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MEMORANDUM

THE WHITE HOUSE  
WASHINGTON

File  
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January 22, 1981

MEMORANDUM FOR: JAMES A. BAKER III  
FROM: ELIZABETH H. DOLE   
SUBJECT: Organizational Miscellany

The following is a series of items I wish to put before you for consideration:

- a. From a staffing standpoint, this office assumes the inclusion of Aram Bakshian and a secretary would represent an increase of two over our current allocation of 16. We have heard no further word on this matter.
- b. We understand that a desk space will be made available to our office in the interior office (no windows) on the WW second floor. It is also our understanding that the secretarial desk adjacent to Red's wall (in the Counsel area) will remain with this office.
- c. Could this office please obtain 2 or 3 sets of invitations to each of the State Dinners. These are very prestigious and an excellent way to reward those constituents who are helpful on the outside.
- d. The point of focus for "women" concerns remains clouded. Our office, by default, is becoming the collecting pond for these matters and, frankly, we have followed our organizational mandate not to include the Office of Public Liaison in this area. I think we have a potential problem in this area which will not be solved by transferring these interests to IGR...more is needed on a broader scope than either of these two offices can provide. Can we set aside some time to talk further on this matter?

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

e. Organizational structure/hiring are continuing within the framework of earlier guidelines. Candidates for hire will be cleared with Gergen/Williamson. Present organizational thoughts involve division of the staff along two lines: support services (WH Conferences, planning & research, office management) and liaison officers (generalists handling a series of related constituent groups). The latter would co-ordinate thru a Deputy, who is not a Level III. We are committed to staffing our office with people who have a strong identification with the areas responsible for our success in both the last and future elections.