



Department of Energy
Washington, D.C. 20585

December 15, 1980

MEMORANDUM FOR: Members of the Office of The Secretary
FROM: Carole J. Gorry
SUBJECT: Hazardous Weather

I bring to your attention the following guidelines regarding official Government procedures for hazardous weather:

- EARLY DISMISSAL - Agencies are authorized to release employees in advance of their normal quitting time. Employees leaving early will be granted an excused absence with pay.
- DELAYED ARRIVAL - On the morning after a snowy night, the Government may grant a reasonable amount of excused absence with pay to those employees who report late because of commuting delays. It will be up to each supervisor to consider road, traffic and transit system conditions when deciding how much excused absence is reasonable.
- LIBERAL LEAVE - Workers may choose to take annual leave or leave without pay without receiving advance approval from their supervisors. Employees must, however, call in to their office if they elect to take advantage of this Government called leave category.
- CLOSURE - When the Government makes this decision most Federal offices will be closed for the day and employees will receive leave with pay.

Individuals at work will be notified by this office when any of these options goes into effect. The Office of Personnel Management has indicated it would inform newspapers, radio and television outlets so as to enable employees at home to keep abreast of emergency announcements.

Please remember none of these options can be placed in motion without authorization by the Office of Personnel Management.

Should you have any questions please call me directly.



Department of Energy
Washington, D.C. 20585

December 18, 1980

MEMORANDUM FOR: The Secretary ✓
FROM: Carole J. Gorry 3/6
SUBJECT: Special Air Mission (SAM) Aircraft Expenses

Your pro-rated share of expenses aboard the SAM Aircraft from Paris, France to Riyadh, Saudi Arabia and from Riyadh to London, England is \$8.13.

Please remit payment in this amount by a check payable to Carole J. Gorry.

Thanks.



Department of Energy
Washington, D.C. 20585

November 12, 1980

MEMORANDUM FOR: The Secretary
FROM: Carole Gorry *Carole Gorry*
SUBJECT: Combined Federal Campaign

Final results of the Combined Federal Campaign for the Office of The Secretary are as follows:

Percentage of Participation	- 95%
Percentage of Goal	- 125% (\$3,877.50)



Department of Energy
Washington, D.C. 20585

October 30, 1980

MEMORANDUM FOR: The Secretary
FROM: Carole J. Gorry
SUBJECT: Combined Federal Campaign

For your information, the Office of The Secretary's statistics for the Combined Federal Campaign are as follow:

Percentage of Participation - 90%
Percentage of Contributions - 120% (goal exceeded by 20%)

Al Owens as this Office's CFC coordinator worked hard to ensure that our goals were met.

cc: Deputy Secretary



Department of Energy
Washington, D.C. 20585

October 29, 1980

MEMORANDUM FOR: ~~The Secretary~~
THRU: J. Michael Kelly
FROM: Carole J. Gorry *Carole*
SUBJECT: Award Ceremony - Robert Hanfling

Robert I. Hanfling, Deputy Under Secretary of Energy, will receive the Department of Energy's Outstanding Service Medal this afternoon at his farewell-reception (7B-198, Under Secretary's Conference Room).

Because of an urgent personal matter Worth Bateman will not be attending the reception. Mrs. Hanfling (Phyllis), Bob's wife, is also unable to attend the reception.

Following are some brief talking points regarding Bob's "energy" career:

- Since 1974 has been working in the Federal Government in the energy field
 - 1974 - 1977 - Federal Energy Administration (Deputy Assistant Administrator for Energy Resource Development)
 - 1977 - White House Energy Policy and Planning Staff
 - October 1977 - October 1979 - Department of Energy (Executive Assistant to Deputy Secretary)
 - October 1979 - Present - Department of Energy (Deputy Under Secretary)
- Assignments include
 - Solvent Refined Coal I and II demonstration projects
 - Synthetic Fuel projects
 - Energy facility siting issues
 - Energy project financing
 - National energy programs and policies
 - Electric power development

- Unique blend of academic credentials
 - Bachelor's degree in Chemical Engineering from Rensselaer Polytechnical Institute
 - Master's degrees in Nuclear Engineering from West Virginia University and Business from City University of New York

Attached is a more detailed biography on Bob along with a copy of the Award.

Attachments

BIOGRAPHY

Personnel File
OK

DOE NEWS:

FOR IMMEDIATE RELEASE
OCTOBER 4, 1979

HANFLING APPOINTED AS DOE DEPUTY UNDER SECRETARY

Robert I. Hanfling, formerly the Executive Assistant to the Department of Energy's Deputy Secretary, has been appointed Deputy Under Secretary of Energy.

Hanfling was named to the position by Energy Secretary Charles W. Duncan, Jr.

Hanfling, 41, served as Executive Assistant to the Deputy Secretary since October 1977, when DOE began operations. He will continue to be involved in major projects on which he worked in that previous assignment, including the Solvent Refined Coal I and II demonstration projects, other synthetic fuels projects, energy facility siting issues, and energy project financing.

Before joining DOE, Hanfling was a member of the White House energy policy and planning staff, which helped develop the President's national energy program.

From 1974 through September 1977, Hanfling worked for the former Federal Energy Administration (FEA), one of DOE's predecessor agencies. At FEA, Hanfling served as Deputy Assistant Administrator for Energy Resource Development and was responsible for directing programs dealing with electric power development.

Before joining the federal government, Hanfling worked in the private sector as a consultant in venture capital, business management and corporate planning. He also was an engineer and manager in the nuclear industry.

Hanfling has a bachelor's degree in chemical engineering from Rensselaer Polytechnical Institute, Troy, N.Y., and two master's degrees--in nuclear engineering, from West Virginia University, and in business, from the City University of New York.

(MORE)

AWARD

THE DEPARTMENT OF ENERGY'S
OUTSTANDING SERVICE MEDAL

IS

AWARDED

TO

ROBERT I. HANFLING

CITATION

The Department of Energy's Outstanding Service Medal is presented to Deputy Under Secretary Robert I. Hanfling in recognition of his dynamic and forceful leadership in concluding the International Solvent Refined Coal-II Agreements.

Mr. Hanfling's untiring efforts to balance the legitimate interests of all parties won him the respect and admiration of his colleagues and the gratitude of the Department of Energy. He has distinguished himself over the past two years through his efforts as a skilled negotiator and a knowledgeable technologist.

Mr. Hanfling's invaluable and unique contributions warrant the highest public recognition by The Secretary of Energy.

Washington, D.C.

Charles W. Duncan, Jr.
The Secretary of Energy



Department of Energy
Washington, D.C. 20585

October 15, 1980

MEMORANDUM FOR: The Secretary
FROM: Carole Gorry *cg*
SUBJECT: James Forrestal Building - End of Year Summary - FY'80

As of October 3, 1980, 3,474 employees of the Department of Energy (DOE) occupy 707,570 square feet of space in the James Forrestal Building. In addition, there is approximately 75,630 square feet of space in various stages of renovation for DOE occupancy through December 31, 1980.

Attached are the following documents and summaries for your review:

- o Sequence of floor plans depicting the existing conditions by buildings and floors currently occupied by DOE;
- o Target dates for DOD occupied space;
- o Forrestal Housing Report with current and projected completion time frames;

The following schedule of housing milestones are targeted for the balance of DOE's Forrestal Project:

<u>Item</u>	<u>Description</u>	<u>Target Date</u>
1	Release of Casimir Pulaski Building (20 Massachusetts Avenue) to General Services Administration (GSA)	Completed April 28, 1980
2	3,000 DOE personnel housed in Forrestal	Completed May 19, 1980
3	Building release of 1726 M Street to GSA	Completed September 15, 1980
4	3,700 DOE personnel housed in Forrestal	December 31, 1980
5	Release of the Adjutant General's Office (TAGO) space	February 1981
6	Release of Bicentennial Building (600 E Street) to GSA	June 1981
7	4,200 DOE personnel housed in Forrestal	June 1981
8	Completion of DOE Consolidation (approximately 4,700 personnel) in Forrestal	December 1981

As you know, the ability of DOE to fully consolidate the Forrestal Building was constrained due to a pending GSA prospectus associated with the Oceanographic Building in Suitland, Maryland, for the Naval Intelligence Command. Through our assistance, the prospectus problem has been resolved with DOD and GSA. The Adjutant General's final move out of Forrestal into space currently occupied by the Navy will be advanced by nearly a full year, thus allowing DOE to finalize space plans and fully occupy the entire Forrestal Building by December 1981. This end date could possibly be improved to June 1981 if the AFOSI Training Academy can be relocated at the same time TAGO moves instead of the current date of October 1981 which is subject to construction delays.

I am available to discuss any questions you may have.

Attachments

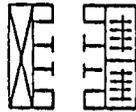
SEQUENCE OF FLOOR PLANS

James Forrestal Building

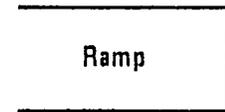
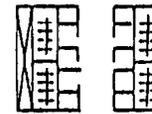
Basement Floor Plan

North Building

(191,155 sq. ft.)



Parking for approximately 800 vehicles



CSTM* Terminal
Repair & Storage

EI Paper & Equip. Storage

CS-MX Task Force

AD	3,225#	12 Pers'l.
EI	35,100	229
MI	350	2
	<u>38,675#</u>	<u>243</u>

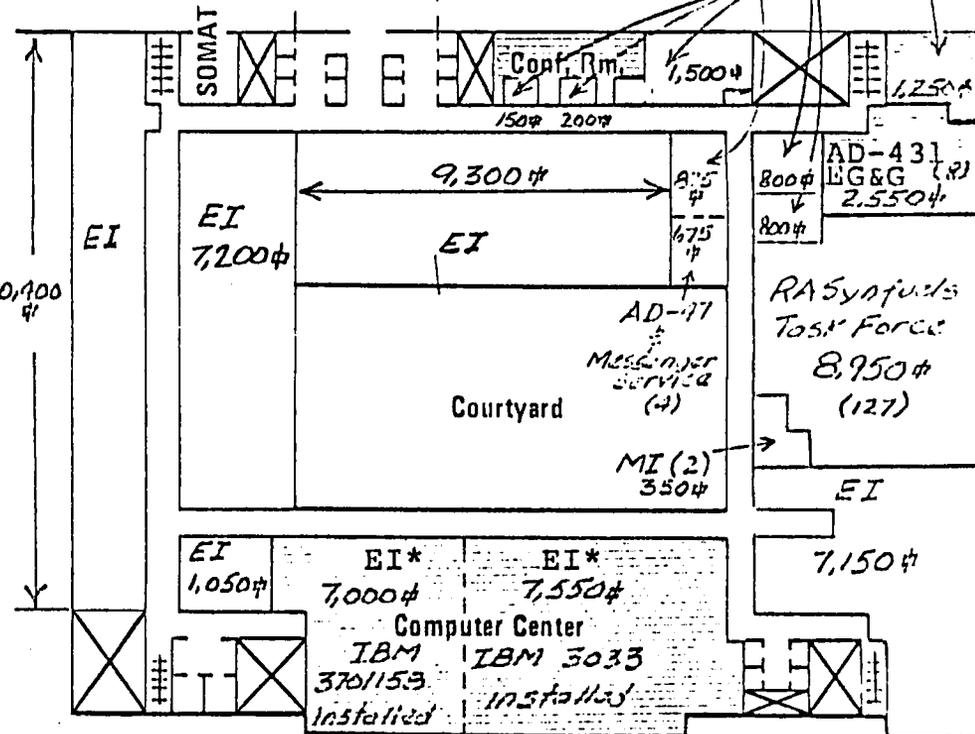
Computer Center Total - 14,550# (Final)

CS MX Task Force	2,675#	(16)
RA Synfuels Task Force	8,950#	(127)
	<u>11,625#</u>	<u>(143)</u>

Storage 2,850#

Vacant: - #
(Under Construction: -)

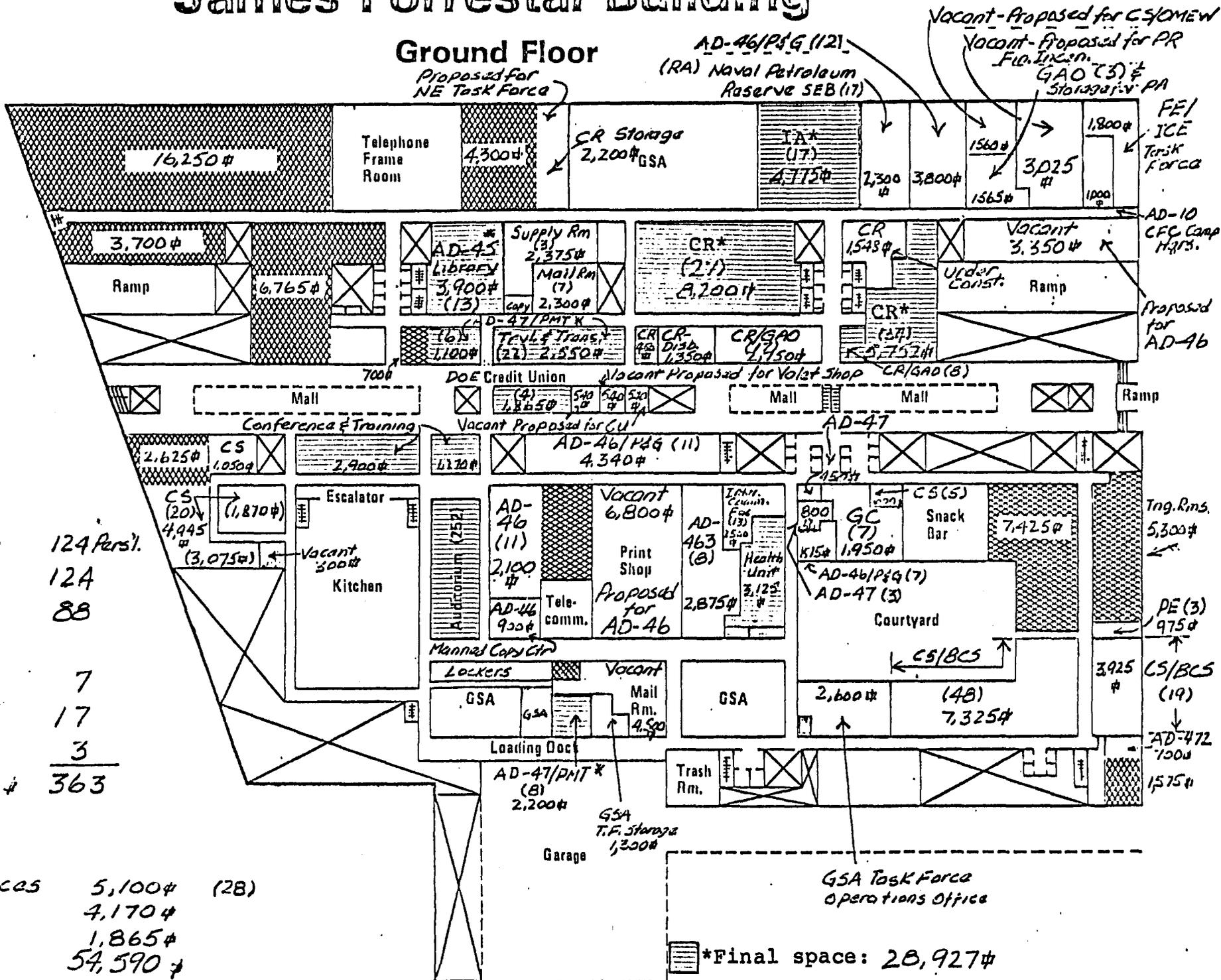
* Final Space - 3,800#



10-6-80

James Forrestal Building

Ground Floor



AD	31,050 #	124 Pers.
CR	22,200	124
CS	17,845	88
GC	1,950	7
IA	4,775	17
FE	975	3
	<u>31,795 #</u>	<u>363</u>

DOE Task Forces	5,100 #	(28)
Conf. & Trng.	4,170 #	
DOE Credit Union	1,865 #	
DOD	54,590 #	

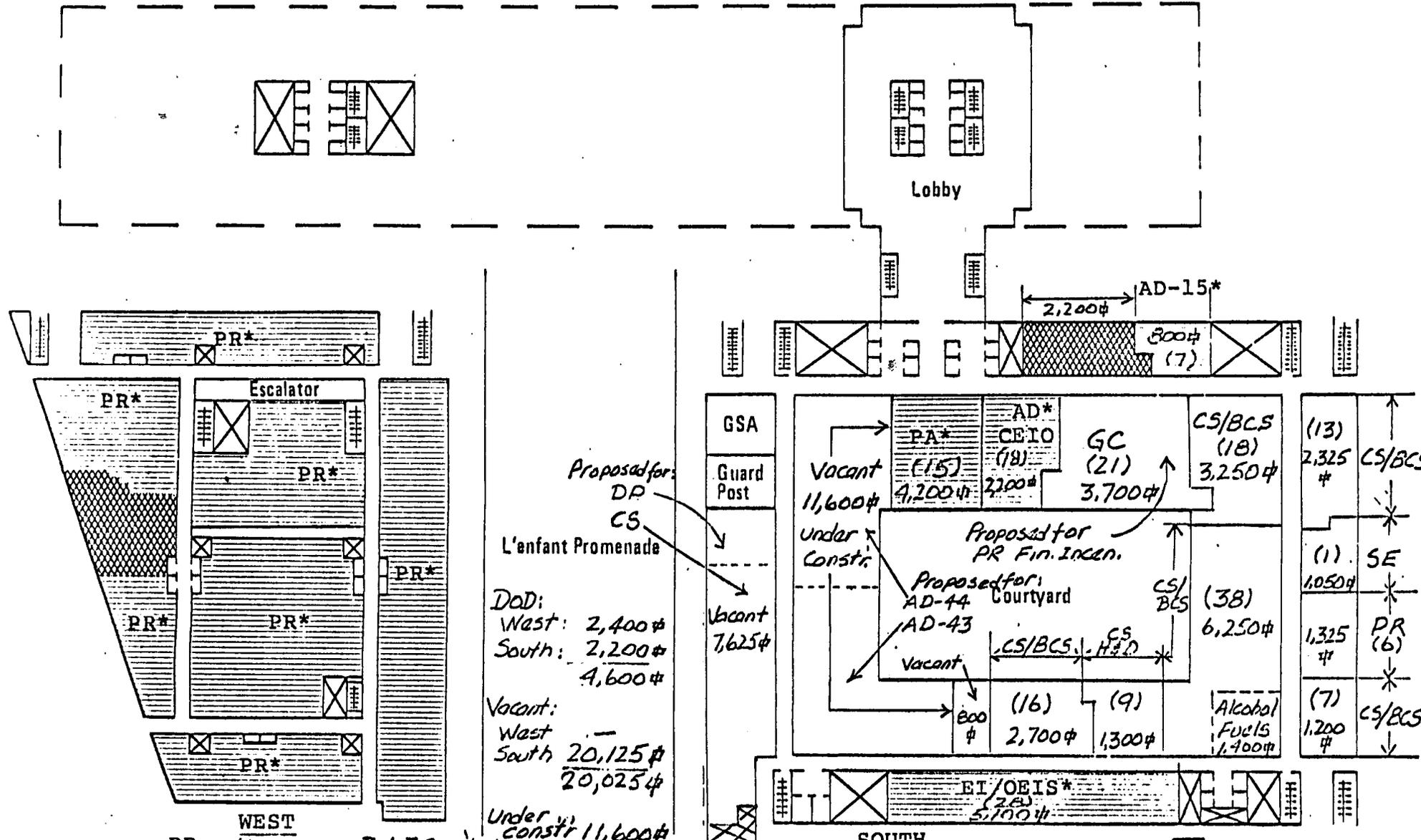
Vacant. 21,155 # (Under Constr. 1,548 #)

*Final space: 28,927 #

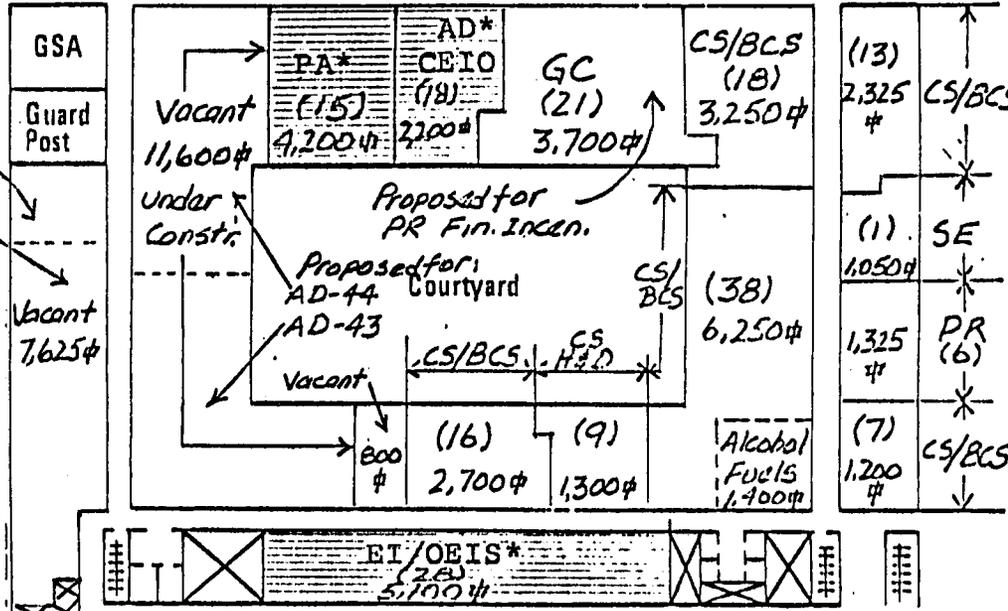
10-14 80

James Forrestal Building

First Floor



Proposal for
 DP
 CS
 L'enfant Promenade
 DOD:
 West: 2,400 ϕ
 South: 2,200 ϕ
 4,600 ϕ
 Vacant:
 West —
 South 20,125 ϕ
 20,025 ϕ
 Under
 constr. 11,600 ϕ



WEST
 PR 41,362 ϕ 263 Pers!

SOUTH

AD	3,000 ϕ	25 Pers!
EI	5,100 ϕ	28
PA	4,200 ϕ	15
CS	17,025 ϕ	101
GC	3,700 ϕ	21
PR	1,325 ϕ	6
SE	1,050 ϕ	1
	35,400 ϕ	197

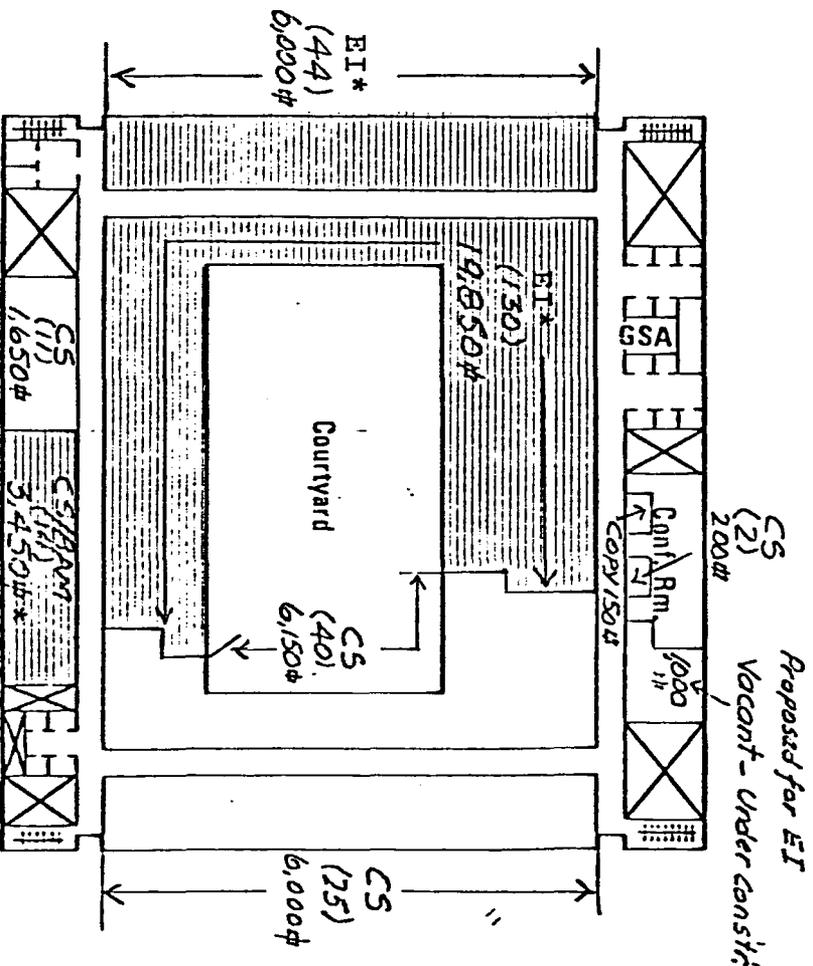
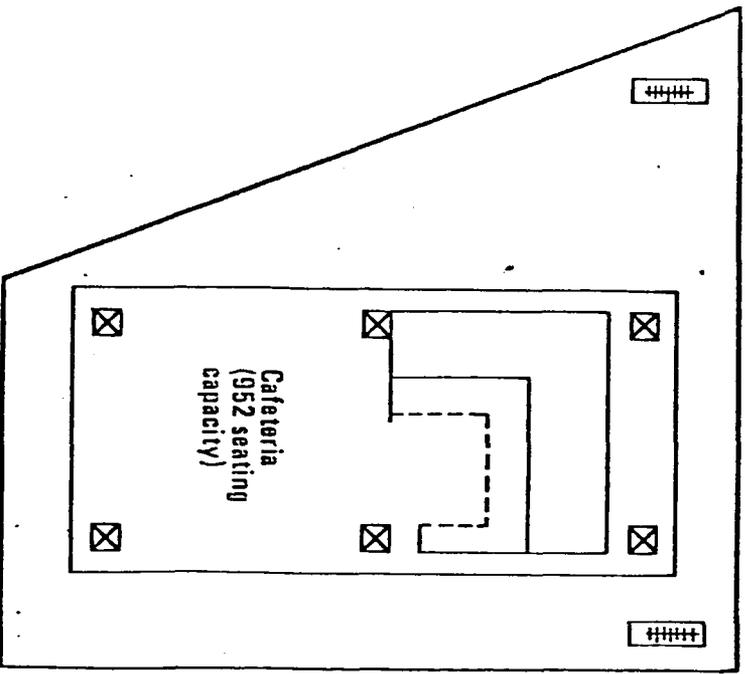
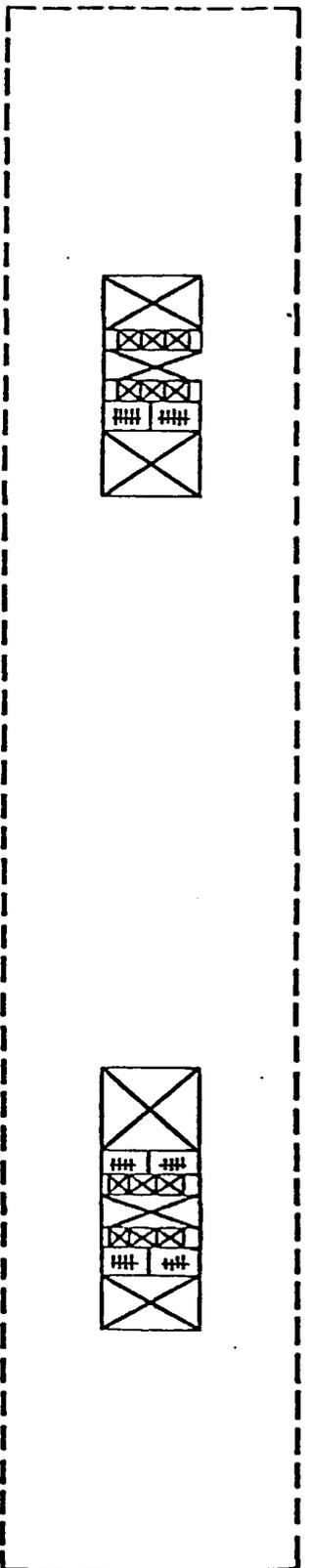
*Final Space
 West - 40,915 ϕ
 South - 12,300 ϕ
 53,215 ϕ

DOE Total: 76,762 ϕ 460 Pers!

10-14-30

James Forrestal Building

2nd Floor



C5	17,450#	93	Parisi.
EI	25,850#	174	
	<u>43,300#</u>	<u>267</u>	

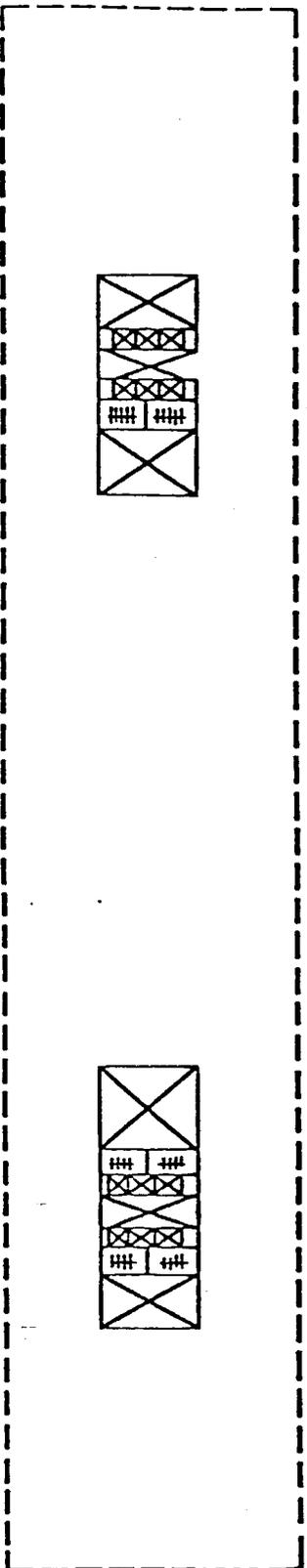


*Final space : 29,300#

Vacant - 1,000# (All under constn.)

James Forrestal Building

3rd Floor

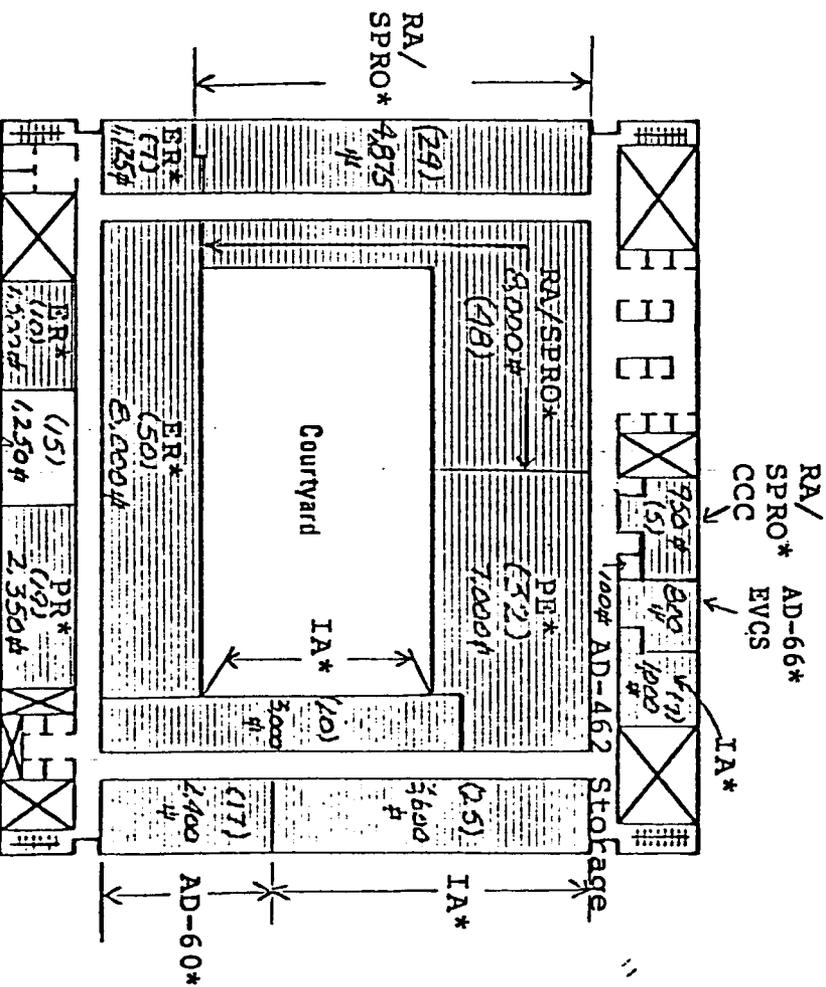


AD	3,200 #	17	Perisyl.
ER	10,625	67	
IA	7,600	52	
PE	7,000	32	
PR	2,350	19	
RA/SPRO	13,825	82	
Storage,	100	-	
AD-462			
	<u>44,700 #</u>	<u>269</u>	

C5 Alcohol Fuels Task Force 1,250# (15)

*Final Space - 44,700#

Work: -
(Under Const: -)

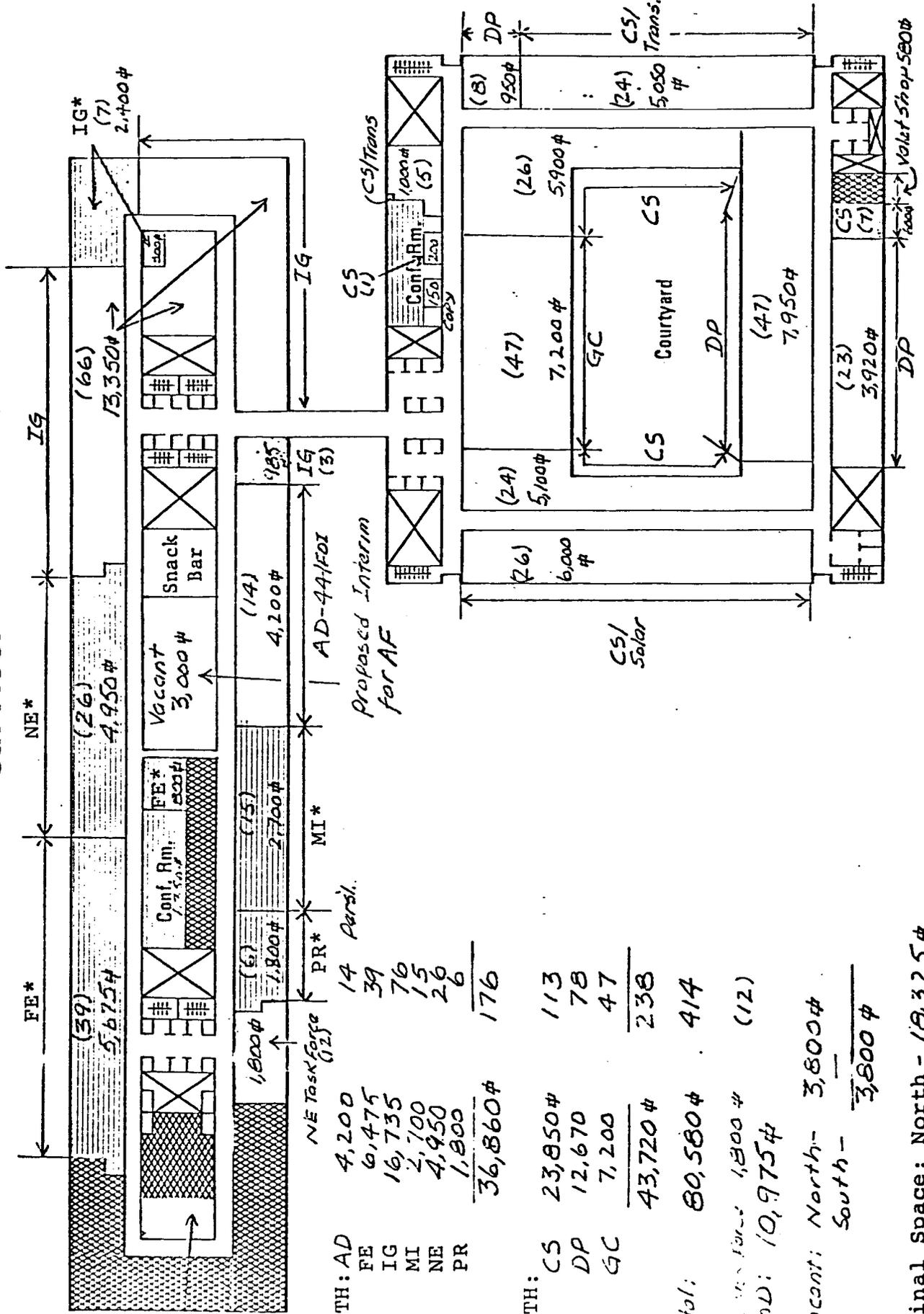


C5 Alc. Fuels T.F.

