

5/27/77

Folder Citation: Collection: Office of Staff Secretary; Series: Presidential Files; Folder: 5/27/77;
Container 23

To See Complete Finding Aid:

http://www.jimmycarterlibrary.gov/library/findingaids/Staff_Secretary.pdf

file 5/27

THE WHITE HOUSE
WASHINGTON

3/9/77

Mr. President--

Your schedule for dates suggested
by Admiral Rickover is as follows.

April 20 -- tentative-joint session
of Congress (probably
evening)

May 6 -- London

May 20 -- Press Department
Editors will be in town
(could be changed, if
you want)

May 27 -- Open

*ok. Rosalynn
will go with me. None
else unless I personally
approve*

Would you want the hours suggested
by the Admiral?

-- SSC
J

WASHINGTON, D. C.

9 March 1977

MEMORANDUM FOR THE PRESIDENT

Subj: Cruise Aboard the USS LOS ANGELES (SSN 688)

1. I recommend a one-day cruise aboard the USS LOS ANGELES (SSN 688), our latest and fastest submarine.
2. To properly understand and "feel" the capabilities of this ship, it is necessary to operate at full power submerged, in water deeper than 100 fathoms.
3. The best date, in view of the ship's operating schedule, is Wednesday, 20 April. Alternate dates are Friday, the 6th, 20th, or 27th of May.
4. The recommended schedule for your visit is to depart Washington at 0800 and return at 2315 the same day. Passengers would embark and debark at Port Canaveral, Florida.
5. Should the above dates not be satisfactory, please let me know other dates that can be used.

Respectfully,


H. G. Rickover

THE PRESIDENT HAS SEEN.

THE WHITE HOUSE

WASHINGTON

May 27, 1977

MEMORANDUM FOR: THE PRESIDENT
FROM: STU EIZENSTAT *Stu*
SUBJECT: Domestic Policy Staff Status Report

TRANSPORTATION AND LABOR

International Aviation: Policy is being planned for Presidential review of international decisions to maximize competition and reduce fares.

Labor Law Reform: Analysis of proposed legislation by June 3.

Cargo Preference: EPG discussed May 19. Hearings postponed. Our analysis to you by June 5.

ECONOMICS AND BUSINESS

Trade Adjustment Assistance: We are working with Commerce, Labor and STR to meet your commitment in the shoe case to improve this program and recommend new legislation, if necessary.

Tax Reform: We are working with Treasury and CEA on Administration's tax reform proposals.

HOUSING AND URBAN DEVELOPMENT

Condominium Fraud: Memo on federal government efforts to correct abuses in this area with options for possible initiatives. Due June 3.

Fanny Mae: Administration position on increasing public representation still under review.

**Electrostatic Copy Made
for Preservation Purposes**

Consumer Cooperative Bank: OMB-Domestic Council memorandum to you next week. Coop Bank proponents, including Ray Marshall, Geno Baroni, Esther Peterson, Carol Foreman, and Sam Brown are being involved in the review process.

Urban Policy Task Force: Recommendation on urban economic development initiatives expected by late June. A general overview will be in to you in early June. Recommendation on national neighborhood policy framework expected by late June, including structural relationship of Neighborhood Commission to other urban policy initiatives, particularly neighborhood reinvestment strategies.

Financial Institutional and Housing Finance Reform: Decision memorandum to you week of May 30.

New York City Financing: Continuing to develop long term options.

Tax Reform: Developing analysis of impact of tax reform package on urban development and State and local borrowers.

ENERGY AND NATURAL RESOURCES

Alaska Natural Gas: Agency assignments and work plans for July 1 submissions reviewed and approved. Working with Schlesinger's staff and agencies on a continuing basis.

Water Projects: Working on your approved strategy with Frank Moore and his staff. House Appropriations Committee mark-up May 25 resulted in nearly all projects being funded.

Water Resources Reforms: Working with CEQ, OMB and agencies to follow through on Corps of Engineers redirected public works; dam safety; water conservation; new project criteria; cost-sharing for federal projects.

