjamin F. Holman (Nom. 3-7-69)

Law Enforcement Assistance Administration:

Administrator. --Charles H. Rogovin
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Associate Administrator. --Richard W. Velde
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Federal Prison Industries, Inc.,

Associate Commissioner. --John T. Willingham

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1200 Pennsylvania Avenue NW. 20260
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Executive Assistant to the Postmaster General for
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Bureau of Facilities. --John L. O'Marra

Bureau of Personnel. --Kenneth A. Housman

General Counsel. --David A. Nelson

Office of Regional Administration. --
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DEPARTMENT OF THE INTERIOR

C Street between Eighteenth and Nineteenth
Streets NW. 20240
Phone, 343-1100

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Assistant and Science Adviser to the
Secretary. --Donald D. Dunlop

Assistant to the Secretary and Director of
Information. --Alex Troffey

Assistant to the Secretary (Congressional
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Under Secretary. --Russell E. Train

Deputy Under Secretary. --Boyd H. Gibbons

Solicitor. --Mitchell Melich (Nom. 2-28-69)

Deputy Solicitor. --Raymond C. Coulter

Assistant Secretary for Fish and Wildlife, Parks
and Marine Resources. --Leslie L. Glasgow
(Nom. 3-7-69)

Deputy Assistant Secretary. --

Charles G. Carothers III

Commissioner of Fish and Wildlife. --

Charles H. Meacham (Nom. 3-7-69)

Assistant Secretary--Mineral Resources. --
Hollis M. Dole (Nom. 3-7-69)

Deputy Assistant Secretary. --Gene P. Morrell

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ment. --James R. Smith (Nom. 3-11-69)

Assistant Secretary--Water Quality and Research. --
Carl L. Klein (Nom. 2-28-69)

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Administration. --David D. Dominick

DEPARTMENT OF AGRICULTURE

Fourteenth Street and Independence
Avenue SW. 20250
Phone, REpublic 7-4142

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Assistant to the Secretary for Public Affairs. --
Copp Collins

Under Secretary. --J. Phil Campbell
Deputy Under Secretary. --George V. Hansen

International Affairs and Commodity Programs:
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Deputy Assistant Secretary. --Andrew J. Mair

Marketing and Consumer Services, Assistant
Secretary. --Richard E. Lyng

Agricultural Economics, Director. --
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Agricultural Stabilization and Conservation
Service:

Associate Administrator. --Carroll G. Brunthaver
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Operations. --William E. Galbraith

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Richard Aslakson

Farmers Home Administration, Administrator. --
James V. Smith

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Deputy Administrator. --Everett C. Weitzell

Consumer and Marketing Service, Administrator. --
Roy W. Lennartson, Acting

DEPARTMENT OF COMMERCE

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Special Assistant to the Secretary for Public
Affairs. --Robert M. Smalley

Assistant to the Secretary for Minority Business
Enterprise. --Thomas F. Roeser
(Announced 3-13-69)

Special Assistant for Regional Economic
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(Announced 3-13-69)

Under Secretary of Commerce. --
Rocco C. Siciliano

Assistant Secretary for Administration. --
Larry A. Jobe (Nom. 3-13-69)

Assistant Secretary for Economic Development. --
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Business. --Kenneth N. Davis, Jr.

General Counsel. --James T. Lynn

Assistant Secretary for Science and Technology. --
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C. Langhorne Washburn

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Fourteenth Street and Constitution
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Phone, 961-2024

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Special Assistant to the Secretary. --

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Under Secretary. -- James D. Hodgson

Assistant Secretary for Manpower. --

Arnold R. Weber

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Administrator. -- J. N. Peet

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Relations and Administrator, Labor-Management
Services Administration. --Willie J. Usery, Jr.

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Standards. --Art Fletcher (Nom. 3-14-69)

Administrator for Wage and Hour and Public
Contracts Divisions. --Robert D. Moran
(Nom. 3-7-69)

Assistant Secretary for Policy Development and
Research. --Jerome M. Rosow (Nom. 2-17-69)

Director, Women's Bureau. --

Mrs. Elizabeth D. Koontz

Commissioner of Labor Statistics. --

Geoffrey H. Moore

Solicitor. --Lawrence H. Silberman
(Nom. 3-13-69)

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Affairs. --George L-P. Weaver

DEPARTMENT OF HEALTH, EDUCATION,
AND WELFARE

330 Independence Avenue SW. 20201
Phone, 963-1110

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Under Secretary. --John G. Veneman

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James E. Allen, Jr. (Nom. 2-19-69)

Assistant Secretary for Community and Field
Services. --Patricia Reilly Hitt

Assistant Secretary for Legislation. --
Creed C. Black

Assistant Secretary for Administration. --
James E. Farmer

DEPARTMENT OF HOUSING AND
URBAN DEVELOPMENT

451 Seventh Street SW. 20410
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Charles J. Orlebeke

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Warren Butler

John C. Chapin

Jack F. Crawford

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Deputy General Counsel. --Norman C. Roettger

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Renewal and Housing Assistance. --
Lawrence M. Cox

Model Cities and Governmental Relations. --
Floyd H. Hyde

Deputy. --Robert H. Baida

Equal Opportunity. --Samuel J. Simmons

Administration. --Lester P. Condon

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800 Independence Avenue SW. 20590
Phone, 962-5503

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Under Secretary. --James M. Beggs

Deputy Under Secretary. --Charles D. Baker

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Policy and International Affairs. --
Paul Cherington

Research and Technology. --Secor D. Browne

Urban Systems and Environment. --
James D. Braman

Deputy Assistant Secretary. --
Michael John Cafferty

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Administrator. --Reginald N. Whitman
(Nom. 3-7-69)

Deputy Director, Bureau of Railroad
Safety. --Robert H. Wright

Federal Aviation Administration:

Administrator. --John H. Shaffer (Nom. 3-7-69)

Federal Highway Administration:

Administrator. --Francis C. Turner

Director, U.S. Bureau of Public Roads. --
Ralph R. Bartelsmeyer

Urban Mass Transportation Administration:

Administrator. --Carlos C. Villarreal

INDEPENDENT AGENCIES

Appalachian Regional Commission

(1666 Connecticut Avenue NW. 20235.
Phone, WOrth 7-4103)

Federal Cochairman. --John B. Waters, Jr.
(Nom. 3-20-69)

Atomic Energy Commission (Washington, D. C. 20545. Phone, 973-1000)

Chairman. --Glenn T. Seaborg

District of Columbia (District Building. 20004. Phone, 628-6000)

Commissioner of the District of Columbia. --
Walter E. Washington

Assistant to the Commissioner of the District
of Columbia. --Thomas W. Fletcher

District of Columbia Council:

Chairman. --Gilbert Hahn, Jr.

Vice Chairman. --Sterling Tucker

Member --Jerry A. Moore

Equal Employment Opportunity Commission (1800 G Street NW. 20506. Phone, 343-9231)

Commissioner. --William H. Brown III
(Nom. 3-13-69)

Export-Import Bank of the United States (811 Vermont Avenue NW. 20571. Phone, REpublic 7-7890)

President and Chairman. --Henry Kearns

First Vice President and Vice Chairman. --
Walter C. Sauer (Nom. 3-20-69)

INDEPENDENT AGENCIES

(Continued)

Farm Agriculture Administration (South Agriculture Building. 20578. Phone, DUDley 8-2432)

Governor. --E. A. Jaenke

Federal Farm Credit Board:

T. Carroll Atkinson, Jr.

James H. Dean

Federal Home Loan Bank Board (101 Indiana Avenue NW. 20552. Phone, STerling 3-7210)

Chairman. --Preston Martin

Federal Mediation and Conciliation Service (Department of Labor Building. 20427. Phone, EXecutive 3-7350)

Director. --James C. Counts

General Services Administration (18th and F Streets NW. 20405. Phone, 343-1100)

Administrator of General Services. --

Robert L. Kunzig

Deputy Administrator. --John W. Chapman, Jr.