8-21-80

James Forrestal Building

5th Floor



NORTH: AD	4,200
FE	6,475
IG	16,735
MI	2,700
NE	4,950
PR	1,800
	<u>36,860</u>

SOUTH: CS	23,850
DP	12,670
GC	7,200
	<u>43,720</u>

Total: 80,580 # 414

NE Task Force 12,500 # (12)

DD: 10,975 #

Vacant: North - 3,800 #

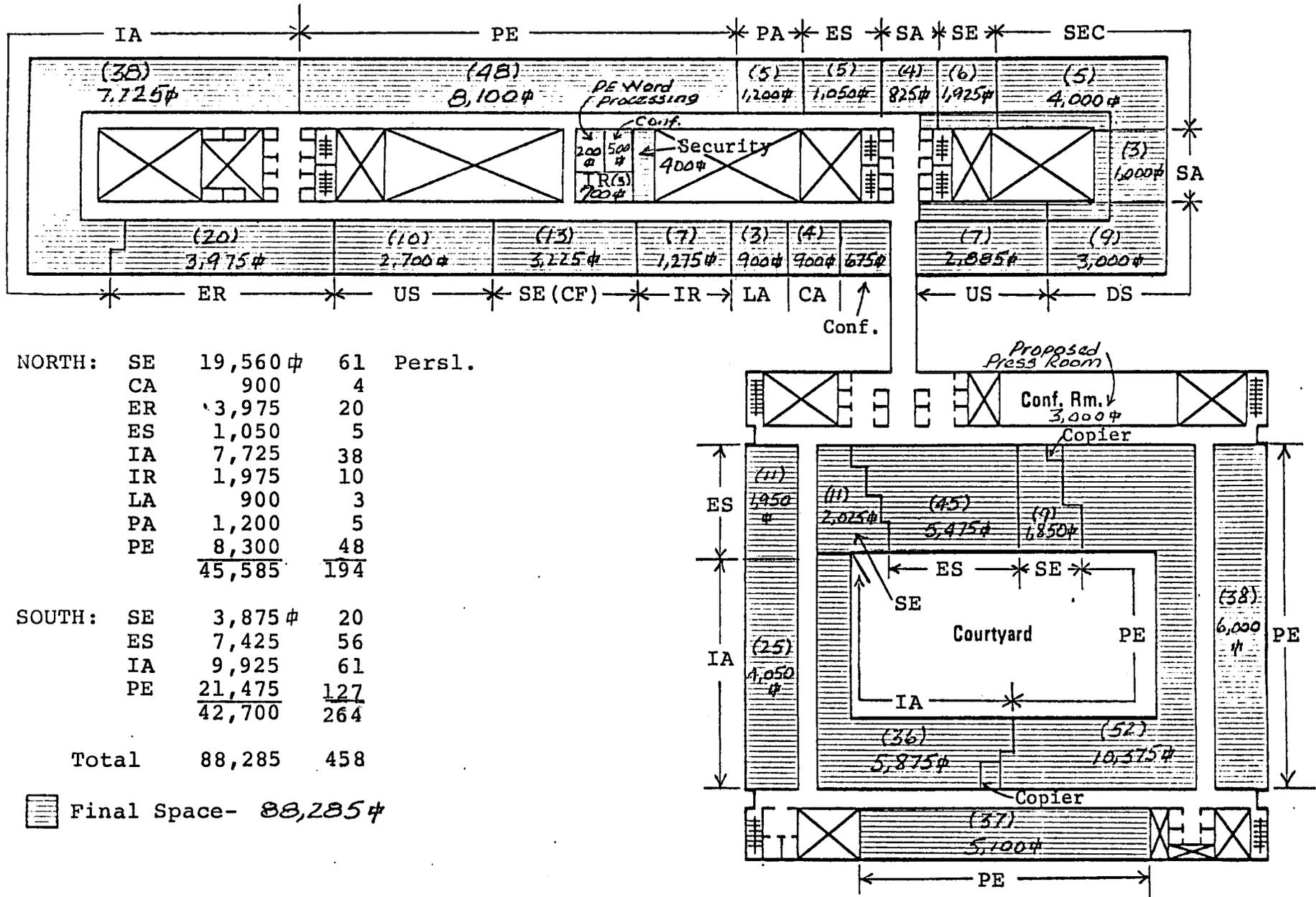
South - 3,800 #

*Final Space: North - 18,325 #

South - 18,325 #

James Forrestal Building

7th Floor



James Forrestal Building

0th Floor

*Under Secy
Synfuels Special
Advisory Group (3) 450#*

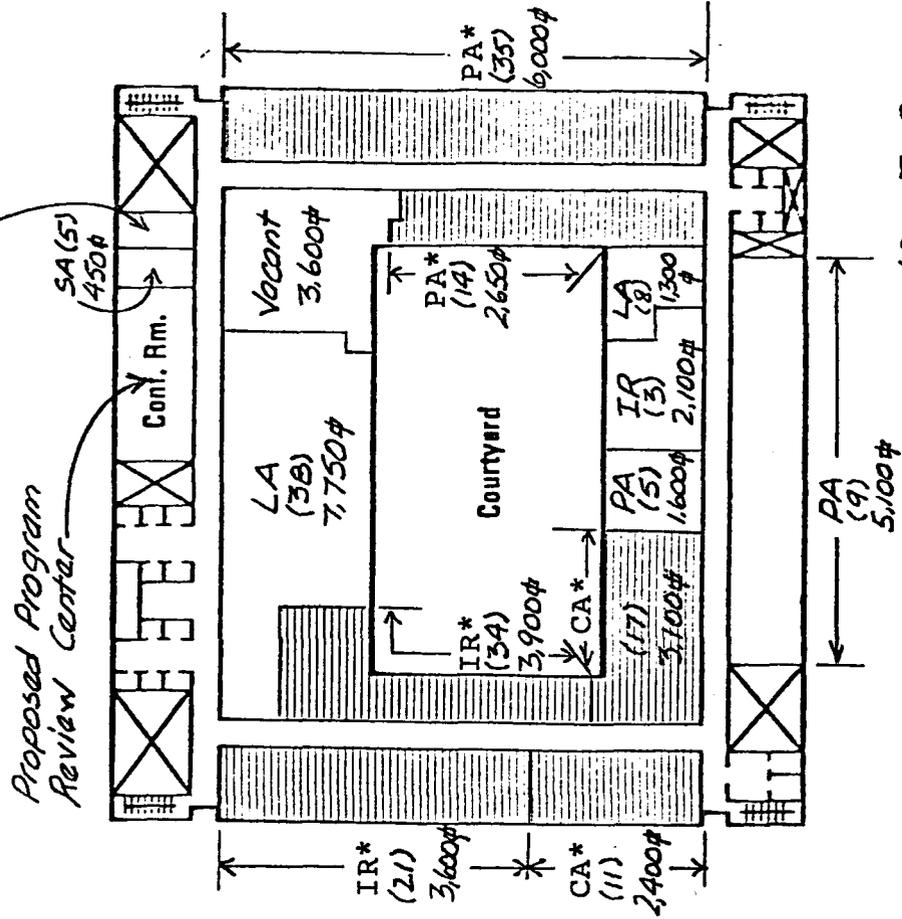
*Proposed Program
Review Center*

CA	5,500 #	28 Pers!
IR	9,600	58
LA	9,050	46
PA	15,350	63
	<u>39,500 #</u>	<u>195</u>

Under Secy Synfuels Special Adv. Gp. 450# (3)

*Final Space- 21,650 #

Vacant - 3,600 #



TARGET DATES

October 3, 1980

PROJECTED DOD MOVES FROM FORRESTAL

<u>Vacant Date</u>	<u>Organization</u>	<u>Forrestal Location</u>	<u>Square Feet</u>	<u>Proposed For</u>
10-6-80	COE to 1st floor, CP	1 South	4,625	CS & DP
10-14-80	COE to 1st floor, CP	G West	5,400	Mail Room (AD-47)
10-20-80	GAO/Water Resources Group	G West	2,700	AD-46
1-12-81	TAGO to 8th, 9th & 11th floors, Hoffman	G North G West 1 West 5 North 6 South	12,965 2,625 2,400 10,975 5,450 <u>34,415</u>	AD, CS CS PR RA CS
2-9-81	TAGO to 10th floor, Hoffman	G North G West	18,750 2,300 <u>21,050</u>	CS Comm. Center (AD-46)
10-81?	OSI	G South 1 South	14,350 2,200 <u>16,550</u>	CS Conf. Room
		TOTAL	84,740	

FORRESTAL HOUSING REPORT

FORRESTAL HOUSING REPORT
AS OF OCTOBER 1, 1980 PLUS PROJECTED
FINAL MOVES

TOTAL HQTRS.	ORGANIZATION	TOTAL FORRESTAL	NUMBER HOUSED AS OF 10-3-80	INTERIM		FINAL CURRENT		FINAL PROJECTED		REMARKS
				NO.	DATE	NO.	DATE	NO.	DATE	
76	SE	76	76	-	-	76	10/1/80	-	-	Completed
56	ES	56	56	-	-	56	1/3/80	-	-	Completed
18	CFO	18	18	10	10/1/79	7	10/1/79	10	12/80 New Hires	Minor space realignment required
56	LA	56	56	-	-	56	10/1/79	-	12/1/80	Major space realignment required
104	FA	104	95	-	-	95	10/1/79	9	11/24/80	Major space realignment required
39	CA	39	26	-	-	26	6/1/80	13	New Hires	Completed
71	IR	71	71	-	-	71	-	-	11/17/80	Minor space realignment required
896	AD	555	484	291	10/1/79	193	10/1/79	362	4/27/81	*71 currently located out- side Forrestal
47	AF	47	47	47	2/80	-	-	47	12/1/80	-
453	CR	220	198	-	-	198	6/1/80	22	10/14/80	-
781	CS	781	491	361	6/1/80	130	-	-	-	-
	CS	-	-	-	-	-	-	651	12/81	*Includes total figure of 361 presently in interim space plus 149 at 600 E St. plus 141 vacancies
399	DP	97	78	78	1/11/80	-	-	10 87	11/3/80 12/1/80	-
1042	KI	681	401	-	-	268	1/11/80	-	-	Located in final space but interim construction
	KI	-	-	-	-	133	9/15/80	-	-	Final space and all con- struction to be complete - Moved from 12th & Pa.
	KI	-	-	-	-	-	-	128	June '80	Final space & all construction to be complete - Moving from 12th & Pa.
	KI	-	-	-	-	-	-	152	12/81	Final space & all construction to be complete - Moving from 12th & Pa.
41	EO	41	41	-	-	41	8/20/79	-	-	Completed
272	ER	82	79	-	-	79	5/19/80	3	New Hires	Completed
331	EZ	39	39	-	-	39	5/12/80	-	-	Completed
318	EV	72	72	-	-	72	7/23/79	-	-	Completed
424	CC	404	287	141	-	76	1/11/80	-	-	-
	CC	-	-	70	7/28/80	-	-	-	-	Moved from 12th & Pa.
	CC	-	-	-	-	-	-	10	11/3/80	Moved from GTN
								318	9/29/80	*Includes 211 presently in interim space, 71 existing vacancies and 36 being moved from Germantown
187	IA	187	164	-	-	164	11/5/79	23	New Hires	Completed (Minor realignment required)
137	IG	137	76	69	3/5/79	7	3/5/79	*130	1/27/81	*Includes 61 existing vacancies
17	HI	17	17	3	-	14	-	3	12/1/80	-
412	HE	26	26	-	-	26	5/12/80	-	-	Completed
245	FE	245	222	-	-	222	1/11/80	23	New Hires	Completed
300	FR	290	273	-	-	273	8/25/80	17	New Hires	Completed
479	RA	279	82	-	-	82	8/18/80	-	-	-
	RA	-	-	-	-	-	-	197	4/27/81	located at 12th & Pa.
7201 - Subtotal		4620	3476	-	-	2404		2216		
6	CB									Board of Contract Appeals - located in Webb Building 4040 Fairfax Drive, Arlington Not in final Forrestal Housing Projection
149	HC									Hearings and Appeals - located at 2000 M Street Not in final Forrestal Housing Projection
1759	FERC									Federal Energy Regulatory Commission - located at 825/941 North Capitol and 400 1st Street Not in final Forrestal Housing Projection
100	CRPPO									Gas Rationing Preimplementation T.V. - presently located at 1111 20th Street will be moved to 12th & Pa. Ave. in June, 1981 Not in final Forrestal Housing Projection
988	EPA									Economic Regulatory Administration - located at 2000 M Street & 1111 20th Street (OSC located at 12th & Penn.) Not in final Forrestal Housing Projection
3002 - Subtotal										

1) 7,201 - This subtotal represents HQ DOE units of which 4620 are located in Forrestal with the balance of 2581 employees located in other HQ's facilities.

2) 3,002 - This subtotal represents CB, HC, FERC, CRPPO and EPA. These organizational elements are not projected for final housing in Forrestal.

10,203 - Total Headquarters Personnel

ORGANIZATIONAL ASSIGNMENTS BY LOCATION
Final Plan

Organization	Personnel to be Housed at Headquarters(12) Building Location Assignments.....										
		Forrestal	2000 M Street	Vanguard Building	Union Center Plaza	100 Ind. Avenue	400 First Street	Germentown	C-XXI (A-2)	12th & Penn. Avenue	Webb Building	Crystal City
SE	76	76	-	-	-	-	-	-	-	-	-	-
CF	18	18	-	-	-	-	-	-	-	-	-	-
ES	56	56	-	-	-	-	-	-	-	-	-	-
LA	56	56	-	-	-	-	-	-	-	-	-	-
PA	104	104	-	-	-	-	-	-	-	-	-	-
CA	39	39	-	-	-	-	-	-	-	-	-	-
IK	71	71	-	-	-	-	-	-	-	-	-	-
AD	896	555	5	-	5	-	-	331	-	-	-	-
Alcohol Fuels	47	47	-	-	-	-	-	-	-	-	-	-
CB	6	-	-	-	-	-	-	-	-	6	-	-
CR	453	220	-	-	-	30	-	152	51	-	-	-
CS	781	781	-	-	-	-	-	-	-	-	-	-
DP	399	97	-	-	-	-	-	165	133	-	-	4
EI	1042	681	6	-	-	-	-	-	-	355	-	-
EO	41	41	-	-	-	-	-	-	-	-	-	-
ER	272	82	-	-	-	-	-	190	-	-	-	-
EV	318	72	-	-	-	-	-	246	-	-	-	-
FE	331	39	-	-	-	-	-	292	-	-	-	-
Gas Rationing TF	100	-	-	-	-	-	-	-	-	100	-	-
GC	424	404	20	-	-	-	-	-	-	-	-	-
HG	149	-	149	-	-	-	-	-	-	-	-	-
IA	187	187	-	-	-	-	-	-	-	-	-	-
IG	137	137	-	-	-	-	-	-	-	-	-	-
HI	17	17	-	-	-	-	-	-	-	-	-	-
NE	412	26	-	-	-	-	-	309	-	-	-	77
PE	245	245	-	-	-	-	-	-	-	-	-	-
PR	300	290	-	-	-	-	-	10	-	-	-	-
RA	395	195	-	-	-	-	-	-	-	200	-	-
SPKO	84	84	-	-	-	-	-	-	-	-	-	-
RC	1,759	-	-	-	1,365	20	374	-	-	-	-	-
RG	788	-	760	28	-	-	-	-	-	-	-	-
OSC	200	-	-	-	-	-	-	-	-	200	-	-
Misc.	210	150	-	-	-	-	-	60	-	-	-	-
Total	10,413	4,770	940	28	1,370	50	374	1,755	184	855	6	81
Housing Capacity	10,766	4,850	950	50	1,370	50	375	1,910	220	900	10	81
Growth Capacity	353	80	10	22	0	0	1	155	36	45	4	0

d-25-80

DOE FINAL HOUSING PLAN

FORRESTAL BUILDING

FINAL PLAN

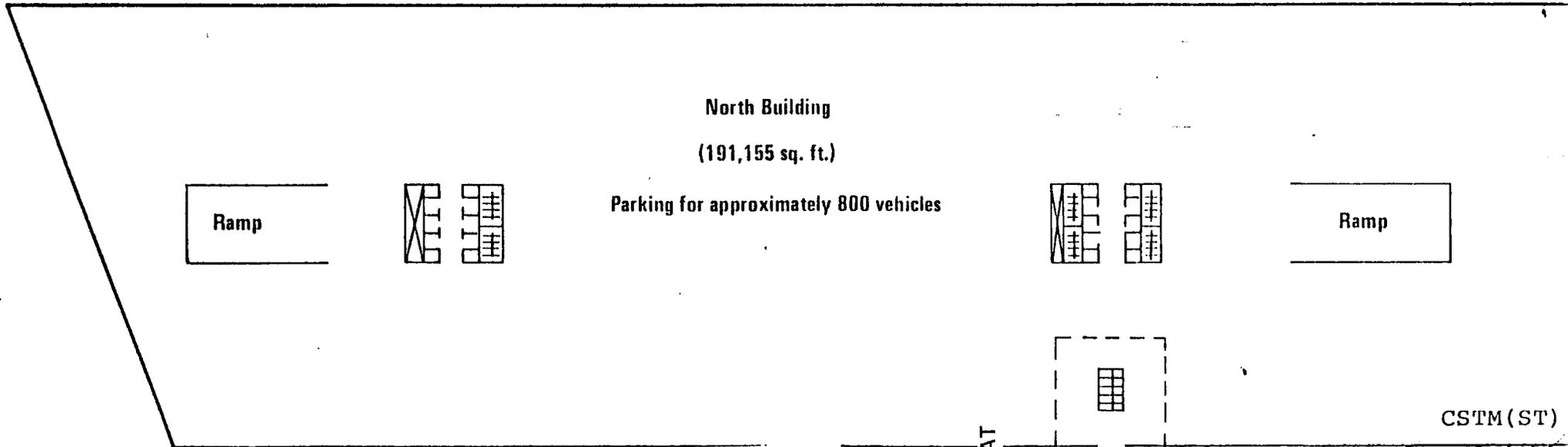
VERTICAL STACKING

FLOOR	NORTH BUILDING										SOUTH BUILDING							WEST BLDG								
8	[REDACTED]										PRC 1	IR (70)	US 10	IA (4)	CA (40)	PA (93)	LA (54)	[REDACTED]								
7											SE 51	PA 4	ER 20	Scty (1)	CF (18)	IA 38	PE 50						IR 7	LA 3	CA 4	SE (20)
6	CONFERENCE ROOM	BLIND STAND	GC (178) (plus Congressional) & Law Library						CS (135)		GC (218)			CS (54)												
5			SNACK BAR	IG 137	NE 26	FE 39	MI 17	PR 6	RA 57	AF 47	RA (138)			CS (123)												
4		DP 72		EO 41	CR 90	AD 120		BLIND STAND	EV 72	PE 34	AD 172		Cong. Staff 20													
3		[REDACTED]	GIFT SHOP	ER 65	PE 41	IA 46	AD 16		-RA-SPRO 84	IA (6)	PR 19															
2	EI (261)							CAFETERIA																		
1	GUARD POST			GSA	DP 8	PA 15	AD 73	EI 173	CS 35	PR (259)																
G	CREDIT UNION	EOC				PR 6	CR 131	CS 167	IA 7	AD 72	SNACK BAR	P. H. U.	I R M G	PRINT SHOP	GSA	LOADING DOCK	MAIL RM	CS 216	Vac 26	AD (54)	KITCHEN	A U D	G S A	TEL COM CTR	S O U D O	CS 51
B		Vacant (20) PARKING (≈ 800 VEHICLES)										EI COMPUTER CENTER (55)			S O M A T	EI 212	Vac 20	AD (36)	CONF							

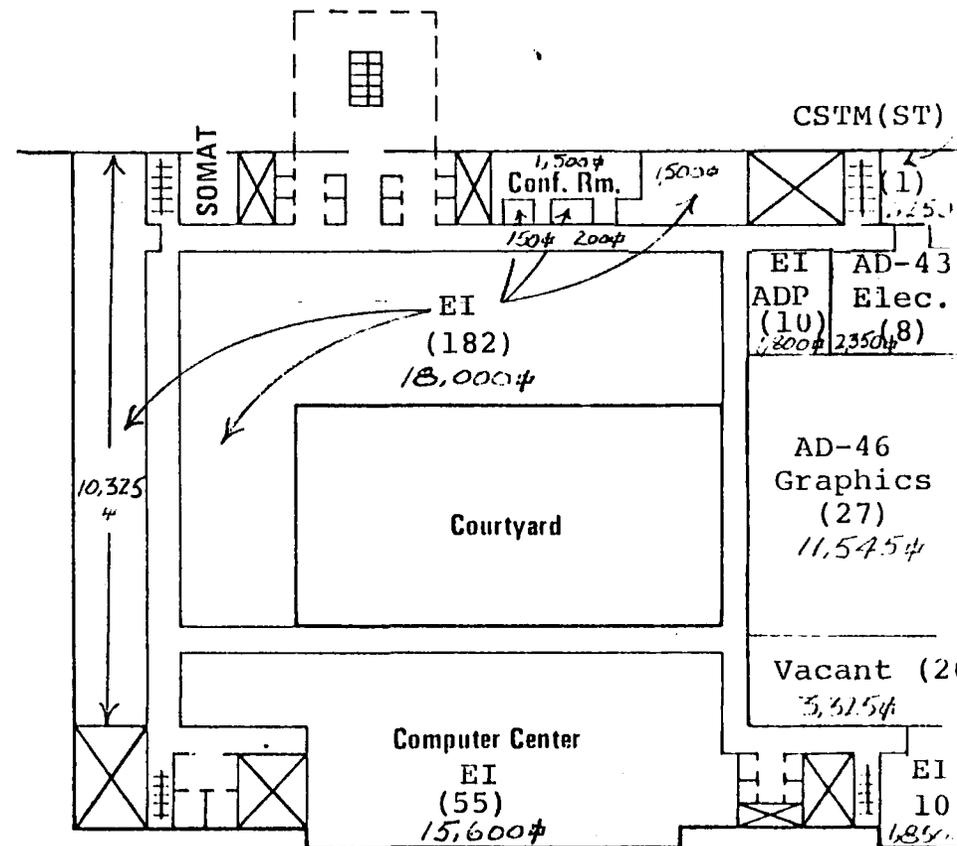
James Forrestal Building

Basement Floor Plan

FINAL PLAN

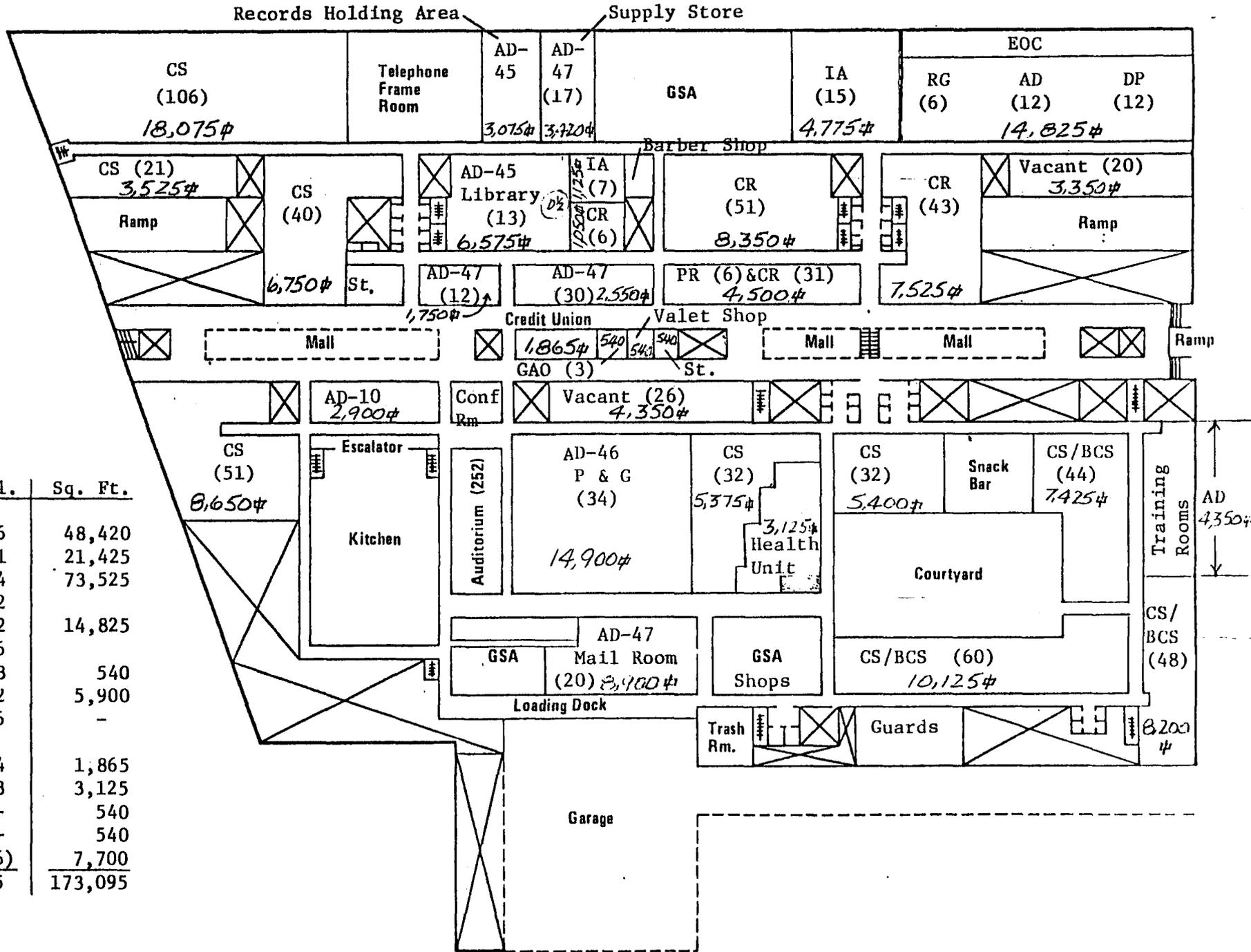


	Persl.	Sq. Ft.
<u>NORTH</u>		
Parking	0	191,155
<u>SOUTH</u>		
AD	36	15,145
EI Office	202	30,175
EI Computer	55	15,600
EI/ADP	10	1,800
Vacant	20	3,325
Total	323	66,045



James Forrestal Building

Ground Floor

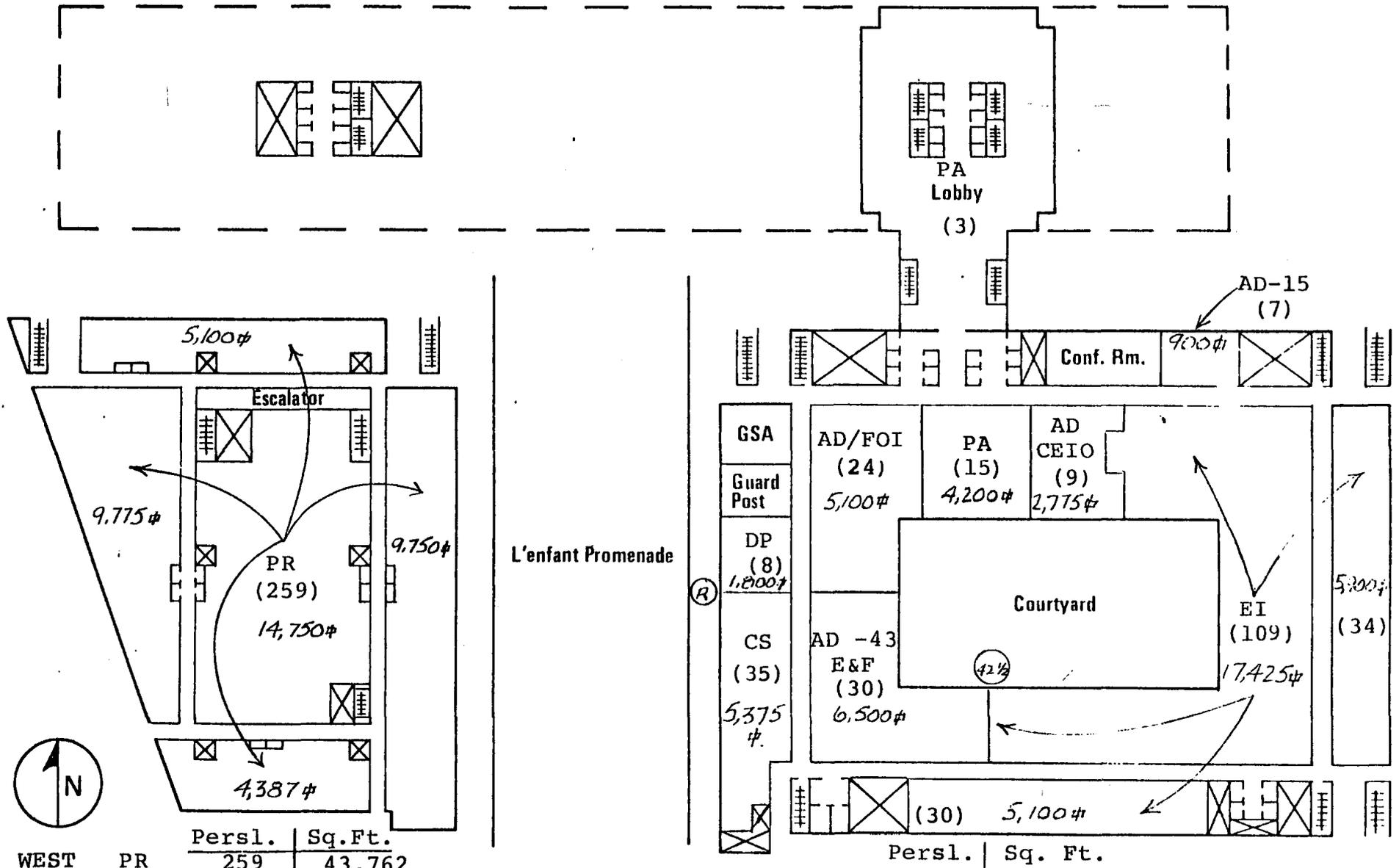


	Persl.	Sq. Ft.
AD	126	48,420
CR	131	21,425
CS	434	73,525
AD	12	
EOC DP	12	14,825
RG	6	
GAO	3	540
IA	22	5,900
PR	6	-
Credit Union	4	1,865
Health Unit	3	3,125
Storage	-	540
Valet Shop	-	540
Vacant (46)		7,700
Total	805	173,095

James Forrestal Building

First Floor

FINAL PLAN



		Persl.	Sq. Ft.
<u>WEST</u>	PR	259	43,762
<u>NORTH</u>	PA	3	--
<u>SOUTH</u>		300	55,075
<u>TOTAL</u>		562	98,837

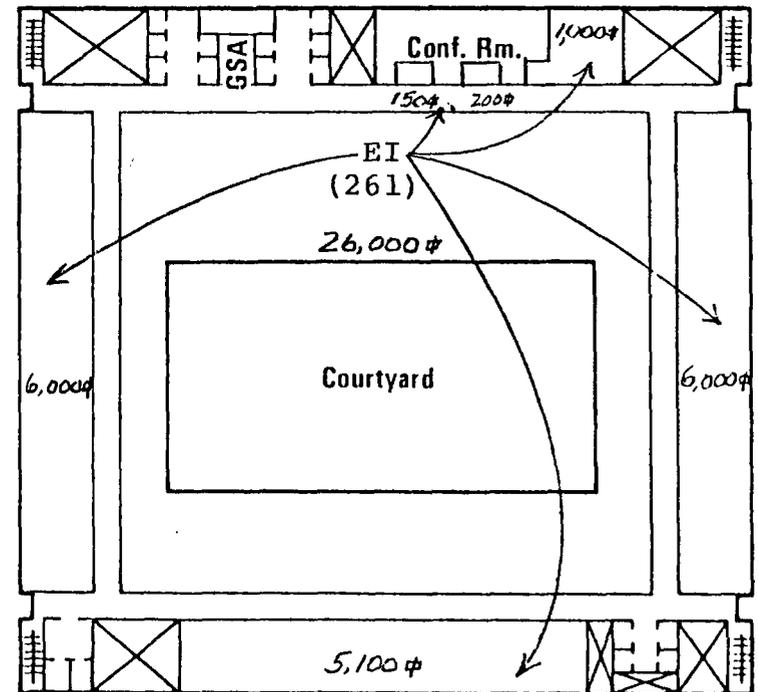
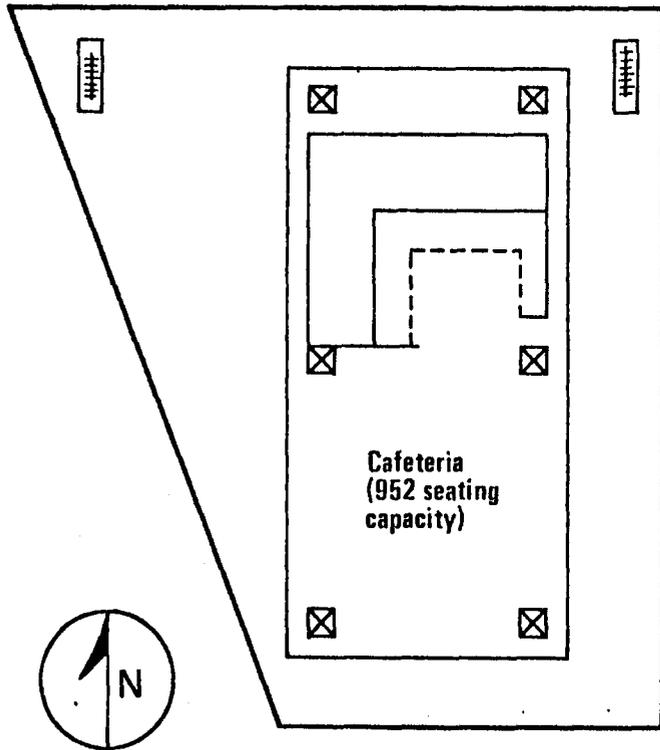
		Persl.	Sq. Ft.
<u>SOUTH</u>	AD	70	15,275
	CS	35	5,375
	DP	8	1,800
	EI	173	28,425
	PA	15	4,200
<u>Total</u>		301	55,075

8-26-80

James Forrestal Building

2nd Floor

FINAL PLAN

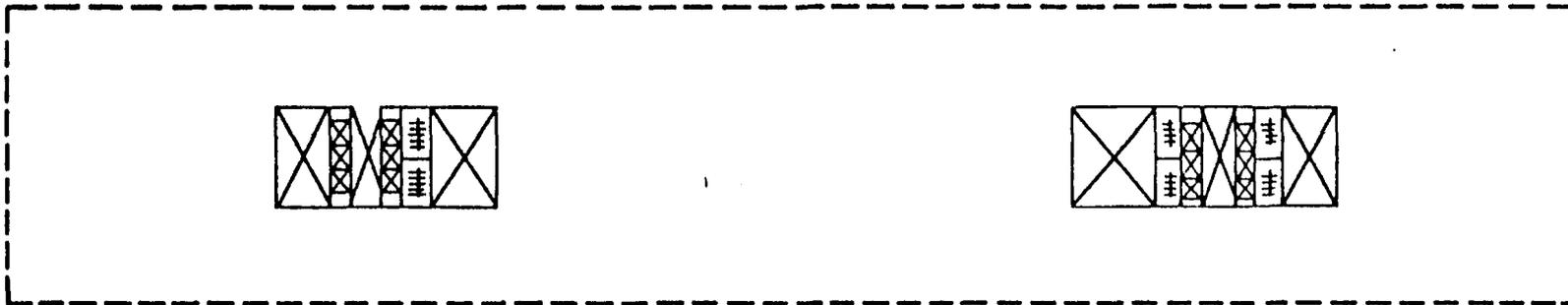


	Persl.	Sq. Ft.
<u>SOUTH</u> EI	261	44,450

James Forrestal Building

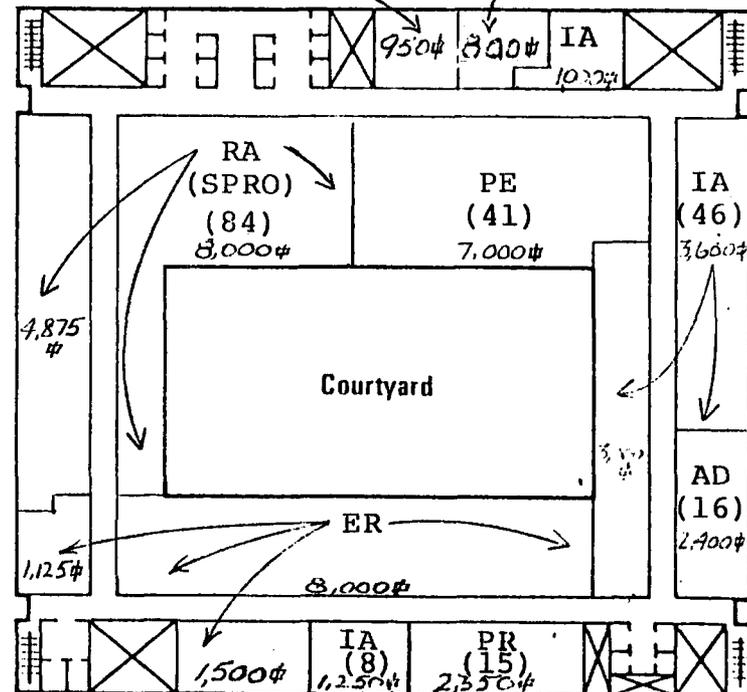
3rd Floor

FINAL PLAN



SPRO Command Center
Control (CCC)

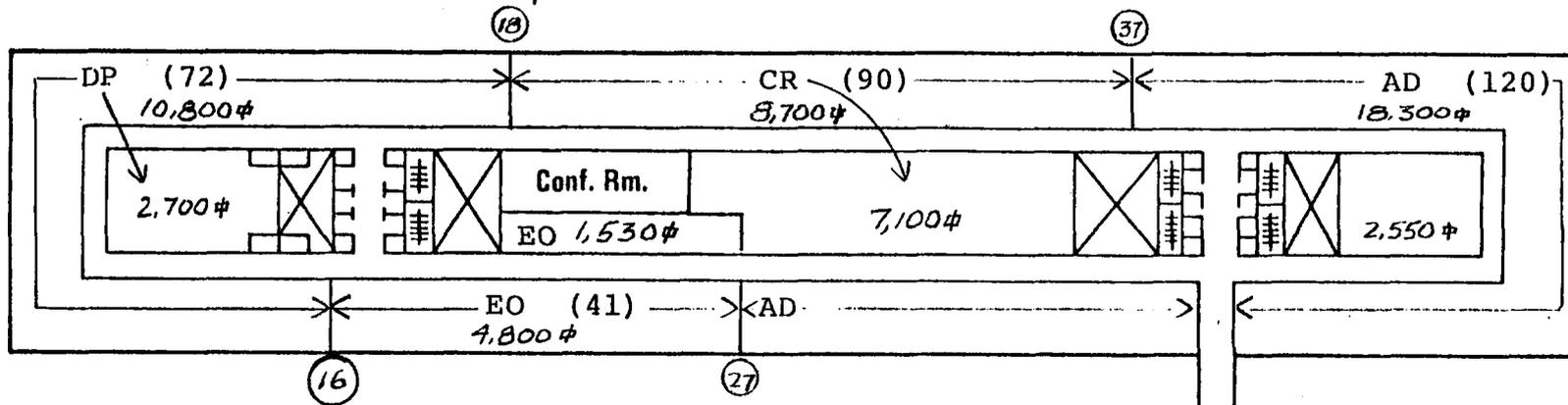
EVCS



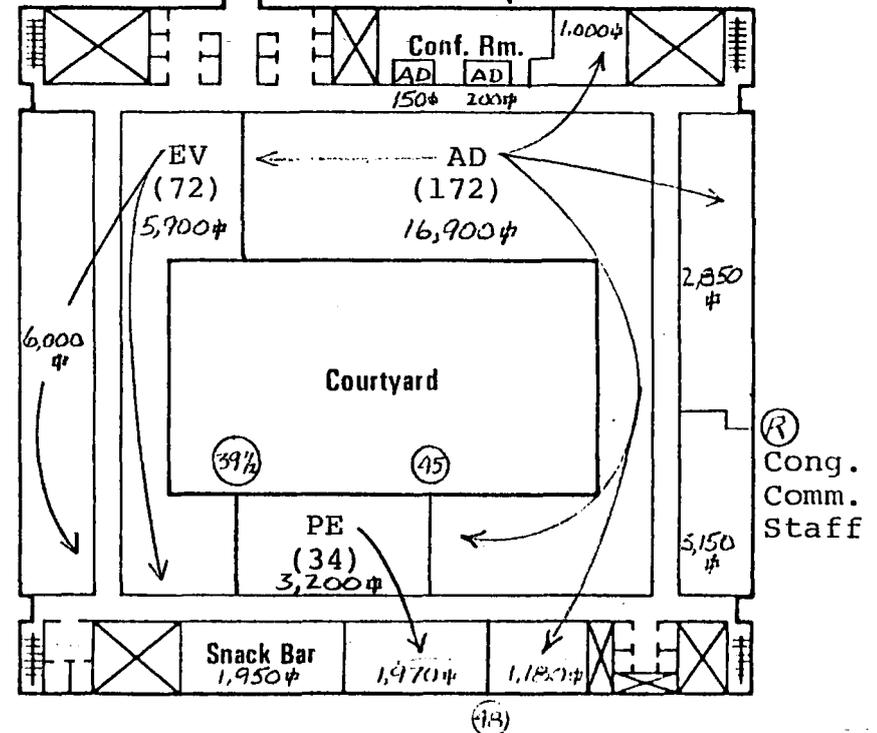
		Persl.	Sq. Ft.
<u>SOUTH</u>	AD	16	2,400
	ER	65	10,625
	IA	52	8,850
	PE	41	7,000
	PR	15	2,350
	RA (SPRO) 84		12,875
	SPRO-CCC -		950
	EVCS -		800
Total	273	45,850	