Coal Slurry: Working out differences among Interior, Transportation, and Energy. Decision memorandum to you next week.

Clean Air Act: House action will be completed week of May 23. Senate action after Memorial Day. Coordinating administration strategy with Frank Moore, OMB, and EPA.

Synthetic Fuels: Issue of guaranteed loans has arisen in House. Decision memo to you next week.

COMMUNICATIONS

Public Broadcasting: Our recommendations on reauthorization and structural reform are being checked with Director Lance and Secretary Califano. The proposal will come to you in mid-June. Congressional hearings are slated.

Rural Telecommunications: We have formed an interagency task force to study ways to improve rural life and save energy through communications systems. Legislative and administrative proposals should be ready for your consideration in August.

CIVIL RIGHTS AND JUSTICE

Undocumented Aliens: Following the meeting with you, we have met extensively with the affected agencies and are preparing a decision memorandum for you, which will be submitted next week. There has been excellent progress toward agreement.

Equal Employment Reorganization: Continue meeting with task force.

Privacy: HR 214 is still being discussed by Justice. We will have a memo to you as soon as we know their position.

Magistrates: Justice bill increasing the authority of U.S. magistrates was announced by Attorney General Bell yesterday.

Drugs: DEA will submit three bills to OMB, one of which includes a controversial preventive detention measure. It is being reviewed first by Peter Bourne.

Handguns: Justice has drafted legislation and wants to know whether the Administration wants to proceed. We will have a memo to you next week.

LEAA Reorganization: Task Force made up of Justice and LEAA is meeting.

Drug Enforcement Administration-FBI: Justice is studying the possibility of combining DEA and the FBI for drug enforcement purposes.

Grand Jury Reform: Justice has been working on legislation. We will get a memo to you as soon as they send it to OMB. They will testify on June 22.

POSTAL MATTERS

We have asked Tim Kraft to schedule a meeting for you with the Postmaster General so that he may tell you why he will ask for a postal rate increase in the next 30 days. We have just met with Sen. Glenn to develop options on postal structure and rates.

TERRITORIES

Micronesia: We are working out a negotiating position for the Administration's stance in U.S.-Micronesian status negotiations. Present option agreed to by State, NSC, Interior and Domestic Policy Staff is to allow the trust territories room on rights to maritime resources, self-determination on political groupings and island governance, while we retain defense and currency along with services. The deadline for resolution of the status of Micronesia is 1981.

CONSUMER MATTERS

Standing and Class Actions: Justice and Esther Peterson are working with Hill and agencies to develop proposals.

Package of Substantive Consumer Reforms: Task Force (Justice, Commerce, FTC, Jack Watson's staff, Domestic Policy Staff) has met. A memo is being drafted on the consumer agenda in Congress.

Ban on Tris: Administration position being developed by Commerce, HEW, FDA, Justice, EPA, SBA, Domestic Policy Staff. Memorandum to you June 6.

REGULATORY REFORM PROJECTS

Regulatory Reform Agenda: Regulatory Working Group (Domestic Policy Staff, OMB, CEA and Jack Watson's staff) is drafting a decision memo for you. Target date is last week in May

Surface Transport Deregulation: Task force to study options for surface transport deregulation is meeting. A decision memo will be prepared for you by the first week in June.

Broadcast Deregulation: Under the supervision of Barry Jagoda and the Policy Staff, OTP has initiated a review of possibilities for deregulation measures in the broadcast area. Target date for memorandum to you is August 1.

Financial Institutions Regulatory Reform: Treasury has prepared a proposal which is under review by OMB and the Policy Staff. Recommendations to you by second week of June.

Economic Impact Analysis Procedure: EPG Subcommittee developing a proposed executive order. Informal group assessing EIA bills now in Congress.

Legislative Veto: Working group (Justice, Lipshutz's staff, OMB, Domestic Policy Staff) assessing question of legislative veto of regulations.

INTEGRITY AND OPENNESS MATTERS

Freedom of Information Act Liberalization: Justice to draft an executive order. Target date is first week in June.

