

15 OCT 1970

*OTIP
Official
Papers*

Honorable Maurice H. Stans
Secretary of Commerce
Washington, D. C. 20230

Dear Mr. Secretary:

In line with earlier discussions concerning telecommunications activities, I am enclosing a Memorandum of Agreement for your signature to accomplish the transfer of the Interdepartment Radio Advisory Committee Secretariat, together with appropriate personnel, property, and funds from the Office of Telecommunications Policy to the Department of Commerce.

The Memorandum of Agreement has been coordinated by my staff with your Office of Telecommunications. I have already signed the Agreement, and if you will similarly execute the document and return a copy to me, it will then be possible to proceed with the transfer.

Sincerely,

Clay T. Whitehead

Attachment

FSUrbany:lmc:10/15/70

cc:
Mr. Whitehead (2)✓
Subject file
Reading file

MEMORANDUM OF AGREEMENT
BETWEEN
THE OFFICE OF TELECOMMUNICATIONS POLICY
AND
THE DEPARTMENT OF COMMERCE

Reorganization Plan No. 1 of 1970, Executive Order 11556, "Assigning Telecommunications Functions," and the Office of Management and Budget Determination Order, effective 1 October 1970, authorize the transfer of certain functions, personnel, funds, records, and resources from the Office of Emergency Preparedness to the Office of Telecommunications Policy.

In consonance with these directives, the Office of Telecommunications Policy and the Department of Commerce hereby enter into an agreement as follows:

1. The Interdepartment Radio Advisory Committee (IRAC) will continue as an advisory body to the Office of Telecommunications Policy. The IRAC Secretariat in the Office of Telecommunications Policy, however, shall be transferred to the Department of Commerce effective 18 October 1970. A total of 21 personnel (see attached schedule) performing various duties relating to the functions of IRAC and funds for salaries in the amount of \$208,000 will be transferred to support such personnel and activities.
2. The IRAC Secretariat shall continue to occupy space in the Office of Telecommunications Policy pending the preparation of adequate facilities within the Department of Commerce. Physical transfer of the IRAC Secretariat personnel, property, and records to the Department of Commerce, however, shall take place on or about 1 January 1971.
3. Computer support for the IRAC Secretariat will be furnished without charge for the remainder of FY 1971 by the Office of Emergency Preparedness pursuant to a prior agreement arrived at between the Office of Telecommunications Policy and the Office of Emergency Preparedness.

4. Coordination of specific details relative to the above transfer will be accomplished by the administrative staffs of the respective agencies.

This Agreement will be effective 18 October 1970.

Accepted:

Clay T. Whitehead
Director, Office of
Telecommunications Policy

Maurice H. Stans
Secretary of Commerce

Date: _____

Date: _____

Attachment

ATTACHMENT

| | |
|-------------------------------|-------|
| Kirkevold, Chester R. | GS-15 |
| Stelzenmuller, George V., Jr. | GS-15 |
| Filipski, Benjamin W. | GS-14 |
| Rexrode, Elmer C. | GS-13 |
| Dinkle, Edwin K. | GS-12 |
| Barlow, Helen D. | GS-11 |
| Jahn, William H., III | GS-11 |
| Sarkessain, Leon G. | GS-11 |
| Dhue, Josephine | GS-9 |
| Thrift, Evelyn L. | GS-9 |
| Sears, Arthur L. | GS-9 |
| Butler, Edward A. | GS-7 |
| Sterner, Edythe N. | GS-7 |
| Sweitzer, Robert F., Jr. | GS-7 |
| Burns, Elizabeth | GS-6 |
| Lloyd, Carolyn P. | GS-6 |
| Dishong, Mathilda F. | GS-5 |
| Frazer, Janice E. | GS-5 |
| Cehrmann, Lesta E. | GS-5 |
| Stoops, Adene B. | GS-5 |
| 1 vacancy | |

OTP
Official
JH

DEC 24 1970

Honorable Robert Kunzig
Administrator
General Services Administration
18th and E Streets, N. W.
Washington, D. C.

Dear Mr. Kunzig:

The Office of Telecommunications Policy was established by Reorganization Plan No. 1 of 1970, and in September 1970, I was sworn in as first Director of this Office.

The offices my Deputy and I now occupy at 1800 G Street, N. W. were formerly occupied by a Presidential Appointee, Level V. The Director and Deputy Director of OTP are Level III and IV. The offices we now occupy require some increase in size and substantial redecoration.