James Forrestal Building

4th Floor FINAL PLAN



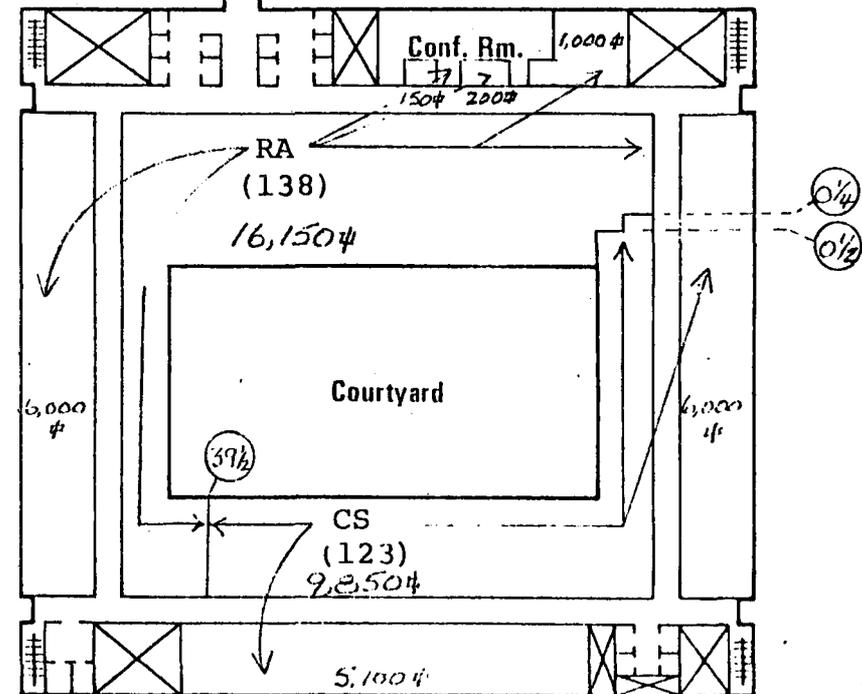
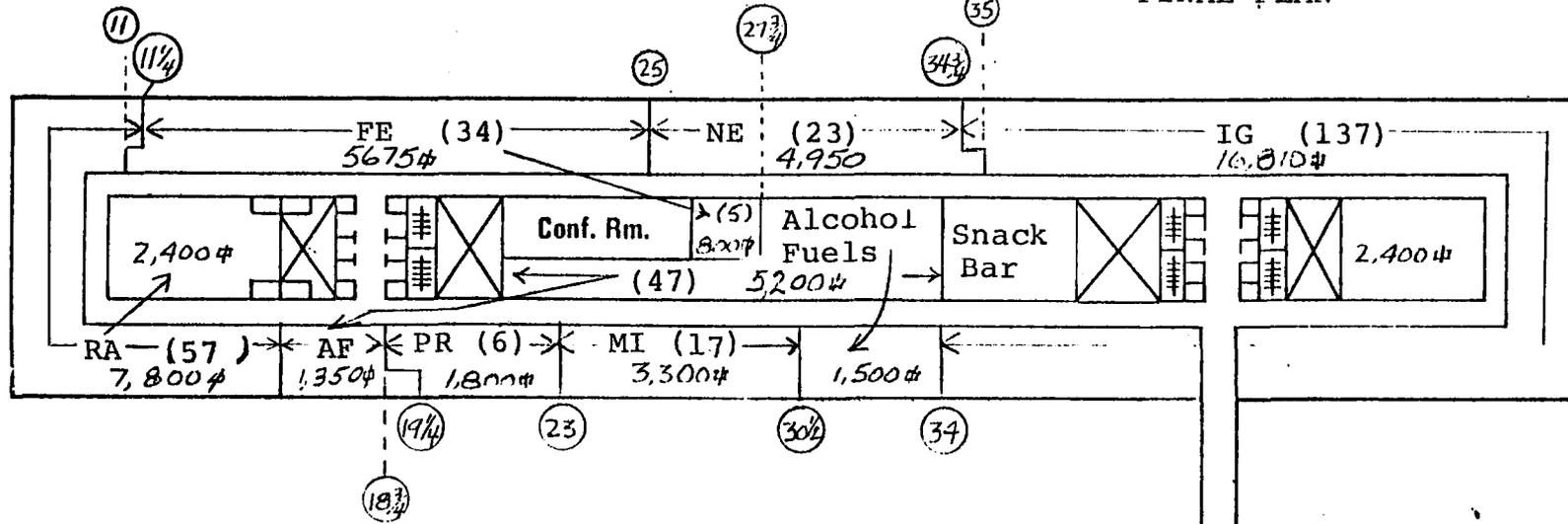
	Persl.	Sq. Ft.
NORTH		
AD	120	20,850
CR	90	15,800
DP	72	13,500
EO	41	6,330
	<u>323</u>	<u>56,480</u>
SOUTH		
AD	172	22,280
EV	72	11,900
PE	34	5,170
Cong. Staff	20	3,150
	<u>298</u>	<u>42,500</u>
Total	621	98,980



James Forrestal Building

5th Floor

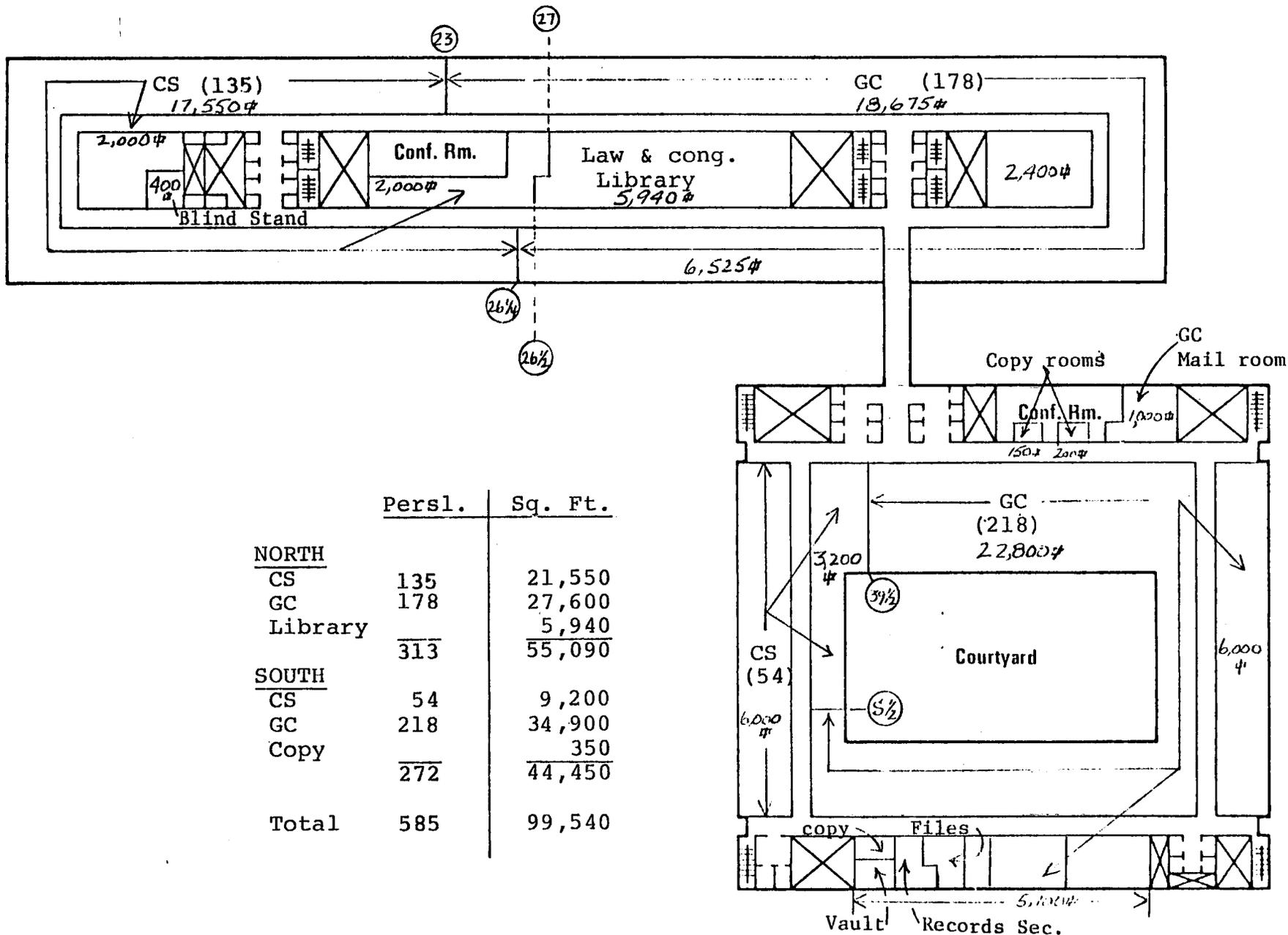
FINAL PLAN



	Persl.	Sq. Ft.
<u>NORTH</u>		
AF	47	8,050
FE	34	6,475
IG	137	19,210
MI	17	3,300
NE	23	4,950
PR	6	1,800
RA	57	10,200
	<u>321</u>	<u>53,985</u>
<u>SOUTH</u>		
CS	123	20,950
RA	138	23,500
	<u>261</u>	<u>44,450</u>
Total	582	98,435

James Forrestal Building

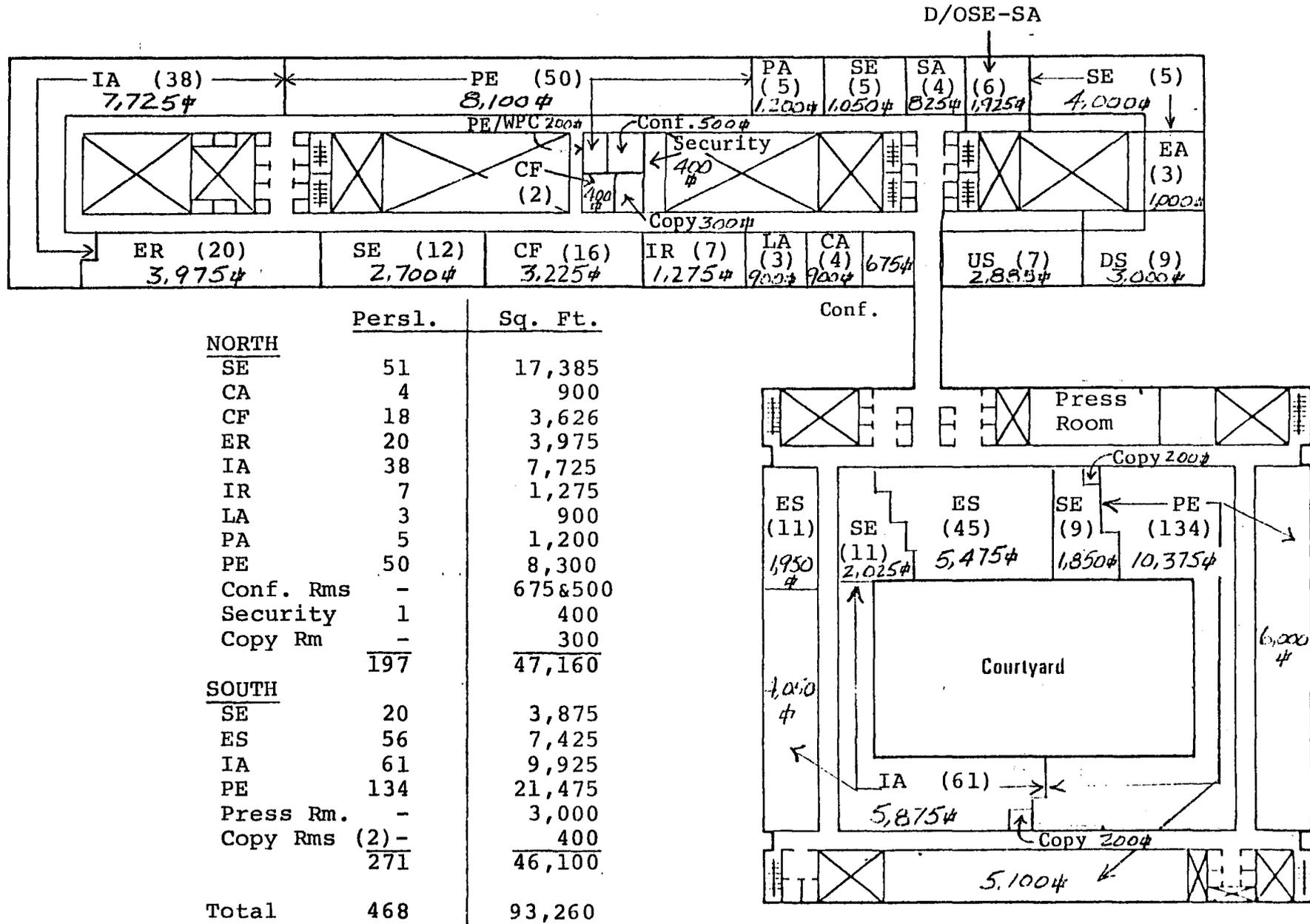
6th Floor FINAL PLAN



	Persl.	Sq. Ft.
NORTH		
CS	135	21,550
GC	178	27,600
Library		5,940
	<u>313</u>	<u>55,090</u>
SOUTH		
CS	54	9,200
GC	218	34,900
Copy		350
	<u>272</u>	<u>44,450</u>
Total	585	99,540

James Forrestal Building

7th Floor FINAL PLAN

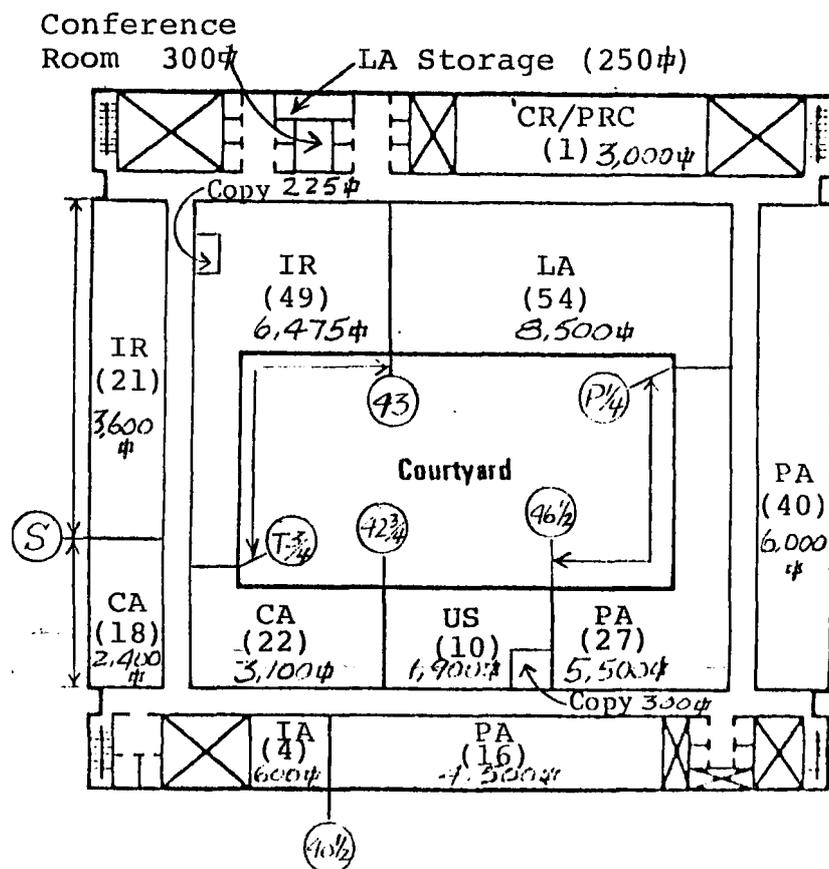


James Forrestal Building

8th Floor

FINAL PLAN

	Pers'l.	Sq. Ft.
CA	40	5,500
US	10	1,900
IA	4	600
IR	70	10,075
LA	54	8,750
PA	93	16,000
CR/PRC	1	3,000
Conf Room	-	300
Copy Ctr (2)	-	525
	<u>272</u>	<u>46,650</u>





Department of Energy
Washington, D.C. 20585

October 17, 1980

MEMORANDUM FOR: The Secretary
FROM: Carole J. Gorry *cgj*
SUBJECT: Retirement Reception

You are scheduled to attend the retirement reception for Frank Pagnotta this evening at 6:00pm at the James Forrestal Cafeteria.

At the reception you will be presenting Mr. Pagnotta with the Secretary of Energy's Distinguished Service Medal.

Les Goldman will act as the "master of ceremony" and will read the citation.

Attached is a schedule of events for the evening, a copy of the President's letter and the citation.

Attachments

SCHEDULE OF EVENTS

- o Remarks by Master of Ceremony - Les Goldman
 - o Reading of letter from President (Mr. Pagnotta is unaware of letter which was received from White House -- can only presume the President learned of his retirement via a member of his staff)
- o Introduction of Secretary by Les Goldman
- o Remarks by Secretary
 - o Concludes by asking Les Goldman to read Award
- o Secretary presents Award and pins on medal
- o Remarks by Frank Pagnotta
- o Presentation of gift by Les Goldman
- o Conclusion of ceremony

FAMILY PRESENT

- o Son - Robert
 - o Wife -- Margaret cannot attend because of family emergency
-

THE WHITE HOUSE

WASHINGTON

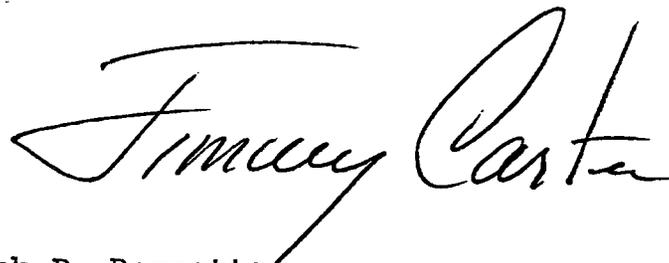
October 10, 1980

To Frank Pagnotta

Congratulations on your fine career of some 38 years of service to your country.

I appreciate the contributions you have made to my Administration, and I am pleased to send you my best wishes for every happiness in your well-deserved retirement.

Sincerely,

A handwritten signature in cursive script that reads "Jimmy Carter". The signature is written in dark ink and is positioned below the word "Sincerely,".

Mr. Frank R. Pagnotta
934 Kimberwicke Road
McLean, Virginia 22102

THE SECRETARY OF ENERGY'S
DISTINGUISHED SERVICE MEDAL

IS

AWARDED

TO

FRANK R. PAGNOTTA

CITATION

The Secretary of Energy's Distinguished Service Medal is presented to Frank R. Pagnotta, Director, Office of The Secretary, for his effectiveness in formulating and implementing managerial objectives.

His participation and contributions in assisting throughout the transition period was an invaluable asset in the implementation of reorganizational plans and ensuring Secretarial directives.

Mr. Pagnotta's leadership and determination coupled with unique persuasive abilities have enabled him to move forward, disregarding multiple constraints and obstacles, as Chairman of the James Forrestal Building Task Force, to develop a consolidated headquarters facility for the Department of Energy.

The dedication, integrity and selflessness which have characterized his entire public career both in the military and Federal services are an example for all public servants and merit the highest public recognition by The Secretary of Energy.

October 17, 1980
Washington, D.C.

Charles W. Duncan, Jr.
Secretary of Energy



Department of Energy
Washington, D.C. 20585

September 17, 1980

NOTE TO THE SECRETARY

Attached is your Successor Emergency Identification Card.

The Government Preparedness Office requests that you carry this Card with you at all times.

Thanks.

A handwritten signature in cursive script, appearing to read "Carole J. Gorry".

Carole J. Gorry

Attachment



Department of Energy
Washington, D.C. 20585

September 17, 1980

MEMORANDUM FOR: ~~The Secretary~~
THRU: J. Michael Kelly
FROM: Carole J. Gorry *cg*
SUBJECT: Consultant Appointment of Frank R. Pagnotta

Attached is a copy of the paperwork necessary for the appointment of Frank R. Pagnotta as a Consultant to the Office of The Secretary. This is the standard consultancy conditions as with other individuals appointed as Consultants for the Office of The Secretary.

I would like to process these papers as soon as possible so that on-going projects such as the Forrester Task Force can remain on-stream.

In addition, I will flip-flop offices with Mr. Pagnotta so that he has an office available to him for working and meetings.

Mr. Pagnotta will be working two or three days per week as the need arises.

APPROVED _____

Attachments



Department of Energy
Washington, D.C. 20585

September 8, 1980

MEMORANDUM FOR: The Secretary
FROM: Carole J. Gorry *sj*
Executive Officer
SUBJECT: Senior Executive Service Performance
Appraisal System

Attached is the Senior Executive Service (SES) Performance Appraisal System evaluation for Frank R. Pagnotta, as Director, Office of The Secretary, who is the only career SES employee under your direct supervision and thus eligible to be recognized for superior achievements through a monetary benefit.

Mr. Pagnotta's performance should be based on your evaluating his contributions to the overall goals and objectives as stated as the Director, Office of The Secretary.

You as his rating official, are the only individual who can complete the performance appraisal.

You should assign an award performance rating based upon the extent to which Mr. Pagnotta's performance and summary rating meet the criteria designated -- exceptional, highly successful, fully successful, minimally successful or unsatisfactory.

You must also include an appropriate recommendation for a bonus, incentive award for pay adjustment if you determine he has demonstrated exceptional performance or achievement.

Your appraisal of Mr. Pagnotta will be submitted to the Performance Review Board for appropriate consideration.

The criteria for bonus of career executives from the Senior Executive Service is as follows:

The criteria for bonus of career executives from the Senior Executive Service is as follows:

- (1) Bonuses of 20 percent of basic pay will be limited to those executives with "exceptional" ratings.
- (2) Executives with "highly successful" ratings may receive bonuses of up to 15 percent of their basic pay.
- (3) Executives with "fully successful" ratings may receive bonuses of up to 10 percent of their basic pay.
- (4) It is anticipated executives with "fully successful" ratings will comprise the majority of Departmental Senior Executive Service members. Only those "fully successful" executives with performance achievements and accomplishments closely approximating a "highly successful" rating should be recommended for bonuses.
- (5) Bonus recommendations should be made for at least 3 percent of basic pay unless there are unusual circumstances.

Initial appraisals have been prepared for all non-career SES personnel reporting directly to you and will be discussed with them personally and although they are ineligible for a monetary bonus their evaluations will be submitted to you for determination.

The Performance Evaluation Board is meeting this week and your appraisal of Mr. Pagnotta's performance is required.

U.S. DEPARTMENT OF ENERGY
SENIOR EXECUTIVE SERVICE PERFORMANCE APPRAISAL

Name Frank R. Pagnotta

Title Director, Office of The Secretary

Organization Office of The Secretary of Energy

Duty Station Washington, D. C.

Rating Official Charles W. Duncan, Jr., The Secretary of Energy

Performance Rating Period: From August 1979 To August 1980

PRIVACY ACT STATEMENT

This form is subject to the provisions of the Privacy Act. Copies will be retained by the Executive Resources Management Division (AD-14) and provided for review and retention as required to appropriate management levels having a need to know, such as the Performance Review Board or Executive Personnel Board.

This Senior Executive Service (SES) Performance Appraisal gathers and records information on how Departmental executives are performing their duties and responsibilities. The information will be used to determine eligibility for retention in, or removal from the SES, entitlement to awards and compensation benefits. The authority to collect this information is Title IV of the Civil Service Reform Act of 1978. The information will not be disclosed outside the Department without prior consent except as required or permitted by law.



Department of Energy
Washington, D.C. 20585

September 4, 1980

MEMORANDUM FOR: The Secretary
THRU: J. Michael Kelly
FROM: Carole J. Gorry
SUBJECT: Secretarial Award for Melvin Goldstein

John C. Sawhill would like to present Melvin Goldstein with the Secretary of Energy's Distinguished Service Medal for his accomplishments and contributions while Director of the Office of Hearings and Appeals.

Dr. Sawhill, with your approval, plans to give the Award to Mr. Goldstein early next week.

Attached is a copy of the citation for Mr. Goldstein.

I recommerd approval of this Award to Mr. Goldstein.

APPROVED

Secretary of Energy's Distinguished Service Medal
to be presented to Melvin Goldstein

DISAPPROVED _____

APPROVED

Other Secretarial or Departmental Service Medal
to be presented to Melvin Goldstein

Attachment

THE SECRETARY OF ENERGY'S
DISTINGUISHED SERVICE MEDAL

IS

AWARDED

TO

MELVIN GOLDSTEIN

CITATION

The Secretary of Energy's Distinguished Service Medal is awarded to Melvin Goldstein as the first Director of the Office of Hearings and Appeals for his development, contributions and innovations in administrative law which enabled the Department of Energy to resolve countless urgent problems which will serve as models for future replication.

Regarded as an exceptionally creative and skillful attorney, Mr. Goldstein has melded together into a highly effective and efficient unit an inter-disciplinary staff that includes economists, accountants, business analysts and attorneys. Under his direction, this staff has resolved thousands of cases involving complex legal and economic issues within a time period that is extraordinarily rapid when compared to comparable Federal administrative agencies.

Mr. Goldstein's accomplishments have entailed an unique dedication to the highest ethics and principles of public

service and have earned him the esteem of his colleagues, the gratitude of the Government and the highest public recognition by the Department of Energy.

1980
Washington, D.C.

Charles W. Duncan, Jr.
The Secretary of Energy



ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

Department of Energy
Washington, D.C. 20585

September 4, 1980

MEMORANDUM FOR: The Secretary
THRU: J. Michael Kelly
FROM: Carole J. Gorry *CG*
SUBJECT: Secretarial Award for Melvin Goldstein

John C. Sawhill would like to present Melvin Goldstein with the Secretary of Energy's Distinguished Service Medal for his accomplishments and contributions while Director of the Office of Hearings and Appeals.

Dr. Sawhill, with your approval, plans to give the Award to Mr. Goldstein early next week.

Attached is a copy of the citation for Mr. Goldstein.

I recommerd approval of this Award to Mr. Goldstein.

APPROVED

CG

Secretary of Energy's Distinguished Service Medal
to be presented to Melvin Goldstein

DISAPPROVED _____

APPROVED

Other Secretarial or Departmental Service Medal
to be presented to Melvin Goldstein

Attachment

I recommend you approve this

K

THE SECRETARY OF ENERGY'S
DISTINGUISHED SERVICE MEDAL

IS

AWARDED

TO

MELVIN GOLDSTEIN

CITATION

The Secretary of Energy's Distinguished Service Medal is awarded to Melvin Goldstein as the first Director of the Office of Hearings and Appeals for his development, contributions and innovations in administrative law which enabled the Department of Energy to resolve countless urgent problems which will serve as models for future replication.

Regarded as an exceptionally creative and skillful attorney, Mr. Goldstein has melded together into a highly effective and efficient unit an inter-disciplinary staff that includes economists, accountants, business analysts and attorneys. Under his direction, this staff has resolved thousands of cases involving complex legal and economic issues within a time period that is extraordinarily rapid when compared to comparable Federal administrative agencies.

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service and have earned him the esteem of his colleagues, the gratitude of the Government and the highest public recognition by the Department of Energy.

1980
Washington, D.C.

Charles W. Duncan, Jr.
The Secretary of Energy



Department of Energy
Washington, D.C. 20585

September 6, 1980

MEMORANDUM FOR: The Secretary
THRU: J. Michael Kelly
FROM: Carole J. Gorry *cg*
SUBJECT: Request for First Class Accommodations

Attached is a request for approval of first-class accommodations (use of the Concorde) from Peter Borre.

Leslie Goldman, Assistant Secretary for International Affairs, because of the exigency of business cannot honor his commitment to speak at Oxford University on behalf of the Department on Monday, 8 September. Therefore, Peter Borre will represent the Department.

Mr. Borre must be in Washington on Tuesday, September 9th to receive a Special Achievement Award from the President at a Rose Garden ceremony. The only flight that will enable Mr. Borre to be present at the ceremony is the British World Airways Concorde which departs London on the 9th at 9:30am and arrives in New York at 8:29am.

I recommend approval of Mr. Borre's travel on the Concorde on Tuesday, September 9th.

Attachment

REQUEST FOR APPROVAL OF FIRST-CLASS ACCOMMODATIONS

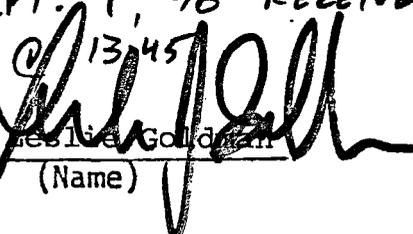
Name of Traveler PETER BORRE'
 Grade SENIOR EXECUTIVE SERVICE, ES-5
 Position or Title PRINCIPAL DEPUTY ASSISTANT SECRETARY
 DOE Organization and Location OFFICE OF INTERNATIONAL AFFAIRS

Date	Origin	Destination	1st Class	Less Than	Difference
			Fare	1st Class	
9/9/80	London England	Washington, D. C.	(Concorde) \$741	\$237	\$504

Justification:

ON MONDAY, SEPT. 8
 A REQUIRED TO FILL SPEAKING ENGAGEMENT AT OXFORD UNIVERSITY
 ON BEHALF OF DEPT. OF ENERGY; MUST BE BACK IN WASHINGTON
 BY MID-DAY, TUESDAY, SEPT. 9, TO RECEIVE PRESIDENTIAL
 AWARD AT WHITE HOUSE @ 13:45

Concurrence:



(Name)

Assistant Secretary, International Affairs
 (Title)

Approving Official:

Name Charles W. Duncan, Jr.

Title The Secretary

Date Approved 9/6/80

(Send to Director, Office of the Secretary
 (S-3) for processing.)



Department of Energy
Washington, D.C. 20585

September 2, 1980

NOTE TO THE SECRETARY

Following is information regarding your SAM flight tomorrow:

Aircraft

Jet Star - Tail Number 12488

Crew

Pilot - Lieutenant Colonel Hargrove

Co-Pilot - Captain Mackin

Steward - Sergeant Stewart

Flying Times

Washington to South Bend - 1 + 25 (gain 1 hour)

South Bend to Chicago - 0 + 30

Chicago to Washington - 1 + 25 (lose 1 hour)

Meals/Snacks

Breakfast - to be served after wheels up from Washington to South Bend

Snacks/ - to be served between South Bend and Chicago

Beverages to be served between Chicago and Washington

Wheels Up

From Andrews - 0800

From South Bend - 1015

From Chicago - 1410


Frank R. Pagnotta

Department of Energy
Director
Office of the Secretary

August 12, 1980

~~NOTE TO THE SECRETARY~~

Would you please sign the attached
identification card prepared by the
Federal Emergency Management Agency.

Please return the card to be for
final processing.

Thanks.



Frank R. Pagnotta

Attachment



Department of Energy
Washington, D.C. 20585

July 31, 1980

NOTE TO THE SECRETARY

Attached are the Guest List and the table seating arrangements for the SRC II dinner this evening.

There will be 174 people at the dinner and there will be a DOE photographer covering the event.

Following is a sequence of events:

- Receiving Line (John Qunicy Adams Room)
 - The Secretary
 - Senator Byrd
 - H. E. Hermes
 - H. E. Okawara
 - Robert Hanfling (to keep line moving and make initial introduction)
- Cocktails and Hors d'Oeuvres (Balcony)
- Dinner (Benjamin Franklin Room)
 - Guests to start in for dinner at 7:45pm
 - Secretary Remarks (once all guests are seated)
 - Deputy Secretary Remarks
 - Toasts by Ambassadors
 - After champagne is served with dessert
 - Toasts by Messrs Karl Heinz Bund and Shingto Ariyoshi
 - Immediately following Ambassadors
 - Introduction of Mr. McAfee of Gulf
 - After dinner has been completed
 - Mr. McAfee Remarks
 - Introduction of Senator Byrd
 - Following Mr. McAfee's Remarks
 - Senator Byrd Remarks
 - Final Remarks by Secretary
- Music will be provided during dinner
 - String ensemble
 - Strolling Strings
 - Perform following toasts by Ambassadors and Messrs Bund and Ariyoshi


Frank R. Pagnotta

Attachments

Dinner
In Honor of
The Honorable Robert C. Byrd
and
SRC II Signing

Thursday, 31 July 1980

7:00 p.m.
John Quincy Adams Room
Department of State

Department of Energy

Secretary of Energy Charles W. Duncan, Jr.
Deputy Secretary and Mrs. John C. Sawhill
Assistant Secretary of Fossil Energy and Mrs. George Fumich
Assistant Secretary of International Affairs and Mrs. Leslie
Goldman

Deputy Under Secretary and Mrs. Robert I. Hanfling
Mr. and Mrs. Frank R. Pagnotta
Mr. and Mrs. Roger LeGassie
Mr. and Mrs. Carl Gustin
Mr. Wesley Barnes
Mr. E. Alon Lloyd
Mr. and Mrs. Larry Joseph
Mr. Arthur Follett
Mr. Kevin Gorman
Mr. John Roberts
Mr. John Pearson, Jr.
Mr. Bob Poteat
Mr. and Mrs. John Wagoner
Mr. William Schmidt, Jr.
Mr. Jack Vanderryn
Mr. Peter Borre
Ambassador Holsey Handyside
Mr. Leonard Rawicz
Mr. Jerry Pheffer
Mr. and Mrs. Charles Huddleston
Mr. and Mrs. Harry Yohalem

Department of State

The Honorable Richard N. Cooper, Under Secretary, Economic
Affairs and Ann Hollick
Mr. and Mrs. Leslie Brown, Senior Deputy Assistant Secretary,
Bureau of Oceans and International Environmental Scientific
Affairs

White House

Mr. Benjamin Huberman, Associate Director, Office of Science
and Technology Policy
Mr. Dennis Tappasac and Ms. Tanya Beshgetoor

Private Sector

The Honorable John F. O'Leary and Hazel Rollins

Industry Representatives

Mr. Jerry McAfee, Chairman of the Board, Chief
Executive Officer, Gulf
Mr. W. W. Finley, Jr., Vice President, Gulf
Mr. and Mrs. Richard J. Goeken, President, Gulf Mineral
Resources Company
Mr. and Mrs. S. A. Zagnoli, President, Pittsburg and Midway
(P&M) Coal Mining Company
Dr. and Mrs. R. A. Flinn, Vice President, P&M Coal Mining
Company - SRC Division
Mr. Richard Holsten, President, P&M Coal Mining Company
Mr. Donald Jackson, Manager, Program Development, P&M Coal
Mining Company
Mr. and Mrs. Daniel Denning, Director, Federal Relations, Gulf
Mr. and Mrs. Donald P. Lessig, Vice President, Project Manager, P&M
Coal Mining Company
Mr. and Mrs. S. H. Barnes, General Manager, P&M Coal Mining Company
Mr. and Mrs. J. Mitchell Reese, Assistant General Counsel, Gulf
Mr. and Mrs. Marcus Price, Coordinating Counsel, Gulf
Mr. Willard Bull, Gulf Oil Consultant
Mr. Deane E. Keith, Patent Attorney, Gulf
Dr. Robert Bell, Assistant Vice President for Research,
Consolidated Edison of New York
Mr. and Mrs. R. C. Gaffney, Patent Attorney, Gulf
Dr. Robert Loftness, Director, Washington Office, Electric
Power Research Company
Mr. L. Davis Coonbs, Executive Secretary of Construction
Employees Association of North Central, West Virginia
Ms. Kathleen Linehan, Gulf Oil Corporation
Mr. John Denniston, Gulf Oil Corporation
Mr. and Mrs. Arnold Levy, Gulf Oil Corporation
Mr. and Mrs. Glenn Schleede, Vice President National Coal
Association
Ms. Katherine Warwick, Attorney

Federal Republic of Germany (FRG)

His Excellency Peter Hermes
 Mr. Wiegand Pabsch, Economic Minister, FRG
 Mr. and Mrs. Werner Menden, Scientific and Technological
 Affairs, Counselor, FRG
 Mr. and Mrs. Stephan Freiherr von Welck, Counselor, FRG
 Mr. Guenther Markus, Federal Ministry of Research and
 Technology, FRG
 Mr. Rolf Hollinghaus, KFA Julich
 Mr. and Mrs. Hans-Joachim Neef, SRC II Joint Project
 Management Team
 Mr. Karl Heinz Bund, President, Ruhrkohle AG
 Mr. Rudolf Specks, Director, Ruhrkohle AG
 Mr. Dietrich Rudolf, Director, Ruhrkohle AG
 Mr. Wolfgang Strauss, General Counsel, Ruhrkohle AG
 Mr. George Schenk
 Mr. Karl Schlupp

Japan

His Excellency and Mrs. Yoshio Okawara
 Minister and Mrs. Yoshio Hatano
 Minister and Mrs. Jiro Aiko
 Mr. and Mrs. Hiroyoshi Kurihara, Counsellor
 Mr. and Mrs. Kazuhiko Otsuka, First Secretary
 Mr. Atsuhiko Yatabe, Director-General for Scientific and
 Technological Affairs
 Mr. Einchi Yugeta, Director, Coal Mining Administration
 Division
 Mr. Jun Oriyama, Assistant Director, Coal Mining Administration
 Division
 Mr. and Mrs. Shingo Ariyoshi, President, Mitsui SRC Development
 Company
 Mr. Mitsutoshi Yasuda, Executive Managing Director, Nippon
 Mining Company
 Mr. Goro Mizutami, Vice President, Mitsui SRC Development
 Company
 Mr. Saburo Iwai, President, Nippon Steel, USA
 Incorporated
 Mr. and Mrs. Ryuji Komatsu, Managing Director, Mitsui SRC
 Development Company
 Mr. and Mrs. Clinton A. Vince, Counselor at Law, Dukan,
 Allen and Mitchell
 Mr. Makoto Kato, Assistant Manager, Mitsui SRC Development
 Company
 Mr. and Mrs. Hiroshi Ogura, Representative (Petroleum),
 Nippon Mining Company
 Mr. Fumio Arakawa, SRC II JPMT Member, Electric Power
 Development

Congressional

Senator Robert C. Byrd
 Senator Jennings Randolph
 The Honorable and Mrs. Harley O. Staggers

Congressional Staff

Mr. Joseph Stewart
 Mr. Theodore Becker
 Mrs. A. C. Brown
 Mr. and Mrs. Peter Videnieks
 Mr. and Mrs. Mike Willard
 Ms. Ruth Rapier
 Mr. James B. Huggins
 Mr. and Mrs. Robert Lowe
 Mr. and Mrs. James Beckham
 Ms. Christine Warnke
 Mr. David Pratt
 Miss Christine Lebow
 Mr. Elton E. Bryan
 Mr. and Mrs. Nick Andrus

West Virginia Delegation

Honorable John D. Rockefeller IV, Governor of West Virginia
 Mr. Thomas R. Goodwin, Executive Assistant, Office of
 the Governor
 Mr. C. Joe Mullen, Director, Governor's Office of Economic
 and Community Development
 Mr. Jack Canfield, Special Assistant, Office of the
 Governor
 Miss Deanna Congileo, Deputy Press Secretary, Office of
 the Governor
 Mr. David Ornick, Deputy Mayor, Morgantown
 Honorable John McCead, Mayor, Star City
 Honorable Thomas Chaplin, Mayor, Westover
 Mr. Richard Weaver, International Executive Board Member,
 UMWA District #31
 Mr. Burkey Lilly, Hope Natural Gas Company
 Mrs. Mildred Bright, Chamber of Commerce
 Mr. John Snider, Vice President, Morgantown Ordnance Works
 Mr. Dale Miller, General Manager, Radio Station WAJR
 Mr. Garry Bowers, General Manager, Radio Station WCLG
 Dr. Ray Koppleman, Vice President, West Virginia University

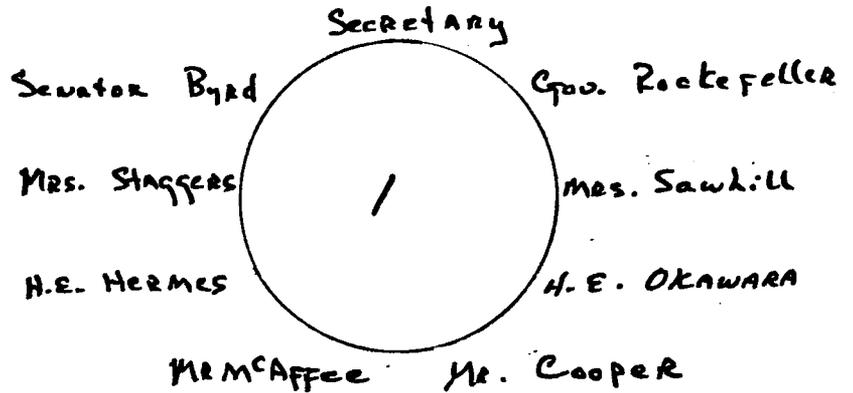
Dr. Zane Shuck, Associate Director, Energy Station, West
Virginia University
Mr. and Mrs. David J. Greenfield, West Virginia News Service
Mr. Benjamin Lush, Mineral Reclamation Council of America
Mr. William Forbes, Coal Industry Labor and Management
Committee
Mr. R. P. Person, President, Standard Oil of Charleston,
West Virginia
Mr. Nicholas Roomy, Vice President, Appalachia Power Company

Private Sector

The Honorable and Mrs. Albert Gore
The Honorable John F. O'Leary and Hazel Rollins
Mr. Peter Sacerboti
Mr. Tom Greene
Dr. Wallace Hyde
Mr. Dale Sights
Mr. S. Stephen Selig
Mr. William Borders
Mr. Arnold Daum

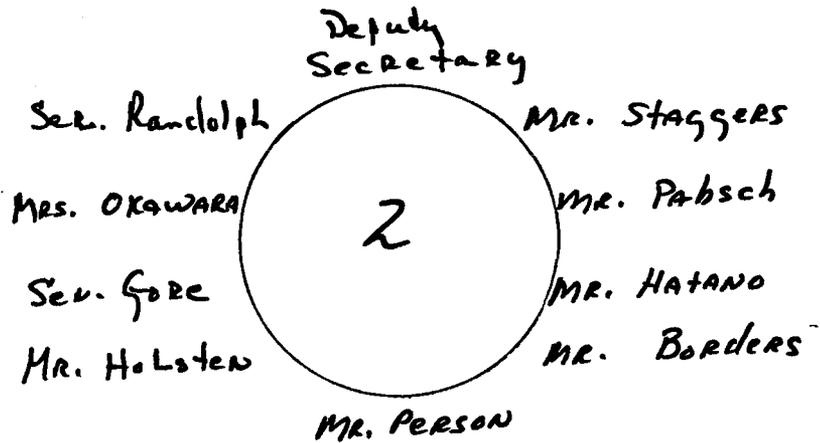
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The Secretary
Senator Byrd
Governor Rockefeller
H. E. Peter Hermes
H. E. Yoshio Okawara
Mr. McAfee
Mr. Cooper
Mrs. Stagers
Mrs. Sawhill



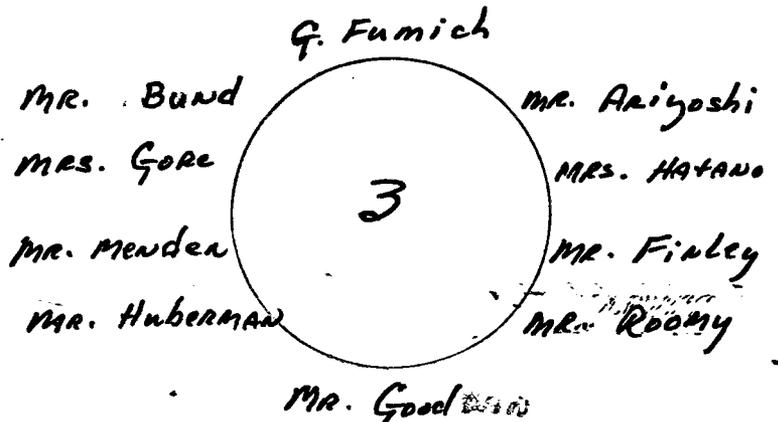
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Deputy Secretary of Energy
Senator Randolph
Mr. Stagers
Senator Gore
Mr. Holsten
Mr. Hatano
Mrs. Okawara
Mr. Stagers
Mr. Pabsch
Mr. Person
DNC Mr. Borders



#3

George Fumich
Mr. Huberman
Mr. Finley
Mr. Roomy
Mrs. Gore
Mr. Menden
Mrs. Hatano
Mr. Goodwin
Mr. Bund
Mr. Ariyoshi

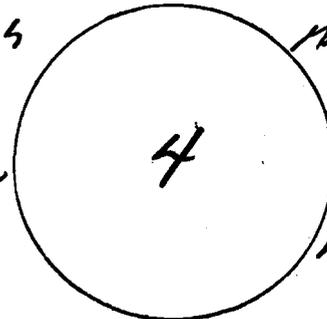


#4

Leslie Goldman
Mrs. Aiko
Mrs. Fumich
Mr. O'Leary
Mr. Goeken
Mrs. Menden
Mr. Weaver
Mr. Brown
Mr. Zagnoli
Mr. Tappasac

L. Goldman

Mrs. Fumich
Mr. O'Leary
Mrs. Menden
Mr. Zagnoli



Mr. Aiko
Mr. Goeken
Mr. Brown
Mr. Weaver

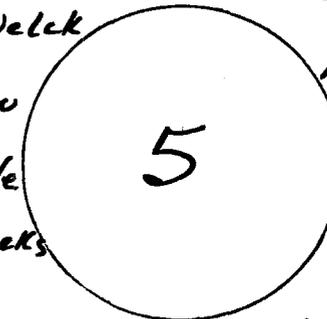
Mr. Tappasac

#5

Robert Hanfling
Ms. Hollick
Mrs. Goeken
Mr. Freiherr von Welck
Mr. Kurihara
Mrs. Videnieks
Mr. Schleede
Mr. Mullen
DNC Mr. Sights

R. Hanfling

Mr. F. von Welck
Mrs. Goeken
Mrs. Schleede
Mrs. Videnieks



Mr. Kurihara
Ms. Hollick
Mr. Mullen

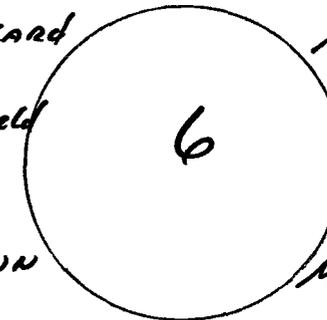
Mr. Sights

#6

Joseph Stewart
Mr. Lowe
Mrs. Lowe
Mrs. A. C. Brown
Mr. Willard
Mrs. Willard
Mr. Greenfield
Mrs. Greenfield
Ms. Rapier
Mr. Becker

J. Stewart

Mrs. Willard
Mr. Greenfield
Mr. Lowe
Ms. Brown (A.C.)