Hatch Act Reform: Working with Civil Service Commission on policy amendments to House and Senate bills.

Executive Order on Logging: Memo prepared by Justice has been reviewed. Justice is drafting an executive order. Target date is end of May.

Lobby Reform: We are working with OMB to develop policy positions on executive branch lobbying.

Classification Decisions: NSC has sent a memo to you on establishing a task force to be co-chaired by NSC and Domestic Policy Staff. A report and new executive order are due in September.

HUMAN RESOURCES

National Health Insurance: First meetings of the Advisory Committee on National Health Insurance Issues were held on May 20 and 21. The next meeting is on June 17th in Los Angeles and June 18th in San Francisco.

Preventive Care: OMB and Domestic Policy Staff will be meeting with the Center for Disease Control on fluoridation. Also planned is a visit to Maryland and New Jersey, two states with extremes in level of fluoridation protection. Report to be submitted before September.

Cost Containment: Kennedy hearings on Administration bill held on May 24 and 26th. Hearings on Talmadge's bill begin on June 7. HEW and Domestic Policy Staff are now working out the Administration's position on the Talmadge bill.

Alcoholic Labeling of Beverages: The Justice Department has asked for a White House decision on whether to appeal a District Court decision holding that the Bureau of Alcohol, Tobacco and Firearms rather than the FDA has jurisdiction over alcohol labeling. Both agencies have been asked to present their positions. A memo to you soon.

Privacy Protection Study Commission: The Privacy Protection Study Commission is to issue their report on July 12. We are reviewing advance copies of the report to develop possible Administration initiatives.

Community Services Administration: We are working with OMB on a request by CSA for a budget estimate to increase their funding from \$442 million dollars to \$606 million dollars. The House Appropriations Subcommittee has already approved \$567 million dollars for CSA in 1978.

Welfare Reform: We are assisting OMB in establishing a working group with representatives from DOL and HEW to work out many of the technical details of the Welfare Reform Proposal.

Veterans: We are working with OMB on the process for establishing the commission to review veterans benefit programs. We will be working closely with Max Cleland in this effort.

White House Conference on the Handicapped: We will be working with HEW on a process for reviewing the conference recommendations.

AGRICULTURE

Emergency Livestock Feed Assistance: Pending Congressional approval of our request to transfer this authority to the USDA, FDAA is extending assistance for those areas still affected by drought for up to an additional 90 days.

SBA Disaster Loan Bill: A decision paper on this topic is now being prepared and will be forwarded to you later this week.

BUDGET

Pursuant to the discussion at the budget overview meeting with you, we are working with CEA and OMB to develop a coordinated view of the major claims against the so-called "fiscal dividend" between now and FY 1981.

FOR THE RECORD

The attached memorandum was sent to:

The Vice President
Midge Costanza
Stu Eizenstat
Hamilton Jordan
Bob Lipshutz
Frank Moore
Jody Powell
Jack Watson
Joe Aragon
Peter Bourne
Z. Brzezinski
Hugh Carter
Jim Fallows
The First Lady
Richard Harden
Rick Hutcheson
Jim King
Tim Kraft
Bunny Mitchell
Jim Schlesinger
Greg Schneiders

by Rich Hutcheson --- 5/31/77

THE WHITE HOUSE

WASHINGTON

May 27, 1977

MEMORANDUM FOR: SENIOR STAFF
FROM: BOB LIPSHUTZ 
RE: EEO Statement

In accordance with Federal law, the President has approved the attached EEO Statement which applies to the White House office and the office of the Vice President.

Note that the Counsel to the President and the Counsel to the Vice President are given responsibility for overseeing implementation of our EEO policy. The appropriate Counsel's office should be informed of all personnel actions within your staffs--hires, promotions, dismissals, etc. Please also note your special responsibilities under Section V of the Statement.

I know that we will continue to receive the consistent support that you have already given to the EEO effort.