Interstate Commerce Commission (Twelfth Street and Constitution Avenue NW. 20423. Phone, 737-9765)

Commissioner. --Donald L. Jackson

National Aeronautics and Space Administration (Washington, D. C. 20546. Phone, 963-7101)

Administrator. --Thomas O. Paine (Nom.
3-7-69)

INDEPENDENT AGENCIES
(Continued)

New England Regional Commission
(1140 Connecticut Avenue NW. 20036.
Phone, 967-4343)

Federal Cochairman. --Stewart Lamprey
(Nom. 3-20-69)

Charks Regional Commission (2001 Wisconsin
Avenue NW. 20235. Phone, 343-9234)

Federal Cochairman. --E. L. Stewart
(Nom. 3-20-69)

Securities and Exchange Commission
(500 N. Capitol Street NW. 20549.
Phone, WOrth 3-5526)

Chairman. --Hamer H. Budge

Small Business Administration (1441 L Street NW.
20416. Phone, EXecutive 3-3111)

Administrator. --Hilary J. Sandoval, Jr.

Associate Administrator for Investment. --
Arthur H. Singer

Subversive Activities Control Board (811 Vermont
Avenue NW. 20445. Phone, EXecutive 3-3111)

Member. --Otto F. Otepka (Nom. 3-20-69)

INDEPENDENT AGENCIES
(Continued)

United States Arms Control and Disarmament
Agency (Department of State Building. 20451
Phone, REpublic 7-5600)

Director. --Gerard C. Smith
Assistant Director, International Relations
Bureau. --Culver Gleysteen, Acting
General Counsel. --Charles N. Van Doren,
Acting

United States Civil Service Commission (1900 E
Street NW. 20415. Phone, 343-1100)

Chairman. --Robert E. Hampton
Commissioner. --James E. Johnson

United States Information Agency (1750
Pennsylvania Avenue NW. 20547. Phone,
REpublic 7-8340)

Director. --Frank J. Shakespeare, Jr.

Deputy Director. --Henry Loomis (Nom.
3-13-69)

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Assistant to the President

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(Staff Secretary)

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Special Assistant to the President

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Staff Assistant

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Assistant to the President for
National Security Affairs

Director of Communications for the
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Executive Assistant to the
Director of Communications
for the Executive Branch

Assistant to the Director of
Communications for the
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Staff Assistant

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Staff Assistant

Assistant to the President

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Jeffrey Donfeld	Staff Assistant
<u>Lucy Alexander Winchester</u>	Social Secretary
<u>Rose Mary Woods</u>	Personal Secretary to the President
<u>Ronald L. Ziegler</u>	Special Assistant to the President (Press Secretary)
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Timothy G. Elbourne	Press Assistant
J. Bruce Whelihan	Staff Assistant
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Edwin M. Fauver	Chief, Telegraph and Travel Section
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Gwen King	Social Correspondence
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Marguerite M. Mondlock	Chief of Mails
George W. Parker	Chief, Messengers and Miscellaneous Services
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M. Jean Robb	Personnel Officer
Rex Scouten	Ushers' Office

THE WHITE HOUSE
Washington

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TELEPHONE DIRECTORY

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Mr. Warren L. Gulley	456-2150
YNC Donald F. Murray	456-2151 - (IDS 145)
Mrs. Sally Neubauer	395-2000, extension 221
Miss Frances Adams	395-4031 - (IDS 104)
	693-7453
	693-7454 - (IDS 11)
	Washington Switch, Drop 125

Lieutenant Colonel Vernon C. Coffey	456-1414, extension 682
Commander Charles R. Larson	456-2139
Major John V. Brennan	456-2153 - (IDS 145)
YNCS William F. Cuff	395-2000, extension 220
MSGT Leroy Williams	395-4032 - (IDS 104)
MSGT Abel Araiza	693-6549
	693-6508 - (IDS 11)
	Washington Switch, Drop 551

ACCS Clifford J. Sharrock	456-2154
TSGT Louis R. Dextraze	456-2532 - (IDS 145)
	395-2000, extension 310
	395-2000, extension 315
	395-2000, extension 316
	395-4026
	395-4142
	395-4144 - (IDS 104)
	395-4148
	693-6465 - (IDS 11)

WHITE HOUSE

Area Code 202

DIAL 456 plus Extension Number

or

456-1414

Interdepartmental Code 145

Calling Instructions	Pages 1 to 3
Services	Pages 4 to 7
Alphabetical listing	Pages 8 to 44

Information	Dial Operator
Office Furniture and Interior Decorations	2348
Office Supplies & Equipment	2622
Telephone Company Representative (George Dillon)	5928
Telephone Repair Service After 5:00 p.m.	9950

CALLING INSTRUCTIONS

Direct Local & Long Distance In-Dialing Telephone Service

In order to make effective use of the system and to expedite telephone calls into the White House complex, personnel should familiarize callers from outside government with the system by giving them the number (Area Code 202, if applicable) 456 and the extension number.

Calls to Other Government Agencies (Non Centrex):

The Interdepartmental Dial System permits calls to be made to or from extensions in other agencies without the help of a telephone attendant.

If the extension number is known, dial the agency code followed by the extension number. There will be no second dial tone following the dialing of the code.

If the extension number is not known, dial the agency code, followed by "0" or a special number for operator information as listed in this directory. (Example) State Dept code 182/4448.

Calls from Other Government Agencies (Non Centrex):

Callers from within the government should be told to dial the Interdepartmental Code 145 and your four digit extension number.

Calls from Centrex to Centrex:

Calls between Centrex locations must be accomplished by dialing 9 followed by the direct-in-dial seven digit number, if known.

If the extension number is not known, dial 9 plus the assistance and information number of the desired agency.

Calls to Outside Local Numbers:

Listen for dial tone, dial 9 (dial tone is continuous), then dial the desired number.

Calls to Other Telephones in the White House Complex:

(Residence, Executive Office of the President, and
White House Communications Agency):

Listen for dial tone and then dial the four digit extension number, if known. For information dial operator.

For information on an extension in the Executive Office of the President dial 3000.

Information from the White House Communication Agency switchboard may be gained by dialing 2000.

Federal Telecommunications System (FTS):

The FTS is a leased long distance network which permits calls to be made through these facilities to any telephone within the continental United States.

To place calls through the FTS network listen for dial tone, dial the access code 80, then dial the Area Code plus the 7 digits of the number desired.

Long Distance Calls:

All other long distance calls should be placed through the White House telephone switchboard so that an accurate charge record is maintained. Emergency personal calls made by this means are charged to the caller's home telephone or personal credit card number.

Transferring Calls:

All incoming calls to your extension, whether dialed directly or connected by the attendant, can be transferred to any other extension within the system. To transfer a call, depress the plunger or switchhook briefly, about one second - just once. Wait for the attendant to answer, give her the number to which the call is to be transferred. When she has acknowledged your instructions, hang up.

It is important to remember that outgoing calls can not be transferred by the originating station.

Conference Calls:

All conference calls are to be placed with your switchboard attendant. Dial "0" for your attendant, announce that you wish to place a conference call. Give her the numbers of the parties to be connected and, when possible, remain on the line until all parties are connected.