Mrs. Lowe
Mr. Becker
Mr. Willard
Mrs. Greenfield

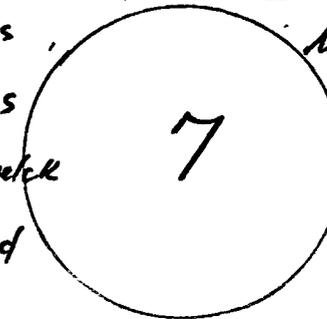
Ms. Rapier

#7

Peter Borre
Ms. Rollins
Mrs. Goldman
Mrs. Zagnoli
Mr. Markus
Mr. Otsuka
Mrs. Freiherr von Welck
Mr. Videnieks
Mr. McCead
Mr. Chaplin

P. Borre

Ms. Rollins
Mr. Markus
Mrs. F. von Welck
Mr. McCead

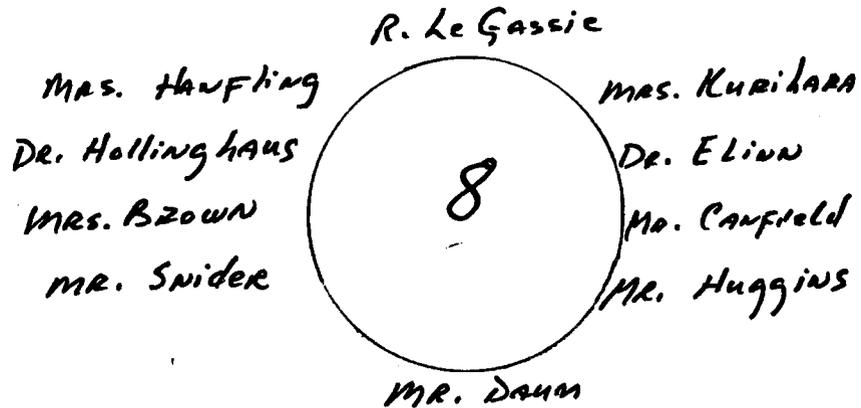


Mrs. Goldman
Mr. Otsuka
Mrs. Zagnoli
Mr. Chaplin

Mr. Videnieks

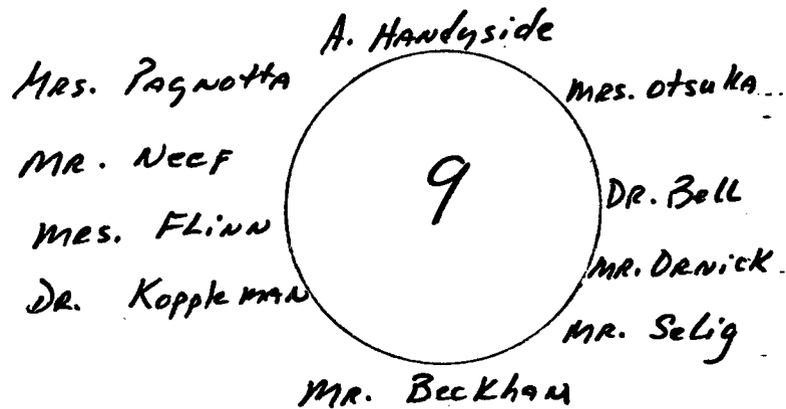
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Roger LeGassie
Mrs. Hanfling
Mrs. Brown
Dr. Flinn
Mr. Hollinghaus
Mrs. Kurihara
Mr. Huggins
Mr. Canfield
Mr. Snider
DNC Mr. Daum



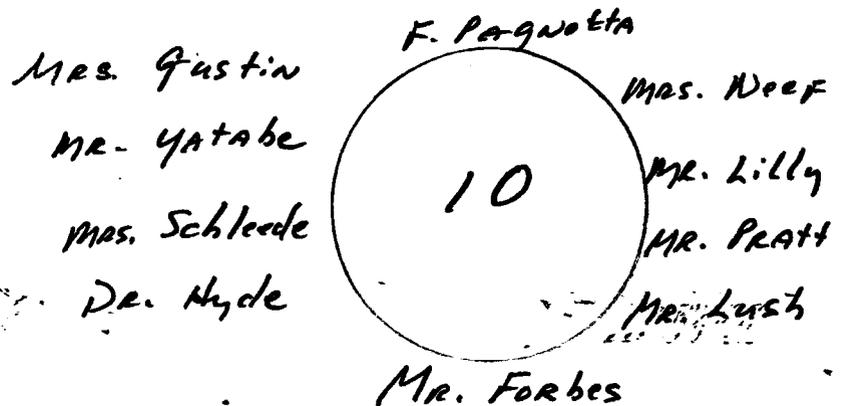
#9

Ambassador Handyside
Mrs. Pagnotta
Mrs. Flinn
Dr. Bell
Mr. Neef
Mrs. Otsuka
Mr. Beckham
Mr. Ornick
Dr. Koppleman
DNC Mr. Selig



#10

Frank Pagnotta
Mrs. Gustin
Mrs. Schleede
Mrs. Neef
Mr. Yatabe
Mr. Pratt
Mr. Lilly
Mr. Lush
Mr. Forbes
DNC Dr. Hyde



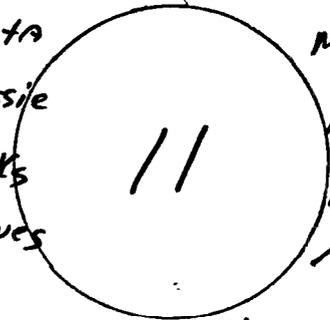
#11

Harry Yohalem
Mrs. LeGassie
Mr. Lessig
Mr. Specks
Mr. Yageta
Mrs. Beckham
Mr. Rudolf
Mr. Oriyama
Dr. Shuck
Mrs. Barnes

H. Yohalem

MR. Yageta
Mrs. LeGassie
Mr. Specks
Mrs. Barnes

MR. Rudolf
Mrs. Beckham
MR. ORiyama
MR. Lessig



Dr. Shuck

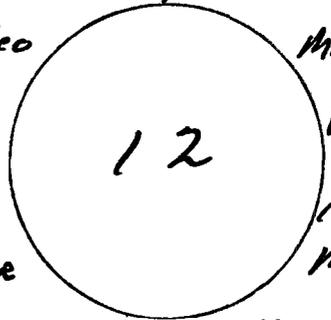
#12

Carl Gustin
Mrs. Joseph
Mr. Jackson
Dr. Loftness
Mr. Strauss
Mrs. Ariyoshi
Mr. Miller
Mr. Bowers
Ms. Congileo
Mrs. Bright

C. Gustin

Ms. Congileo
Mr. Strauss
Mrs. Joseph
Mr. Miller

Mrs. Ariyoshi
Dr. Loftness
Mrs. Bright
MR. BOWERS



Mr. Jackson

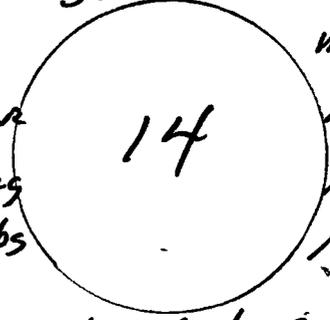
#14

Jerry Pheffer
Mrs. Wagoner
Mrs. Lessig
Mr. Denning
Mr. Coonbs
Mr. Schenk
Mr. Aiko
Mr. Yasuda
Ms. Warnke
Mr. Andrus

J. Pheffer

Mr. Aiko
Mrs. Wagoner
Mr. Denning
Mr. Coombs

MR. Schenk
Mrs. Lessig
MR. YASUDA
MS. WARNKE



Mr. Andrus

#15

Larry Joseph
Mrs. Yohalem
Mrs. Denning
Mr. Schlupp
Mrs. Komatsu
Mr. Rawicz
Mr. Mizutami
Mr. Bryan
Mr. Barnes

L. Joseph

15

Mrs. Komatsu Mrs. Yohalem
 MR. BARNES (S.H.) MR. Schlupp
 Mrs. Denning MR. Mizutami
 MR. Bryan MR. Rawicz

#16

John Wagoner
Mrs. Huddleston
Mr. Reese
Mr. Barnes
Mr. Iwai
Mrs. Vince
Mr. Pearson
Ms. Lebow
Mr. Follett

J. WAGONER

16

MR. Iwai Mrs. Vince
 MR. PEARSON MR. Reese
 Ms. Lebow Mrs. Huddleston
 MR. BARNES MR. Follett

#17

William Schmidt, Jr.
Mrs. Reese
Mr. Price
Mr. Lloyd
Mr. Kato
Mr. Komatsu
Mrs. Ogura
Mrs. Andrus
Mr. Vince

W. Schmidt

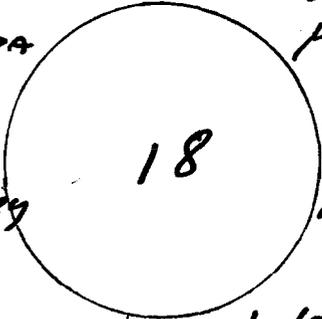
17

MR. Kato Mrs. Ogura
 MR. LLOYD MR. Price
 MR. Komatsu Mrs. Andrus
 Mrs. Reese
 MR. Vince

#18

Jack Vanderryn
Mr. Poteat
Mr. Ogura
Mrs. Price
Mrs. Gaffney
Mr. Keith
Mr. Huddleston
Mr. Levy
Ms. Warwick

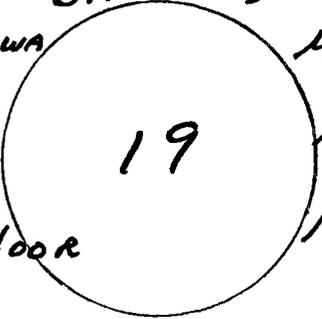
J. Vanderryn
MR. OGURA
MR. POTEAT
MRS. GAFFNEY
MR. LEVY
MRS. PRICE
MR. KEITH
MS. WARWICK
MR. HUDDLESTON



#19

John Roberts
Mr. Arakawa
Mr. Gaffney
Mr. Gorman
Mrs. Levy
Mr. Bull
Mr. Denniston
Ms. Beshgetoor
Ms. Linehan

J. Roberts
MR. ARAKAWA
MS. LINEHAN
MR. BULL
MS. BESHGETOOR
MR. GAFFNEY
MRS. LEVY
MR. GORMAN
MR. DENNISTON





Dinner

In Honor of

The Honorable Robert C. Byrd

and

SRC II Signing

by

The Secretary of Energy

Menu

*Bisque of Red Snapper
Parmesan Toast*

*Roast Prime Tenderloin of Beef
Mustard and Caper Sauce
Tomatoes Filled with Fettucini
with Cheese Sauce
Zucchini Cups with Fennel*

*Fresh Spinach Salad, Mushrooms,
Artichoke Hearts and Croutons*

*Brie Cheese topped with
Brown Sugar and Pecans*

*White Chocolate Mousse
Garnished with Devonshire
Cream and Strawberries
Chocolate Pirouettes*

Demi-Tasse

*Thursday, 31st of July
Washington, D. C.*

*Benjamin Franklin Room
Department of State*

Mrs. Byrd

Table



Mrs. Byrd



Department of Energy
Washington, D.C. 20585

July 8, 1980

NOTE TO CHARLES W. DUNCAN, JR.

Attached is your Official Parking Permit issued by the District of Columbia which authorizes you to park in designated Official Parking Spaces when on official Government business (copy of location of these areas is attached).

Please note the following with respect to utilization of this Permit:

- o Is not transferable
- o Expires on June 30, 1981
- o Must be placed on the inside of your windshield when parked in an Official Space

Should you have any questions concerning the use of this Permit please call me or Carole Gorry.


Frank R. Pagnotta

Attachments

OFFICIAL PARKING PERMIT

ISSUED BY THE DISTRICT OF COLUMBIA

Valid Only When Official Stamp Appears Below

Name (please type) Charles W. Duncan, Jr.

Title The Secretary of Energy

Government Agency Department of Energy

Bureau _____

Address Independence Ave. SW Zip Code 20585

The above named Government Official is authorized to park in the official parking areas designated when on official government business.

Robert W. Thompson
Assistant Director of Motor Vehicle Services

This Permit Is Not Transferable

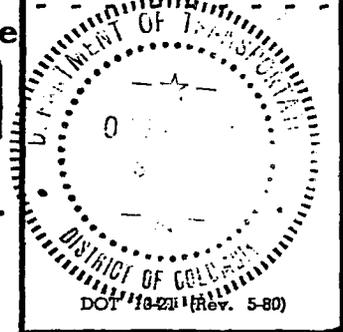
EXPIRES JUNE 30, 1981

This Permit Must Appear On Inside of
Windshield When Parked in Official Space.

No 6040

VALIDATING STAMP

MUST APPEAR HERE





Department of Energy
Washington, D.C. 20585

JUN 25 1980

MEMORANDUM FOR: The Secretary
FROM: Frank R. Pagnotta *Frank R. Pagnotta*
SUBJECT: Final Forrestal Space - Office of Procurement
and Contracts Management Directorate

Background

- o At the onset of DOE, the Office of Procurement and Contracts Management Directorate (PR) agreed to consolidate their cross walked functions at the Railway Labor Building (400 1st Street, N.W.).
- o The Office of Procurement and Contracts was advised that their function would remain at 400 1st Street, N.W. for at least two years and would be one of the last DOE units to move into the James Forrestal Building.
- o The Forrestal location selected for PR was the 1st floor West Building occupied by three separate and distinct Army units that would relocate to the AMC Building in Alexandria, Va., the Hoffman Building in Alexandria, Va., and Buzzard Point in S.W. Washington at different times.
- o The initial planning was to allow PR to remain at 400 1st Street, N.W., until the entire 1st floor West Forrestal area was vacated by Army, and, at that time, the space would be constructed for PR in final form and they would be moved once without any interim moves.
- o During March, 1979, the Chairman, Federal Energy Regulatory Commission (FERC), pressed me for expansion space for approximately 400 new FERC hires.
- o From March, 1979, until late April, 1979, an all out effort was made to satisfy the FERC requirement and at the same time not to disrupt the interim consolidation of PR at 400 1st Street, N.W. The General Services Administration (GSA) was pressured to lease any space in the vicinity of 825 N. Capitol Street for FERC. GSA, because of Office of Management and Budget (OMB) restraints, could not lease any additional space in Washington, D.C.

o In early May, 1979, I took the following actions:

Assigned the entire 400 1st Street building to FERC on a phased basis.

Phase I - relocated Energy Research from 400 1st Street to the Hall of States Building and Vanguard Building (move occurred July 16, 1979)

Phase II - relocated PR (approximately 100 personnel) from 400 1st Street to Forrestal West Building - 17,000 s.f. (move occurred November 26, 1979)

Phase III - relocate balance of PR from 400 1st Street to balance of Forrestal West Building - 18,000 s.f. incrementally as soon as the space becomes available

Note: I advised the Director, Procurement and Contracts Management Directorate, that the PR move from 400 1st Street N.W. would be accelerated by approximately a year and due to DOD release dates at Forrestal would require a phased move of PR.

Since DOD is not moving out of the balance of the space (Phase III) in one contiguous block, the Phase III stage of the PR move is projected to be completed in increments (See Attachment 1) as follows:

<u>Item</u>	<u>Description</u>	<u>Target Date</u>
1.	Move 30 PR-20 Personnel	5-5-80 (Completed)
2.	Internal Reshuffle (25)	5-7-80 (Completed)
3.	Move 20 PR-50/Contract Management Personnel From Railway Labor Building to First Floor West Building	6-24-80 (Completed)
4.	Move 19 PR-50/Contract Pricing Division Personnel from Railway Labor Building to Forrestal Third Floor South Building	7-14-80
5.	Move 100 PR-50 From Railway Labor Building to First Floor West Building	8-11-80
6.	Move Balance of PR-50 (approximately 20 personnel) From Railway Labor Building to First Floor West	9-15-80
7.	Final Reshuffle (minor - 1,950 sq. ft.)	approximately 3-30-81

Issue: Whether the final planned move (8-11-80) of Procurement operations (PR-50) from 400 1st Street, N.W., to the Forrestal Building be deferred to a later date.

Pro: 1. Procurement will remain at 400 1st Street throughout the end of FY '80 so that they may close-out outstanding procurement actions without the disruption of a move.

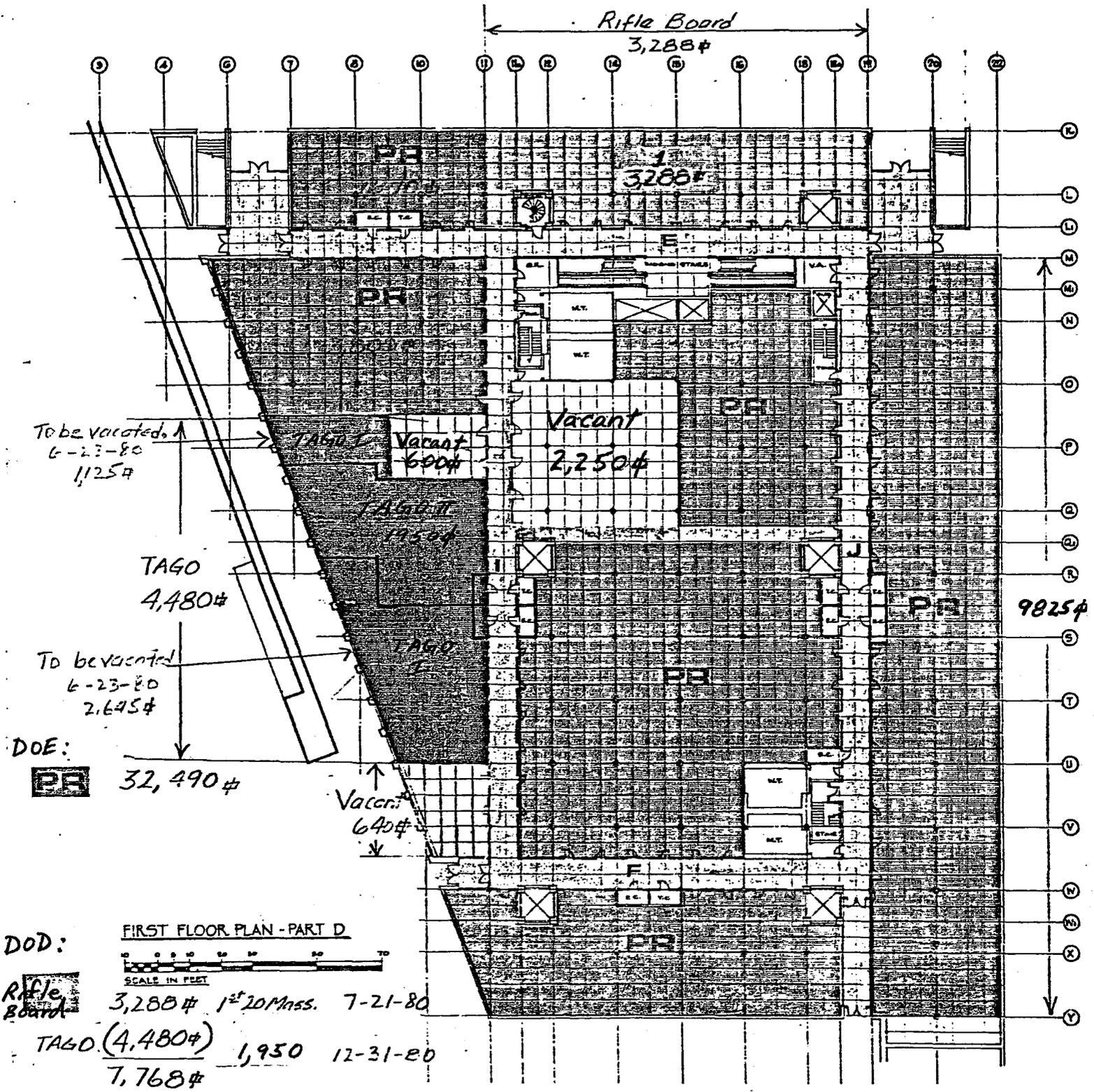
Con: 1. Federal Energy Regulatory Commission will be constrained in hiring new employees due to lack of office space.

2. All other major organizational elements moved into the Forrestal Building were able to continue to perform their programmatic functions with minimal disruptions.

This issue addresses only the deferral of PR-50 to the Forrestal Building as proposed. (Target Date 8-11-80). Any changes to the approved Forrestal Final Housing Plan (i.e., PR not relocating to the first floor West Building) should not be addressed for the following reasons:

1. All architectural/engineering drawings have been completed and approved by PR for their relocation to the First Floor West Building.
2. \$211,085.10 has been obligated to GSA for the final Procurement renovation. 80% of the space has already been renovated in final form.
3. The precedent setting aspects of making a major change to the Forrestal Final Housing Plan (Conservation and Solar Applications, Resource Applications, Defense Programs and the Office of Environment have been denied formal requests to change the Forrestal Final Housing Plan.)
4. A decision to change the Procurement assignment of space in the Forrestal Building would delay the total consolidation of DOE in the Washington/Metropolitan Area.
5. PR is moving into final space whereas FERC has been moving and will continue to move into "as-is" space at 400 1st Street.

Recommendation: That PR move into the Forrestal Building as outlined in the Phase III schedule with immediate backfill ("as-is") by FERC at 400 1st Street.



5
 Vacant: 3,490# 6-23-80



Department of Energy
Washington, D.C. 20585

June 20, 1980

MEMORANDUM FOR: The Secretary
THRU: Bernhardt Wruble
FROM: Frank R. Pagnotta
SUBJECT: James Forrestal Building - Mid Year Summary

As of June 1, 1980, 3,014 employees of the Department of Energy (DOE) occupy 575,935 square feet of space in the James Forrestal Building. In addition, there is approximately 80,255 square feet of space in various stages of renovation for DOE occupancy through September 1980.

Attached are the following documents and summaries for your perusal:

- o Sequence of floor plans depicting the existing conditions by building and floors currently occupied by DOE and the Department of Defense (DOD) with target release dates for DOD occupied space;
- o Forrestal Housing Report with current and projected completion timeframes;
- o DOE Final Housing Plan for approval (revised due to DOE organizational realignment of October 1, 1979).

The following schedule of housing milestones are targeted for the balance of the Department of Energy Forrestal Project:

<u>Item</u>	<u>Description</u>	<u>Target Date</u>
1	Release of Casimir Pulaski Building (20 Massachusetts Avenue) to General Services Administration (GSA)	Completed April 28, 1980
2	3,000 DOE personnel housed in Forrestal	Completed May 19, 1980
3	Building release of 1726 M Street to GSA	August 4, 1980
4	Release of Bicentennial Building (600 E Street) to GSA	December, 1981

- | | | |
|---|--|---------------|
| 5 | 4,000 DOE personnel housed in Forrestal | December 1980 |
| 6 | Release of the Adjutant General's Office (TAGO) Phase II space | January 1981 |
| 7 | Completion of DOE Consolidation (approximately 4,900 personnel) in Forrestal | December 1981 |

Based on the above information and pending your approval of the revised DOE Final Housing Plan, which includes the DOE organization realignment of October 1, 1979, the Department should be completely housed in the Forrestal Building by December 1981. However, keep in mind that the bulk of people, approximately 85 percent of the total number scheduled for final housing, will be housed in the Forrestal Building by December 1980.

We shall continue to make every effort to escalate the present schedule as reflected in this report. Hopefully we can have all elements of the DOE Headquarters moved into the Forrestal Building prior to May 1981.

As you know, the ability of DOE to fully consolidate in the Forrestal Building was constrained because of a pending GSA prospectus associated with the Oceanographic Building in Suitland, Maryland, for the Naval Intelligence Command. Through our assistance, the prospectus problem has been resolved with DOD and GSA and the Adjutant General's final move out of Forrestal into space currently occupied by the Navy will be advanced by nearly a full year, thus allowing DOE to finalize space plans and fully occupy the entire Forrestal Building by December 1981. This end date could possibly be improved to June 1981 if the AFOSI Training Academy could be relocated at the same time TAGO II moves instead of the current date of September 1981 which is subject to construction delays.

I am available to discuss any questions you may have.

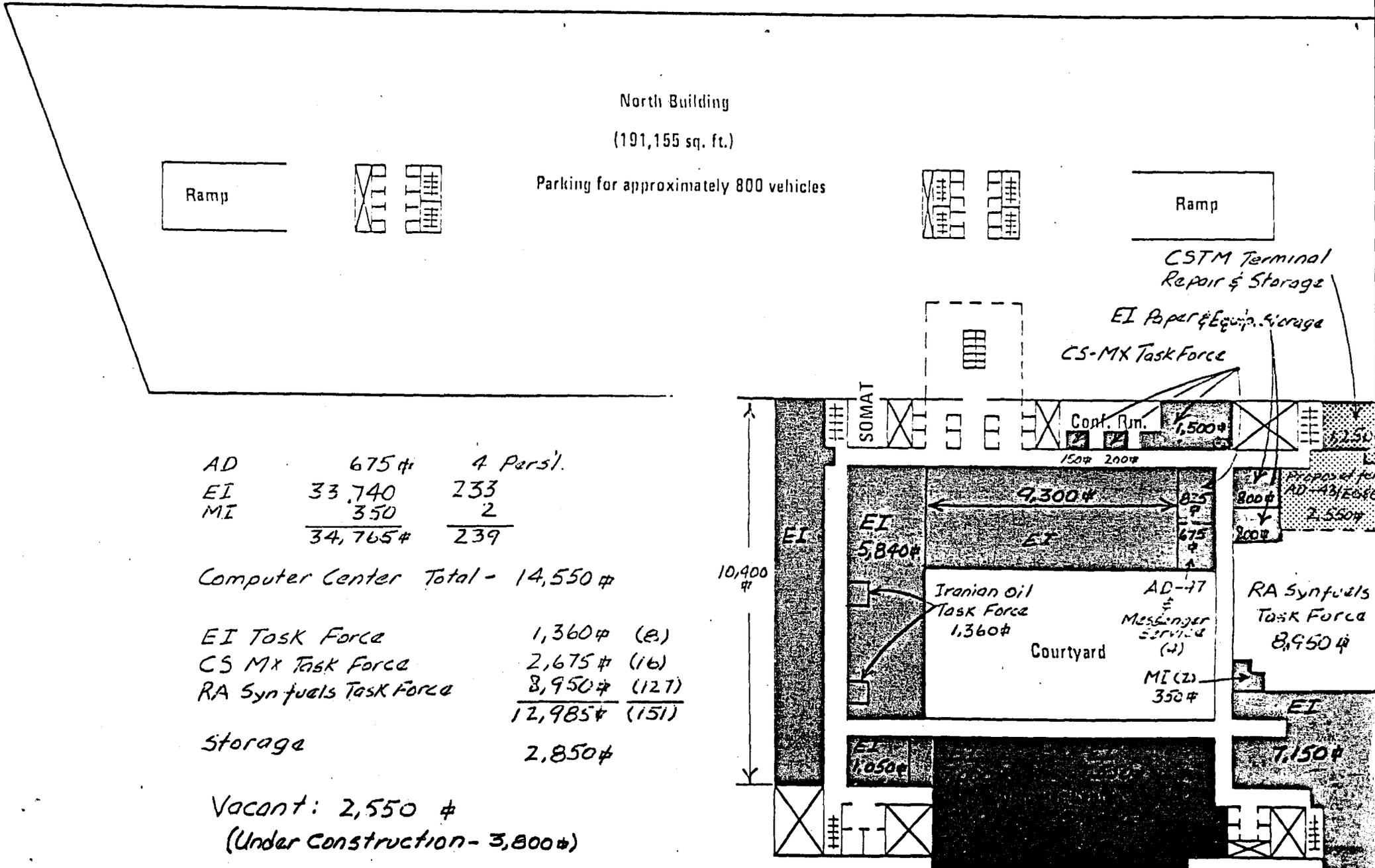
Final Housing Plan Approved

Discuss with me

James Forrestal Building

Basement Floor Plan

EXISTING CONDITION



AD	675 #	4 Pers'l.
EI	33,740	233
MI	350	2
	<u>34,765 #</u>	<u>239</u>

Computer Center Total - 14,550 #

EI Task Force	1,360 #	(8)
CS MX Task Force	2,675 #	(16)
RA Synfuels Task Force	8,950 #	(127)
	<u>12,985 #</u>	<u>(151)</u>

Storage 2,850 #

Vacant: 2,550 #
(Under Construction - 3,800 #)

5-20-80

James Forrestal Building

EXISTING CONDITION

Ground Floor

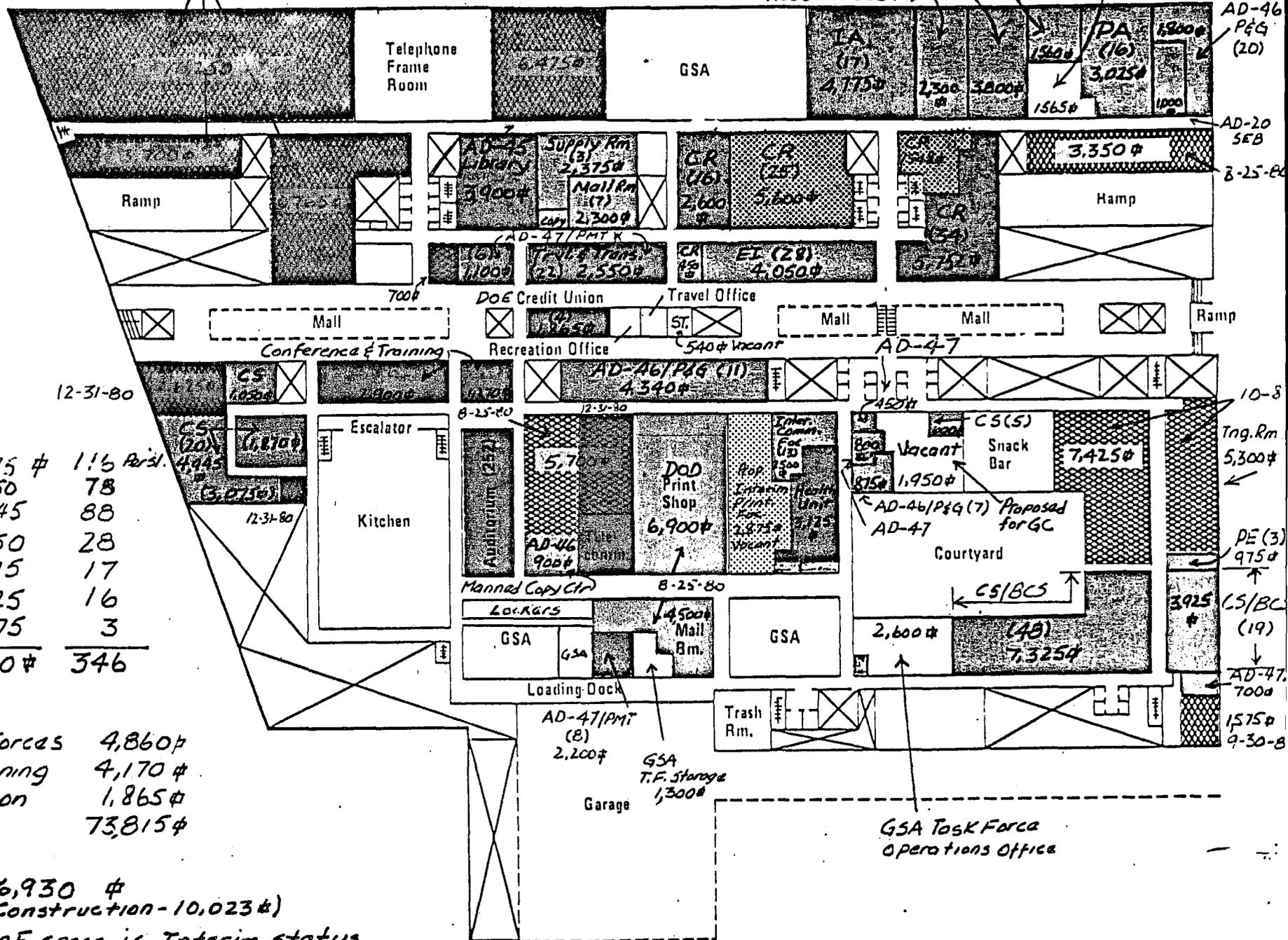
12-31-80

12-31-80

AD-46/P&G (12)
(RA) Naval Petroleum
Reserve SEB (17)

Consumers Affairs
TASK FORCE

Vacant



AD	30,875 #	116 Pers.
CR	15,950	78
CS	17,845	88
EI	4,050	28
IA	4,775	17
PA	3,025	16
PE	975	3
	<u>77,210 #</u>	<u>346</u>

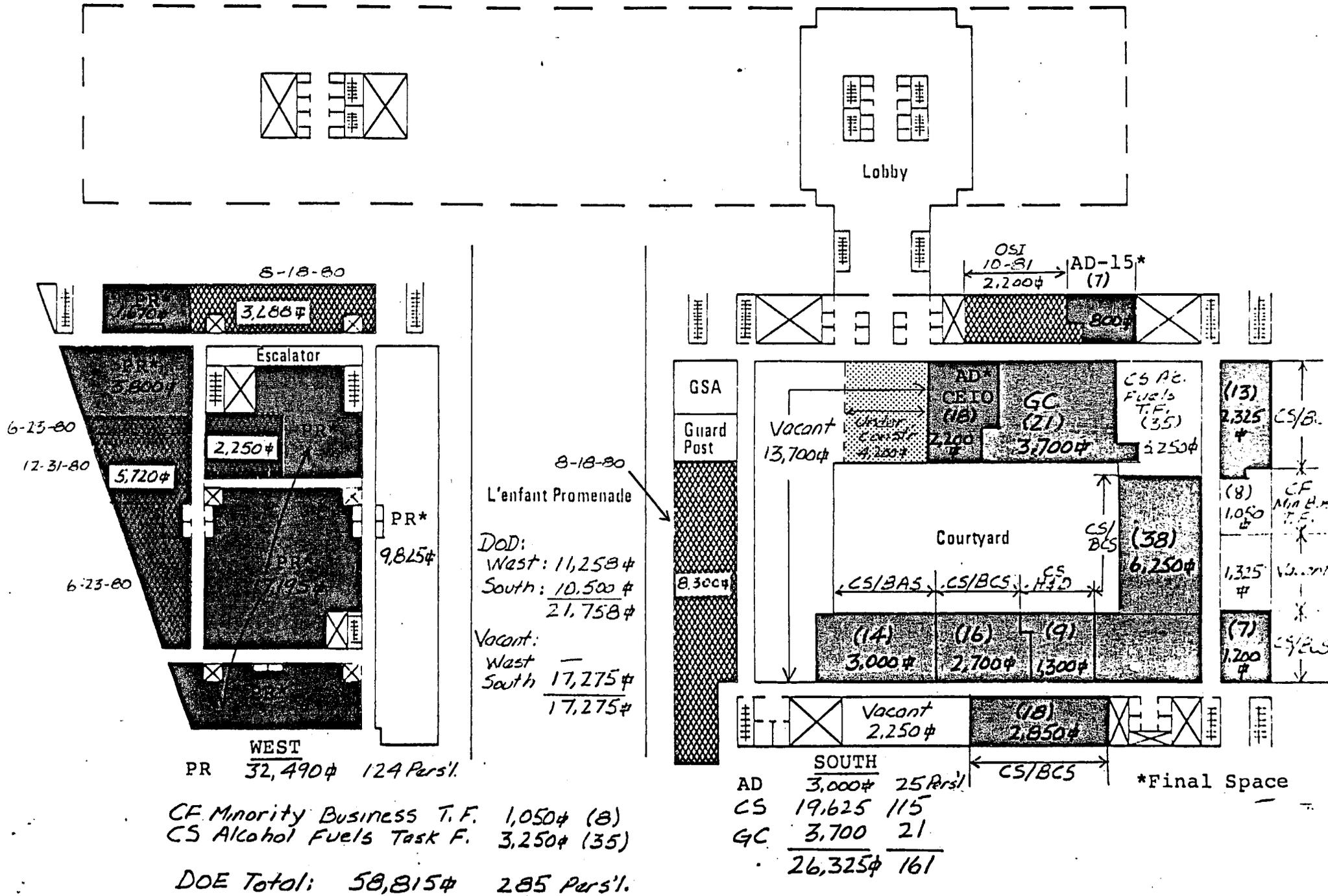
DOE Task Forces	4,860 #
Conf. & Training	4,170 #
Credit Union	1,865 #
DOD	73,815 #

Vacant: 6,930 #
(Under Construction - 10,023 #)
*Other DOE space is Interim status.