**EEO STATEMENT
FOR THE WHITE HOUSE OFFICE AND
THE OFFICE OF THE VICE PRESIDENT**

I. GENERAL POLICY

It is the policy of the President and Vice President to insure that (1) all personnel decisions affecting their staffs are made without discrimination based on race, national origin, sex, religion, age, or physical handicap, and (2) qualified individuals from all backgrounds are employed in the White House office and the office of the Vice President.

II. SCOPE

This statement is intended to cover all positions within the White House office and the office of the Vice President, except for those positions filled by individuals serving as close advisers to the President or Vice President. See 42 U.S.C. 2000e(f). For purposes of this plan, a close adviser is deemed to be any individual who is required to sign a Letter of Commitment as a condition of employment.

III. RESPONSIBLE OFFICIALS

(a) The Counsel to the President is designated the Director of Equal Employment Opportunity for the White House office. The Counsel to the Vice President is designated the Director of Equal Employment Opportunity for the office of the Vice President. The Counsels may designate other members of their respective staffs to assist in fulfilling their EEO responsibilities and shall insure that such persons are qualified to perform the EEO duties assigned to them.

(b) The Director of the Presidential Personnel Office shall be deemed the head of both the White House office and the office of the Vice President for purposes of 42 U.S.C. 2000e-16(c).

IV. DUTIES OF EEO DIRECTORS

The EEO Directors shall be responsible for (1) advising the President and the Vice President concerning EEO matters;

(2) receiving reports of all personnel actions taken within their respective offices;

(3) advising the heads of all operating units of ways in which EEO goals can be achieved;

(4) designing and implementing such programs of training and education as may be appropriate to the needs of the employees and the offices;

(5) providing for informal counseling and formal processing of EEO complaints by employees and others pursuant to 5 C.F.R. 713.211, et. seq.

V. DUTIES OF SENIOR STAFF

Those senior staff members responsible for making employment decisions for the staff of the White House office or the office of the Vice President shall take all steps necessary to recruit and hire qualified individuals from groups which have historically suffered discrimination. The senior staff shall work with the EEO Directors to insure that other employment decisions, including determinations as to promotions, also further the goal of equal employment opportunity.

THE WHITE HOUSE
WASHINGTON

ACTION	FYI
/	MONDALE
/	COSTANZA
/	EIZENSTAT
/	JORDAN
/	LIPSHUTZ
/	MOORE
/	POWELL
/	WATSON

	ENROLLED BILL
	AGENCY REPORT
	CAB DECISION
	EXECUTIVE ORDER
	Comments due to Carp/Huron within 48 hours; due to Staff Secretary next day

	FOR STAFFING
X	FOR INFORMATION
	FROM PRESIDENT'S OUTBOX
	LOG IN/TO PRESIDENT TODAY
	IMMEDIATE TURNAROUND

/	ARAGON
/	BOURNE
/	BRZEZINSKI
	BUTLER
	CARP
/	H. CARTER
	CLOUGH
/	FALLOWS
/	FIRST LADY
	GAMMILL
/	HARDEN
	HOYT
/	HUTCHESON
	JAGODA
/	KING

/	KRAFT
	LANCE
	LINDER
/	MITCHELL
	POSTON
	PRESS
	B. RAINWATER
/	SCHLESINGER
/	SCHNEIDERS
	SCHULTZE
	SIEGEL
	SMITH
	STRAUSS
	WELLS
	VOORDE

EEO STATEMENT
FOR THE WHITE HOUSE OFFICE AND
THE OFFICE OF THE VICE PRESIDENT

I. GENERAL POLICY

It is the policy of the President and Vice President to insure that (1) all personnel decisions affecting their staffs are made without discrimination based on race, national origin, sex, religion, age, or physical handicap, and (2) qualified individuals from all backgrounds are employed in the White House office and the office of the Vice President.

II. SCOPE

This statement is intended to cover all positions within the White House office and the office of the Vice President, except for those positions filled by individuals serving as close advisers to the President or Vice President. See 42 U.S.C. 2000e(f). For purposes of this plan, a close adviser is deemed to be any individual who is required to sign a Letter of Commitment as a condition of employment.