Miss Elizabeth Moore, a GSA Decorator-Consultant, has been working with us to help plan our redecoration. This letter is to request permission for Miss Moore to select open market furniture in redecorating this office.

Sincerely yours,

Clay T. Whitehead

cc: Miss Elizabeth Moore

Steve Doyle
Mr. Whitehead
Dr. Mansur
Mr. Urbany

SDoyle:ed 12/22/70; CTWhitehead:d s

OTP
Official

December 24, 1970

Honorable Robert L. Kunzig
Administrator of General Services
General Services Administration
Washington, D. C. 20405

Dear Mr. Kunzig:

In order to implement Reorganization Plan No. 1 and Executive Order 11556, which brought my Office into existence, it is necessary to relocate 25 individuals from what formerly was the Office of Telecommunications Management to the Department of Commerce. Twenty-one of these personnel were transferred to Commerce roles as of October 18, 1970.

It was my understanding that these people were to be transferred to spaces on the 10th floor at 1325 G Street, N. W., on or about January 1, 1971. I learned recently that the space originally available has been assigned to the National Capital Planning Commission. We now understand that space can be made available on the second floor at 1325 G Street, N. W., in early February.

Until space assigned for my Office is vacated by these Department of Commerce personnel, I am unable to make rearrangements to accommodate the new staff I am acquiring to meet our new responsibilities.

I would appreciate your personal attention to ensuring that this important relocation is effected with a minimum of delay.

Sincerely,

Clay T. Whitehead

cc: A. Kandoian
Mr. Dean
Dr. Mansur
Mr. Whitehead ✓

Reading file

WDEAN/ebm/12/23/70; CTWhitehead:ed

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

OTP
Official
Duff
Public Buildings Service
Washington, D.C. 20405



DEC 15 1970

Honorable Clay T. Whitehead
Director
Office of Telecommunications Policy
Washington, DC 20504

Dear Mr. Whitehead:

We are pleased to inform you that the parking arrangements of which we advised you in our letter of November 9 have been completed.

Parking facilities have been acquired in the building at 1800 G Street, NW., and three spaces have been allocated to your office for your official car, your Deputy's car, and your secretary's car, effective December 1, 1970. The spaces are being provided at a cost of \$1,800 annually subject to reimbursement by your office to the General Services Administration.

Access hours to the parking area are from 7 a.m. to 9 p.m., and will be extended to 10 p.m. next month; provision may be made for special time periods, if required, upon 24 hours notice.

Please let us know if we can be of further assistance.

Sincerely,

A handwritten signature in cursive script, reading "W. H. Sanders".

W. H. Sanders
Acting Commissioner
Public Buildings Service



OFFICE OF TELECOMMUNICATIONS POLICY
EXECUTIVE OFFICE OF THE PRESIDENT
WASHINGTON, D.C. 20504

May 16, 1973

To: The Director
From: F. S. Ruddy *FSR*
Subject: Status of OTP

OTP presently wears two hats. Insofar as it has been instituted to carry out legislative responsibilities, it is an office not unlike other executive agencies, and its authority is derived exclusively from Congressional action. Insofar as OTP functions are advisory rather than substantive in nature, i.e., in that it recommends policy, advises the President, etc., it is not an "office" in the constitutional sense.

Whether, against such a background, OTP should see itself as an executive agency or as part of the White House, requires a balancing of arguments. It may be argued pro agency status for OTP that:

- (a) OTP is already functioning like an agency insofar as its obligations under the Federal Communications Act are concerned;
- (b) Proposals, policies, etc., coming out of executive agencies are viewed as being less partisan and more scientific than similar products produced by White House offices.

It may be argued against executive agency status for OTP that since OTP has no formal rulemaking authority and no operative role outside of government telecommunications, such status would deprive OTP of the only real power base it now has, i.e., the White House.

Secondly, since all agency heads are removable at will by the President, "objective" agency status really does not offer greater credibility than White House status.

Executive agency status for OTP is not without limitations, but on balance, it offers more opportunity for the constructive and effective functioning of this office.

Procedures for communications between OTP and the White House in such a scheme are not altogether clear. The Counselor System has been abolished, and Gen. Haig's role is not yet known. That leaves:

- A. Liaison through Secretary Shultz in his capacity as Chairman of the Council on Economic Policy;
- B. Liaison through the Domestic Council or O.M.B. depending on the nature of the problem, project, etc.;
- C. Direct liaison with the President, a la Department heads. This clearly is the most effective and therefore most preferable procedure, but of course the most difficult to achieve.