5-19-80

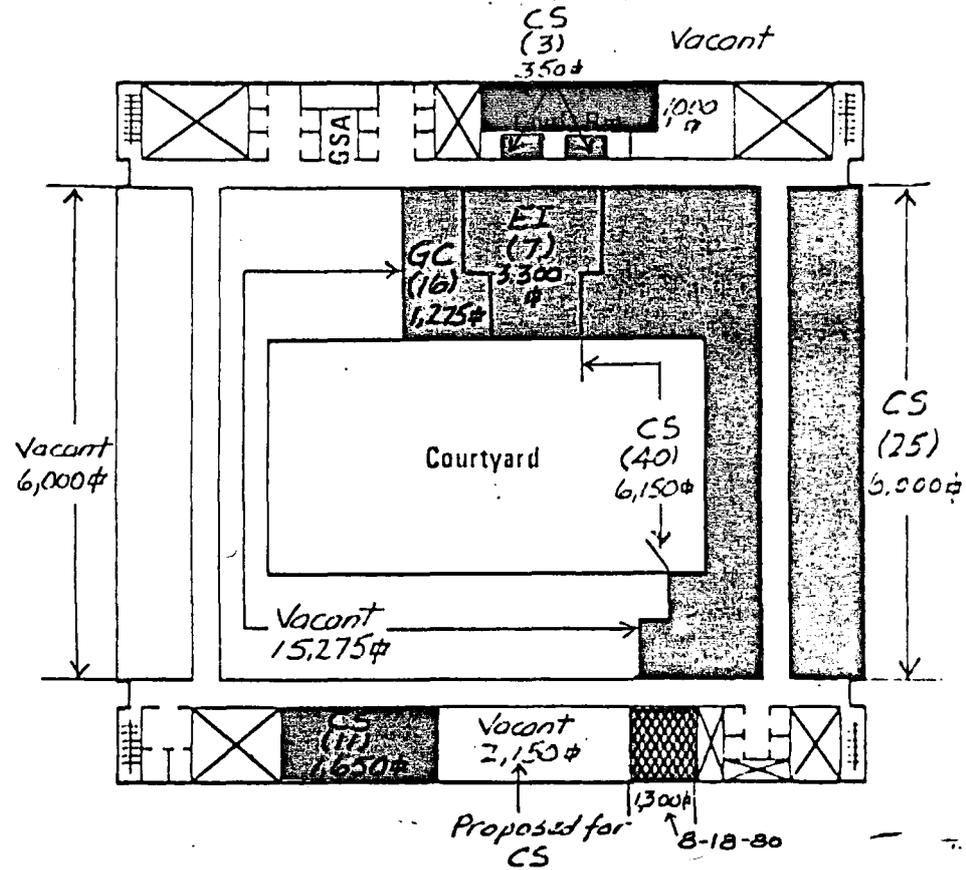
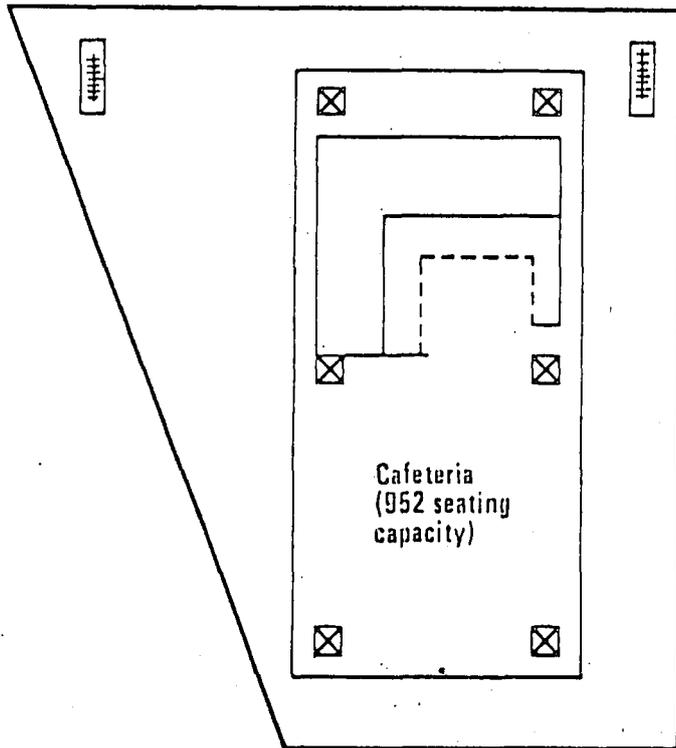
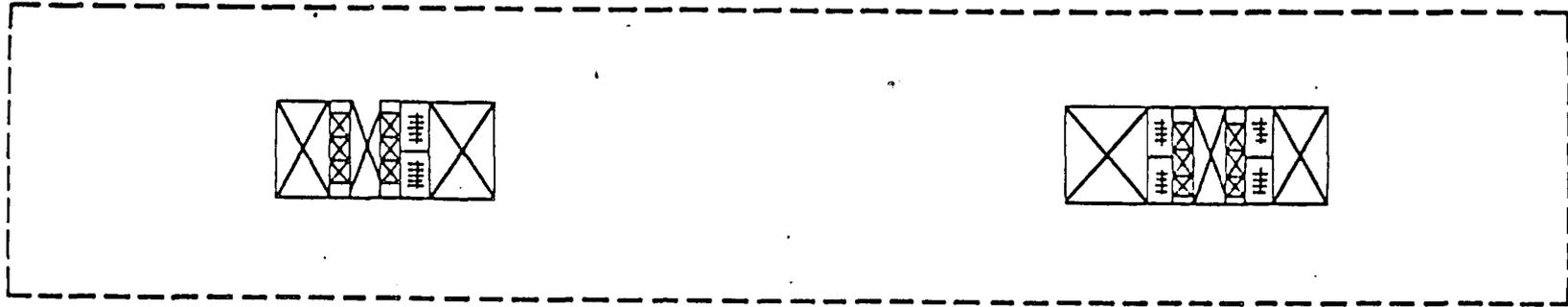
James Forrestal Building

First Floor EXISTING CONDITION



James Forrestal Building

2nd Floor EXISTING CONDITION

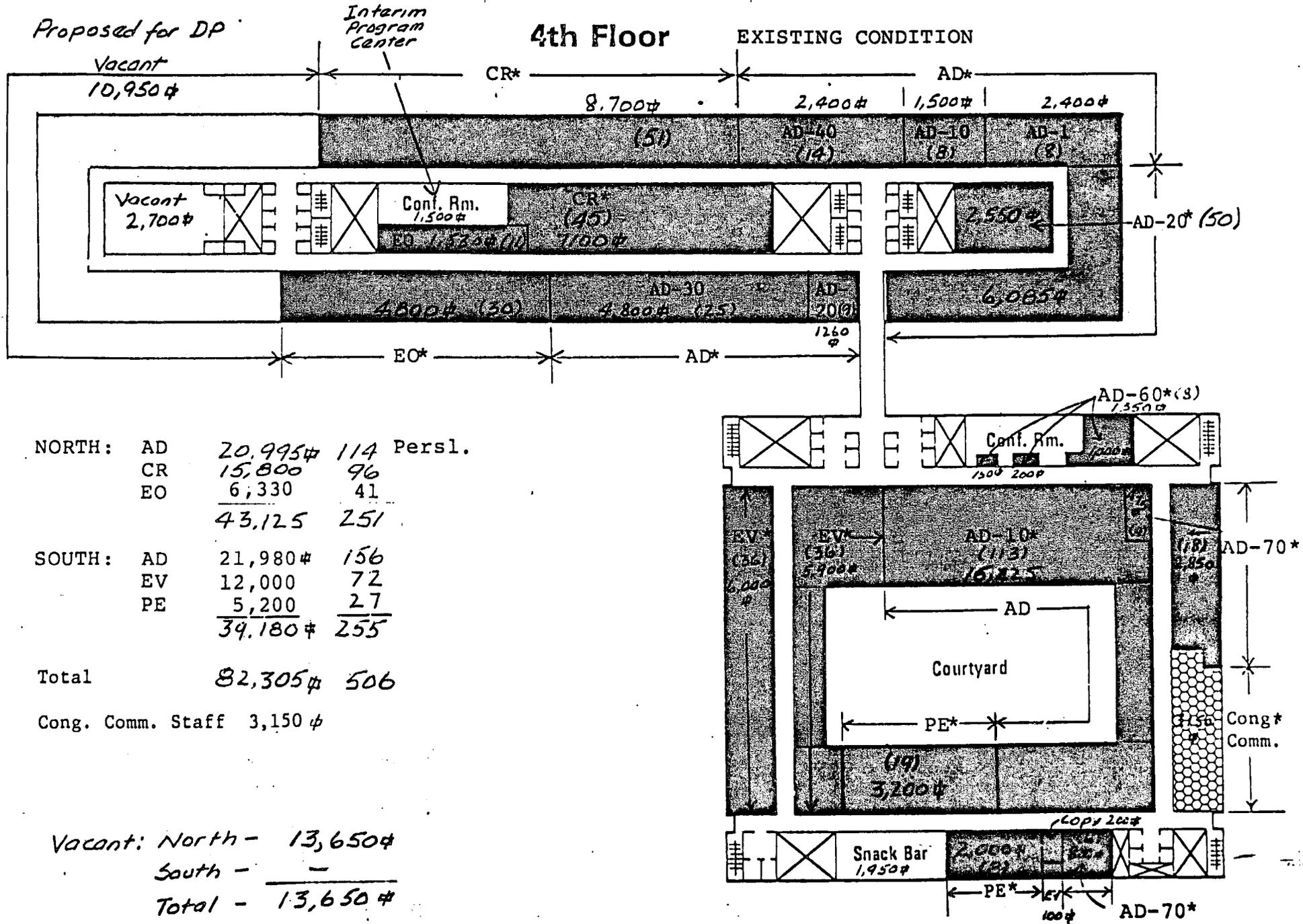


CS	14,150 #	79 Pers'l.
EI	3,300 #	7
GC	1,275 #	6
	<u>18,725 #</u>	<u>92</u>

Vacant - 24,425 #

6-9-80

James Forrestal Building



NORTH: AD 20,995 sq ft 114 Persl.
 CR 15,800 96
 EO 6,330 41

43,125 251

SOUTH: AD 21,980 sq ft 156
 EV 12,000 72
 PE 5,200 27

39,180 sq ft 255

Total 82,305 sq ft 506

Cong. Comm. Staff 3,150 sq ft

Vacant: North - 13,650 sq ft

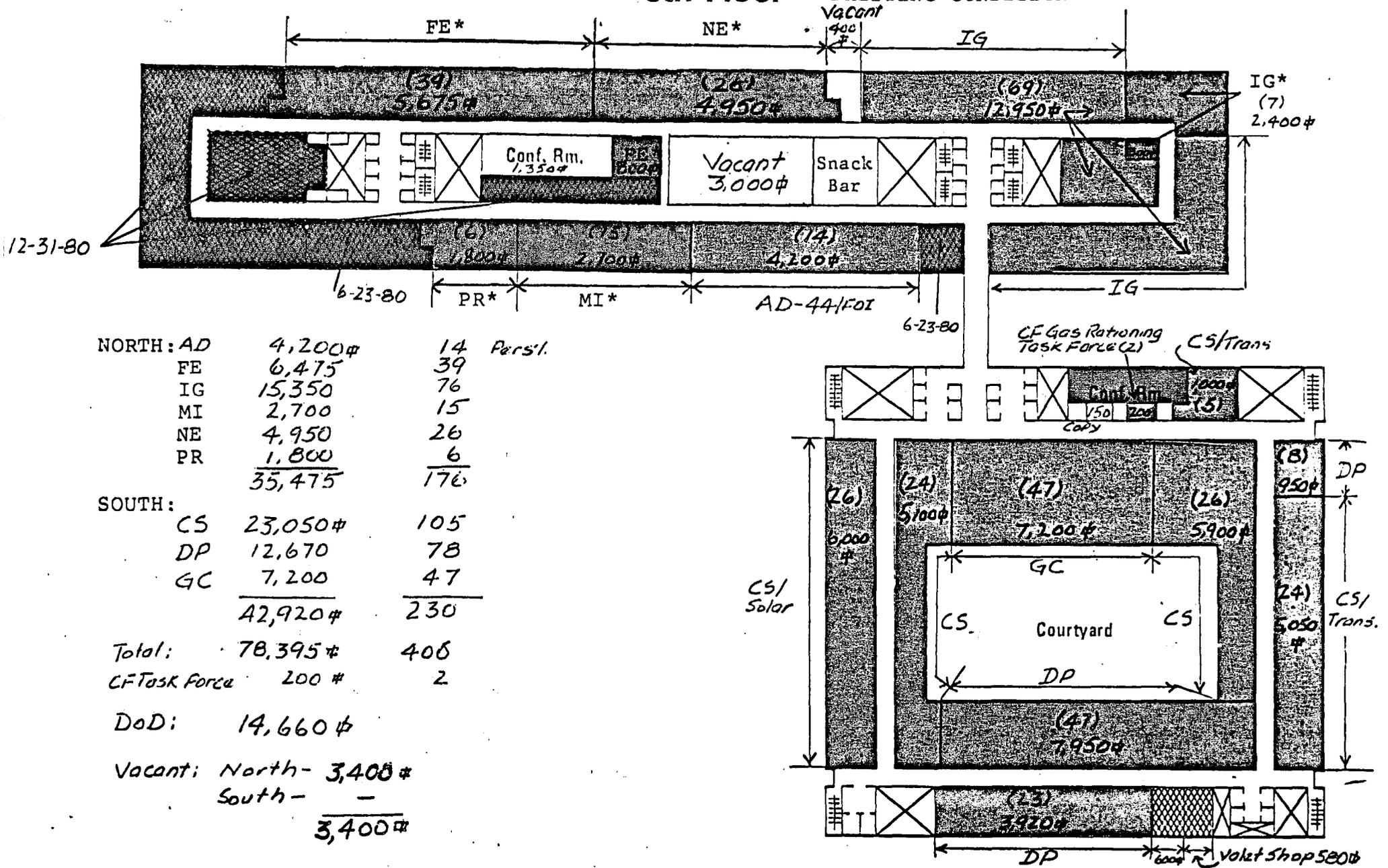
South - -

Total - 13,650 sq ft

James Forrestal Building

5th Floor

EXISTING CONDITION



NORTH: AD	4,200 #	14	Pers'l.
FE	6,475	39	
IG	15,350	76	
MI	2,700	15	
NE	4,950	26	
PR	1,800	6	
	<u>35,475</u>	<u>176</u>	

SOUTH:			
CS	23,050 #	105	
DP	12,670	78	
GC	7,200	47	
	<u>42,920 #</u>	<u>230</u>	

Total: 78,395 # 408

CF Task Force 200 # 2

DoD: 14,660 #

Vacant: North - 3,400 #

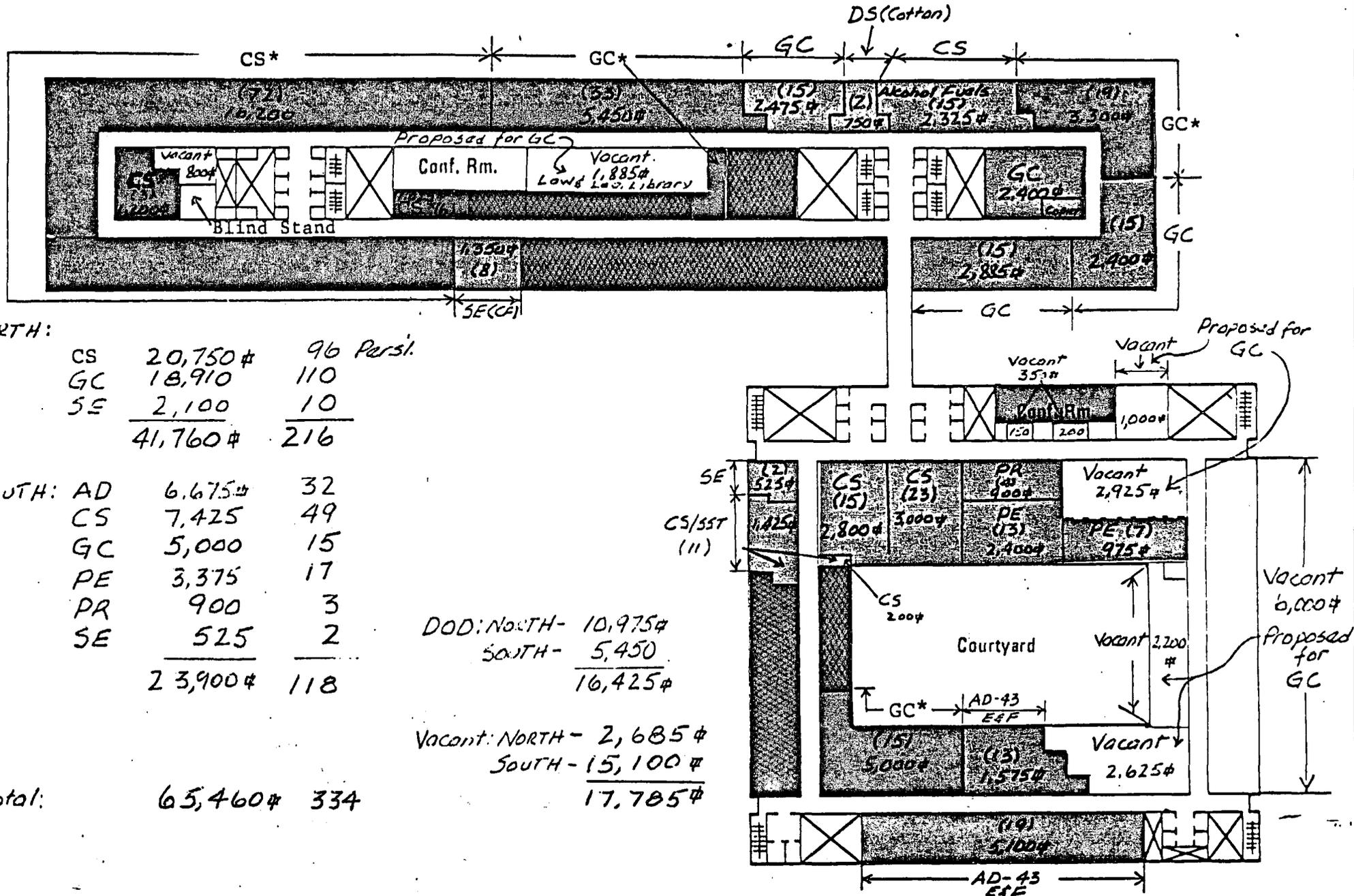
South - -

3,400 #

* Final. Other DOE space is on Interim status.

James Forrestal Building

6th Floor EXISTING CONDITION



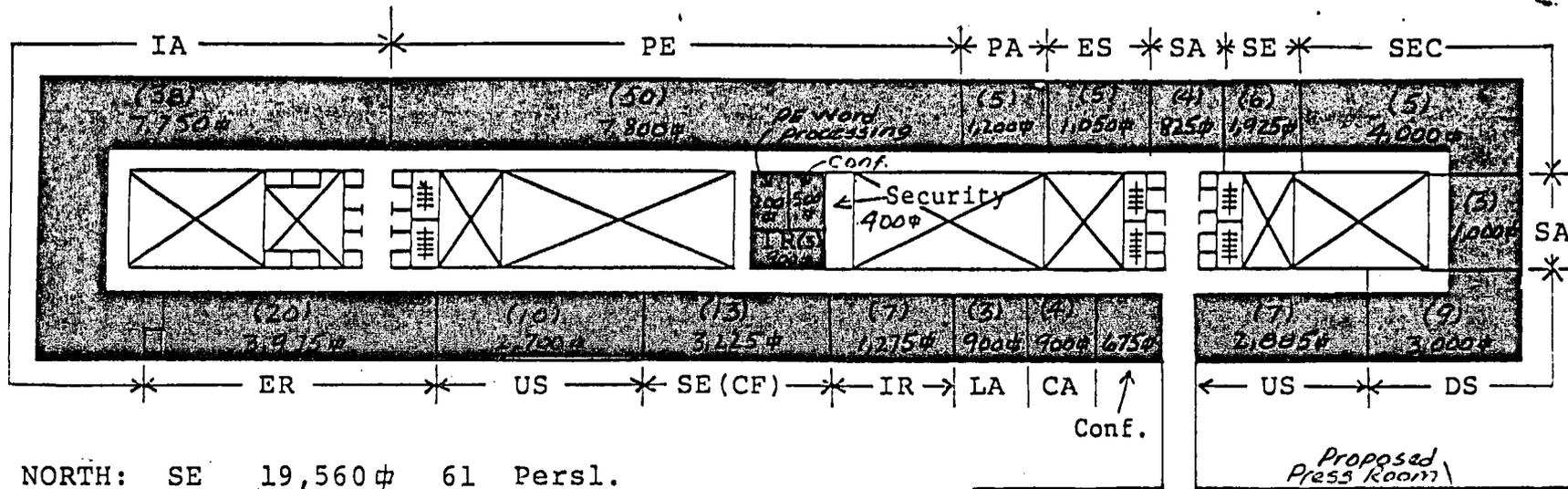
*Final space. Other space is on an INTERIM status

6-9-80

James Forrestal Building

7th Floor

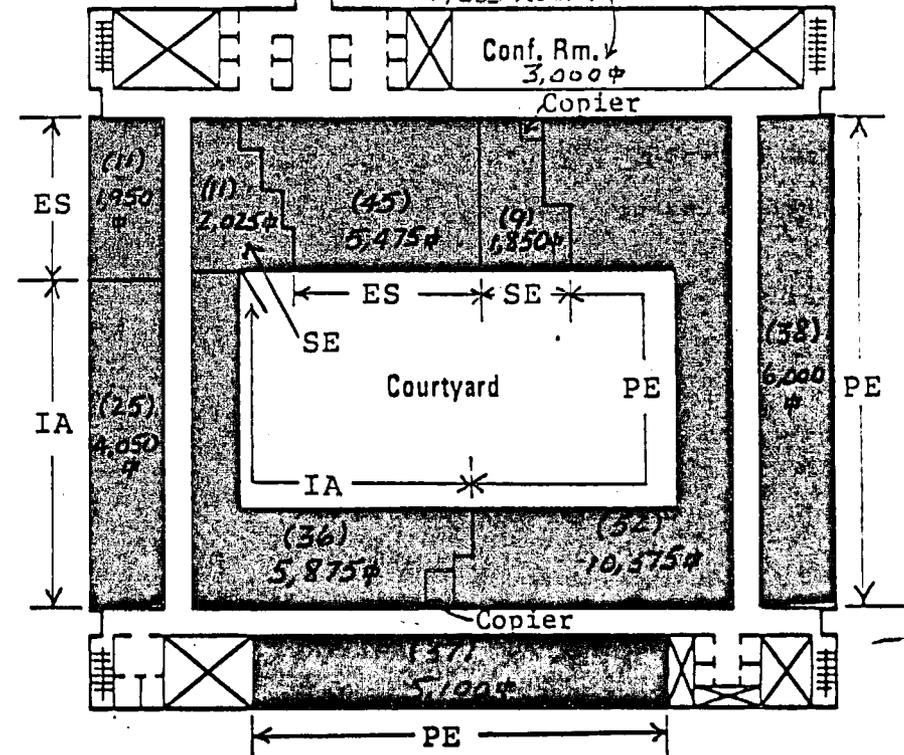
EXISTING CONDITION



NORTH:			
SE	19,560 sq ft	61	Persl.
CA	900	4	
ER	3,975	20	
ES	1,050	5	
IA	7,750	38	
IR	2,175	10	
LA	900	3	
PA	1,200	5	
PE	7,800	50	
	<u>45,310</u>	<u>196</u>	

SOUTH:			
SE	3,875 sq ft	20	
ES	7,425	56	
IA	9,925	61	
PE	21,475	127	
	<u>42,700</u>	<u>264</u>	

Total 88,010 sq ft 460



5-5-80

James Forrestal Building

8th Floor

EXISTING CONDITION

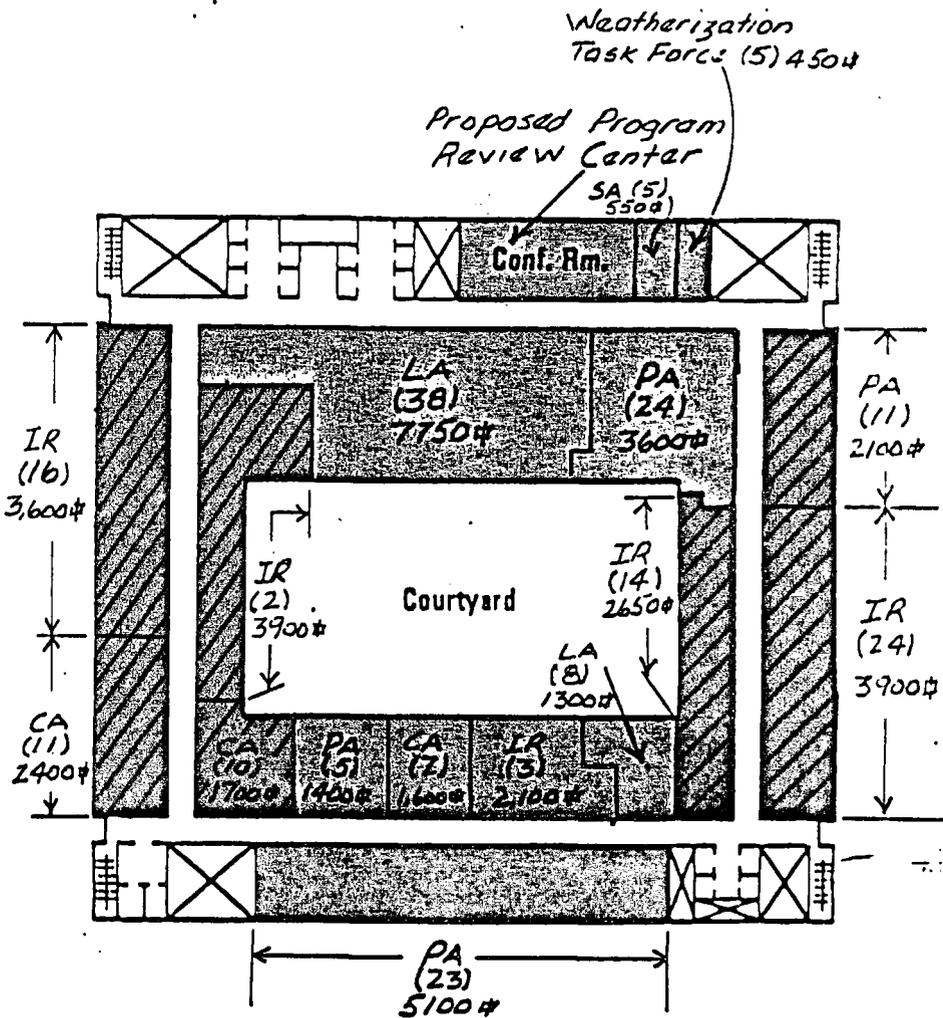
CA	5,700 #
IR	16,150 #
LA	9,050 #
PA	12,200 #
	<hr/>
	43,100 #

28 Pers'l.
59 "
46 "
63 "

196 (Based on organizational data. However, Space will house 250)

Weatherization Task Force 450 # 5

 Space Constructed in final form



4-18-80

**FORRESTAL HOUSING REPORT
AS OF JUNE 1, 1980 PLUS PROJECTED
FINAL MOVES**

TOTAL HQ'S.	ORGANIZATION	TOTAL FORRESTAL	NUMBER HOUSED AS OF 6-1-80	INTERIM		FINAL CURRENT		FINAL PROJECTED		REMARKS
				NO.	DATE	NO.	DATE	NO.	DATE	
76	EE	76	76	-	-	76	10/1/79	-	-	Completed
56	ES	56	56	-	-	56	1/3/80	-	-	Completed
17	CFO	17	17	10	10/1/79	7	10/1/79	10	7	Final housing being readied for construction
56	LA	56	56	-	-	56	10/1/79	-	-	Minor space reassignment required
104	PA	104	95	-	-	95	10/1/79	9	8/30/80	Minor space reassignment required
39	CA	39	39	-	-	39	10/1/79	-	-	Minor space reassignment required
71	IR	71	71	-	-	71	-	-	-	Completed
896	AD	*555	484	291	10/1/79	293	10/1/79	362	4/27/81	*71 currently located out- side Forrestal
443	CR	*210	177	28	1/11/80	149	-	61	12/27/80	*33 currently located out- side Forrestal
731	CS	731	532	402	6/1/80	130	-	-	-	-
	CS	-	-	-	-	-	-	*601	12/81	*Includes total figure of 402 presently in interim space plus 149 at 600 E St. plus 50 vacancies
399	DF	97	78	78	1/11/80	-	-	*97	8/25/80	*Includes 19 vacancies
1042	EI	681	268	-	-	268	1/11/80	-	-	Located in final space but interim construction
	EI	-	-	-	-	-	-	132	8/4/80	Final space and all construction completed - Moving from 12th & Pa.
	EI	-	-	-	-	-	-	129	12/15/80	Final space & all construc- tion completed - Moving from 12th & Pa.
	EI	-	-	-	-	-	-	152	12/81	Final space & all construc- tion completed - Moving from 600 E Street
41	ED	41	41	-	-	41	8/20/79	-	-	Completed
272	ER	82	79	-	-	79	5/19/80	3	New Hires	Completed
331	FZ	39	39	-	-	39	5/12/80	-	-	Completed
318	FV	72	72	-	-	72	7/23/79	-	-	Completed
424	GC	404	199	123	-	76	1/11/80	-	-	-
	GC	-	-	70	7/28/80	-	-	-	-	Movement from 12th & Pa.
	GC	-	-	-	-	-	-	*328	9/29/80	*Includes 193 presently in interim space, 89 existing vacancies and 46 being moved from Germantown
171	IA	171	164	-	-	164	11/5/79	7	New Hires	Completed
137	IC	137	76	69	3/5/79	7	3/5/79	*130	9/29/80	*Includes 61 existing vacancies
17	MI	17	17	3	-	14	-	3	12/80	-
412	NE	26	26	-	-	26	5/12/80	-	-	Completed
245	PZ	245	232	-	-	232	1/11/80	13	New Hires	Completed
281	PR	271	133	-	-	133	-	-	-	Completed
	PR	-	-	-	-	-	-	20	6/23/80	Moving from 400 1st St.
	PR	-	-	-	-	-	-	19	7/14/80	Moving from 400 1st St.
	PR	-	-	-	-	-	-	99	8/11/80	Moving from 400 1st St.
479	RA	479	-	-	-	-	-	79	7/28/80	SPRO - Located at 1726 M St.
	RA	-	-	-	-	-	-	105	3/30/81	Located at 12th & Pa.
	RA	-	-	-	-	-	-	100	3/30/81	Located at 12th & Pa.
	RA	-	-	-	-	-	-	195	4/27/81	Located at 12th & Pa.
7058 - Subtotal	-	4677	3027	-	-	2023	-	2654	-	-

6	CB	Board of Contract Appeals - located in Webb Building 4040 Fairfax Drive, Arlington	Not in final Forrestal Housing Projection
149	HC	Hearings and Appeals - located at 2000 M Street	Not in final Forrestal Housing Projection
1759	FERC	Federal Energy Regulatory Commission - located at 825/941 North Capitol and 400 1st Street	Not in final Forrestal Housing Projection
988 2902 - Subtotal	ERA	Economic Regulatory Administration - located at 2000 M Street & 1111 20th Street (OSC located at 12th & Penn.)	Not in final Forrestal Housing Projection

7058 - This subtotal represents HQ DOE units of which 4677 are located in Forrestal with the balance of 2381 employees located in other HQ's facilities.
 2902 - This subtotal represents CB, HC, FERC and ERA. These organizational elements are not projected for final housing in Forrestal.
 9950 - Total Headquarters Personnel

ORGANIZATIONAL ASSIGNMENTS BY LOCATION
Final Plan

Organization	Personnel to be Housed at Headquarters(12) Building Location Assignments.....										
		Forrestal	2000 M Street	Vanguard Building	Union Center Plaza	100 Ind. Avenue	400 First Street	Germantown	C-XXI (A-2)	12th & Penn. Avenue	Webb Building	Crystal City
SE	76	76	--	--	--	--	--	--	--	--	--	--
CF	17	17	--	--	--	--	--	--	--	--	--	--
ES	56	56	--	--	--	--	--	--	--	--	--	--
LA	56	56	--	--	--	--	--	--	--	--	--	--
PA	104	104	--	--	--	--	--	--	--	--	--	--
CA	39	39	--	--	--	--	--	--	--	--	--	--
IR	71	71	--	--	--	--	--	--	--	--	--	--
AD	896	555	5	--	5	--	--	331	--	--	--	--
CB	6	--	--	--	--	--	--	--	--	6	--	--
CR	443	210	--	--	--	30	--	152	51	--	--	--
CS	731	731	--	--	--	--	--	--	--	--	--	--
DP	399	97	--	--	--	--	--	165	133	--	--	4
EI	1042	681	6	--	--	--	--	--	--	355	--	--
EO	41	41	--	--	--	--	--	--	--	--	--	--
ER	272	82	--	--	--	--	--	190	--	--	--	--
FE	331	39	--	--	--	--	--	292	--	--	--	--
EV	318	72	--	--	--	--	--	246	--	--	--	--
GC	424	404	20	--	--	--	--	--	--	--	--	--
HG	149	--	149	--	--	--	--	--	--	--	--	--
IA	171	171	--	--	--	--	--	--	--	--	--	--
IG	137	137	--	--	--	--	--	--	--	--	--	--
MI	15	15	--	--	--	--	--	--	--	--	--	--
NE	412	26	--	--	--	--	--	309	--	--	--	77
PE	245	245	--	--	--	--	--	--	--	--	--	--
PR	281	271	--	--	--	--	--	10	--	--	--	--
RA	395	395	--	--	--	--	--	--	--	--	--	--
SPRO	84	84	--	--	--	--	--	--	--	--	--	--
RC	1,759	--	--	--	1,365	20	374	--	--	--	--	--
RG	788	--	760	28	--	--	--	--	--	--	--	--
OSC	200	--	--	--	--	--	--	--	200	--	--	--
Misc.	210	150	--	--	--	--	--	60	--	--	--	--
Total	10,168	4,825	940	28	1,370	50	374	1,755	184	555	6	81
Housing Capacity	10,426	4,850	950	50	1,370	50	375	1,910	220	560	10	81
Growth Capacity	258	25	10	22	0	0	1	155	36	5	4	0

FORRESTAL BUILDING

FINAL PLAN

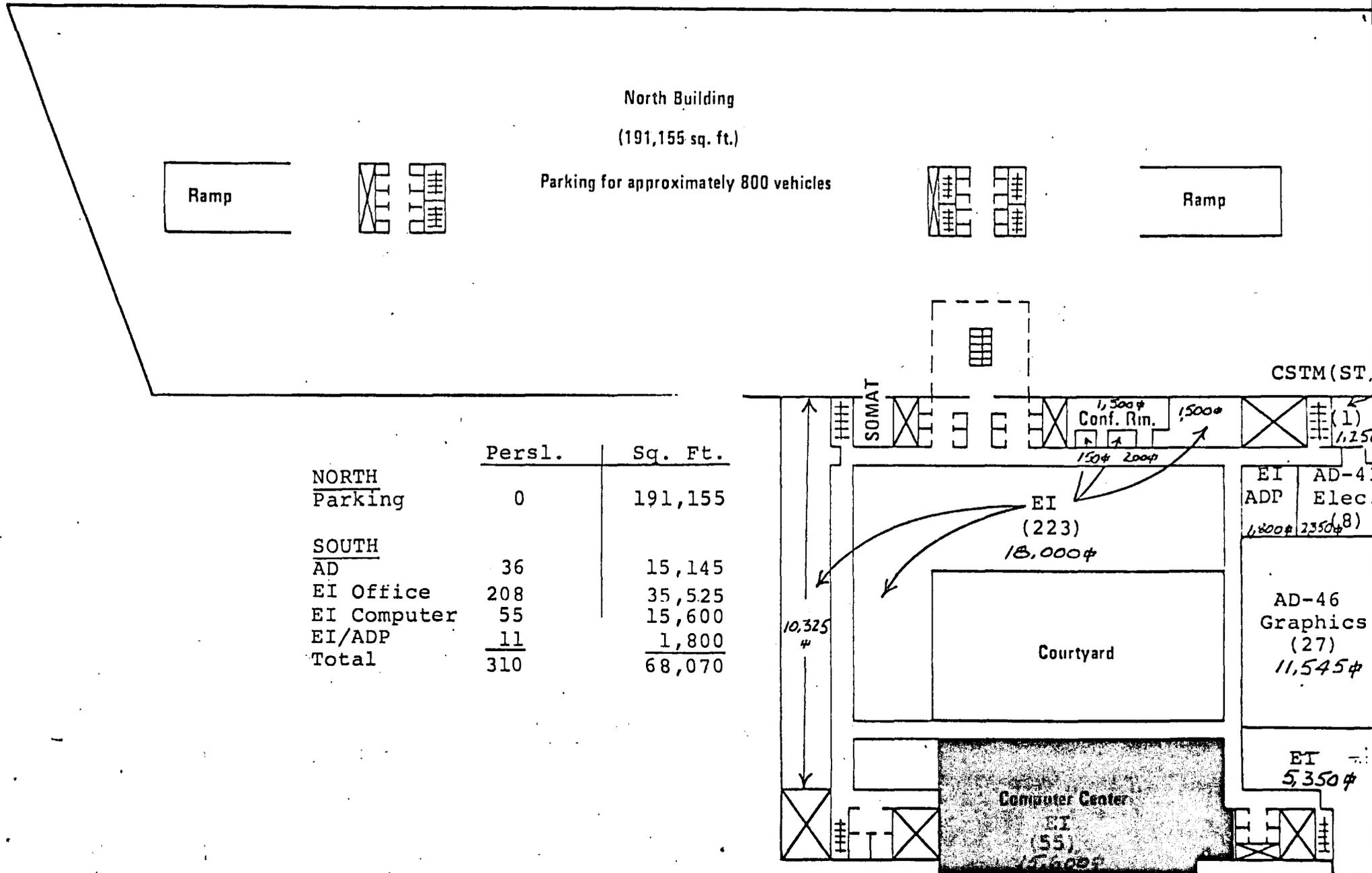
VERTICAL STACKING

FLOOR	NORTH BUILDING										SOUTH BUILDING							WEST BLDG														
8											PR C 1	IR (70)	US 11	IA (4)	CA (40)	PA (93)	LA (54)															
7											SE 51	PA 4	ER 20	Scty (1)	CF (18)	IA 38	PE 50						IR 7	LA 3	CA 4	SE (20)	ES (52)	IA (61)	PE (134)			
6	C O N F E R E N C E R O O M S	B L I N D S T A N D	GC (178) (plus Congressional) & Law Library						CS (140)		GC (218)			CS (60)																		
5			S N A C K B A R	IG 137	NE 26	FE 39	MI 17	PR 6	RA 105	RA (111)			CS (150)																			
4				DP 72	EO 41	CR 92	AD 120	B L I N D S T A N D	EV 72	PE 34	AD 172	Cong. Staff 20																				
3											G I F T S H O P	ER 65	PE 41	IA 46	AD 16	-RA- SPRO 84	IA (6)						PR 19									
2																							EI (261)									
1																							G U A R D P O S T	G S A	DP 8	PA 15	AD 73	EI 173	CS 37	CAFETERIA		
G	E O C			CR 118	RA 179	CS 43	AD 72	S N A C K B A R	F. H. U.	T R A N S M I T T I N G	P R I N T S H O P	G S A	L O A D I N G D U C K	M A I L R O O M	CS (249)	AD (54)	KITCHEN	A U D	G S A	T E L C O M C T R	S T U D I O	CS (52)										
B	P A R K I N G (≈ 800 VEHICLES)										E I C O M P U T E R C E N T E R (55)			S O M A T	EI (219)	AD (36)	C O R N E R															

James Forrestal Building

Basement Floor Plan

FINAL PLAN



North Building

(191,155 sq. ft.)