III. RESPONSIBLE OFFICIALS

(a) The Counsel to the President is designated the Director of Equal Employment Opportunity for the White House office. The Counsel to the Vice President is designated the Director of Equal Employment Opportunity for the office of the Vice President. The Counsels may designate other members of their respective staffs to assist in fulfilling their EEO responsibilities and shall insure that such persons are qualified to perform the EEO duties assigned to them.

(b) The Director of the Presidential Personnel Office shall be deemed the head of both the White House office and the office of the Vice President for purposes of 42 U.S.C. 2000e-16(c).

IV. DUTIES OF EEO DIRECTORS

The EEO Directors shall be responsible for (1) advising the President and the Vice President concerning EEO matters;

(2) receiving reports of all personnel actions taken within their respective offices;

(3) advising the heads of all operating units of ways in which EEO goals can be achieved;

(4) designing and implementing such programs of training and education as may be appropriate to the needs of the employees and the offices;

(5) providing for informal counseling and formal processing of EEO complaints by employees and others pursuant to 5 C.F.R. 713.211, et. seq.

V. DUTIES OF SENIOR STAFF

Those senior staff members responsible for making employment decisions for the staff of the White House office or the office of the Vice President shall take all steps necessary to recruit and hire qualified individuals from groups which have historically suffered discrimination. The senior staff shall work with the EEO Directors to insure that other employment decisions, including determinations as to promotions, also further the goal of equal employment opportunity.

THE WHITE HOUSE

WASHINGTON

May 27, 1977

MEMORANDUM FOR: SENIOR STAFF
FROM: BOB LIPSHUTZ 
RE: EEO Statement

In accordance with Federal law, the President has approved the attached EEO Statement which applies to the White House office and the office of the Vice President.

Note that the Counsel to the President and the Counsel to the Vice President are given responsibility for overseeing implementation of our EEO policy. The appropriate Counsel's office should be informed of all personnel actions within your staffs--hires, promotions, dismissals, etc. Please also note your special responsibilities under Section V of the Statement.

I know that we will continue to receive the consistent support that you have already given to the EEO effort.

**EEO STATEMENT
FOR THE WHITE HOUSE OFFICE AND
THE OFFICE OF THE VICE PRESIDENT**

I. GENERAL POLICY

It is the policy of the President and Vice President to insure that (1) all personnel decisions affecting their staffs are made without discrimination based on race, national origin, sex, religion, age, or physical handicap, and (2) qualified individuals from all backgrounds are employed in the White House office and the office of the Vice President.

II. SCOPE

This statement is intended to cover all positions within the White House office and the office of the Vice President, except for those positions filled by individuals serving as close advisers to the President or Vice President. See 42 U.S.C. 2000e(f). For purposes of this plan, a close adviser is deemed to be any individual who is required to sign a Letter of Commitment as a condition of employment.

III. RESPONSIBLE OFFICIALS

(a) The Counsel to the President is designated the Director of Equal Employment Opportunity for the White House office. The Counsel to the Vice President is designated the Director of Equal Employment Opportunity for the office of the Vice President. The Counsels may designate other members of their respective staffs to assist in fulfilling their EEO responsibilities and shall insure that such persons are qualified to perform the EEO duties assigned to them.

(b) The Director of the Presidential Personnel Office shall be deemed the head of both the White House office and the office of the Vice President for purposes of 42 U.S.C. 2000e-16(c).

IV. DUTIES OF EEO DIRECTORS

The EEO Directors shall be responsible for (1) advising the President and the Vice President concerning EEO matters;

(2) receiving reports of all personnel actions taken within their respective offices;

(3) advising the heads of all operating units of ways in which EEO goals can be achieved;

(4) designing and implementing such programs of training and education as may be appropriate to the needs of the employees and the offices;

(5) providing for informal counseling and formal processing of EEO complaints by employees and others pursuant to 5 C.F.R. 713.211, et. seq.

V. DUTIES OF SENIOR STAFF

Those senior staff members responsible for making employment decisions for the staff of the White House office or the office of the Vice President shall take all steps necessary to recruit and hire qualified individuals from groups which have historically suffered discrimination. The senior staff shall work with the EEO Directors to insure that other employment decisions, including determinations as to promotions, also further the goal of equal employment opportunity.