SERVICES

Accounts, Payroll, Purchases, etc.	2220
Broadcast Section (Recording Room)	2620
Carpenter Shop	2506
Central Files	2240
Cleaning Force	2348
Correspondence Section	2304
Chief of Correspondence	2304
After 6:00 p. m.	2603
Analysis & Reply Unit	2301
Analysis & Reply Unit (Children)	2224
Review Unit	2194
Steno & Typing Unit, Room 58	2603
Steno & Typing Unit, Room 55	2608
Credit Union	4175
Curator's Office (Residence)	2550
Doctor's Office	2672
East Wing Lobby	2396
Electric Shop	2886

Engineer's Shop	2390
File Room	2240
Chief of Files	2240
Classification Unit	2266
Referral Unit	2195
Searching Unit	2242
Stripping Desk	2195
Garage	2660
Gift Unit	2350
GSA Area Representative	2348
Housekeeper's Office (Residence)	2725
Kardex Unit	2579
Labor Force	2622
Mail Room	2541
Chief of Mail	2541
Outgoing Mail	2582
Postage Rate Information	2542
Receiving Unit	2636
Mail Control	2113
Mess, White House Staff	2610

Messenger Service	
Chief, West Wing	2615
East Wing	2114
Ground Floor, E. O. B.	2601
For service after 7:00 P. M.	2615
Paint Shop	2544
Personnel Office	2260
Photo Office	2531
Plumbing Shop	2387
Police, White House (Switchboard)	395-2020
East Lobby	Or dial Operator
West Lobby	2396
West Basement	Dial Operator
	Dial Operator
Presidential Record Book Section	2500
Press Office	2100
Press Release Section	2692
Protective Research	2686
Receptionist's Desk, West Lobby	2298

Recording Room (Broadcast Section)	2620
Records Office	2226
Secret Service Office (Agent in charge)	2534
Social Correspondence	2522
Social Entertainment	2510
Staff Mess	2610
Supply Room	2622
Telegraph Service	2138
Telephone Company Representative (George Dillon)	5928
Travel Information & Ticket Service	2250
Typewriter Service	2622
Usher's Office	2650
Visitor's Office	2200

ALPHABETICAL LISTING

<u>Name</u>	<u>Extension</u>	<u>Location</u>
Acker, Marjorie P.	2573	1st Floor West Wing
Adams, Penelope A.	2164	Room 213 East Wing
Allin, Lyndon K. ("Mort")	2739	Room 129 E. O. B.
Anderson, George W., Jr. (Adm.)	2215	Room 300 E. O. B.
Anderson, Martin (Dr.)	2642	Room 102-1/2 E. O. B.
Anderson, Venecia P.	2295	Room 102 E. O. B.
Andrews, John K., Jr.	2100	1st Floor West Wing
Arsht, Leslye A.	2749	Room 127 E. O. B.
Ash, A. Russell	4642	Room 393 E. O. B.
Ashton, Linda J.	2520	Room 206 East Wing
Atkins, Oliver F.	2531	Gr. Floor West Wing

Bardwell, Martha B.	2246	Room 147 EOB
Barner, Ed	2701	Room 162 EOB
Bear, Stanley H. (Dr.)	2672	Room 105 EOB
BeLieu, Kenneth E.	2140	Room 112, East Wing
Bell, George T.	2312	Room 186, EOB
Bellinger, Cecilia	2674	Room 123 EOB
Berry, Helen A.	2545	Room 485 EOB
Beury, Thomas C.	2622	Room 088 EOB
Blaney, Harry	2617	Room 113 EOB
Bloch, Malise C.	2523	Room 149 EOB
Boland, Myra J.	2510	Room 202 East Wing
Bousha, Judith J.	2672	Room 105 EOB
Boyd, Marion T.	2880	2nd Floor, West Wing
Bradbeer, Bonnie	2694	Room 111 EOB
Bradshaw, Edward D.	2304	Room 60, EOB
Brantley, Eva M.	2850	Room 212 East Wing

Brennan, John V. (Maj. U. S. M. C.)	2153	Room 210 East Wing
Brinkerhoff, Sarah W.	2310	Room 125 E. O. B.
Broomell, Ann M.	2382	Ground Floor West Wing
Bronson, Carole J.	2225	Room 119 E. O. B.
Brown, Gertrude T.	2345	Gr. Floor West Wing
Brown, Jeni	2507	Room 160 E. O. B.
Brown, John R. III	2167	Gr. Floor West Wing
Brown, Maureen W.	2674	Room 123 E. O. B.
Brown, Neta W.	2713	Room 107 East Wing
Brown, Robert J.	2587	Room 179 E. O. B.
Browne, Shirley K.	2100	1st Floor West Wing
Brumback, Cynthia A.	2201	Room 100 East Wing
Buchanan, Patrick J.	2310	Room 122 E. O. B.
Buchheit, Christina	2122	Room 160 E. O. B.
Bull, Stephen B.	2168	1st Floor West Wing

Bulow, Katherine M.	2711	Room 107 East Wing
Burke, Elizabeth	2676	Room 131 E. O. B.
Burke, Gerard P.	2533	Room 226 E. O. B.
Burress, Richard T.	2393	Room 190 E. O. B.
Butterfield, Alexander	2106	1st Floor West Wing
Byrd, Janice	2307	Room 167 E. O. B.

Campbell, John L.	2684	Gr. Floor, West Wing
Campbell, Catherine S.	2345	Gr. Floor, West Wing
Canty, John	2780	Room 43 EOB
Casselman, William E., II	2711	Room 106, East Wing
Cashen, Henry C., II	2553	Room 168, EOB
Castillo, Martin	2287	Room 138, EOB
Caulfield, John J.	2744	Room 133, EOB
Chamberlin, Elizabeth	2880	2nd Floor, West Wing
Chapin, Dwight L.	2253	1st Floor, West Wing
Chatham, Marian L.	2236	Gr. Floor, West Wing
Cheney, Richard	2126	2nd Floor, West Wing
Chotiner, Murray	2196	Room 102, East Wing
Christenson, Gyneth R.	2664	Room 128, EOB
Clapp, Charles L. (Dr.)	2802	Room 193, EOB
Coffey, Vernon C. (Lt. Col. U.S.A.)	2153	Room 210, East Wing

Cole, Beverly A.	2134	Room 09 EOB
Cole, Jack T.	2566	Room 192 EOB
Cole, Kenneth R., Jr.	2384	2nd Floor West Wing
Colson, Charles W.	2352	Room 182 EOB
Condon, Carol	2694	Room 111 EOB
Conger, Clemente	2550	Residence
Connor, Joyce M.	2142	Room 110 EOB
Cook, Richard K.	2711	Room 107 East Wing
Costello, Paul W.	2760	Room 157 EOB
Cowen, Eugene S.	2591	Room 112 East Wing
Coyne, J. Patrick	2270	Room 297 EOB
Cuff, William F. (YNC)	2151	Room 210 East Wing
Curry, Geneva D.	2642	Room 102 1/2 EOB
Cutting, Sally	2385	Room 125 EOB

Dahler, Sally	2526	Room 100 EOB
Dart, Jane	2380	Room 174 EOB
Daughtrey, Eva A.	2786	Room 106 EOB
Davies, John S.	2322	Room 100 East Wing
Davis, Thomas M., III	2142	Room 110 EOB
Dawson, Anne R.	2743	Room 133 EOB
Dean, John Wesley III	2741	Room 187 EOB
Decker, Terry L.	2167	Gr. Floor West Wing
Deeb, Margaret F.	2510	Room 202 East Wing
Denny, Elizabeth S. (LCDR U.S.N.)	3401	Room 8228 FOB #7
Dent, Harry S.	2806	Room 102 East Wing
Dex, Eleanor	2270	Room 297 EOB
Donaldson, Helen C.	2564	Room 137 EOB
Donfeld, Jeffrey	2612	Room 173 EOB
Donohue, Tara Anne	2207	Gr. Floor West Wing
Doss, Martin	2164	Room 213 East Wing

DuBridge, Lee A. (Dr.)