Parking for approximately 800 vehicles

Ramp

Ramp

CSTM (ST.)

SOMAT

1,500 ϕ
Conf. Rm.

1,500 ϕ

(1)

1,250

Persl. Sq. Ft.

	Persl.	Sq. Ft.
<u>NORTH</u>		
Parking	0	191,155
<u>SOUTH</u>		
AD	36	15,145
EI Office	208	35,525
EI Computer	55	15,600
EI/ADP	11	1,800
Total	310	68,070

150 ϕ 200 ϕ

EI
(223)
18,000 ϕ

EI AD-4
ADP Elec
1,800 ϕ 2,350 ϕ (8)

AD-46
Graphics
(27)
11,545 ϕ

Courtyard

10,325'
#

Computer Center

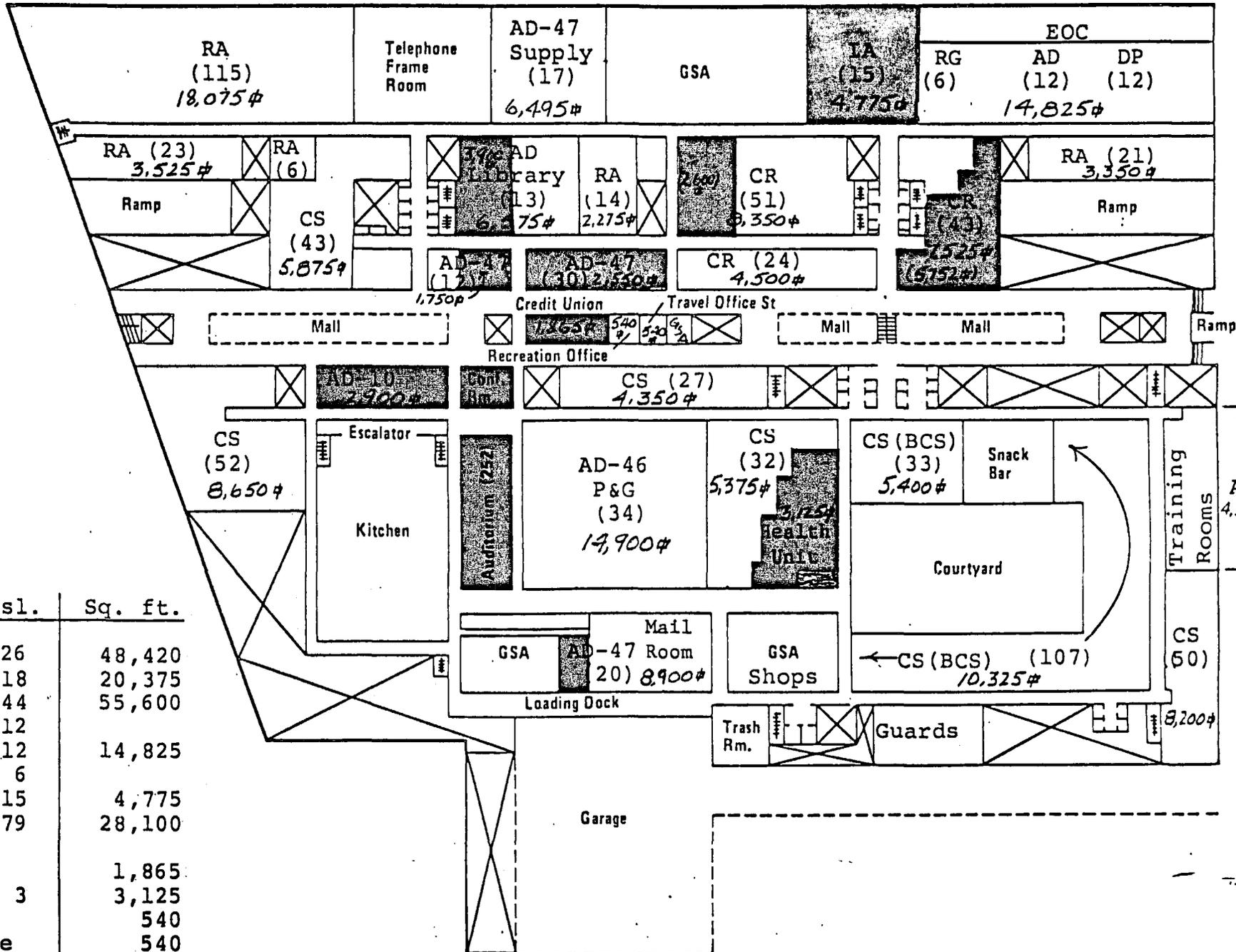
EI
(55)
15,600 ϕ

EI
5,350 ϕ

James Forrestal Building

Ground Floor

FINAL PLAN



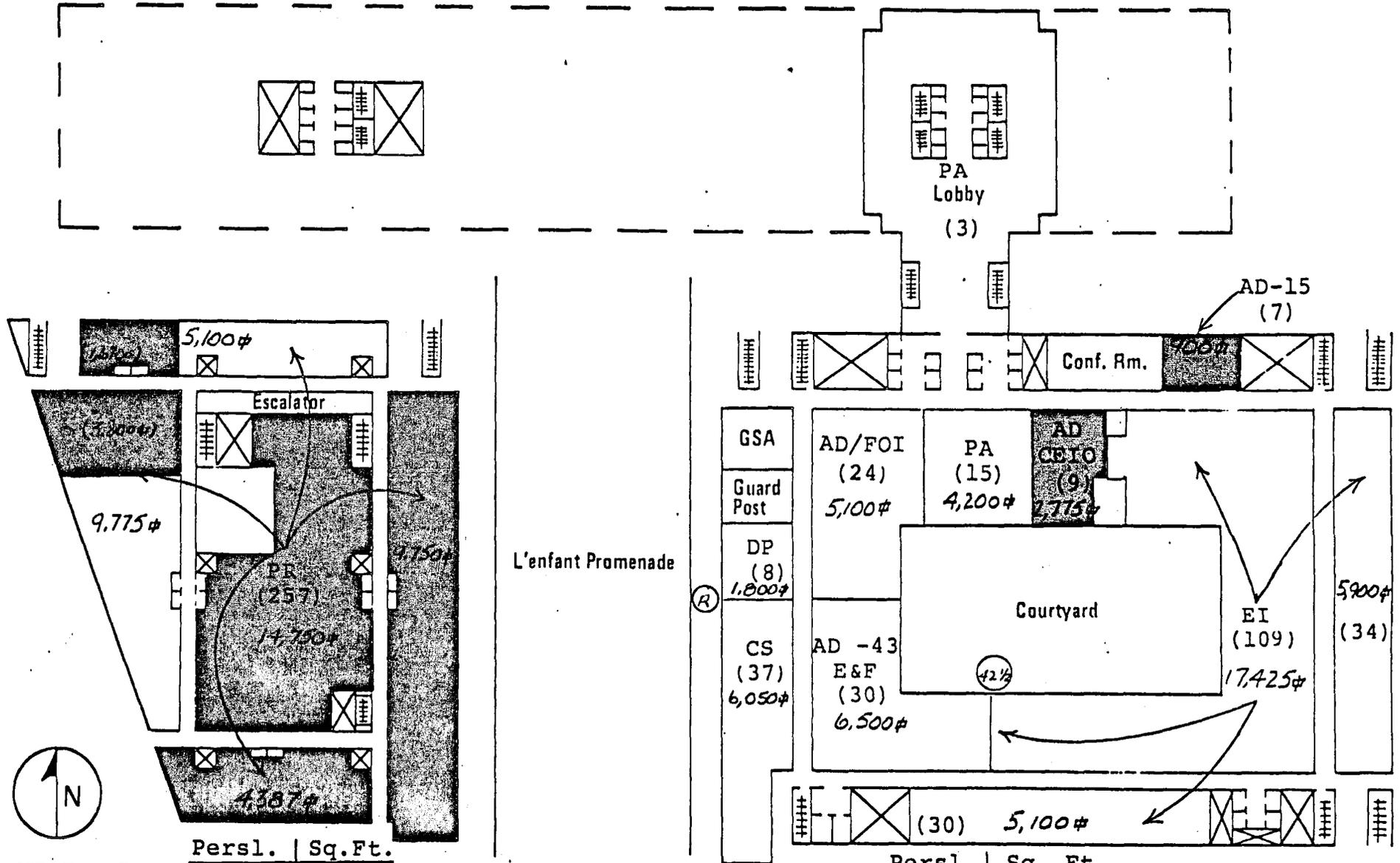
	Persl.	Sq. ft.
AD	126	48,420
CR	118	20,375
CS	344	55,600
EOC	AD	12
	DP	12
	RG	6
IA	15	4,775
RA	179	28,100
Credit Union		1,865
Health Unit	3	3,125
Recr. Office		540
Travel Office		540
Total	815	178,165

5-5-80

James Forrestal Building

First Floor

FINAL PLAN



		Persl.	Sq. Ft.
<u>WEST</u>	PR	257	43,762
<u>NORTH</u>	PA	3	--
<u>SOUTH</u>		303	55,750
TOTAL		563	99,512

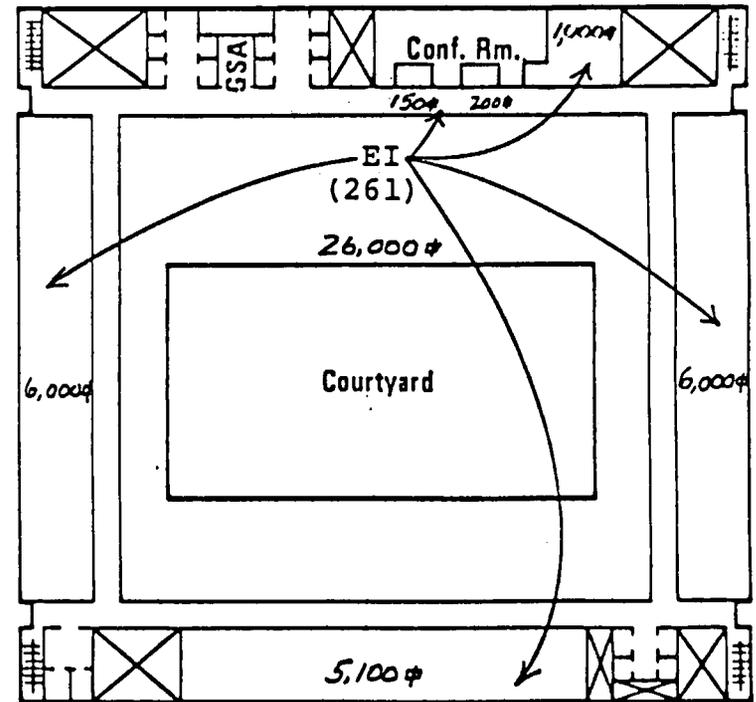
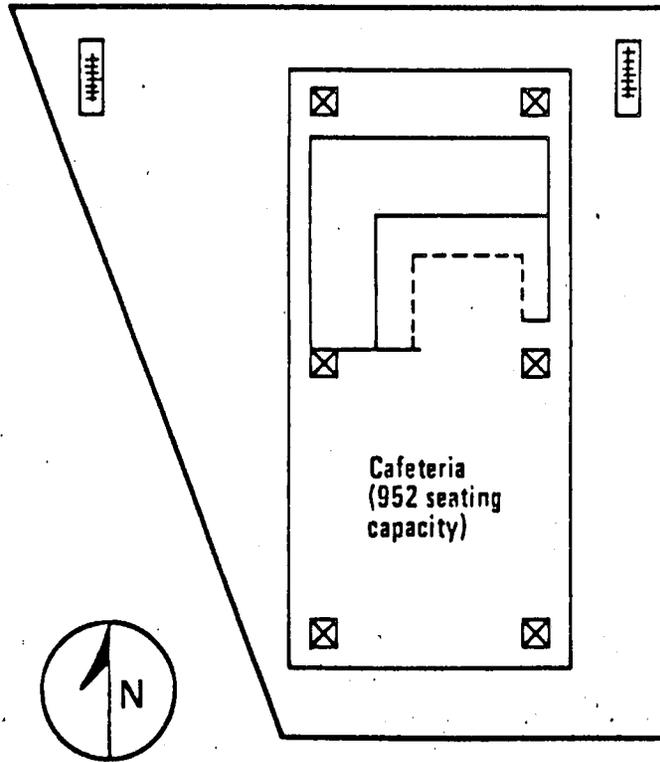
		Persl.	Sq. Ft.
<u>SOUTH</u>	AD	70	15,275
	CS	37	6,050
	DP	8	1,800
	EI	173	28,425
	PA	15	4,200
Total		303	55,750

5-5-80

James Forrestal Building

2nd Floor

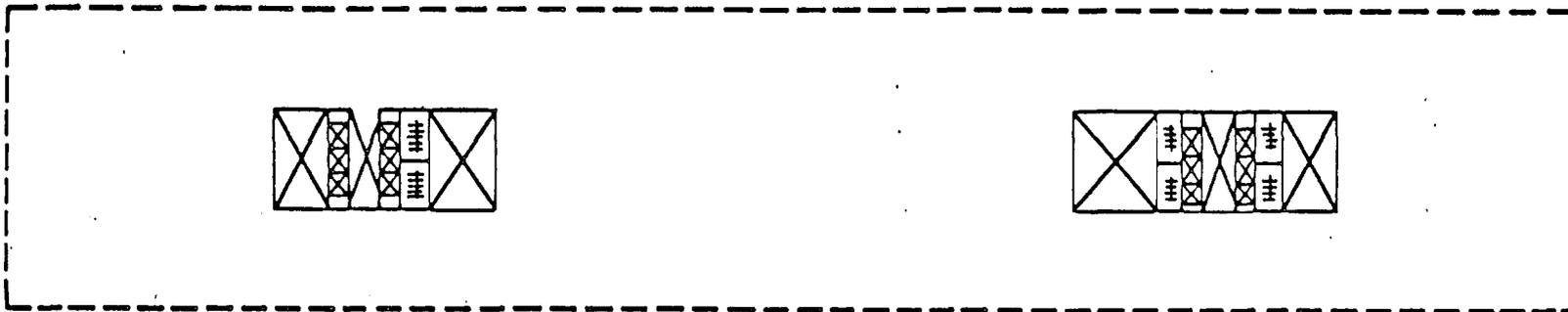
FINAL PLAN



	Persl.	Sq. Ft.
<u>SOUTH</u> EI	261	44,450

James Forrestal Building

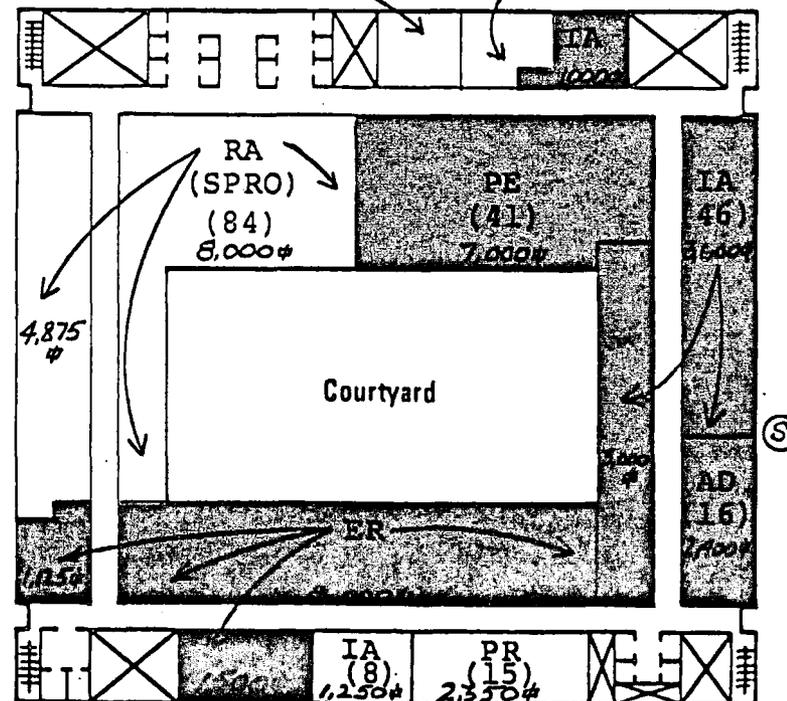
3rd Floor FINAL PLAN



SPRO Command Center
Control (CCC)

EVCS

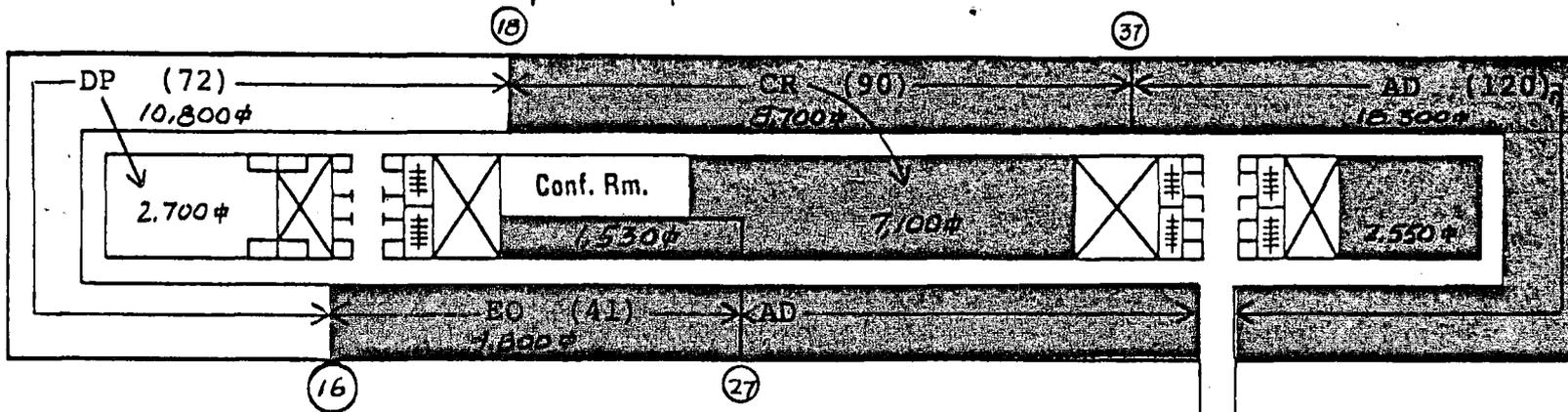
	Persl.	Sq. Ft.
<u>SOUTH</u>		
AD	16	2,400
ER	65	10,625
IA	52	8,850
PE	41	7,000
PR	15	2,350
RA (SPRO) 84		12,875
SPRO-CCC	-	950
EVCS	-	800
Total	273	45,850



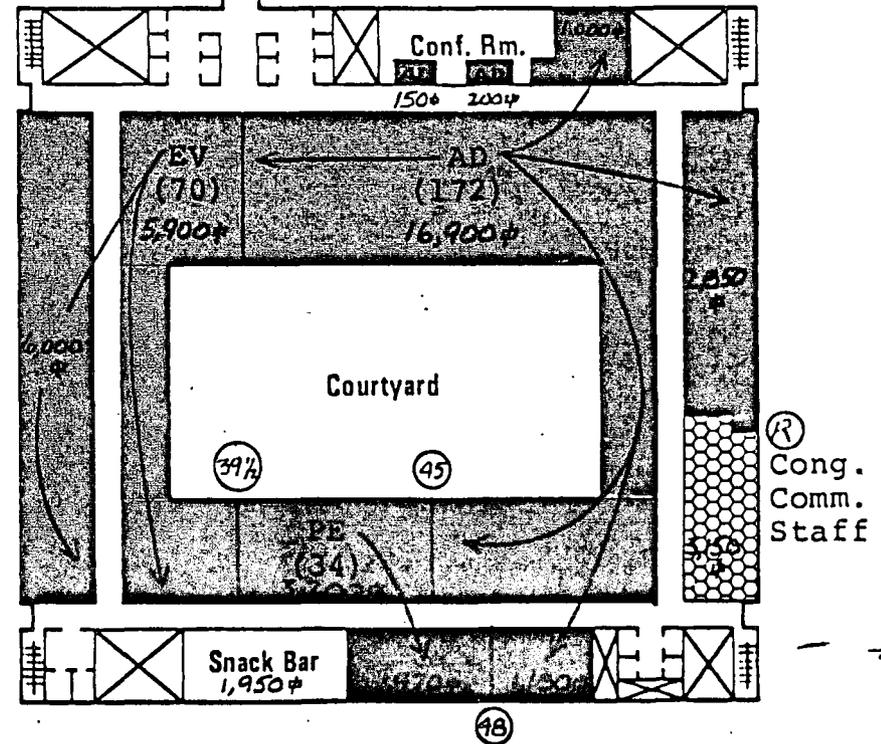
5-19-80

James Forrestal Building

4th Floor FINAL PLAN



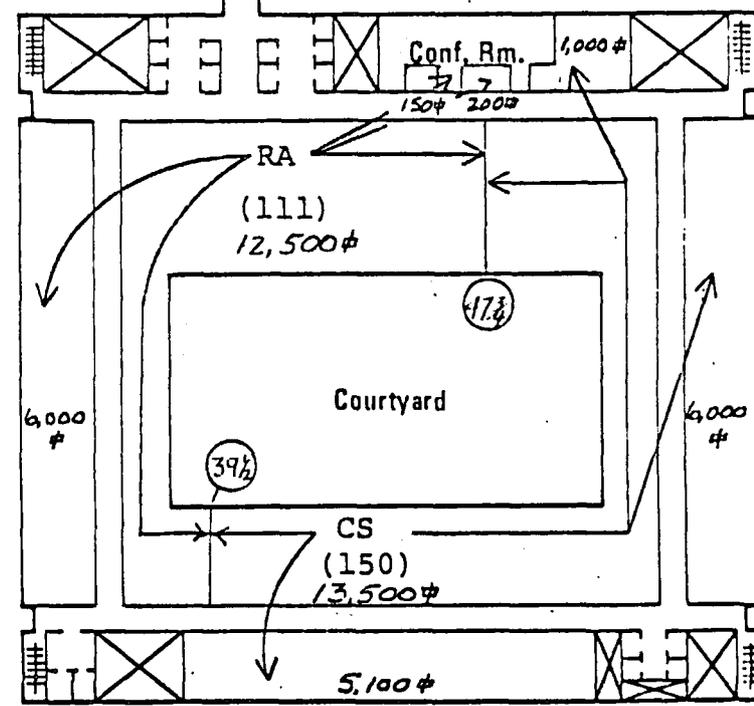
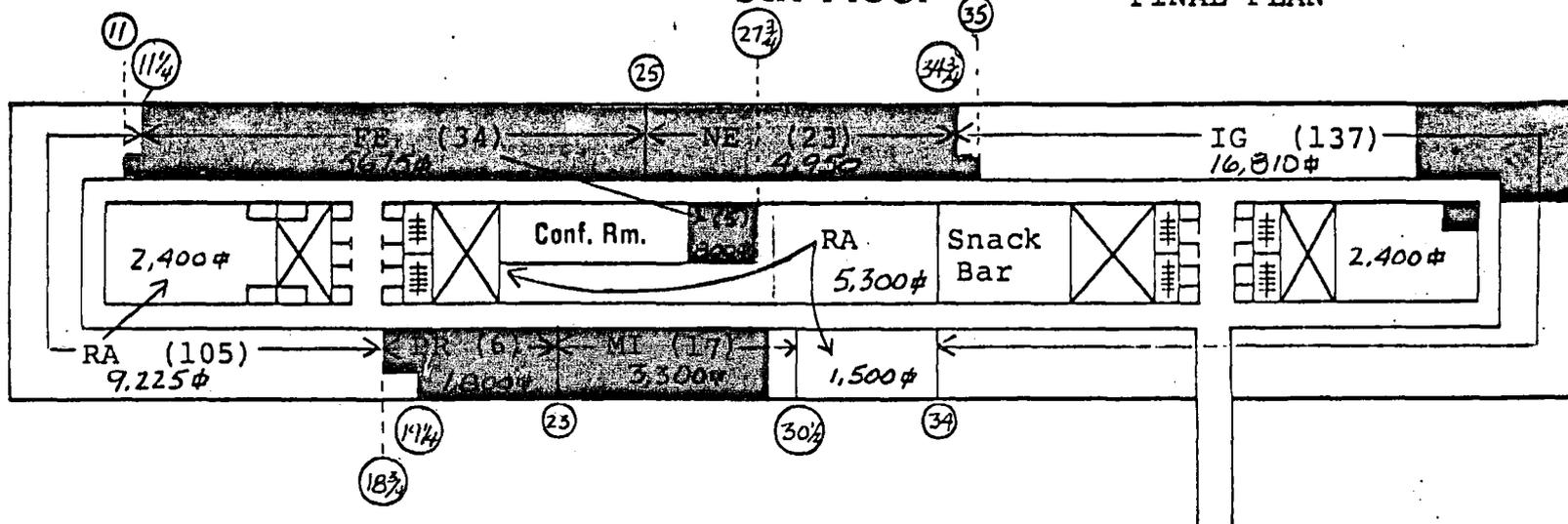
	Persl.	Sq. Ft.
NORTH		
AD	120	20,850
CR	90	15,800
DP	72	13,500
EO	41	6,330
	<u>323</u>	<u>56,480</u>
SOUTH		
AD	172	22,280
EV	70	11,900
PE	34	5,170
Cong. Staff	20	3,150
	<u>296</u>	<u>42,500</u>
Total	619	98,980



James Forrestal Building

5th Floor

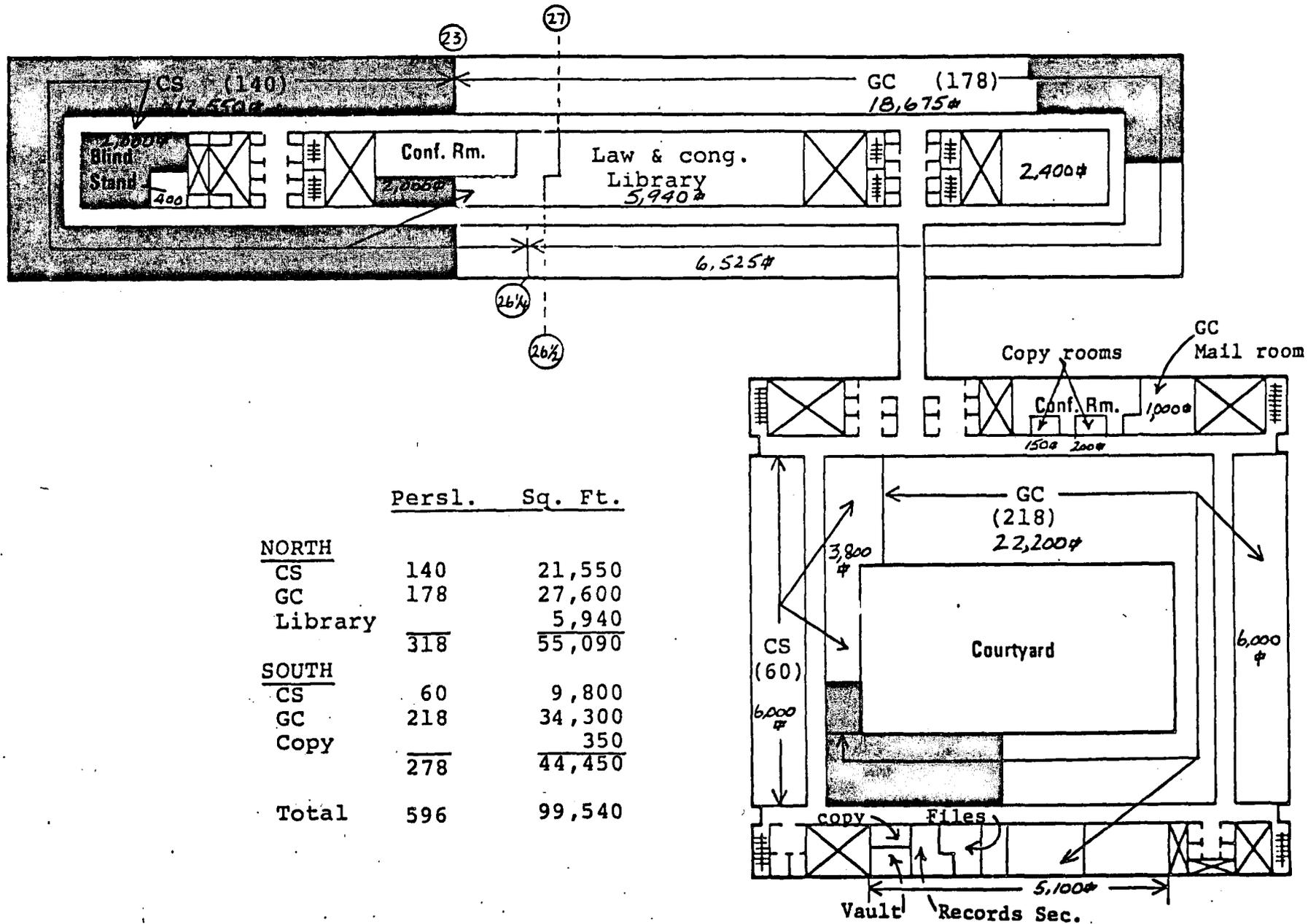
FINAL PLAN



	Persl.	Sq. Ft.
<u>NORTH</u>		
FE	34	6,475
IG	137	19,210
MI	17	3,300
NE	23	4,950
PR	6	1,800
RA	<u>105</u>	<u>18,425</u>
	322	54,160
<u>SOUTH</u>		
CS	150	25,600
RA	<u>111</u>	<u>18,850</u>
	261	44,450
Total	583	98,610

James Forrestal Building

6th Floor FINAL PLAN



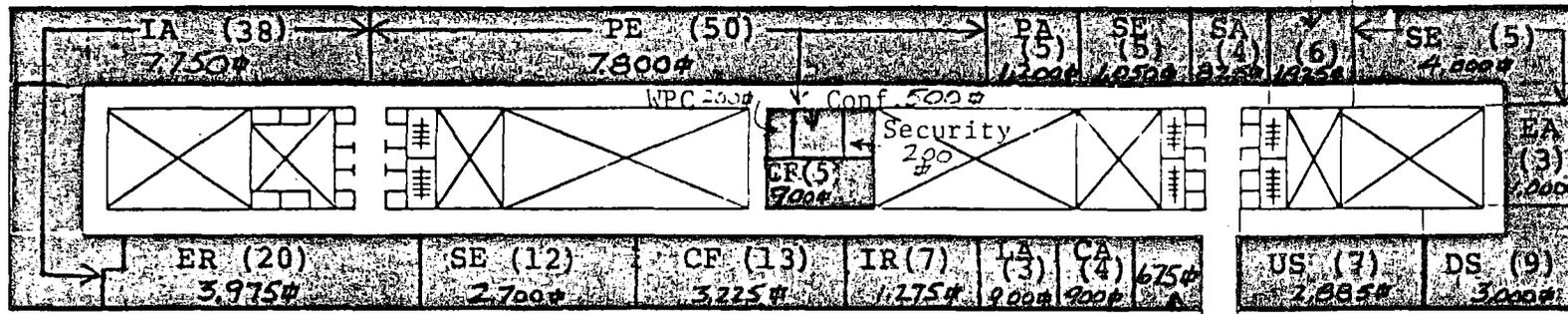
	<u>Persl.</u>	<u>Sq. Ft.</u>
<u>NORTH</u>		
CS	140	21,550
GC	178	27,600
Library		5,940
	<u>318</u>	<u>55,090</u>
<u>SOUTH</u>		
CS	60	9,800
GC	218	34,300
Copy		350
	<u>278</u>	<u>44,450</u>
Total	596	99,540

James Forrestal Building

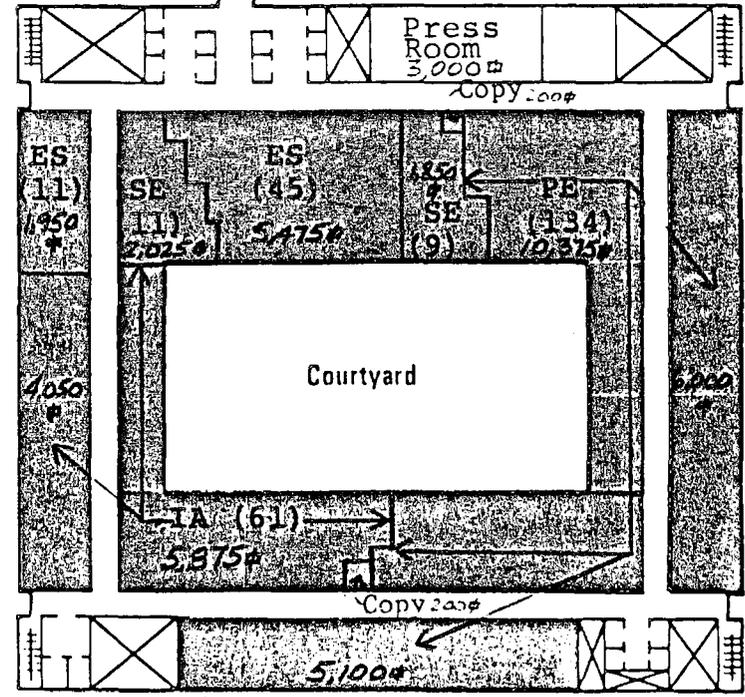
7th Floor

FINAL PLAN

D/OSE-SA



	Persl.	Sq. Ft.
NORTH		
SE	51	17,385
CA	4	900
CF	18	4,125
ER	20	3,975
IA	38	7,750
IR	7	1,275
LA	3	900
PA	5	1,200
PE	50	8,000
Conf. Rms	-	675&500
Security	1	200
	197	46,885
SOUTH		
SE	20	3,875
ES	56	7,425
IA	61	9,925
PE	134	21,475
Press Room		3,000
Copy Rooms (2)		400
	271	46,100
Total	468	92,985

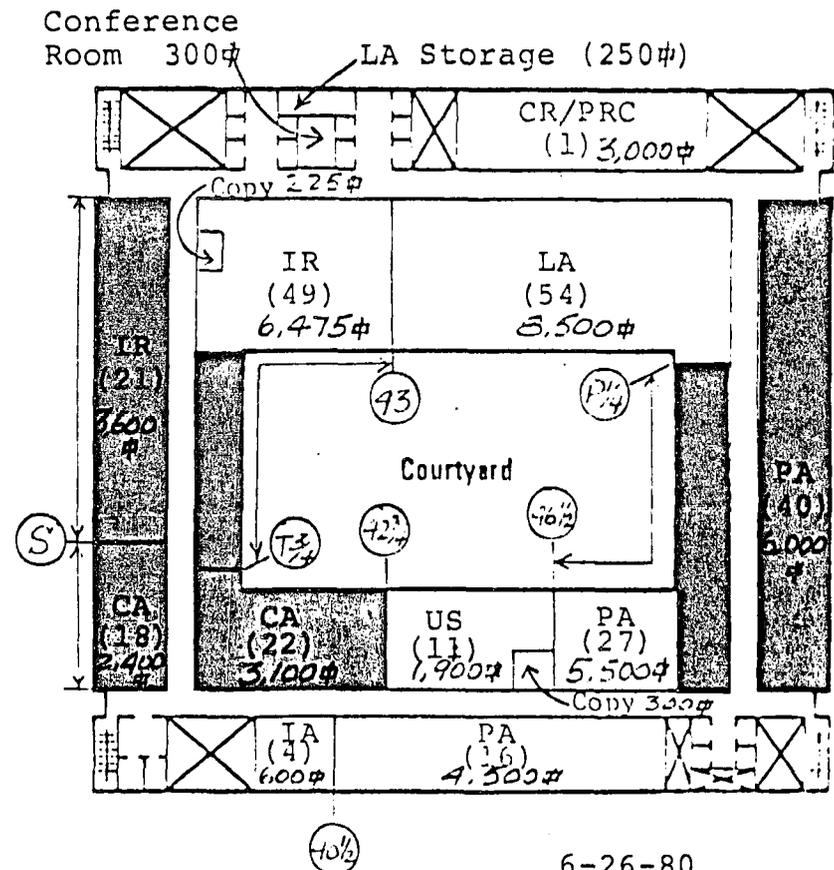


James Forrestal Building

8th Floor

FINAL PLAN

	Pers'l.	Sq. Ft.
CA	40	5,500
US	11	1,900
IA	4	600
IR	70	10,075
LA	54	8,750
PA	93	16,000
CR/PRC	1	3,000
Conf Room	-	300
Copy Ctr	-	525
	<u>273</u>	<u>46,650</u>



6-26-80



Department of Energy
Washington, D.C. 20585

June 21, 1980

NOTE TO THE SECRETARY

I call to your attention the following with respect to comments on the Security Plan for the James Forrestal Building:

- 1) Attached are two background papers which were not included with the original paper for concurrence. As you will note they provide a more in-depth explanation of the Security Plan.
- 2) There are only 140 extra steps to be walked -- not "6 blocks" -- for those persons in the far end of the North Building (IA) to reach a secured entrance.
- 3) This plan for the James Forrestal Building was initially developed over 1 1/2 years ago (in the interim, of course, changes have been made) by me in conjunction with the former head of the James Forrestal Security Office and was not prepared by Defense Programs.
- 4) The plan was created to be approved and implemented upon DOE's majority occupancy of the James Forrestal Building. Unforeseen circumstances (budgetary, Congressional and legal constraints) have resulted in a prolonged delay in reaching the criteria required for implementation.

I believe the time to act on the Security Plan for the James Forrestal Building is now and not wait for an additional period of time of elapse for Defense Programs to establish a counter proposal.

The plan submitted has been reviewed by various security personnel and conforms to both the Departments and established procedures through the Government.

We have already waited 20 months for DP to establish a Security Plan and no longer have the benefit of time.

Recent events have proven conclusively that both the "closing" of the James Forrestal Building and a protective detail as required, is not only warranted but immediately justified.

I recommend approval of my Security Plan.


Frank R. Pagnotta
(Dictated but not signed)

Attachment



Department of Energy
Washington, D.C. 20585

May 31, 1980

MEMORANDUM FOR: Deanne Siemer
FROM: Frank R. Pagnotta *Frank R. Pagnotta*
SUBJECT: Forrestal Security Plan

Following is addendum to the May 12, 1980 Memorandum to The Secretary concerning the proposed Security Plan for the James Forrestal Building based on Mike Kelly's questions:

- o Concerning the controversy of opinion regarding the plan and the need to coordinate the plan through the Assistant Secretaries:

The proposed plan follows standard Federal Building Protection regulations and should in no way interfere with any Assistant Secretaries mission or conduct of any DOE business in the Forrestal Building. The plan was formulated in accordance with pertinent GSA security and safety regulations. In addition it is consistent with the "controlled access" plans now in effect at all other DOE Headquarters facilities. It should be noted that the Chairman of FERC recently elected to close the FERC building at 825 North Capital Street as a result of back to back (less than 6 months apart) armed robberies of the FERC Credit Union. Further, the increasing volume of high level classified and proprietary information stored by DOE elements in the Forrestal weighs heavily against the opinion to keep the building in an open security mode.

- o In reference to the question concerning which Federal agencies have open or closed building plans:
- o Only 4 of the 13 following agencies surveyed have totally open buildings; 2 are open, but with "security islands" such as we have at the Forrestal and 7 are "closed."

4 totally open: Labor/HUD/Agriculture/Transportation
 2 open with "Security Islands": GSA/HWR
 7 closed: Interior/Commerce/DOD (20 Mass Avenue)/State
 Justice/FBI/Treasury

- o Regarding the limiting of building entrances for pedestrians from 10 or more to just 4:

The building plot sheet attached to the proposed plan does not specifically differentiate between the entrances which are already closed and those which will be closed to put the plan into effect. At present there are 6 open pedestrian entrances to the Forrestal Building only 2 of these will be permanently closed under the proposed plan.