THE WHITE HOUSE

WASHINGTON

May 27, 1977

MEMORANDUM FOR: SENIOR STAFF
FROM: BOB LIPSHUTZ 
RE: EEO Statement

In accordance with Federal law, the President has approved the attached EEO Statement which applies to the White House office and the office of the Vice President.

Note that the Counsel to the President and the Counsel to the Vice President are given responsibility for overseeing implementation of our EEO policy. The appropriate Counsel's office should be informed of all personnel actions within your staffs--hires, promotions, dismissals, etc. Please also note your special responsibilities under Section V of the Statement.

I know that we will continue to receive the consistent support that you have already given to the EEO effort.

**EEO STATEMENT
FOR THE WHITE HOUSE OFFICE AND
THE OFFICE OF THE VICE PRESIDENT**

I. GENERAL POLICY

It is the policy of the President and Vice President to insure that (1) all personnel decisions affecting their staffs are made without discrimination based on race, national origin, sex, religion, age, or physical handicap, and (2) qualified individuals from all backgrounds are employed in the White House office and the office of the Vice President.

II. SCOPE

This statement is intended to cover all positions within the White House office and the office of the Vice President, except for those positions filled by individuals serving as close advisers to the President or Vice President. See 42 U.S.C. 2000e(f). For purposes of this plan, a close adviser is deemed to be any individual who is required to sign a Letter of Commitment as a condition of employment.

III. RESPONSIBLE OFFICIALS

(a) The Counsel to the President is designated the Director of Equal Employment Opportunity for the White House office. The Counsel to the Vice President is designated the Director of Equal Employment Opportunity for the office of the Vice President. The Counsels may designate other members of their respective staffs to assist in fulfilling their EEO responsibilities and shall insure that such persons are qualified to perform the EEO duties assigned to them.

(b) The Director of the Presidential Personnel Office shall be deemed the head of both the White House office and the office of the Vice President for purposes of 42 U.S.C. 2000e-16(c).

IV. DUTIES OF EEO DIRECTORS

The EEO Directors shall be responsible for (1) advising the President and the Vice President concerning EEO matters;

(2) receiving reports of all personnel actions taken within their respective offices;

(3) advising the heads of all operating units of ways in which EEO goals can be achieved;

(4) designing and implementing such programs of training and education as may be appropriate to the needs of the employees and the offices;

(5) providing for informal counseling and formal processing of EEO complaints by employees and others pursuant to 5 C.F.R. 713.211, et. seq.

V. DUTIES OF SENIOR STAFF

Those senior staff members responsible for making employment decisions for the staff of the White House office or the office of the Vice President shall take all steps necessary to recruit and hire qualified individuals from groups which have historically suffered discrimination. The senior staff shall work with the EEO Directors to insure that other employment decisions, including determinations as to promotions, also further the goal of equal employment opportunity.

THE WHITE HOUSE

WASHINGTON

May 27, 1977

MEMORANDUM FOR: SENIOR STAFF
FROM: BOB LIPSHUTZ 
RE: EEO Statement

In accordance with Federal law, the President has approved the attached EEO Statement which applies to the White House office and the office of the Vice President.

Note that the Counsel to the President and the Counsel to the Vice President are given responsibility for overseeing implementation of our EEO policy. The appropriate Counsel's office should be informed of all personnel actions within your staffs--hires, promotions, dismissals, etc. Please also note your special responsibilities under Section V of the Statement.

I know that we will continue to receive the consistent support that you have already given to the EEO effort.

**EEO STATEMENT
FOR THE WHITE HOUSE OFFICE AND
THE OFFICE OF THE VICE PRESIDENT**

I. GENERAL POLICY

It is the policy of the President and Vice President to insure that (1) all personnel decisions affecting their staffs are made without discrimination based on race, national origin, sex, religion, age, or physical handicap, and (2) qualified individuals from all backgrounds are employed in the White House office and the office of the Vice President.