2668

Room 203 EOB

Duncan, Martha H.

2794

Room 145 EOB

Dunn, Robert J.

2672

Room 105 EOB

Ehrlichman, John D.

2237

2nd Floor West Wing

Eisinger, Jean

2121

Room 485 E. O. B.

Elam, Harriet L.

2168

1st. Floor West Wing

Elbourne, Timothy G.

2100

1st. Floor West Wing

Erickson, Susan C.

2520

Room 204 East Wing

Farrell, Michael J.	2202	Room 100 East Wing
Fauver, Edwin M.	2252	Room 87 E. O. B.
Fenton, Mary Alice	2573	1st Floor West Wing
Ferguson, Lucy M.	2350	Room 488 E. O. B.
Finch, Robert H.	2888	2nd Floor West Wing
Finn, Chester E., Jr.	2715	Room 171 E. O. B.
Flanigan, Peter M.	2361	2nd Floor West Wing
Flemming, Harry S.	2231	Room 145 E. O. B.
Fletcher, E. Chrystelle	2553	Room 168 E. O. B.
Foote, Margaret R.	2222	Room 119 E. O. B.
Forrester, Catherine	2634	2nd Floor West Wing
Fox, Sanford L.	2510	Room 202 East Wing
Franklin, Barbara L.	2639	Room 141 E. O. B.
Fraye, Elouise B.	2755	Room 113 East Wing
Fraye, Jean T.	2715	Room 171, E. O. B.

Frederick, Laura A.

2287

Room 138 E. O. B.

Fulton, Hazel E.

. 2361

2nd Floor West Wing

Garment, Leonard	2775	Room 188 1/2 EOB
Garmon, Ann P.	2100	1st Floor West Wing
Geisler, Ronald R.	2226	Room 3 EOB
Gemmell, William T.	2510	Room 202, East Wing
Gerrard, Constance M.	2100	1st Floor, West Wing
Giancola, Carmel J.	2750	1st Floor, West Wing
Gitzen, Rosamond F.	2638	Room 141 EOB
Good, Terry V.	2546	Room 485 EOB
Goodell, Leona M.	2126	2nd Floor, West Wing
Goodwin, Ruth	2106	1st Floor, West Wing
Gorber, Martha I.	2276	Room 96 EOB
Grassmuck, George L. (Dr.)	2694	2nd Floor, West Wing
Grasty, Susanne M.	2522	Room 204, East Wing
Greene, Barbara D.	2207	Gr. Floor, West Wing
Grier, Ann J.	2100	1st Floor, West Wing

● Gulley, Warren L.

2153

Room 210 East Wing

Gwyer, Florence

. 2235

Gr. Floor West Wing

Haag, Lenora G.	2533	Room 226 E. O. B.
Haig, Alexander M. (Brig. Gen. AUS)	2235	1st Floor West Wing
Haldeman, H. R.	2750	1st Floor West Wing
Hall, Joan C.	2353	Room 182 E. O. B.
Hall, Wilma G.	2235	Gr. Floor West Wing
Hanson, Karen L.	2571	Room 132 E. O. B.
Harford, Carol V.	2263	Room 104 E. O. B.
Harlow, Bryce N.	2706	1st Floor West Wing
Harper, Edwin L. (Dr.)	2295	Room 102 E. O. B.
Harper, Karen	2755	Room 113 East Wing
Harris, Lucy J.	2509	Room 179 E. O. B.
Harrison, Virginia W.	2293	Room 187 E. O. B.
Hartley, Muriel	2235	1st Floor West Wing
Hasek, Eliska A.	2108	Room 117 E. O. B.
Hendricks, Warren	2694	Room 111 E. O. B.
Henley, Clarence L.	2240	Room 68 E. O. B.

Herold, Rose Anne	2594	Gr. Floor West Wing
Hersey, Ernestine C.	2753	2nd Floor West Wing
Hershey, Lewis B. (General USA)	3401	Room 8228 F. O. B. #7
Higby, Lawrence M.	2316	1st Floor West Wing
Higgins, Anne V.	2109	Room 94 E. O. B.
Higgins, Barbara E.	2196	Room 102 East Wing
Hofgren, Daniel W.	2352	Room 182 E. O. B.
Hogue, James H.	2676	Room 131 E. O. B.
Holland, Cora R.	2753	2nd Floor West Wing
Hopkins, William J.	2594	Gr. Floor West Wing
Hooper, Mary E.	2692	Room 18 E. O. B.
Horton, William L.	2694	Room 111 E. O. B.
Houdek, Robert	2816	Gr. Floor West Wing
Howard, Patricia A.	2806	Room 102 East Wing
Howard, Patricia K.	2520	Room 204 East Wing
Howard, W. Richard	2701	Room 162 E. O. B.

Howe, Jonathan T. (LCDR, U.S.N.)	2235	Gr. Floor West Wing
Howell, Carson M.	2220	Room 4 E. O. B.
Hruska, Jana Lynn	2237	2nd Floor West Wing
Huebner, Lee W.	2214	Room 120 E. O. B.
Hughes, James D. (Gen. U.S.A.F.)	2153	Room 210 East Wing
Hughes, Mary Patricia	2704	Room 153 E. O. B.
Hullin, Tod R.	2383	2nd Floor West Wing
Huston, Tom Charles	2527	Room 126 E. O. B.

Inge, Sally L.

2185

Room 128 E. O. B.

Ingersoll, Janice M.

2510

Room 202 East Wing

Jefferson, Fred E.	2520	Room 204 East Wing
Jenkins, Wilbur H.	2220	Room 4 E. O. B.
Johnston, Judith L.	2235	Gr. Floor West Wing
Johnston, Ruth E.	2510	Room 202 East Wing
Johnson, Susan Lee	2302	Room 197 E. O. B.
Jones, Carole A.	2682	Room 153 E. O. B.
Jones, Doris J.	2888	2nd Floor West Wing
Jones, Thomas M.	2226	Room 3 E. O. B.

Kane, Christina M.	2231	Room 145 E. O. B.
Kaupinen, Allan G.	2244	Room 149 E. O. B.
Kaye, Beverly J.	2168	1st Floor West Wing
Kennedy, Nancy L.	2711	Room 107 East Wing
Keogh, James	2840	Room 115 E. O. B.
Kightlinger, Jack	2531	Gr. Floor West Wing
King, Gwendolyn B.	2520	Room 206 East Wing
King, Sue A.	2718	Room 107 East Wing
King, Wesley	2672	Room 105 E. O. B.
Kissinger, Henry A. (Dr.)	2235	1st Floor West Wing
Klein, Herbert G.	2760	Room 162 E. O. B.
Klocke, Anna	2617	Room 113 E. O. B.
Knauer, Virginia H.	2645	Room 6019 F. O. B. #7
Knudsen, Robert L.	2531	Gr. Floor West Wing
Koritko, Norita C.	2337	Room 106 E. O. B.

Korte, Claudia R.	2108	Room 117 E. O. B.
Kriegsman, William E.	2337	Room 106 E. O. B.
Krogh, Egil, Jr.	2380	Room 174 E. O. B.

Ladd, Bruce C., Jr.	2246	Room 147 E. O. B.
Lallathin, Susan	2701	Room 162 E. O. B.
Larson, Charles R. (Cmdr. U.S.N.)	2151	Room 210 East Wing
LaRue, Fred C.	2287	Room 138 E. O. B.
Law, Linda L.	2514	2nd Floor West Wing
Leukhardt, Amelia L.	2780	Room 43 E. O. B.
Lewis, Richard W.	2794	Room 145 E. O. B.
Lias, Thomas L.	2142	Room 110 E. O. B.
Lichenstein, Charles M.	2694	Room 111 E. O. B.
Lord, Winston	2291	Gr. Floor West Wing
Low, Susanne M.	2760	Room 166 E. O. B.
Lukash, William M. (Dr.)	2672	Room 105 E. O. B.
Lungren, Barbara	2694	Room 111 E. O. B.