<u>Entrance</u>	<u>Status</u>
1. Main Lobby - Independence	Will be open
2. Main Lobby - 10th Street	Will be open
3. "A" Cove - West Entrance of North Building	Will be closed
4. 10th Street West Building	Will be open
5. 10th Street South Building G-E Corridor	Will be open
6. 10th Street South Building G-F Corridor	Will be closed

Further, surveys conducted at peak traffic hours and the experience gained during past public demonstrations (when Building was "secured") reflect that limiting pedestrian access to 4 entrances does not impede the flow of traffic into or out of the building.

- o Regarding costs of the current plan versus the proposed plan:

<u>Current Plan</u>	<u>Proposed Plan</u>
\$961,670	\$1,048,788

(NOTE: Difference of \$87,118 is based on award of new contract under 1980 money as opposed to present contract bid in 1979.)

o Regarding "Roving Guard Patrols:"

"Roving Guard Patrol" is a generic title assigned to a non-fixed guard post. Each Post is numbered and written Post Orders describe the assigned duties of the Post Guard. These orders often times will differ from Post to Post. eg. see Post Narrative Description page of proposed plan, Post numbers 14 and 16.

Primarily the purpose of a "Roving Guard" is to provide intermittent surveillance of sensitive areas and to conduct positive security checks of certain classified material containers and vaults. The training given to Roving Guards is no different than that for guards manning fixed Posts. Guard Training is conducted by the security guard contractor and is monitored by GSA.

o Regarding the closed circuit TV now in use:

There are 5 fixed TV cameras mounted on the walls in the loading dock area they are in full view of the public and are used to monitor the activities of delivery trucks. The TV camera monitor screens are located in the Security Guard office. The closed circuit TV system was installed and is maintained by the GSA in accordance with criteria and legal authority established as being under their purview.

o Regarding questions concerning the personal protection security team:

The security staff will be responsible for the overall security of the Office of The Secretary. This includes (1) personal protection of the Secretary, Deputy Secretary and others as assigned; (2) the physical security of The Secretary's suite; and (3) the technical security (i.e., audio-countermeasures, communications security) within the suite.

Another function of the team would be to assist in the "advance" under the direction of the Director, Office of The Secretary and accompany The Secretary on overseas trips with his senior staff and to arrange for appropriate personal and physical security measures with the proper foreign authorities.

These duties are part of their overall assignment in the Forrester Security Office.

- o Regarding the shift of Headquarters Security responsibilities from the Assistant Secretary, Defense Programs to Director of Administration:

This change has been discussed tangentially with most of the Assistant Secretaries none of whom voiced any objection. The only Assistant Secretary who would be affected by this change would be ASDP who now has the routine security responsibility for Headquarters as well as the DOE wide responsibility for Safeguards and Security policy matters. Shifting the Headquarters to AD would place Headquarters in a similar position to all other DOE Operations Offices who implement their own security programs in accordance with the security programs in accordance with the security policy promulgated by the ADDP.

The only Assistant Secretary who would be effected by this change would be ASDP who now has the security responsibility. If you desire I will prepare a paper concerning this change for his comments.



Department of Energy
Washington, D.C. 20585

June 12, 1980

NOTE TO MIKE KELLY

In reviewing the memoranda regarding the physical security program for the Forrestal and related recommendations I thought the attached background information would be helpful in understanding the "history" of the current DOE/Forrestal situation.

I feel very strongly about the need to "close" the James Forrestal Building and the capability of having trained personnel housed here for personal protection for The Secretary should the requirement arise.

If you have any questions please call me.


Frank R. Pagnotta
Director
Office of The Secretary

Attachment

ISSUE

To establish the "Washington Security Office," under the direction and control of the DOE Director for Administration, for the purpose of implementing the required DOE, HQ physical security program.

BACKGROUND INFORMATION

The statutes and authorities under the DOE legislation pertinent to the DOE physical security programs are:

- o 5 USC 7531 through 7533 as implemented by EO 10450, EO 12065 and 10 CFR Part 710
- o Atomic Energy Act 1954
- o Energy Reorganization Act of 1974

The responsibility for the implementation of the Headquarters physical security program (HQ Security Program) is currently delegated to the Assistant Secretary for Defense Programs, Office of Safeguards and Security (ASDP/OSS) located in Germantown, Maryland.

This functional alignment resulted from a recommendation made by the ERDA/OSS to the DOE Activation Task Force in June 1977. The recommendation was based on a review of the, "Security Clearance Program for the DOE" conducted by the ERDA/OSS in May 1977.

The rationale offered by ERDA/OSS for their recommendation was that ERDA had over 9,000 Federal employees and over 100,000 contractor employees cleared under the Atomic Energy Act 1954.

The ERDA/OSS security program was larger than the security programs of the four other agencies forming the new DOE combined. The ERDA/OSS at ERDA HQ was performing the personnel security processing for all the ERDA regional offices except ERDA Oak Ridge and Nevada. The ERDA/OSS recommendation was summarized in their statement, "...in view of the size of the ERDA program and the expertise ERDA has accumulated over the years ERDA Division of Safeguards and Security should logically be assigned this function."

In October 1977, the ERDA/OSS recommendation was accepted and the ASDP/OSS assumed both the DOE HQ personnel and physical security program responsibilities.

DISCUSSION POINTS

Since October 1977, the scope and requirements of the DOE HQ physical security program has been brought into perspective and is now more clearly identified.

It has been determined that at DOE HQ in Washington, D.C., Security Program Services (Tab A) must be provided to 9500 DOE HQ employees housed in Washington, D.C. and 2 Germantown buildings, as well as physical security inspections for 70-75 DOE contractor facilities in the D.C. area.

These DOE HQ security services cover the entire security spectrum, involving the protection of DOE personnel and facilities. The planning, approval, budgeting, tracking and authority required to provide these security services rests primarily with the Director for Administration. This fact is also clearly evidenced in the administration of the DOE area offices security programs. In view of the fact that the ASDP/OSS is charged with the responsibility for the inspection and review of all DOE area security programs it appears somewhat incongruous that they should also be responsible for implementing the HQ physical security program.

RECOMMENDATION

It is apparent from the aforementioned that the October 1977 decision to charge the ASDP/OSS with implementing HQ physical security program was expedient at the time, but that is not so at this stage of the DOE HQ development. The decision should be changed in favor of establishing a Washington Security Office under the direction and control of the Director for Administration (AD) for the purpose of implementing the required DOE, HQ physical security program. In this regard the HQ physical security program responsibility and the personnel resources involved should be transferred to AD from the ASDP/OSS.

IMPACTThe positive impact on the DOE Headquarters:

- o HQ Physical Security program would be implemented in concert with and could be effectively evaluated in comparison to those of the DOE regional offices.
- o The fiscal requirements of the HQ physical security program could be more closely monitored and more timely adjustments made to increase the HQ security posture in relation to expenditures.

The positive impact on ASDP/OSS:

- o The establishment of a Washington Security Office would relieve the ASDP/OSS of the cumbersome task of trying to implement the Washington, D.C. HQ Physical Security program from a location 35 miles away in Germantown, Maryland.

The positive impact on AD:

- o The establishment of Washington Security Office under the Director for Administration would provide the Director of Administration the opportunity to directly coordinate other HQ administrative services and staff efforts with the HQ physical security needs and responsibilities.

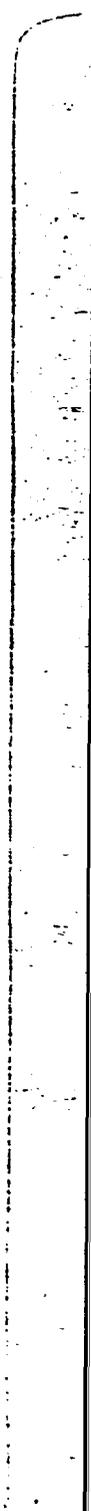
The negative impact on ASDP/OSS:

Virtually none; the ASDP/OSS gained personnel resources along with the HQ physical security program function, consequently the transfer of the personnel and functions to the Washington Security Office should have no effect on the ASDP/OSS.

The negative impact on AD:

None.

11/11/11



Security Programs for DOE Headquarters

PHYSICAL SECURITY

A. Secretary's suite

- o Emergency planning and response
- o Hostile threats, communication processing and action
- o Inter Agency liaison - intelligence information
- o Personal Security detail as required

B. DOE Buildings

- o Security guard management
- o Access control
- o Badge issuance
- o Alarm systems
- o Emergency communication equipment
- o Classified waste destruction
- o Mail and package inspection
- o Technical sweeps
- o Secure conference rooms
- o Security infraction and damage assessment
- o Security education briefings

C. Contractors

- o Facility surveys
- o Facility inspections



Department of Energy
Washington, D.C. 20585

JUN 25 1980

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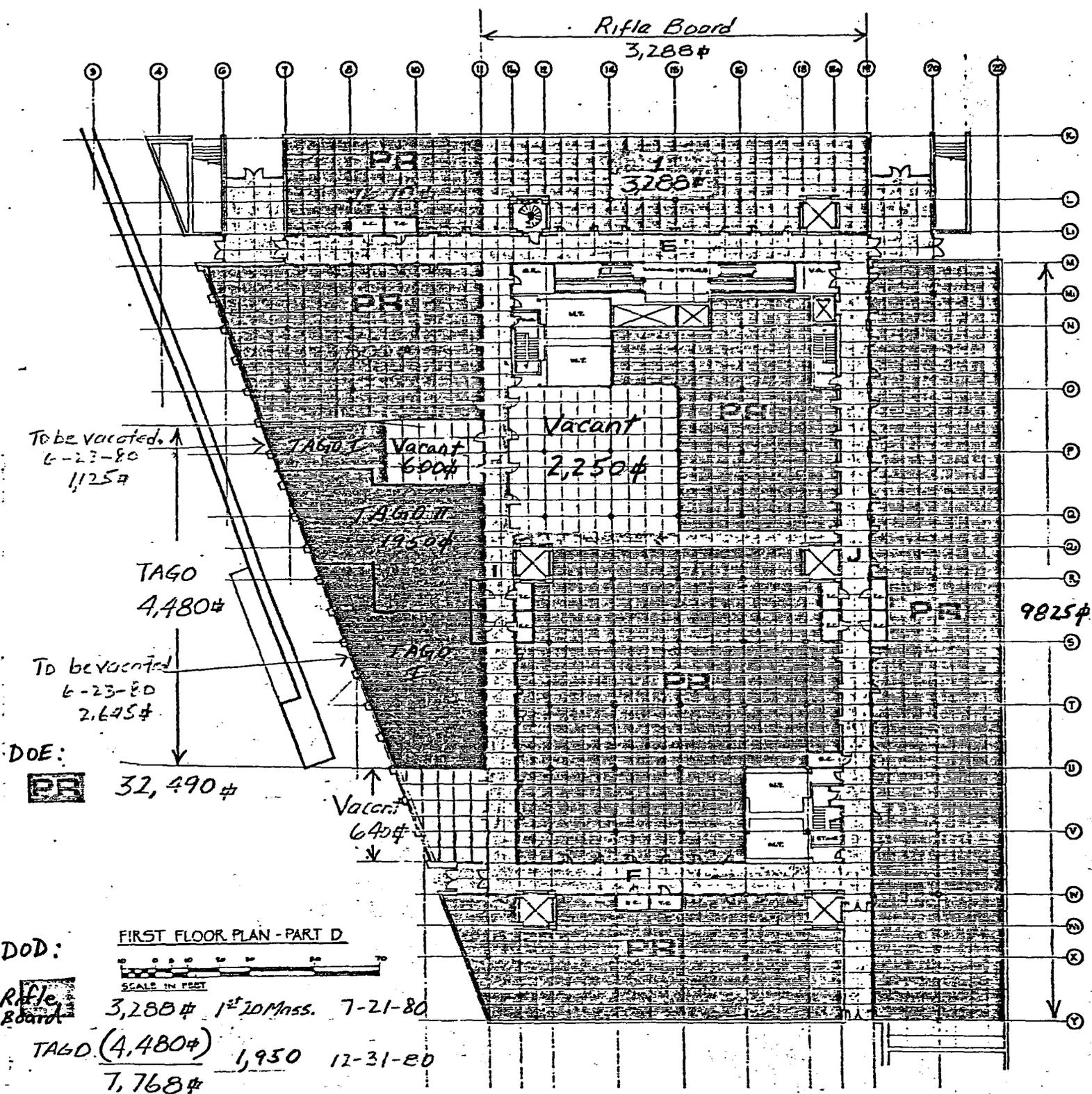
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5
 Vacant: 3,490 sq ft 6-23-80



Department of Energy
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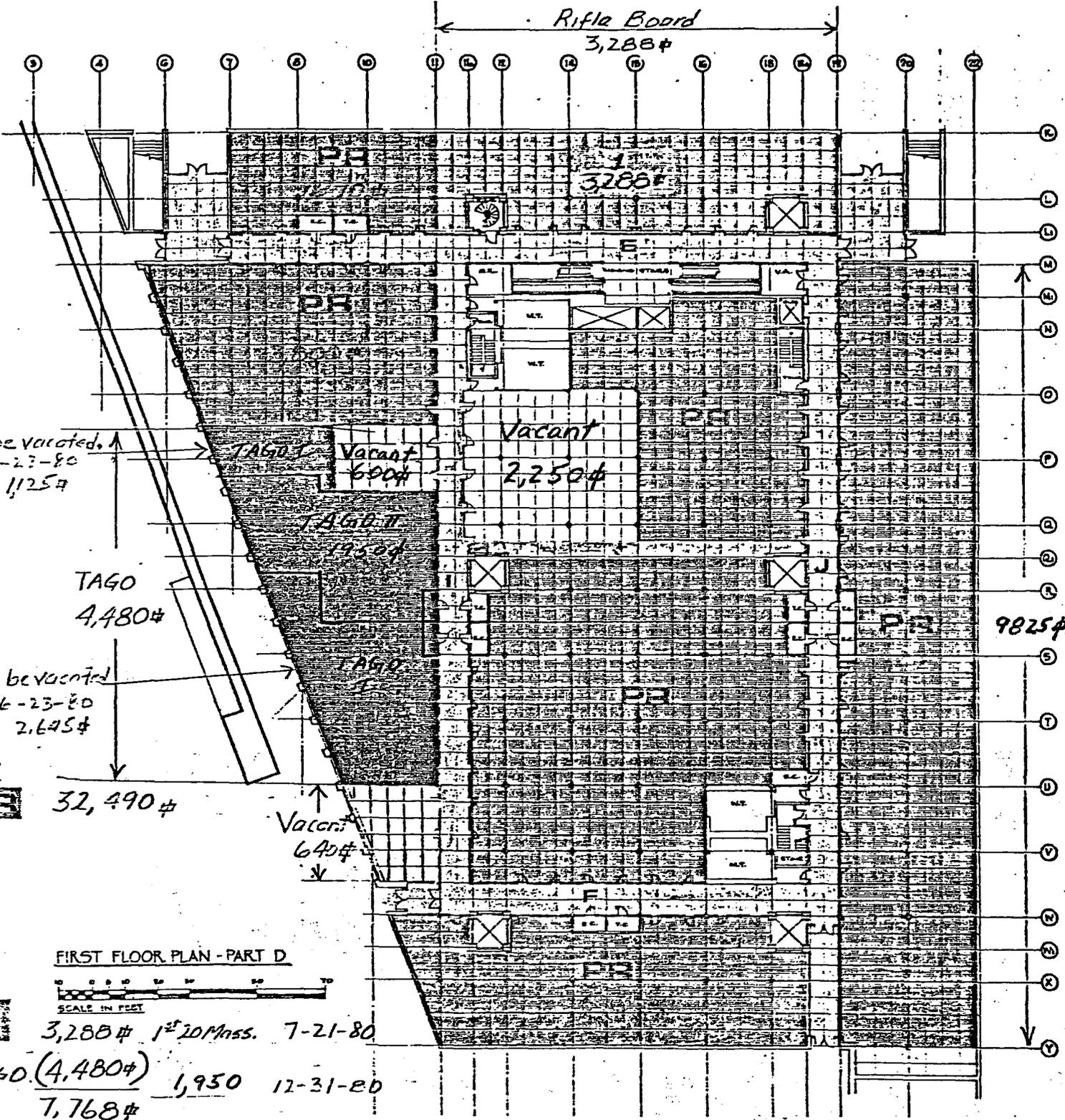
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Washington, D.C. 20585

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Note: I advised the Director, Procurement and Contracts Management Directorate, that the PR move from 400 1st Street N.W. would be accelerated by approximately a year and due to DOD release dates at Forrestal would require a phased move of PR.

Since DOD is not moving out of the balance of the space (Phase III) in one contiguous block, the Phase III stage of the PR move is projected to be completed in increments (See Attachment 1) as follows:

<u>Item</u>	<u>Description</u>	<u>Target Date</u>
1.	Move 30 PR-20 Personnel	5-5-80 (Completed)
2.	Internal Reshuffle (25)	5-7-80 (Completed)
3.	Move 20 PR-50/Contract Management Personnel From Railway Labor Building to First Floor West Building	6-24-80 (Completed)
4.	Move 19 PR-50/Contract Pricing Division Personnel from Railway Labor Building to Forrestal Third Floor South Building	7-14-80
5.	Move 100 PR-50 From Railway Labor Building to First Floor West Building	8-11-80
6.	Move Balance of PR-50 (approximately 20 personnel) From Railway Labor Building to First Floor West	9-15-80
7.	Final Reshuffle (minor - 1,950 sq. ft.)	approximately 3-30-81

Issue: Whether the final planned move (8-11-80) of Procurement operations (PR-50) from 400 1st Street, N.W., to the Forrestal Building be deferred to a later date.

Pro: 1. Procurement will remain at 400 1st Street throughout the end of FY '80 so that they may close-out outstanding procurement actions without the disruption of a move.

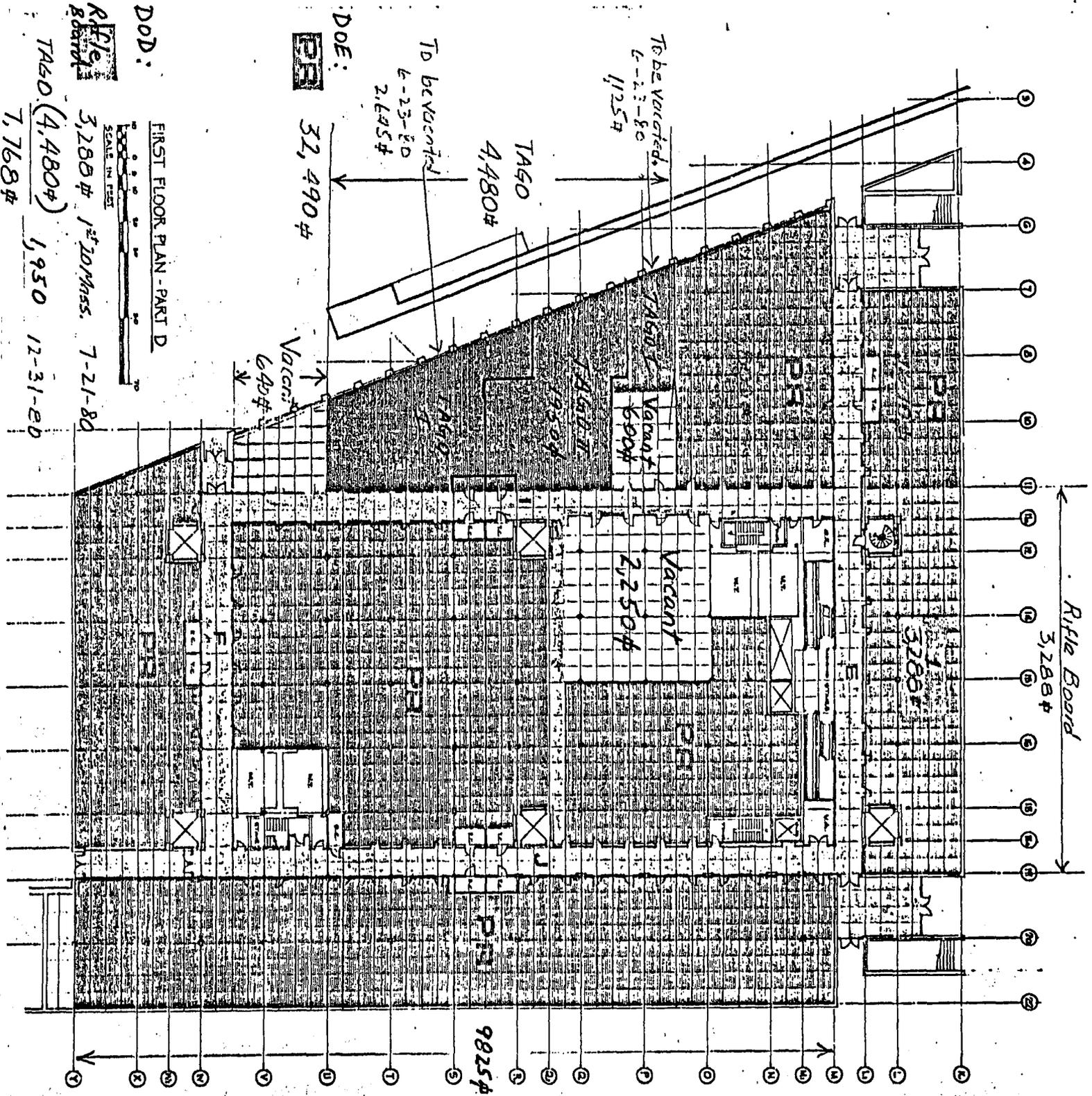
Con: 1. Federal Energy Regulatory Commission will be constrained in hiring new employees due to lack of office space.

2. All other major organizational elements moved into the Forrestal Building were able to continue to perform their programmatic functions with minimal disruptions.

This issue addresses only the deferral of PR-50 to the Forrestal Building as proposed. (Target Date 8-11-80). Any changes to the approved Forrestal Final Housing Plan (i.e., PR not relocating to the first floor West Building) should not be addressed for the following reasons:

1. All architectural/engineering drawings have been completed and approved by PR for their relocation to the First Floor West Building.
2. \$211,085.10 has been obligated to GSA for the final Procurement renovation. 80% of the space has already been renovated in final form.
3. The precedent setting aspects of making a major change to the Forrestal Final Housing Plan (Conservation and Solar Applications, Resource Applications, Defense Programs and the Office of Environment have been denied formal requests to change the Forrestal Final Housing Plan.)
4. A decision to change the Procurement assignment of space in the Forrestal Building would delay the total consolidation of DOE in the Washington/Metropolitan Area.
5. PR is moving into final space whereas FERC has been moving and will continue to move into "as-is" space at 400 1st Street.

Recommendation: That PR move into the Forrestal Building as outlined in the Phase III schedule with immediate backfill ("as-is") by FERC at 400 1st Street.



Vacant: 3,490 #

6-23-80

5



Department of Energy
Washington, D.C. 20585

JUN 25 1980

MEMORANDUM FOR: The Secretary
FROM: Frank R. Pagnotta *Frank R. Pagnotta*
SUBJECT: Final Forrestral Space - Office of Procurement
and Contracts Management Directorate

Background

- o At the onset of DOE, the Office of Procurement and Contracts Management Directorate (PR) agreed to consolidate their cross walked functions at the Railway Labor Building (400 1st Street, N.W.).
- o The Office of Procurement and Contracts was advised that their function would remain at 400 1st Street, N.W. for at least two years and would be one of the last DOE units to move into the James Forrestral Building.
- o The Forrestral location selected for PR was the 1st floor West Building occupied by three separate and distinct Army units that would relocate to the AMC Building in Alexandria, Va., the Hoffman Building in Alexandria, Va., and Buzzard Point in S.W. Washington at different times.
- o The initial planning was to allow PR to remain at 400 1st Street, N.W., until the entire 1st floor West Forrestral area was vacated by Army, and, at that time, the space would be constructed for PR in final form and they would be moved once without any interim moves.
- o During March, 1979, the Chairman, Federal Energy Regulatory Commission (FERC), pressed me for expansion space for approximately 400 new FERC hires.
- o From March, 1979, until late April, 1979, an all out effort was made to satisfy the FERC requirement and at the same time not to disrupt the interim consolidation of PR at 400 1st Street, N.W. The General Services Administration (GSA) was pressured to lease any space in the vicinity of 825 N. Capitol Street for FERC. GSA, because of Office of Management and Budget (OMB) restraints, could not lease any additional space in Washington, D.C.

o In early May, 1979, I took the following actions:

Assigned the entire 400 1st Street building to FERC on a phased basis.

Phase I - relocated Energy Research from 400 1st Street to the Hall of States Building and Vanguard Building (move occurred July 16, 1979)

Phase II - relocated PR (approximately 100 personnel) from 400 1st Street to Forrestal West Building - 17,000 s.f. (move occurred November 26, 1979)

Phase III - relocate balance of PR from 400 1st Street to balance of Forrestal West Building - 18,000 s.f. incrementally as soon as the space becomes available

Note: I advised the Director, Procurement and Contracts Management Directorate, that the PR move from 400 1st Street N.W. would be accelerated by approximately a year and due to DOD release dates at Forrestal would require a phased move of PR.

Since DOD is not moving out of the balance of the space (Phase III) in one contiguous block, the Phase III stage of the PR move is projected to be completed in increments (See Attachment 1) as follows:

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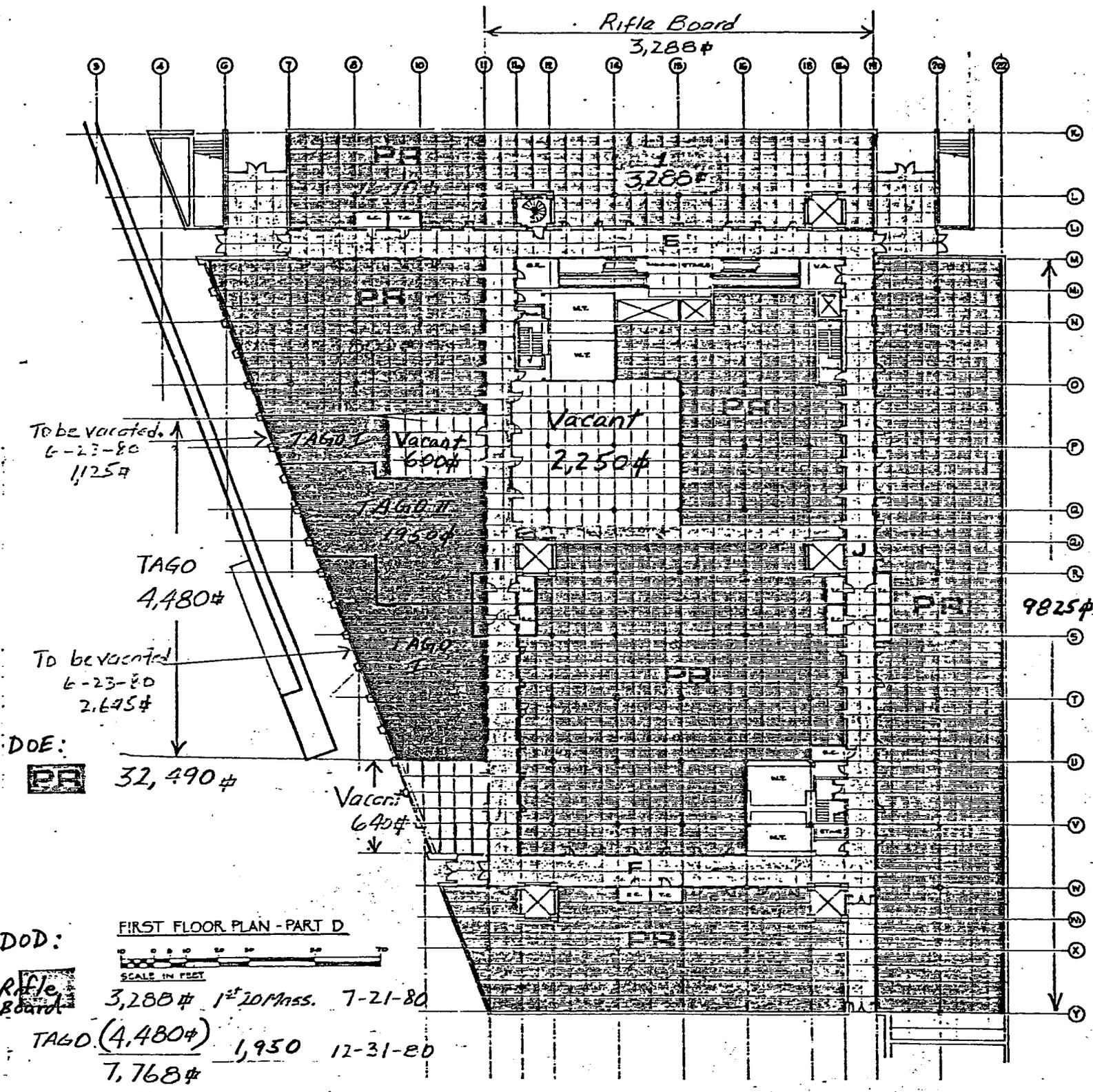
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1. All architectural/engineering drawings have been completed and approved by PR for their relocation to the First Floor West Building.
2. \$211,085.10 has been obligated to GSA for the final Procurement renovation. 80% of the space has already been renovated in final form.
3. The precedent setting aspects of making a major change to the Forrestal Final Housing Plan (Conservation and Solar Applications, Resource Applications, Defense Programs and the Office of Environment have been denied formal requests to change the Forrestal Final Housing Plan.)
4. A decision to change the Procurement assignment of space in the Forrestal Building would delay the total consolidation of DOE in the Washington/Metropolitan Area.
5. PR is moving into final space whereas FERC has been moving and will continue to move into "as-is" space at 400 1st Street.

Recommendation: That PR move into the Forrestal Building as outlined in the Phase III schedule with immediate backfill ("as-is") by FERC at 400 1st Street.



5
 Vacant: 3,490 # 6-23-80

COUNSELOR TO THE
SECRETARY OF ENERGY



June 30, 1980

MEMO FOR SECRETARY DUNCAN

FROM: Mike Kelly

You have to approve these
interim clearances in
order for them to be granted.

Mr. Duncan has seen

OK
CWJ



Department of Energy
Washington, D.C. 20585

June 11, 1980

MEMORANDUM FOR: The Secretary
FROM: Frank Pagnotta
SUBJECT: Economic Summit

The President has decided that there will be no need for any Cabinet Members to be with him in Rome for the Italian State visit prior to the Economic Summit Meeting in Venice.

Therefore, the White House requests -- pursuant to The President's request -- that you and the other Cabinet Members arrive in Rome in late morning of the 21st of June so that you can accompany the President to Venice for the Summit.

Sufficient time should be allowed so that you can be manifested on either Air Force I or Air Force II -- determination of specific manifests have not yet been made by the White House.

I recommend the following:

° Option I

Secure an aircraft through SAM for the flight from Washington to Rome. You would "host" the flight and invite other Summit participants -- Ambassador Owen, Secretary Miller and his principal aide, Secretary Muskie and his principal aides, Les Goldman and others as appropriate.

° Secure the following commercial flight for your trip to Rome:

Leave Dulles on TWA 890 at 6:55pm with arrival in Rome (via Paris) at 11:45am on the 21st

RECOMMENDATION - Option I

APPROVE

Option I

Option II

NOTE: Secretary Muskie will be attending the Italian State Visit Meetings

In case you elect Option I, I will contact SAM first thing on Thursday morning to see if an aircraft can be obtained. I really see no reason why a plane cannot be made available to you especially considering the circumstances.

I will obtain the specifics -- other than mentioned below -- as available from the White House regarding the Summit Meeting:

June 21st

- PM (5/6pm) - Depart Rome for Venice
- Evening - Briefing on Summit Meeting
 - ° White House personnel advise that you should be available for briefing and meeting with the President

June 22nd

- 8:30am - Breakfast Meeting - Principals Only (Heads of State)
- 10:00am - Summit Convenes
 - ° Timing of all Summit schedule not yet available
- Evening - White House personnel advise that you should be available for briefing and meeting with the President

June 23rd

- AM/PM - Summit schedule not yet available
- 6:00pm - Summit adjourns
- 6/7pm - Presidential Press Conference
- Evening - White House personnel advise that the President will be concentrating after the Summit only on his visits to Yugoslavia, Spain and Portugal; therefore, there will be no requirements on you for further briefings or meetings (the same applies to the other Cabinet Members)

June 24th

- 8:30am - President departs for Yugoslavia, Spain and Portugal
- Note: The President has stated that no cabinet Members will be accompanying him to Yugoslavia, Spain and Portugal

Based on the President's requirements and his itinerary I recommend the following options:

° Option I

The T-39 departs Venice for either London or Geneva on the evening of the 23rd.

° Option II

T-39 depart Venice on the morning of the 24th at 10:00am (you cannot depart at an earlier time because of the President's departure) for arrival in the early afternoon in London or Geneva.

° Option III

The aircraft (SAM) which brought you and the other Cabinet Members and personnel (excluding Secretary Muskie who will be going to a NATO meeting) to Rome to return from Venice to Washington.

RECOMMENDATION - Option III - if you do not go the London or Geneva.

APPROVE

Option I

Option II

Option III

The White House has stated that they will keep me informed of any changes. I will in turn keep them fully informed as to your plans for arrival so that appropriate logistical and administrative support services will be provided to you. David Jones and Marshall Combs will be in Rome prior to your arrival and will at my direction ensure that all requirements to support your mission are met. I am in direct contact with both the White House and State Department daily and they are fully aware of your requirements and will be fully informed of all your planned movements outside of the stated Presidential itinerary.

I have provided Carole Gorry with an item I would appreciate your trying on prior to your departure so that you are familiar with its fit. Carole will be discussing this matter (object) with you in person.

I am available to discuss any of the above with you and can be reached at home.

Depending on where you will have your meeting I will provide commercial flight information on the planes available for your return to Washington, D. C. on the 25th of June. I note, however, that the flights from London to Washington are more frequent than those from Geneva to Washington.



Department of Energy
Washington, D.C. 20585

June 12, 1980

MEMORANDUM FOR: The Secretary 
FROM: Frank Pagnotta
SUBJECT: Arrangements for Economic Summit

The White House (Bob Dunn, Chief of the Advance for this trip and in direct contact with the President on arrangements) and the State Department (Marvin Gates, Muskie's Chief of Administrative Services) have recommended because of security problems that you and Secretary Miller fly directly to Venice and avoid coming to Rome completely.

Information has been obtained from security personnel -- both State and Secret Service -- that the Red Brigade will take advantage of "targets of opportunity" or in other words members of the Official Delegation who do not have the heaviest protection. Therefore, as Rome is a security problem - much more so than Venice - it is recommended that you and Secretary Miller fly directly to Venice.

The following Options are offered for your review:

◦ Option I

Depart the evening of the 20th (at approximately 9:00pm) for Venice (arriving at approximately 11:30am on the 21st). The aircraft will be configured for 4 bunks. The White House advises that the President will arrive in Venice at 6:30pm and you should be available for meetings/briefings with him at 7:30pm.

◦ Option II

Depart for Rome as you decided today on the morning of the 20th with an overnight in Rome. You and Secretary Miller will join the Presidential party and proceed to Venice arriving at 6:60pm.

◦ Option III

Depart for London on the morning of the 20th with arrival the evening of the 20th and RON in London. Continue the flight to Venice on the 21st arriving early afternoon. Please note that the arrival time in Venice of your aircraft after Noon on the 21st will be determined by the Italian authorities. We will have to take their ETA as all principal Summit participants and staffs will be arriving on the 21st.

NOTE: Flying time to London is approximately 6 hours with 5 hours difference (gain) in time

◦ Option IV

Depart for Paris on the morning of the 20th with arrival the evening of the 20th and RON in Paris. Continue the flight to Venice on the 21st arriving early afternoon. Please note that the arrival time in Venice of your aircraft after Noon on the 21st will be determined by the Italian authorities. We will have to take their ETA as all principal Summit participants and staffs will be arriving on the 21st.

RECOMMENDATION: Option I - from a security stand point this is your definite choice

The following individuals have requested to "ride with you" or have been asked if they wanted to join you on the aircraft:

"INVITED"

Secretary Miller
4 Staff Personnel to Secretary Miller
Ambassador Owen
Edward Fried
Les Goldman

ASKED FOR A RIDE

Edward Morse - State Department
Cassie Casurgi - State Department (Richard Cooper's Office)
Kitty Schirmer - White House

The White House believes it is "terrific" that you have a SAM aircraft but because of the cost will not charter it themselves.

If you elect to fly into Venice once you are on the ground the White House Advance Team assures that they will take over the responsibilities of seeing that the motorcade, baggage, transport to hotel etc. are all in place.

For your information you and Les Goldman will be staying at the Cipriani Hotel during the Summit.

I have been in contact with SAM and they are working on arrangements to have your T-39 depart Venice on the evening of the 23rd following the Summit for either London or Geneva. However, we have the restrictions of landing "curfews" in both London (11:00pm) and Geneva (10:00pm). Our request to depart on the evening of the 23rd in order to make either location has been placed with the Italian Government who will determine what planes will depart at what time. I will let you know as soon as I hear regarding your departure on the 23rd.

The following guidelines will apply to your vest:

- You should wear it to and from the airports in Italy
- You should wear it if you are in any public gatherings outside of the official Summit meetings
- Once you arrive in Venice/Rome it should be given to David Jones. The Security Personnel with you in Italy will have the vest with him at all times. If the need arises that you should where the vests other that outlined above the Security Man with you at that time will so advise

I am more than happy to discuss any of the above with you at any time.

APPROVED

OPTION I _____

OPTION II _____

OPTION III _____

OPTION IV _____



Department of Energy
Washington, D.C. 20585

May 21, 1980

MEMORANDUM FOR: The Secretary
FROM: Frank R. Pagnotta 
SUBJECT: Energy Saving Lighting System

In reference to your request, an evaluation of the automatic light switching system installed in the Bonneville Power Administration (BPA) facility in Portland, Oregon, and possible compatibility with Headquarters buildings was conducted and the following information is provided:

- o The BPA facility by its inherent design represents a unique facility where the Automatic Light Switching System was necessary to eliminate the energy waste brought upon by its poorly designed original control lighting.
- o The closed office space design concept prevalent in the Forrestal Building, the inherent light controls in individual offices, the energy conservation programs already undertaken by GSA, the DOE's employees cooperation in light switching and the high expense of installing a system based on BPA's example in our existing building environment would render such conversion at extreme costs.
- o The state-of-the-art in automatic light switching has advanced considerably since 1974 when the BPA facility was retrofitted. The new systems developed are more adaptable to existing office structure and will prove to be more cost effective and energy efficient.
- o As a result of my reviewing material submitted by Mr. Charles Barnum of Barnum Enterprises, I held a meeting in December 1979 and invited CS personnel to attend for an explanation of the "SKAN" system. Attached is a copy of memoranda regarding the positive outcome of this meeting.

- o For your information "SKAN" operates on motion radar -- a technique developed by the United States Navy -- and is presently being successfully commercially tested in several office buildings in New York City.

Electricity savings are greatest at night and during lunch hours. The principle on which the SKAN system functions is that a persons motion or presence within a given space activates the lights and to date has resulted in savings of 33 percent of electricity usage and eliminates the problem -- as at BPA -- of areas being automatically darkened when individuals are working within an office area. It completely erases having persons stumbling and groping in the dark to reset predetermined timing blackouts.

Towards this end, a pilot project, utilizing this most promising system, has been initiated to retrofit The Secretary's Office and the adjacent areas on the seventh floor (gold carpet area). The system will be closely monitored for cost savings and scheduling of a total Forrestal automatic switching system will be implemented if the pilot project proves to be as cost effective and energy efficient as anticipated.

U.S. DEPARTMENT OF ENERGY
memorandum

DATE: January 10, 1980

REPLY TO: Thomas D. Tatum *CS-50*
ATTN OF: 4

SUBJECT: Installation of Energy Saving Device

TO: Frank R. Pagnotta

In our meeting of December 19, 1979, with Mr. Charly Barnum from Barnum Enterprises, Inc., he explained the cost of his "SKAN" system. CS indicated in the meeting with Mr. Barnum that we were very supportive of his proposal, which will allow us to demonstrate this new energy light system. This effort is part of our Commercialization Program for new energy conservation products. We are also interested in having this system installed in our new space provided for us at the Forrestal Building for CS.

Please contact me for further help on this project 376-9041.

cc: Joseph Barrow

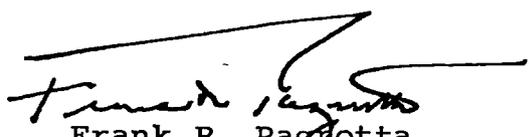
NOTE TO THOMAS D. TATUM

I am highly impressed with the SKAN system and believe the "Gold Carpet" area along with Tom Stelson's office suite would be ideal testing space. Please proceed with installation of this system.