II. SCOPE

This statement is intended to cover all positions within the White House office and the office of the Vice President, except for those positions filled by individuals serving as close advisers to the President or Vice President. See 42 U.S.C. 2000e(f). For purposes of this plan, a close adviser is deemed to be any individual who is required to sign a Letter of Commitment as a condition of employment.

III. RESPONSIBLE OFFICIALS

(a) The Counsel to the President is designated the Director of Equal Employment Opportunity for the White House office. The Counsel to the Vice President is designated the Director of Equal Employment Opportunity for the office of the Vice President. The Counsels may designate other members of their respective staffs to assist in fulfilling their EEO responsibilities and shall insure that such persons are qualified to perform the EEO duties assigned to them.

(b) The Director of the Presidential Personnel Office shall be deemed the head of both the White House office and the office of the Vice President for purposes of 42 U.S.C. 2000e-16(c).

IV. DUTIES OF EEO DIRECTORS

The EEO Directors shall be responsible for (1) advising the President and the Vice President concerning EEO matters;

(2) receiving reports of all personnel actions taken within their respective offices;

(3) advising the heads of all operating units of ways in which EEO goals can be achieved;

(4) designing and implementing such programs of training and education as may be appropriate to the needs of the employees and the offices;

(5) providing for informal counseling and formal processing of EEO complaints by employees and others pursuant to 5 C.F.R. 713.211, et. seq.

V. DUTIES OF SENIOR STAFF

Those senior staff members responsible for making employment decisions for the staff of the White House office or the office of the Vice President shall take all steps necessary to recruit and hire qualified individuals from groups which have historically suffered discrimination. The senior staff shall work with the EEO Directors to insure that other employment decisions, including determinations as to promotions, also further the goal of equal employment opportunity.

THE WHITE HOUSE

WASHINGTON

May 27, 1977

MEMORANDUM FOR: SENIOR STAFF
FROM: BOB LIPSHUTZ 
RE: EEO Statement

In accordance with Federal law, the President has approved the attached EEO Statement which applies to the White House office and the office of the Vice President.

Note that the Counsel to the President and the Counsel to the Vice President are given responsibility for overseeing implementation of our EEO policy. The appropriate Counsel's office should be informed of all personnel actions within your staffs--hires, promotions, dismissals, etc. Please also note your special responsibilities under Section V of the Statement.

I know that we will continue to receive the consistent support that you have already given to the EEO effort.

**EEO STATEMENT
FOR THE WHITE HOUSE OFFICE AND
THE OFFICE OF THE VICE PRESIDENT**

I. GENERAL POLICY

It is the policy of the President and Vice President to insure that (1) all personnel decisions affecting their staffs are made without discrimination based on race, national origin, sex, religion, age, or physical handicap, and (2) qualified individuals from all backgrounds are employed in the White House office and the office of the Vice President.

II. SCOPE

This statement is intended to cover all positions within the White House office and the office of the Vice President, except for those positions filled by individuals serving as close advisers to the President or Vice President. See 42 U.S.C. 2000e(f). For purposes of this plan, a close adviser is deemed to be any individual who is required to sign a Letter of Commitment as a condition of employment.

III. RESPONSIBLE OFFICIALS

(a) The Counsel to the President is designated the Director of Equal Employment Opportunity for the White House office. The Counsel to the Vice President is designated the Director of Equal Employment Opportunity for the office of the Vice President. The Counsels may designate other members of their respective staffs to assist in fulfilling their EEO responsibilities and shall insure that such persons are qualified to perform the EEO duties assigned to them.

(b) The Director of the Presidential Personnel Office shall be deemed the head of both the White House office and the office of the Vice President for purposes of 42 U.S.C. 2000e-16(c).

IV. DUTIES OF EEO DIRECTORS

The EEO Directors shall be responsible for (1) advising the President and the Vice President concerning EEO matters;

(2) receiving reports of all personnel actions taken within their respective offices;

(3) advising the heads of all operating units of ways in which EEO goals can be achieved;

(4) designing and implementing such programs of training and education as may be appropriate to the needs of the employees and the offices;

(5) providing for informal counseling and formal processing of EEO complaints by employees and others pursuant to 5 C.F.R. 713.211, et. seq.