MacMackin, Susan J.	2231	Room 145 E. O. B.
Magruder, Jeb S.	2831	Room 160 E. O. B.
Manarin, Rosemary	2587	Room 179 E. O. B.
Massenburg, Shirley	2684	Gr. Floor West Wing
Matheus, Mary T.	2531	Gr. Floor West Wing
Matthews, Dianne C.	2235	Gr. Floor West Wing
Matthews, Vincent E.	2615	Gr. Floor West Wing
Matthews, William F.	2240	Room 68 E. O. B.
Maury, Melinda M.	2841	Room 115, E. O. B.
May, Andrew J.	2531	Gr. Floor West Wing
McCawley, C. Ruth	2880	2nd Floor West Wing
McCormack, Richard	2792	Room 100 E. O. B.
McCoy, Thomas R.	2520	Room 204 East Wing
McFadden, Margaret	2361	2nd Floor West Wing
McKee, Patricia B.	2316	1st Floor West Wing
McLaine, Barbara L.	2276	Room 94 E. O. B.

McNamee, Janet R.	2322	Room 100 East Wing
McReynolds, Leah N.	2711	Room 107 East Wing
Meade, Dana	2307	Room 167 E. O. B.
Mehl, Helen I.	2575	Room 7001 F. O. B. #7
Meinking, Nancy	2816	Gr. Floor West Wing
Melencamp, Noble M.	2276	Room 96 E. O. B.
Mertz, Linda L.	2663	Room 128 E. O. B.
Mikula, Kathleen M.	2270	Room 297 E. O. B.
Milbank, Jeremiah III	2142	Room 110 E. O. B.
Millspaugh, Peter E.	2794	Room 145 E. O. B.
Mondlock, Marguerite	2541	Room 91 E. O. B.
Monk, Rose Marie	2571	Room 132 E. O. B.
Monkowski, Cecelia	2672	Room 105 E. O. B.
Moore, Robert F.	2531	Gr. Floor West Wing
Moore, Thomas	3401	Room 8228 F. O. B. #7
Morgan, Ann M.	2190	Room 121 E. O. B.

Morgan, Edward L.	2331	Room 170 E. O. B.
Morton, Judith A.	2786	Room 106 E. O. B.
Moynihan, Daniel P. (Dr.)	2880	2nd Floor West Wing
Murdoch, Donald	2634	2nd Floor West Wing
Murray, Deborah L.	2130	Room 208 East Wing

Neenan, Marjorie L.

2888

2nd Floor West Wing

Neubauer, Sally A.

2153

Room 210 East Wing

Nidecker, John E.

2718

Room 107 East Wing

Niesley, Jean

2674

Room 123 E. O. B.

Nofziger, Franklyn C.

2571

Room 132 E. O. B.

● Odle, Robert C., Jr.	2704	Room 153 E. O. B.
O'Herron, Thomas F.	2268	Room 94 E. O. B.
O'Melia, Kathleen O.	2152	2nd Floor West Wing
Olson, Virginia C.	2755	Room 112 East Wing

Parker, George W.	2615	Gr. Floor West Wing
Parker, T. Warren	2760	Room 166 E. O. B.
Passman, Mary Alice	2100	1st. Floor West Wing
Patrick, Carol Ann	2384	2nd Floor West Wing
Patterson, Bradley H., Jr.	2647	Room 188 1/2 E. O. B.
Phillips, Carole A.	2571	Room 132 E. O. B.
Phelan, Wanda M.	2760	Room 154 E. O. B.
Pineau, Julienne	2235	Gr. Floor West Wing
Prentis, Phyllis A.	2201	Room 100 East Wing
Price, John R., Jr.	2302	Room 119 E. O. B.
Price, Raymond K., Jr.	2222	Room 116 E. O. B.

Rabb, Bruce	2509	Room 179 E. O. B.
Ramsden, Richard	2126	2nd Floor West Wing
Ratchford, John J.	2594	Gr. Floor West Wing
Rathmell, Betty	2527	Room 126 E. O. B.
Rawlins, Mary H.	2565	Room 137 E. O. B.
Reavis, Carol B.	2850	Room 208 East Wing
Rector, Edwin	2794	Room 145 E. O. B.
Reincke, Susan A.	2370	1st Floor West Wing
Reese, Nellie E.	2520	Room 206 East Wing
Robb, M. Jean	2260	Room 6 E. O. B.
Roberts, Gene E.	2831	Room 160 E. O. B.
Robinson, Jean G.	2775	Room 188 1/2 E. O. B.
Robinson, Julie M.	2164	Room 213 East Wing
Rock, Shirley A.	2108	Room 117 E. O. B.

Rogers, James R.	2260	Room 6 E. O. B.
Rose, Jonathan C.	2514	2nd Floor West Wing
Rotchford, Charles F.	2348	Room 46 E. O. B.
Rumsfeld, Donald	2126	2nd Floor West Wing
Ruwe, L. Nicholas	2701	Room 162 E. O. B.

Safire, William L.	2385	Room 124 E. O. B.
Scarfone, John J.	2510	Room 202 East Wing
Scarney, Shelley A.	2606	1st Floor West Wing
Schiavoni, Alexander B.	2510	Room 202 East Wing
Schmid, Coral	2850	Room 211 East Wing
Schroeder, Gwendolyn T.	2215	Room 300 E. O. B.
Schulz, Robert L (Brig. Gen., Ret.)	2575	Room 7001 F. O. B. #7
Schumacher, Karl	2531	Gr. Floor West Wing
Scouten, Rex	2650	Residence
Shannon, John C.	2531	Gr. Floor West Wing
Shay, Reta M.	2541	Room 91 E. O. B.
Shultz, George P.	2753	2nd Floor West Wing
Siemien, Patricia C.	2840	Room 115 E. O. B.

Simkus, Lora D.	2235	Gr. Floor West Wing
Sloan, Hugh W., Jr.	2639	Room 139 E. O. B.
Smith, Helen N.	2164	Room 213 East Wing
Smith, Kenneth M.	2709	Room 127 E. O. B.
Smith, LaRose	2806	Room 102 East Wing
Smith, Marie	2514	2nd Floor West Wing
Snow, Mary Ann	2760	Room 162 E. O. B.
Snyder, Alvin	2682	Room 153 E. O. B.
Snyder, James M. (Cmdr. U.S.N.)	2215	Room 300 E. O. B.
Sowers, Ruth R.	2352	Room 182 E. O. B.
Steiner, Fay A.	2302	Room 197 E. O. B.
Stifflemire, Mary D.	2235	Gr. Floor West Wing
Strachan, Gordon C.	2507	Room 151 E. O. B.
Streiff, Richard W. (Col. U.S.A.)	2575	Room 7001 F. O. B. #7
Strock, Margaret J.	2331	Room 170 E. O. B.

Stuart, Charles E.	2640	Room 143 E. O. B.
Stuart, Constance	2130	Room 205 East Wing
Studebaker, Sally J.	2706	1st Floor West Wing
Sullivan, Kathleen	2591	Room 112 East Wing
Summerlin, Marsha A.	2312	Room 184 E. O. B.

Tankoos, Dianne C.	2573	1st Floor West Wing
Taylor, David P.	2753	2nd Floor West Wing
Temple, Truguaye C.	2520	Room 206 East Wing
Tennant, Dora R.	2200	Room 100 East Wing
Thatcher, Marianne	2802	Room 193 E. O. B.
Thomas, Jane E.	2741	Room 187 E. O. B.
Thompson, Herbert L.	2364	Room 227 E. O. B.
Timmons, William E.	2713	Room 107 East Wing
Tkach, Walter (Gen. U.S.A.F.)	2672	Residence
Tompkins, Mary Kay	3200	Room 202, Winder Bldg.
Toohig, Kathryn I.	2523	Room 149 E. O. B.
Trent, Darrell	3200	Room 202 Winder Bldg.

Ulman, Dolores A.

2231

Room 145 E. O. B.

Vernon, Dorothy W.

2364

Room 227 E. O. B.

Vincent, Frank R.

2531

Gr. Floor West Wing

Waldron, Agnes M.	2100	1st Floor West Wing
Walker, Ron	2535	Room 139 E. O. B.
Ware, Thaddeus V.	2824	Room 183 E. O. B.
Warren, Gerald L.	2100	1st Floor West Wing
Warren, Nanci L.	2244	Room 147 E. O. B.
Watt, Susan	2760	Room 157 E. O. B.
Webster, Vicki S.	2794	Room 145 E. O. B.
Whelihan, J. Bruce	2100	1st Floor West Wing
Whitaker, John C.	2526	Room 100 E. O. B.
White, Margita E.	2517	Room 157 E. O. B.
Whitehead, Clay T.	2786	Room 110 E. O. B.
Wilkinson, Charles B.	2185	Room 128 E. O. B.
Williams, Elaine A.	2196	Room 102 East Wing
Williams, Ella	2126	2nd Floor West Wing
Wilson, JoAnn	2517	Room 157 E. O. B.

Wilson, Stephanie A.	2131	Room 205 East Wing
Winchester, Lucy A.	2130	Room 205 East Wing
Woodford, Nancy A.	2640	Room 143 E. O. B.
Woods, Rose Mary	2299	1st Floor West Wing

Yarbrough, Louise L.	2140	Room 112 East Wing
Yates, Nellie L.	2253	1st Floor West Wing
Young, David R.	2235	Gr. Floor West Wing
Zayac, Mildred M.	2270	Room 297 E. O. B.
Ziegler, Ronald L.	2100	1st Floor West Wing
Zook, Ray M.	2250	Room 87 E. O. B.

Government Dial System

GOVERNMENT AGENCY CALLS: Calls to Government agencies using the "Centrex" telephone system, dial "9" followed by the listed number.

Interdepartmental through dialing equipment permits Government telephone users to make interdepartmental calls direct to extensions in certain agencies without the assistance of an operator. Interdepartmental through dialing agencies are in bold type.

To reach an information operator, dial the agency code followed by "O". To get the information operator on code 11, dial 11-7011; code 13, dial 13-30; code 14, dial 14-62474; code 183, dial 183-70; code 140, dial 140-2744.

To reach those agencies not in bold type, dial the agency code only, the operator will answer and connect you to the desired extension.

*On calls to Congressional Liaison Offices, dial the code and number appearing in parenthesis following the agency name.

Note.—All Listings in Bold are Thru-Dial Codes.

Agency	Dial Code
Accounts, Bureau of *(2401)	184
Administrative Conference of the U.S.	
Operator's assistance.....	9-395-3000
Dial 9-395 plus 4 digit number.	
Advisory Commission on Intergovernmental Relations	128
Agriculture, Department of *(7095)	111
Secretary of Agriculture.....	111, 3631
Agriculture Research Center—Beltsville, Md.	1234
Air Force, Department of the	11
Alcohol and Tobacco Tax Division	184
Alcohol Beverage Control Board, D.C.	137
Alien Property, Office of	187
American Red Cross, D.C. Chapter	170
American Red Cross, The National *(399)	170
Andrews Air Force Base	185
Antarctica Naval Support Force	11
Apprenticeship and Training, Bureau of	110

Agency	Dial Code
Archives and Records, National *(183-4072)	13
Area Redevelopment Administration ...	189
Arlington Hall Station	11
Armed Forces Institute of Pathology ...	193
Armed Services Police Detachment	11
Arms Control and Disarmament Agency	
Operator's assistance.....	9-655-4000
Dial 9-63 plus 5 digit number.	
Army, Department of the	11
Army Map Service (Army Topographic Command, U.S.)	140
Army Medical Center *(2574)	198
Army Security Agency—Arlington Hall Station	11
Army Strategy & Tactics Analysis Group, Bethesda, Md.	9-295-1630
Atomic Energy Commission *(3327)	119
Board of Governors of Federal Reserve System	147
Bolling Air Force Base	141
Bonneville Power Administration	183
Botanic Gardens	180
Budget, Bureau of the *(4910)	
Operator's assistance.....	9-395-3000
Dial 9-395 plus 4 digit number.	
Bureau of Engraving and Printing *(2401)	184
Bureau of Standards, National District of Columbia	154
Calhounsburg, Md. *(2441)	164
Business and Defense Service Adm.	189
Business Economics, Office of *(3663) ...	189
Cameron Station	11
Capitol, U.S.	180
Census, Bureau of the *(576)	157
Central Heating Section	13
Central Intelligence Agency *(6135)	143
Child Welfare, D.C.	137
Children's Bureau, U.S.	13
Civil Aeronautics Board *(6866)	128
Civil Defense, Office of	11
Olney, Md.	122
Information	12250
Civil Rights, Commission on	123

GOVERNMENT CODES—Continued

Agency	Dial Code
Civil Service Commission *(26296)	
Operator's assistance.....	9-655-4000
Dial 9-63 plus 5 digit number.	
Coast and Geodetic Survey *(68177).....	14
Coast Guard, U.S. *(5409).....	184
Coastal Engineer Research	140
Commerce, Department of *(3663).....	139
Secretary of Commerce.....	189-2113
Comptroller of the Currency	184
Comptroller General of the U.S.	129, 4401
Corporation Counsel, D.C.	137
Council of Economic Advisers	
Operator's Assistance.....	9-395-3000
Dial 9-395 plus 4 digit number.	
Court of Claims, U.S.	128
Court of Customs and Patent Appeals, U.S.	128
Crystal Plaza, Arl., Va.	
Operator's assistance.....	9-557-1221
Dial 9-557 plus 4 digit number.	
Customs Bureau	184
D.C. Insuring Office	128
D.C. Village	137
Defense Communications Agency	11
Defense, Department of *(7104).....	11
Information.....	117011
Secretary of Defense.....	11-55261
Forrestal Building	9-545-6700
Defense Intelligence Agency	11
Defense Supply Agency	11
Disbursement, Division of	184
District Attorney, U.S.	1204
District of Columbia General Hospital ..	1238
District of Columbia Government	137
District of Columbia Rehabilitation Service	137
District of Columbia Water Division	1221
District Unemployment Compensation Board *(495).....	1237
Eastern Regional Renegotiation Board ..	128
Economic Development Administration *(5314).....	189
Economic Opportunity, Office of *(6165)..	128
Education, D.C. Board of *(207).....	1219
Education, U.S. Office of	13
Emergency Preparedness, Office of *(3170)	
Frequency Management Division	
Operator's assistance.....	9-395-3000
Dial 9-395 plus 4 digit number.	