V. DUTIES OF SENIOR STAFF

Those senior staff members responsible for making employment decisions for the staff of the White House office or the office of the Vice President shall take all steps necessary to recruit and hire qualified individuals from groups which have historically suffered discrimination. The senior staff shall work with the EEO Directors to insure that other employment decisions, including determinations as to promotions, also further the goal of equal employment opportunity.

(3) advising the heads of all operating units of ways in which EEO goals can be achieved;

(4) designing and implementing such programs of training and education as may be appropriate to the needs of the employees and the offices;

(5) providing for informal counseling and formal processing of EEO complaints by employees and others pursuant to 5 C.F.R. 713.211, et. seq.

V. DUTIES OF SENIOR STAFF

Those senior staff members responsible for making employment decisions for the staff of the White House office or the office of the Vice President shall take all steps necessary to recruit and hire qualified individuals from groups which have historically suffered discrimination. The senior staff shall work with the EEO Directors to insure that other employment decisions, including determinations as to promotions, also further the goal of equal employment opportunity.

THE WHITE HOUSE

WASHINGTON

May 27, 1977

MEMORANDUM FOR: STAFF OF WHITE HOUSE AND
VICE PRESIDENT'S OFFICE

FROM: BOB LIPSHUTZ 

RE: EEO Statement

The President has approved the attached EEO Statement for the White House office and the office of the Vice President. The statement embodies our commitment to equal opportunity in employment.

If you have any questions about either the Statement or related personnel matters, you may contact either Margaret McKenna or Doug Huron in the office of the Counsel to the President, or Mike Berman or Peter Kyros in the office of the Counsel to the Vice President.

EEO STATEMENT
FOR THE WHITE HOUSE OFFICE AND
THE OFFICE OF THE VICE PRESIDENT

I. GENERAL POLICY

It is the policy of the President and Vice President to insure that (1) all personnel decisions affecting their staffs are made without discrimination based on race, national origin, sex, religion, age, or physical handicap, and (2) qualified individuals from all backgrounds are employed in the White House office and the office of the Vice President.

II. SCOPE

This statement is intended to cover all positions within the White House office and the office of the Vice President, except for those positions filled by individuals serving as close advisers to the President or Vice President. See 42 U.S.C. 2000e(f). For purposes of this plan, a close adviser is deemed to be any individual who is required to sign a Letter of Commitment as a condition of employment.

III. RESPONSIBLE OFFICIALS

(a) The Counsel to the President is designated the Director of Equal Employment Opportunity for the White House office. The Counsel to the Vice President is designated the Director of Equal Employment Opportunity for the office of the Vice President. The Counsels may designate other members of their respective staffs to assist in fulfilling their EEO responsibilities and shall insure that such persons are qualified to perform the EEO duties assigned to them.

(b) The Director of the Presidential Personnel Office shall be deemed the head of both the White House office and the office of the Vice President for purposes of 42 U.S.C. 2000e-16(c).

IV. DUTIES OF EEO DIRECTORS

The EEO Directors shall be responsible for (1) advising the President and the Vice President concerning EEO matters;

(2) receiving reports of all personnel actions taken within their respective offices;

(3) advising the heads of all operating units of ways in which EEO goals can be achieved;

(4) designing and implementing such programs of training and education as may be appropriate to the needs of the employees and the offices;

(5) providing for informal counseling and formal processing of EEO complaints by employees and others pursuant to 5 C.F.R. 713.211, et. seq.

V. DUTIES OF SENIOR STAFF

Those senior staff members responsible for making employment decisions for the staff of the White House office or the office of the Vice President shall take all steps necessary to recruit and hire qualified individuals from groups which have historically suffered discrimination. The senior staff shall work with the EEO Directors to insure that other employment decisions, including determinations as to promotions, also further the goal of equal employment opportunity.