Agency	Dial Code
Employees' Compensation Appeal Board	110
Employees' Compensation, Bureau of ..	110
Employment Security, Bureau of	110
Employment Service, U.S. District of Columbia	1237
Engineers, Corps of	11-36456
Washington District.....	140
Environmental Science Services Administration	14
Equal Employment Opportunity Commission	183
Executive Office of the President	
Operator's assistance.....	9-395-3000
Dial 9-395 plus 4 digit number.	
Export-Import Bank of the U.S.	128
Family Services, Bureau of (FEW)	13
Farm Credit Administration	111
Federal Aviation Agency *(25175).....	13
Crystal Plaza, Arl., Va.	
Operator's assistance.....	9-557-1221
Dial 9-557 plus 4 digit number.	
Federal Bureau of Investigation *(691)..	175
FBI Tours *(447).....	175
Federal Coal Mine Safety Review, Board of	128
Federal Communications Commission *(26366)	
Operator's assistance.....	9-655-4000
Dial 9-63 plus 5 digit number.	
Federal Credit Unions	13
Federal Deposit Insurance Corporation ..	1236
Federal Home Loan Bank Board	129
Federal Housing Administration *(7320)	
Operator's assistance.....	9-755-4000
Dial 9-755 plus 4 digit number.	
Comptroller	9-755-4000
General Services	9-755-4000
Title I Division	9-755-4000
D.C. Insuring Office	123
Federal Maritime Commission *(4013)...	123
Federal Mediation and Conciliation Service	110
Federal Power Commission *(5193).....	129
Federal Radiation Council	128
Federal Records Center	157
Federal Register	13
Federal Reserve System	146
Federal Safety Council	110

Agency	Dial Code
Federal Specifications.....	13
Federal Supply Service.....	13
Crystal Plaza, Arl., Va.	
Operator's assistance.....	9-557-1221
Dial 9-557 plus 4 digit number.	
Federal Trade Commission.....	1262
Federal Water Pollution Control... 9-557-7449	
Field Services, Office of.....	189
Fine Arts Commission.....	183
Fish and Wildlife Service.....	183
Food and Agriculture Organization of the U.N.....	111
Food and Drug Administration.....	13
Food and Drug Laboratory, HEW.....	13
Foreign Claims Settlement Commis- sion *(3125).....	128
Foreign Trade Zones Board.....	189
Forrestal Building.....	9-545-6700
Fort Belvoir.....	192
Fort Detrick.....	1625
Fort McNair.....	11
Fort Meade.....	Area code 301, 677-6261
Fort Myer, North Area.....	11
Fort Myer, South Area.....	11
Fort Ritchie.....	9-878-1300
Freedmen's Hospital.....	1624
Freer Gallery of Art.....	144
Fuel Yard.....	13
Gallaudet College.....	129
General Accounting Office *(4162).....	129
General Services Administration *(4072). Information.....	183
Region 3.....	13
Information.....	1330
Crystal Plaza, Arl., Va.....	9-557-1221
Dial 9-557 plus 4 digit number.	
Geographic Names, Board on.....	140
Geological Survey.....	183
Glenn Dale Hospital.....	142
Goddard Space Flight Center, Beltsville, Md.....	134
Government National Mortgage Associ- ation	
Operator's assistance.....	9-755-4000
Dial 9-755 plus 4 digit number.	
Government Printing Office *(2931)....	149
Great Lakes Pilotage Administration....	189
Harry Diamond Laboratories.....	11

Agency	Dial Code
Health Education and Welfare, Depart- ment of *(35137).....	13
Information.....	1330
Secretary of Health, Education and Wel- fare.....	13, 22351
Hearings & Appeals, Bureau of	
Operator's assistance.....	9-557-1221
Dial 9-557 plus 4 digit number.	
Highway and Motor Vehicles, D.C.....	137
Highway Research, U.S.....	1224
Housing Assistance Administration	
Operator's Assistance.....	9-755-4000
Dial 9-755 plus 4 digit number.	
Housing Center, D.C.....	137
Housing and Urban Development, De- partment of *(7380)	
Operator's assistance.....	9-755-4000
Dial 9-755 plus 4 digit number.	
Secretary of Housing and Urban De- velopment.....	9-755-6417
Howard University.....	151
Immigration and Naturalization Serv- ice *(338).....	155
Income Tax Information, Federal.....	184
Income Tax Office *(2401).....	184
Indian Affairs, Bureau of.....	183
Economic Development Division.....	1203
Inter-American Development Bank *(5860).....	128
Inter-American Institute of Agricultural Sciences.....	176
Interdepartmental Radio Advisory Com- mission	
Operator's assistance.....	9-395-3000
Dial 9-395 plus 4 digit number.	
Intergovernmental Committee for European Migration.....	1249
Interior, Department of the *(4934)....	183
Information.....	18370
Secretary of Interior.....	183, 6704
Internal Revenue Service *(2401).....	184
International Bank for Reconstruction and Development.....	181
International Criminal Police Organiza- tion (INTERPOL).....	104
International Development, Agency for *(28192)	
Operator's assistance.....	9-655-4000
Dial 9-63 plus 5 digit number.	
International Development Association.	181

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International Finance Corporation *(2161).....	181
International Joint Commission.....	9-347-3733
International Monetary Fund *(3011)....	181
International Programs, Bureau of.....	189
Interstate Commerce Commission *(7181).....	153
Jefferson Memorial.....	1230
Joint Chiefs of Staff.....	11
Joint Publications Research Service, U.S.....	13
Junior Village.....	137
Justice, Department of *(2113).....	187
Attorney General.....	187-2001
Juvenile Court, D.C.....	1623
Kennedy, John F. Center for the Per- forming Arts.....	183
Labor, Department of *(2057).....	110
Secretary of Labor.....	110-2001
Labor-Management Reports, Bureau of.....	110
Labor Standards, Bureau of.....	110
Labor Statistics, Bureau of.....	110
Land Management, Bureau of.....	183
Library, D.C., Public.....	137
Library of Congress *(8611).....	173
Lincoln Memorial.....	1230
Lincoln Museum.....	1230
Locomotive Inspection.....	13
Lorton Reformatory.....	137
Marine Buxacks.....	11
Marine Corps, U.S.....	11
School—Quantico, Va.....	136
Marine Resources and Engineering Development, Council on.....	9-395-3444
Maritime Administration.....	129
Marshal, U.S.....	1204
Merchant Marine Academy and Sea- men.....	129
Military Air Transport Service.....	185
Military District of Washington.....	11
Mines, Bureau of.....	193
Minimum Wage and Industrial Safety Board.....	137
Mint, Bureau of the.....	184
Motor Carriers, Section of.....	156
Motor Pool, Interagency.....	13
Municipal Center, D.C.....	137
Narcotics, Bureau of.....	184

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National Academy of Sciences.....	1224
National Aeronautics and Space Admin- istration *(21717).....	13
Langley Field, Va.....	165
Wallops Island, Va.....	191
National Aeronautics and Space Council Operator's assistance.....	9-395-3000
Dial 9-395 plus 4 digit number.	
National Archives and Records Service *(183-4072).....	13
National Bureau of Standards District of Columbia.....	154
Clearing House for Federal Scientific and Technical Information.....	1263
Gaithersburg, Md. *(2441).....	164
National Capital Mensing Authority *(22423).....	128
National Capital Planning Commission.....	128
National Capital Region.....	1230
National Commission on the Causes and Prevention of Violence Operator's assistance.....	9-395-3000
Dial 9-395 plus 4 digit number.	
National Foundation on the Arts and the Humanities.....	128
National Gallery of Art *(246).....	1218
National Guard Bureau.....	11
National Highway Safety Board.....	123
National Institutes of Health *(63471)....	14
National Labor Relations Board.....	128
National Library of Medicine.....	14
National Mediation Board.....	183
National Museum.....	144
National Park Service *(6000).....	183
National Science Foundation *(27320) Operator's assistance.....	9-685-4000
Dial 9-63 plus 5 digit number.	
National Security Agency *(7393) Information.....	9-688-6311
Dial 9-688 plus 4 digit number.	
National Security Council Operator's assistance.....	9-395-3000
Dial 9-395 plus 4 digit number.	
National Transportation Safety Board *(3433).....	123
Natural Disaster Information Center Operator's assistance.....	9-395-3000
Dial 9-395 plus 4 digit number.	
Naval Academy—Annapolis, Md.....	1229
Naval Base, Philadelphia, Pa.....	1626
Naval Communication Station U.S. Cheltenham.....	171

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Naval Intelligence, Office of.....	11
Naval Medical Center	
Operator's assistance.....	9-295-1000
Dial 9-295 plus 4 digit number.	
Naval Observatory.....	11
Naval Oceanographic Office, U.S.	
Operator's assistance.....	9-763-1000
Dial 9-76 plus 5 digit number.	
Naval Ordnance Laboratory.....	194
Naval Ordnance Station, Indian Head, Md.....	135
Naval Reconnaissance and Technical Support Center	
Operator's assistance.....	9-763-1000
Dial 9-76 plus 5 digit number.	
Naval Research Laboratory	
Operator's assistance.....	9-767-2000
Dial 9-767 plus 4 digit number.	
Annex, Chesapeake Beach, Md.....	1220
Naval Security Station.....	11
Naval Ship Research and Development Center.....	158
Naval Station.....	11
Navy Yard Annex.....	11
Naval Publications and Forms Center, Philadelphia, Pa.....	1228
Naval Weapons Laboratory, Dahlgren, Va.....	1232
Information.....	1232-8291
Naval Weapons Plant.....	11
Navy, Department of the.....	11
Obscenity and Pornography, Commission on.....	128
Oil & Gas Office of.....	183
Old-Age and Survivors Insurance—Baltimore.....	130
Washington District Office.....	13
Pan American Health Organization....	178
Pan American Union *(707).....	176
Panama Canal Company.....	128
Park Police, U.S. *(251).....	1230
Parole Board, U.S.....	187
Patent Office.....	9-557-3158
Patuxent River Naval Air Station.....	131
Patuxent Wildlife Research Center, Laurel, Md.....	9-776-4880
Peace Corps *(21550).....	128
Plans for Progress.....	110
Plant Industry Station, Beltsville, Md..	1233
Post Office Department *(7849).....	177
Postmaster General.....	177-375

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President's Advisory Committee on Labor-Management Policy.....	9-967-4161
President's Commission on Income Maintenance.....	128-6854
President's Committee on Consumer Interests	
Operator's assistance.....	9-395 3000
Dial 9-395 plus 4 digit number.	
President's Committee on Employment of the Physically Handicapped.....	110
President's Committee on Equal Housing.....	128
President's Committee on Juvenile Delinquency and Youth Crime *(37821)...	13
President's Committee on Management..	110
President's Committee on Migratory Labor.....	110
President's Council on Physical Fitness..	13
Prisons, Bureau of.....	187
Public Debt, Bureau of the *(2401).....	184
Public Health Service.....	13
State Services, Bureau of, Silver Spring, Md.....	179
Tower Bldg., Arl., Va.....	9-557-1221
Dial 9-557 plus 4 digit number.	
Webb Bldg., Arl., Va.....	9-557-1221
Dial 9-557 plus 4 digit number.	
Woodmont Bldg., Bethesda, Md.....	179
Public Roads, Bureau of—	
Main *(13-26992).....	189
Research Station, McLean, Va.	
Operator's assistance.....	9-557-1221
Dial 9-557 plus 4 digit number.	
Public Service Commission, D.C.....	137
Railroad Retirement Board.....	1277
District Field Office.....	128
Reclamation, Bureau of.....	183
Recreation Department of, D.C.....	137
Red Cross, The American National *(358).....	170
Renegotiation Board, The.....	128
Renewal and Housing Assistance	
Operator's assistance.....	9-755-4000
Dial 9-755 plus 4 digit number.	
Research Council, National.....	1224
Rivers and Harbors, Improvement of... 11	
St. Elizabeths Hospital.....	1020
Schools, D.C.....	137
Science and Technology, Office of	
Operator's assistance.....	9-395-3000
Dial 9-395 plus 4 digit number.	

GOVERNMENT CODES—Continued

Agency	Dial Code
Scientific & Technical Intelligence Center—Dept. of Navy	
Operator's assistance.....	9-763-1000
Dial 9-76 plus 5 digit number.	
Secret Service, U.S. *(2401).....	184
Securities and Exchange Commission *(1160)	
Operator's assistance.....	9-755-4000
Dial 9-755 plus 4 digit number.	
Selective Service, Nat'l Headquarters... District of Columbia.....	183
	129
Small Business Administration *(3301)...	128
Smithsonian Institution *(5101).....	144
Rockville, Md.	
Operator's assistance.....	9-655-4000
Dial 9-433 plus 4 digit number.	
Social Security Administration *(35187)...	13
District & Maryland.....	9-783-5666
Baltimore, Md.....	130
Soil Conservation Service.....	111
Special Representative for Trade Negotiations, Office of	
Operator's assistance.....	9-395-3000
Dial 9-395 plus 4 digit number.	
State, Department of *(22163)	
Operator's assistance.....	9-655-4000
Washington—Dial 9-63 plus 5 digit number.	
Virginia—Dial 9-55 plus 5 digit number.	
Secretary of State.....	9-632-9630
State Technical Services, Office of.....	189
Subversive Activities Control Board....	128
Superintendent of Documents, Government Printing Office.....	149
Supreme Court of the U.S.....	1207
Tariff Commission U.S.....	1272
Tax Court of the U.S.....	104
Tempo 8 Bldg (Dept of Defense).....	11
Tennessee Valley Authority.....	103
Traffic Department, D.C.....	137
Transportation, Department of *(21493)...	13
Secretary of Transportation.....	13-25525
Travel Service, U.S.....	169
Treasury Department *(2401).....	184
Secretary of Treasury.....	184-5300
Unemployment Compensation Board—D.C.....	1237
United Nations Information Center.....	9-296-5370
U.S. Air Force Office of Special Investigations No. 4	
Operator's assistance.....	9-763-1000
Dial 9-76 plus 5 digit number.	

Agency	Dial Code
U.S. Army Topographic Command.....	140
U.S. Attorney's Office.....	1204
U.S. Courts, Adm. Office of.....	123
U.S. District Courts.....	1204
U.S. Employment Service—National Office.....	110
D.C. Office.....	1237
U.S. Engineers—Washington District...	120
U.S. Information Agency.....	9-632-5244
U.S. Marshal's Office.....	1204
U.S. Savings Bonds.....	184
Veterans' Administration *(3663).....	148
Hospital.....	159
Veterans Affairs, D.C., Dept. of.....	1243
Veterans Recmployment Rights, Bureau of.....	110
Vint Hill Farms Station.....	190
Vital Statistics, National Office of.....	13
Vocational Rehabilitation Administration.....	13
Vocational and Rehabilitation Service, D.C.....	137
Voice of America.....	9-755-4754
Voluntary Foreign Aid, Advisory Committee on.....	182
Operator's assistance.....	9-655-4000
Dial 9-63 plus 5 digit number.	
Wage and Hour and Public Contracts Division.....	110
Walter Reed Hospital.....	193
War Against Poverty.....	123
War on Hunger	
Operator's assistance.....	9-655-4000
Dial 9-63 plus 5 digit number.	
Washington Field Office—F.B.I.....	175
Washington Metropolitan Area Transit Authority.....	9-434-2690
Washington Metropolitan Area Transit Commission.....	123
Washington National Airport.....	9-557-2507
Washington National Monument.....	1230
Weather Bureau.....	170
River Information.....	157-7291
Welfare Administration.....	13
White House	
Operator's assistance.....	9-456-1414
Dial 9-456 plus 4 digit number.	
White House Conference on Children and Youth	
Operator's Assistance.....	9-755-4000
Dial 9-755 plus 4 digit number.	
Women's Bureau, U.S.....	110
World Bank.....	181