I will attempt to secure funding from our funds to assist in this venture.

Let me know the actual cost.

Thanks.

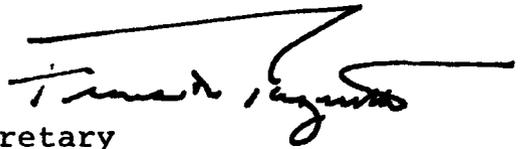

Frank R. Pagnotta
Director
Office of The Secretary



Department of Energy
Washington, D.C. 20585

May 12, 1980

MEMORANDUM FOR: The Secretary

FROM: Frank R. Pagnotta 
Director
Office of The Secretary

SUBJECT: Security Plan for the James Forrestal
Building

The Security Plan currently in effect/at the James Forrestal Building was designed to accommodate the security requirements of various Department of Defense (DOD) elements housed in the Building. It presently follows an "open building" concept with pockets of restricted areas sequestered within the Building under the security control of Military Duty Officers.

We have had to modify this plan by adding guard posts to meet the security necessities of Department of Energy (DOE) elements as they moved into the Forrestal Building. This practice has reached a point of diminishing returns and is no longer security wise or cost effective. At this point, further additions to the "open building" plan will not enhance the DOE security posture in proportion to either our security requirements or the costs involved. For your information, we no longer share the costs for Building security with DOD. DOE is paying the total cost for a security plan which consists of modifications and/or additions to the original DOD plan.

It is my opinion that we have reached the point to change the present DOD security plan and adopt a "controlled access" security plan, tailored to meet DOE's specific security requirements. The "controlled access" plan is consistent with security plans in operation at other DOE locations as well as most other Government buildings in Washington.

The need to positively control access to the Building is becoming more evident every day. The June 1979 incident involving the unauthorized entry into the Secretary's suite by the "Mobilization for Survival" group which resulted in their being arrested after damaging Federal property and

illegal entry, could have been avoided had these individuals been required to identify themselves, state the nature of their business and their appointment request upon entering through the lobby of the Building. In addition, there has been a noticeable increase in the theft of Government and personal property in the past six months as well as one incident of armed robbery and one incident of assault and battery involving theft. As recently as May 1, 1980, two individuals were arrested in the Building for carrying concealed weapons and intent to do bodily harm. All these incidents could have been avoided had the assailants been required to enter the Building at a controlled point and their validity for admission to DOE offices been verified.

One of the most important factors to be considered in deciding whether or not to adopt a "controlled access" security plan for this Building is the definite possibility that acts of destruction, possible violence or terrorism may be directed at the Department you and other Senior DOE officials or DOE employees as a result of the current political unrest in the Middle East and increased public demonstrations particularly involving anti-nuclear issues.

As a result of my numerous discussions with personnel of the FBI, Secret Service, Federal Protective Service, the Metropolitan Police Department and DOE security representatives concerning this matter, I strongly urge your prompt consideration of the following three recommendations:

1. Implementation of the attached James Forrestal Building Security Plan which provides for:
 - o Regulating access to the Building by using a limited number of entry points;
 - o Utilizing internal roving guard patrols to provide for personnel circulation control and the limiting of access to certain areas within the building;
 - o Continued use of existing vaults, alarms and closed circuit TV systems.
2. Reassignment of the DOE/HQ security responsibilities from the Assistant Secretary of Defense Programs to the Director of Administration. For your information,

Bill Heffelfinger concurs in this recommendation and is prepared to implement immediately upon direction. Transfer of these responsibilities would be consistent with DOE security policies and procedures.

3. Augment the Washington Security Office staff with sufficient personnel to allow for proper implementation of this Plan and to provide for the personal protection of The Secretary and other Senior DOE officials on an as needed basis.

The implementation of these three recommendations will greatly enhance the security posture of you, DOE employees, and Departmental equipment, facilities and other valuable items at the James Forrestal Building. I strongly urge your approval.

APPROVED _____

DISCUSS WITH ME _____

Attachment



Department of Energy
Washington, D.C. 20585

April 7, 1980

MEMORANDUM FOR: The Secretary

FROM: Frank R. Pagnotta *F R P*
Director
Office of The Secretary

SUBJECT: Utilization of The Secretary's Mess

Attached is your itemized daily billing for the month of March 1980 for utilization of your Mess. It would be appreciated if you remit payment in the amount indicated by a check payable to Frank R. Pagnotta.

Thank you for your cooperation.

Attachment

THE DEPARTMENT OF ENERGY

The Secretary's Mess

NAME: Charles W. Duncan, Jr.

TITLE: The Secretary of Energy

<u>MONTH/DAY</u>	<u>EXPENSE</u>	<u>COST</u>
March 5	3 Coffees	\$.60
March 6	Lunch	2.55
	Cheese	.50
	Grapes	.30
March 7	3 Coffees	.60
	Lunch	2.00
March 8	1 Coffee	.20
	Lunch	1.10
	6 Cookies	.42
March 10	2 Coffees	.40
	1 Tab	.28
	Snack (Ham and Cheese)	.50
	Snack (Cheese)	.50
	Snack (Grapes)	.60
March 11	1 Tab	.28
	Lunch	2.20
	Cheese	.35
	Grapes	.60
March 12	2 Coffees	.40
	1 Tab	.28
	Lunch	2.45
	Cookies	.28
	Cheese	.35
	Grapes	.60
March 13	1 Coffee	.20
	Lunch	3.55
March 14	3 Coffees	.60
	1 Tab	.28
	Cheese	.35
	Grapes	.40
	Subtotal	\$23.72

THE DEPARTMENT OF ENERGY

The Secretary's Mess

NAME: Charles W. Duncan, Jr.

TITLE: The Secretary of Energy

<u>MONTH/DAY</u>	<u>EXPENSE</u>	<u>COST</u>
March 18	2 Coffees	\$.40
	Lunch	2.90
March 19	3 Coffees	.60
	2 Tab	.56
March 20	3 Coffees	.60
	1 Tab	.28
	Lunch	3.50
	1 Bag of Chips	.63
	Cheese	.30
	Grapes	.30
March 21	2 Coffees	.40
	1 Tab	.28
March 25	2 Coffees	.40
	Lunch	5.65
	Cheese	.30
	Grapes	.25
March 26	2 Coffees	.40
	Lunch	2.50
March 27	2 Coffees	.40
	Cheese	.47
	Grapes	.40
March 28	3 Coffees	.60
	Lunch	3.15
	Grapes	.60
	Cheese	.40
March 29	2 Coffees	.40
	Lunch	1.30
March 31	2 Coffees	.40
	1 Tab	.28
	Lunch	3.10
	Cheese	.40
	Grapes	.30
	Subtotal	\$32.45
	Total	\$56.17



Department of Energy
Washington, D.C. 20585

April 8, 1980

MEMORANDUM FOR: The Secretary
FROM: Frank R. Pagnotta *F 3*
Director
Office of The Secretary
SUBJECT: In-Flight Passenger Expenses

Your and Mrs. Duncan's pro-rated shares of the in-flight passenger expenses aboard the SAM aircraft on your trip to Mexico on 1 - 3 April 1980 is \$15.87.

Please remit payment by check to Frank R. Pagnotta.

Your cooperation is appreciated.

Thanks.



Department of Energy
Washington, D.C. 20585

March 31, 1980

MEMORANDUM FOR: The Secretary
FROM: Frank R. Pagnotta
SUBJECT: Dinner in honor of Ulf Lantzke

You are scheduled to host an informal working dinner tonight in honor of Ulf Lantzke, Executive Director of IEA, at 7:30pm at Fort McNair Officers Mess, McNair Room.

Attached are a copy of the Guest List and two options for table seatings for your approval. I recommend Option Number 1.

Attachments

APPROVED

Option Number 1

APPROVED

Option Number 2

Guest List
Working Dinner
In Honor of Ulf Lantzke
Executive Director, IEA
March 31, 1980
7:30 pm

Charles W. Duncan
Secretary of Energy

John C. Sawhill
Deputy Secretary of Energy

Charles L. Schultze
Chairman, Council of Economic Advisers

Henry Owen
Ambassador at Large

Richard N. Cooper
Under Secretary of State

Leslie J. Goldman
Assistant Secretary for International Affairs

Edward Fried
National Security Council

Peter Borre
Principal Assistant Secretary of Energy for International
Affairs

Ulf Lantzke
Executive Director, IEA

THE SECRETARY
OF ENERGY

MR. LANTZKE

UNDER SECRETARY
OF STATE

MR. SCHULTZE

OPTION NUMBER 1

AMBASSADOR OWEN

MR. FRIED

MR. BORRE

MR. GOLDMAN

DEPUTY SECRETARY
OF ENERGY

THE SECRETARY
OF ENERGY

MR. LANTZKE

DEPUTY SECRETARY
OF ENERGY

UNDER SECRETARY
OF STATE

OPTION NUMBER 2

MR. SCHULTZE

AMBASSADOR OWEN

MR. FRIED

MR. GOLDMAN

MR. BORRE



Department of Energy
Washington, D.C. 20585

March 31, 1980

MEMORANDUM FOR: The Secretary
FROM: Frank R. Pagnotta 
SUBJECT: In-Flight Expenses

Your pro-rated share of in-flight expenses aboard the SAM aircraft on your trip to Ottawa, Canada, and return to Washington, D.C. on March 24, 1980 is \$4.37.

Please provide remittance by check payable to Frank R. Pagnotta.

Thanks.



Department of Energy
Washington, D.C. 20585

March 26, 1980

MEMORANDUM FOR: Charles W. Duncan, Jr.
FROM: Frank R. Pagnotta
SUBJECT: Award Ceremony for John Deutch

You are scheduled to present the Department of Energy's Distinguished Service Medal this evening to John Deutch.

Attached you will find a copy of the Citation along with some talking points.

You can present the Award at anytime convenient for you. I will have the Citation and Medals for you at the party.

Attachments

THE DEPARTMENT OF ENERGY'S
DISTINGUISHED SERVICE MEDAL
AWARDED TO
JOHN M. DEUTCH
CITATION

The Department of Energy's Distinguished Service Medal is awarded to John M. Deutch for his exceptional contributions to the Department for the past two and a half years in the development of a comprehensive national energy policy and management of the Department's research and development programs.

His tenure in the Department as Director of Energy Research, Acting Assistant Secretary for Energy Technology and Under Secretary was characterized by superior performance and a strong sense of personal commitment.

Mr. Deutch's successful role in the development of the Department's Fiscal Year 1980 budget, the implementation of the reorganization of the research and development programs and the management of these programs as Under Secretary has been characterized by great skill, dedication and a unique ability to forge conflicting views into consensus.

As a principal advisor to the Secretary, Mr. Deutch's sound and invaluable advice covering a broad range of complex issues was of critical importance during the transition period beginning in August 1979.

His key role in formulating the Administration's energy policy, particularly in the area of synthetic fuels, has been instrumental in achieving Congressional approval of these programs.

Mr. Deutch's outstanding accomplishments and inspirational leadership reflect great credit upon himself and the Federal service and warrant the highest public recognition by the Department.

Washington, D.C.
March 26, 1980

Charles W. Duncan, Jr.
Secretary of Energy



Department of Energy
Washington, D.C. 20585

March 8, 1980

MEMORANDUM FOR: The Secretary
FROM: Frank Pagnotta
SUBJECT: Foreign Travel

Your recent trip to Saudi Arabia brings to the forefront problems associated with your foreign travel which should be addressed before future trips abroad are undertaken:

o Advance Work

There should be sufficient time allowed for personnel doing advance work for your foreign trips (administrative support, communications and security) -- not the short notice authorized on all of your previous foreign travel.

Your domestic travel -- which has none of the encumbrances of language, protocol, meetings arranged and determined by host country and other problems -- are advanced weeks and sometimes months in advance. This regrettably has not been the case with your foreign travel. For example, your advance personnel, because I only received authorization to proceed with their travel on the Saturday prior to your arrival, had only two working days in Dharan and Riyadh in which to prepare for your visit and to accomplish impossible tasks -- which I think events proved went quite well. By working night and day, they established a communications network (both within and external to Saudi), worked with the Embassy personnel and Peter Borre in establishing a firm itinerary and provided the in-country information feed-back so essential in planning your schedule and making logistical arrangements.

o Official Delegation

Establishment well in advance of an Official Delegation membership that will stand firm so that the host country can be informed and determine participants at meetings and other site visits, the U.S Embassy notified so they can make plans accordingly and appropriate logistical arrangements confirmed by advance personnel.

As you are aware, there was a misunderstanding -- or lack of communication -- with regard to Mrs. Duncan's participation. In addition, before your departure on Friday, one member of the Delegation was added on Wednesday (David Ransom) and three on Thursday (Mrs. Duncan, Ed Fried and Diane Peck) and on Friday two members of the Delegation cancelled their participation in your visit (Deanne Siemer and Les Goldman). All these "last minute" realignments in Official Delegation participation tend to alienate the host country, cause concern and confusion at the U.S. Embassy and could, in the future, cause unnecessary embarrassment to you.

Last minute deletions or additions to the Official Delegation also directly impacts on participants at meetings with host government officials who are naturally disturbed by realignments of representatives whom we have requested be accorded participant status who are either not going to be present coupled with our request for substitution of attendees. Similar circumstances are unnecessary and should be avoided in the future.

In addition, with the necessity of securing visas -- particularly to Saudi Arabia -- the extremely short time frame we required of the Saudi Embassy here in Washington by last minute additions to the Delegation must be avoided at all costs in the future to eliminate extraordinary requirements on foreign embassy officials.

o Administrative Support

Logistical support can only be provided when requirements are known. Not having an authorized schedule of meetings and other events means that last minute preparations must be the rule rather than the exception. This problem can be resolved by more precise data being formulated, developed and authorized at least one week prior to your arrival -- not a day before or after your arrival in-country. This can be accomplished by establishing well in advance the dates for a visit abroad.

Although it might appear mundane, the arrangements for logistical support -- motel accommodations, site locations and vehicle transportation -- are dictated by Official Delegation membership. When attempting to meet all necessary requirements, it become terribly cumbersome and "wheel-spinning" to make arrangements and assignments (particularly motorcade and the need for the hire or rental of a specific number of vehicles) when changes are constantly made or have to be made the day of your departure.

Foreign visits as you are well aware, are restricted, controlled and dictated in all facets by the host country. Therefore, more specific information -- Delegation membership, specific itinerary requirements, dates of visit etc. -- must be provided so an Advance Team is able to arrive in-country with this data coupled with sufficient time and manpower. This would considerably ease the burden of last minute preparations and result in less frantic arrangements and eliminate any misunderstandings with both U.S. Embassy personnel and host country officials.

I am available to discuss this subject with you and any questions you might have. I have addressed only general problems associated with your foreign travel but believe specific details such as the need for security personnel detail on all your foreign visits should be developed.

The comments above are not intended to criticize but to ensure that your foreign travel in the future be more fully coordinated and contribute more effectively to the successful completion of your mission.

cc: Deanne Siemer
Mike Kelly
Leslie Goldman



Department of Energy
Washington, D.C. 20585

March 8, 1980

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The comments above are not intended to criticize but to ensure that your foreign travel in the future be more fully coordinated and contribute more effectively to the successful completion of your mission.

cc: Deanne Siemer
Mike Kelly
Leslie Goldman



Department of Energy
Washington, D.C. 20585

March 7, 1980

MEMORANDUM FOR: The Secretary

FROM: Frank R. Pagnotta *FR*
Director
Office of The Secretary

SUBJECT: In-Flight Expenses

Your and Mrs. Duncan's share of the expenses incurred for meals, snacks and beverages aboard your SAM aircraft from Washington, D.C., to Saudi Arabia and return on February 29 - 4 March is \$57.60.

I would appreciate receiving a check in this amount payable to Frank R. Pagnotta.

Many thanks.



Department of Energy
Washington, D.C. 20585

January 7, 1980

MEMORANDUM FOR: The Secretary
FROM: Frank R. Pagnotta *FP*
SUBJECT: Swearing-In Ceremony

At 4:00 p.m. on Monday, January 7th in the James Forrestal Auditorium Leslie J. Goldman, Thomas E. Stelson and George Cunningham will be sworn in respectively as Assistant Secretaries of Energy for International Affairs, Conservation and Solar Energy and Nuclear Energy.

Immediately following the Swearing-in Ceremony you will present the Secretary of Energy's Outstanding Service Medal to Jamie Gorelick and the Department of Energy's Distinguished Service Medal to George McIsaac.

Seated with you on stage will be:

- o Deputy Secretary
- o Under Secretary
- o General Counsel
- o Judge Abner Mikva who will administer the Oath of Office to Leslie Goldman.
- o Jamie Gorelick
- o George McIsaac

The Oath of Office will be administered in the following order:

- o Leslie J. Goldman
- o Thomas E. Stelson
- o George W. "Woody" Cunningham

The three Principals accompanied by their immediate families will be seated on the stage of the Auditorium.

- o Leslie J. Goldman
Mrs. Leslie (Sue) Goldman (Wife)
Mr. and Mrs. Marshall Goldman (Parents)
- o Thomas E. Stelson
Mrs. Thomas E. (Constance Anne) Stelson (Wife)
Mr. Paul H. Stelson - (Son)
Mr. Thomas S. Stelson - (Son)
Miss Rebecca Stelson - (Daughter)
Ms. Kim A. Stelson - (Daughter-in-Law)

NOTE: Other family members who will be in the audience (front row seats) include:

- o George W. Cunningham
Mrs. George W. (Patricia) Cunningham (Wife)
Mr. John Cunningham (Son)
- o Leslie J. Goldman
Mrs. Myron Bernstein - Mrs. Goldman's Mother
Mr. Charles Bernstein - Mrs. Goldman's Brother-in-Law
- o Jamie Gorelick
Mr. Richard Waldhorn (Husband)
- o George McIsaac
Mrs. George McIsaac (Wife)

Photographic opportunity - Department of Energy photographer will be present.

There will be a Reception hosted by the three Principals immediately following the ceremony in Room 1E-235 to which all in the audience have already been invited.

The three Principals will form a receiving line at the beginning of the Reception.

Attachments

- o Sequence of Events
- o Overview
- o Personal Notes and Talking Points
- o Guest Lists
- o Citations

SEQUENCE OF EVENTS

- 3:45 pm - Guests assemble in James Forrestal Auditorium (GE-086)
- 3:50 pm - The three Principals and members of their immediate families, the Deputy Secretary, Under Secretary, the General Counsel, Judge Abner Mikva, George McIsaac and Jamie Gorelick will be seated on the Auditorium stage
- 3:55 pm - The Secretary arrives
- 4:00 pm - Opening statement by The Secretary followed by remarks concerning Leslie J. Goldman
- 4:15 pm - Judge Abner Mikva administers Oath of Office to Leslie J. Goldman as Assistant Secretary of Energy, International Affairs
- 4:18 pm - The Secretary presents Commission to Leslie J. Goldman
- 4:20 pm - Remarks by Leslie Goldman
- 4:25 pm - Remarks by The Secretary concerning Thomas E. Stelson
- 4:30 pm - General Counsel administers Oath of Office to Thomas Stelson as Assistant Secretary of Energy, Conservation and Solar Energy
- 4:33 pm - The Secretary presents Commission to Thomas E. Stelson
- 4:35 pm - Remarks by Thomas E. Stelson
- 4:40 pm - Remarks by The Secretary concerning George W. "Woody" Cunningham
- 4:45 pm - General Counsel administers Oath of Office to George W. Cunningham as Assistant Secretary of Energy, Nuclear Energy
- 4:48 pm - The Secretary presents Commission to George W. Cunningham
- 4:50 pm - Remarks by George W. Cunningham
- 4:55 pm - The Secretary presents The Secretary of Energy's Outstanding Service Medal to Jamie Gorelick
The Citation to be read by Deputy Secretary
- 5:00 pm - Remarks by Jamie Gorelick

- 5:05 pm - Secretary presents The Department of Energy's Distinguished Service Medal to George McIsaac
The Citation to be read by Under Secretary
- 5:10 pm - Remarks by George McIssac
- 5:15 pm - Closing remarks by The Secretary and announcement "to remind" of Reception immediately following in Room 1E-235, James Forrestal Building, hosted by the three Principals to which everyone in the audience is invited to attend

Overview

I welcome you to the swearing-in of these three gentlemen as Assistant Secretaries for International Affairs, Conservation and Solar Energy and Nuclear Energy. This completes the assembly of the team I have selected to resolve some of the most demanding, critical and complex problems facing our Nation today.

Energy problems both near and long term impact on the lives of all Americans -- regardless of age, sex, race or status. Because of the present world situation energy has become one of the foremost subjects of inquiry, debate, speculation and development.

All facets of our lives in some degree revolve around the decisions made by this Department. And, it is ironic that three such important areas of concern -- International Affairs, Conservation and Solar Energy and Nuclear Energy -- are the mantle of responsibility to be assumed by these gentlemen today.

Their advice and counsel to me will be an inertial ingredient of the policies which will determine our nations energy solutions and independence for the future.

I have pledged to initiate, develop and fulfill the President's energy programs and I am proud to have assembled personnel uniquely qualified to effectively implement these mandates.

The Department of Energy is most fortunate to have as its personnel resources employees -- at all strata -- who are so dedicated, effective and responsive in meeting our Nation's energy problems.

Swearing-In Ceremony

Leslie J. Goldman

January 7, 1980

4:00 p.m.

James Forrestal Auditorium

Family

Mrs. Leslie Goldman (Sue) (Wife)
Mr. and Mrs. Marshall Goldman (Parents)
Dr. and Mrs. Myron Bernstein (Wife's Mother)
Mr. Charles Bernstein (Mr. Goldman's Brother-in-law)

Friends

Mr. James Schlesinger
Mr. John McMillian
Mr. and Mrs. John Cope
Mr. Robert Smith
Mr. and Mrs. Ralph Gerson
Mr. and Mrs. Howard Feldman
Mr. and Mrs. Lynn Sutcliffe
Mr. and Mrs. William VanNess
Mrs. Sylvia deLeon
Mr. and Mrs. Harry Bergold
Mr. Julius Katz
Mr. James Bishop
Mr. Marty Lobel
Mr. Grenville Garside
Mr. Richard Smith
Ambassador Peter Towe
Ambassador Henry Owen
Mr. Walter Romanek
Mr. William Fischer
Ms. Connie Davies
Mr. Ross Ain

Congressional

The Honorable Henry M. Jackson
The Honorable Adlai Stevenson
The Honorable Philip Sharp

Congressional Staff

Mr. Mike Telson
Ms. Shelly Fidler

White House

Mr. Stuart Eizenstat
Ms. Kitty Schirmer
Ms. Gail Harrison
Mr. Eliot Cutler
Mr. Bert Carp

Federal Energy Regulatory Commission

Chairman and Mrs. Charles Curtis

Personal Staff

Mr. Peter Borre
Mr. Jim Moose
Ambassador Holsey Handyside
Mr. John Treat
Ms. Rose Marie Bucar
Mr. Frank Verrastro
Ms. Liz Daly

Swearing-In Ceremony

Dr. Thomas E. Stelson

January 7, 1980

4:00 p.m.

James Forrestal Auditorium

Family

Mrs. Thomas E. (Constance Anne) Stelson (Wife)
Mr. Paul H. Stelson (Son)
Mrs. Kim A. Stelson (Daughter-in-law)
Mr. Thomas S. Stelson (Son)
Miss Rebecca Stelson (Daughter)

Friends

Mr. and Mrs. Gerald Green
Dr. and Mrs. Wayne McKim
Dr. and Mrs. Robert Parks
Mr. and Mrs. Ross Barzelay
Mr. Mark Zwecker
Dr. Vernon Crawford

Congressional

Mr. Pete Smith
Ms. Martha Krebs-Liedecker
Mr. Dwight Dyer
Mr. Chuck Trabant
Mr. Will Smith
Mr. Ronnie Koons
Mr. Lee Snell on behalf of Honorable Sam Nunn
The Honorable Bo Ginn
The Honorable Elliott H. Levitas
The Honorable Wyche Fowler, Jr.
The Honorable Billy Lee Evans and one staff member
The Honorable Doug Barnard

Solar Energy Industries Association

Alan Howe, Director of Governmental Affairs
William S. Bergman, Director of Governmental Affairs

Solar Lobby

Bruce Anderson, Chairman
John Wilson, Lobbyist
Joanne Shorey, Lobbyist

Alliance To Save Energy

Linda Gallagher, Executive Director

Friends of The Earth

Rafe Pomerance, Director
David Masselli, Assistant to Director

Conference on Alternative State and Local Governments

Lee Webb, Executive Director

League of Cities

Alan Beals, Executive Director

Conference of Mayors

John Gunther, Executive Director

National Association of Counties

Mark Crocke, Executive Director

National Governors Association

Steve Farber, Executive Director

Office of Management and Budget

Hugh Loweth, Deputy Associate Director for Energy and Science
Mark Arnold, Budget Examiner
Jack Dodd, Budget Examiner
Roy Niemela, Branch Chief of Energy Conservation

White House Office of Science and Technology Policy

Frank Press, Science Advisor to the President
Larry Linden, Senior Policy Analyst

Georgia Tech Personnel

Dr. J. M. Pettit, President
Dr. J. R. Stevenson, Acting Vice President for Academic Affairs
Mr. P. W. Heemann, Vice President for Institute Relations &
Development
Dr. A. P. Spurlock, Associate Vice President for Research

Dr. D. J. Grace, Director, Engineering Experiment Station
Dr. H. S. Valk, Dean, College of Sciences & Liberal Studies

DOE Personnel

Maxine Savitz
Doug Harvey
Flint Nelson
Patty Bartlett
Kelly Sandy
Mark Friedrichs
Bennett Miller
Fred Morse
Bill Williams
Paul Brown
John Millhone
Webb Otis
Frank Stewart
Martin Duby
Mike Power
Tom Tatum
Joe Barrow
Bob San Martin
Ed Blum

Swearing-In Ceremony

George W. Cunningham

January 7, 1980

4:00 p.m.

James Forrestal Auditorium

Family

Mrs. George W. (Patricia) Cunningham (Wife)
Mr. John Cunningham (Son)

Friends

Mr. and Mrs. John W. Crawford, Jr.
Mr. and Mrs. Ralph C. Blackwell
Mr. and Mrs. Eric S. Beckjord
Mr. and Mrs. Joseph A. Leary
Mr. and Mrs. Robert L. Ferguson
Dr. Robert G. Matlock
Mr. John R. Longenecker
Dr. Neil Goldenberg
Mr. and Mrs. Andrew J. Pressesky
Mr. and Mrs. Kenneth E. Horton
Mr. Sheldon Meyers
Mr. Raymond G. Romatowski
Dr. Goetz Oertel
Mr. Colin A. Heath
Mr. Michael J. Lawrence
Mr. Eugene F. Beckett
Mr. David B. Leclaire
Dr. and Mrs. Shelby T. Brewer
Mr. Richard A. Frost
Ms. Charlotte R. Hoyle
Ms. Ming Hargett
Ms. Jo Gouker
Ms. Mary S. Pearl
Ms. Fritzie Solomonson
Mr. Francis H. Allhoff, Jr.
Mr. Ronald W. Cochran
Mr. John L. Gilbert
Admiral H. G. Rickover
Mr. James W. Vaughan
Mr. David Leighton
Ms. Renee Coleman

Mr. Tom Tate
Dr. John Gaunt (British Embassy)
Ambassador Gerard Smith (State)
Mr. Lou Nosenzo (State)
Mr. Thomas R. Pickering
Ms. Ann Kane (State)
Mr. and Mrs. Bobby Collins
Mr. and Mrs. John Stoddard
Mr. and Mrs. Julius Simmons
Mr. and Mrs. Stan Ahrends
Mr. Tom Nemsek
Dr. and Mrs. Tom Dillon
Mr. Ed O'Connor
Mr. Milt Shaw
Mr. Ed Hanrahan
Mr. Harold Benglesdorf
Mr. and Mrs. Don Keller
Ms. Lawanna Clark
Ms. Susan Longenecker

Congressional

The Honorable Mike McCormack and staff
Mr. Steve Lanes
Mr. Chipman
Dr. Jack Bagley
Dr. Leachman
Dr. Will Smith
Mr. Chuck Traban

DOE Staff

SAWHILL, John C.
DEUTCH, John M.
SIEMER, Deanne C.
CURTIS, Charles B.
BOWDEN, Marion A.
CLUSEN, Ruth C.
COLEMAN, Lynn R.
DALY, Leslie
DAVIS, Ruth M.
FELDBAUM, Carl B.
FRIEMAN, Edward
FUMICH, George
GOLDMAN, Leslie J.
GOLDSTEIN, Melvin (NMN)
GORELICK, Jamie S.
HALL, George
HEFFELFINGER, William S.
HOBBS, Jack E.
HOLDEN, Matthew
LEWIS, William W.
MANSFIELD, J. Kenneth
MORET, Louis F.
PAGNOTTA, Frank R.
POTTS, E. Stevens
ROLLINS, Hazel
SHELDON, Georgiana
TASHJIAN, Michael J.
WALDEN, Omi G.
WRIGHT, Richard L.
WRUBLE, Bernhardt K.

BATEMAN, C. Worthington
CAPLAN, Lincoln W.
GANT, Mary M.
GREELY, Henry T.
MERMELSTEIN, Irvin A.
STANFIELD, Jeffrey

THE SECRETARY OF ENERGY'S

OUTSTANDING SERVICE MEDAL

AWARDED TO

JAMIE S. GORELICK

CITATION

The Secretary of Energy's Outstanding Service Medal is presented to Jamie S. Gorelick for her superior performance as a key participant on The Secretary's Transition Team and as Counselor to the Deputy Secretary of Energy.

Ms. Gorelick, as a principal member of the Transition Team, contributed immensely to the smooth and effective transfer of functions, responsibilities and programs of the Department to the stewardship of a new Secretary of Energy.

Her unique ability to grasp concepts in a new sphere of Federal policy and to produce the framework for rational decisions was invaluable in carrying out the mandates of The Secretary and Deputy Secretary.

Ms. Gorelick then joined the immediate staff of The Secretary and Deputy Secretary serving as Counselor to the Deputy Secretary. The legal capability that Ms. Gorelick brought to the job coupled with her demonstrated managerial and organizational skills assisted in clear exposition of issues brought to the leadership of the Department for decision, excellent cooperation from all Departmental components on urgent matters requiring action by the Department and improved understanding by the public of the Department's mission and accomplishments.

We are indebted to Ms. Gorelick for her dedication, achievements and the exceptional professionalism with which she carried out her work. It is with personal pleasure that I present The Secretary of Energy's Outstanding Service Medal to Jamie S. Gorelick.

January 7, 1980
Washington, D.C.

Charles W. Duncan, Jr.
The Secretary of Energy

THE DEPARTMENT OF ENERGY'S
DISTINGUISHED SERVICE MEDAL

AWARDED TO

GEORGE S. McISAAC

CITATION

The Department of Energy's Distinguished Service Medal is awarded to George S. McIsaac, the first Assistant Secretary of Energy, Resource Applications, serving from February 1978 through November 1979. His notable managerial and executive skills established a cohesive and well structured organization.

Through Mr. McIsaac's guidance a smooth and successful integration of numerous governmental components and major enterprises were transferred to the Department of Energy (DOE) from predecessor Departments.

The accomplishments of Resource Applications under his leadership were substantial: The Strategic Petroleum Reserve, was organized, restructured, and brought from the mere conceptual stage to storage of 90 million barrels of crude oil. The Naval Petroleum Reserve production was increased by over 40,000 barrels per day and facilities sufficient to support a maximum efficient rate of more than 200,000 barrels per day were substantially completed. An enhanced oil incentive program was implemented. A DOE leasing policy office was established and a leasing program developed. New rate structures were devised for the Power Marketing Administration. The Uranium Enrichment program was tailored to meet efficiently the needs

of the U.S. and free world nuclear power plants for fuel. Assessment of U.S. uranium resources in primary reserve potential areas of the Country was completed.

Mr. McIsaac's exceptional accomplishments and leadership reflect great credit upon himself and the Federal Service and warrant the highest public recognition by the Department of Energy.

January 7, 1980
Washington, D.C.

Charles W. Duncan, Jr.
The Secretary of Energy



Department of Energy
Washington, D.C. 20585

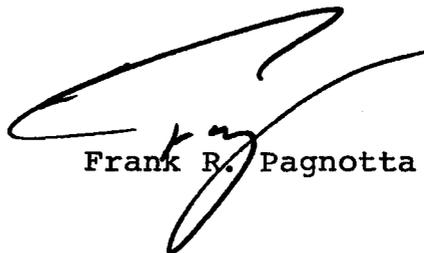
February 13, 1980

NOTE TO THE SECRETARY AND MRS. DUNCAN

Attached are the Guest List for this evening's dinner on which I have placed the first name of spouses who will be attending and the table seating arrangements pursuant to your changes this morning.

Each of the guests will find a personalized envelope upon entering the Blair House which will indicate at which table they are to be seated.

Enclosed, also, is a Menu Card for tonight's dinner -- one will be placed at each guests place at all three tables.



Frank R. Pagnotta

Attachments

INVITEES TO DINNER HOSTED BY
THE SECRETARY OF ENERGY
AND
MRS. CHARLES W. DUNCAN, JR.
FOR
HIS EXCELLENCY COUNT OTTO LAMBSDORFF
MINISTER OF ECONOMICS OF THE
FEDERAL REPUBLIC OF GERMANY
AND COUNTESS LAMBSDORFF

Wednesday, 13 February 1980

8:00 p.m.

Blair House

(Spouse or Escort Invited)

GERMAN INVITEES

His Excellency Count Otto Lambsdorff, Minister of Economics
of the Federal Republic of Germany, and
Countess Lambsdorff (Alexandra)
Mr. Fredo Dannenbring, Minister, Embassy of the Federal Republic
of Germany and Mrs. Dannenbring (Lieselotte)
Dr. Ulrich Engelmann, Assistant Secretary for Energy Policy
and Raw Materials, Ministry of Economics
Dr. Hans Schill, Deputy Assistant Secretary for Energy
Policy and Raw Materials, Ministry of Economics
Mr. Thomas Hertz, Director, Office of the Minister
Mr. Dietrich Vogel, Director, Office of the Press, Ministry of
Economics
Ms. Gelda Burre, Deputy Director, Non-European Industrialized
Countries, Ministry of Economics
Ms. Helga Steeg, Assistant Secretary for Foreign Economic
Policy and Development Aid, Ministry of Economics

AMERICAN INVITEES

The Honorable Charles W. Duncan, Jr., Secretary of Energy, and
Mrs. Duncan
The Honorable John C. Sawhill, Deputy Secretary of Energy, and
Mrs. Sawhill (Bell)
The Honorable Henry Owen, Ambassador-at-Large
The Honorable Leslie J. Goldman, Assistant Secretary of Energy
for International Affairs, and Mrs. Goldman (Susan)
The Honorable J. Bennett Johnston, Jr. and Mrs. Johnston (Mary)
Ms. Katherine Schirmer, Associate Director, Domestic Policy
Staff, and Mr. Len Bickwit
Mr. Gerald Rosen, Director, Office of Fuels and Energy,
Department of State, and Miss Barbara Woodward
The Honorable and Mrs. Philip R. Sharp (Marilyn Kay)

The Secretary of Energy

Countess Lambsdorff

Ambassador Owen

Mrs. Sawhill

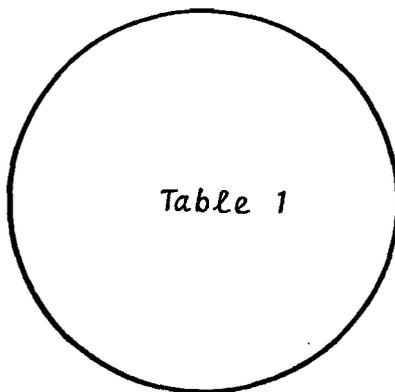


Table 1

Mr. Rosen

Mrs. Dannenbring

Senator Johnston

Ms. Steeg

Mrs. Duncan

*His Excellency
The Minister of Economics*

Mrs. Goldman

Mr. Bickwit

Mrs. Sharp

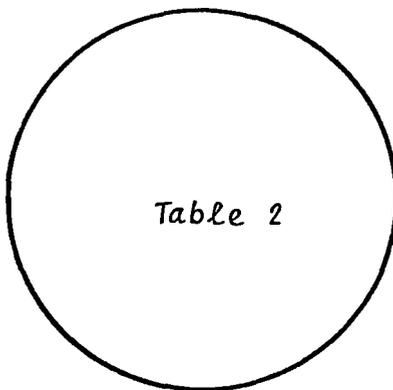


Table 2

Mr. Vogel

Mr. Dannenbring

Mrs. Johnston

Dr. Engelmann

The Deputy Secretary of Energy

Ms. Burre

Mr. Sharp

Ms. Woodward

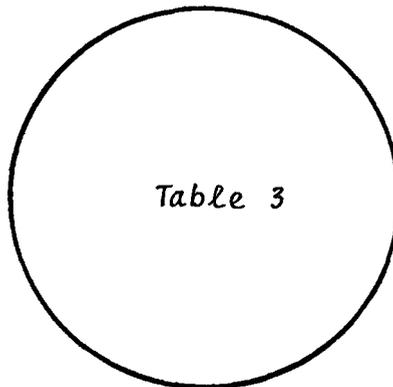


Table 3

Mr. Hertz

Ms. Schirmer

Dr. Schill

Mr. Goldman



Dinner

In Honor of

His Excellency Count Otto Lambsdorff

*Minister of Economics of the
Federal Republic of Germany*

and Countess Lambsdorff

by

The Secretary of Energy

and Mrs. Charles W. Duncan, Jr.

Menu

Cream of Spinach Soup

*Broiled French Lamb Chops
with Mint Sauce*

Rice Pilaf

French Beans Amandine

Green Salad

Assorted Cheeses

*Fresh Fruit Platter
with Pastry*

Demi-tasse

Washington, D.C.

Wednesday, 13th February 1980



Department of Energy
Washington, D.C. 20585

February 11, 1980

MEMORANDUM FOR: The Secretary
FROM: Frank R. Pagnotta *FRP*
SUBJECT: E. Steven Potts - Letter of Appraisal

E. Stevens Potts has listed you as a sponsor of his application to attend the Advanced Management Program, Graduate School of Business Administration, Harvard University (Summer 1980 Session).

Steve's application will not be acted upon by the Admissions Committee until they receive your letter of endorsement. If you are familiar with the educational programs of the Harvard Business School it should be noted in your letter.

Therefore, it is necessary for you to forward a letter of appraisal on behalf of Steve Potts to the Admissions Committee, the Advanced Management Program, Soldiers Field, Boston, Massachusetts 02163.

I would appreciate receiving a copy of your letter to Harvard University for placement in Steve's Official Personnel File.



Department of Energy
Washington, D.C. 20585

February 28, 1980

MEMORANDUM FOR: The Secretary

FROM: Frank R. Pagnotta *FR*
Director
Office of The Secretary

SUBJECT: Project Management Core Training Unit VII -
National Environmental Policy Act (NEPA)
and Environment Safety and Health (ES&H)
Requirements

The new project core series (NEPA and ES&H Requirements) has been scheduled to be conducted throughout DOE. Each Program will be hosted by a DOE office at site and the Headquarters Programs are scheduled for April 8 - 10 and June 30 - July 2.

Attached for your perusal is a program description which will enable you to evaluate which member(s) of your staff would benefit from attending.

Please let me know by 7 March which members of your staff you would like to attend this training Program.

Thanks.

Attachment

Project Management Core Training - (Unit VII)
NEPA, and ES&H Requirements

Course Objectives

1. Provide an introductory examination of the complex environmental, safety, and health issues and requirements encountered in the DOE project management setting.
2. Identify sources of guidance and assistance which are available to assist the project manager in meeting NEPA and ES&H requirements.

Course Content

The course explains in general terms those NEPA and other ES&H requirements which must be satisfied and the types of guidance available to assist project managers in satisfying them. The basic responsibilities and authorities of various organizational units within DOE are also covered. This includes sources of authoritative advice and counsel. It also explains the role of the DOE project manager with respect to NEPA and ES&H requirements.

The course deals directly with environmental impact statements and other NEPA requirements. It also emphasizes federal, state, and local environment safety, and health requirements and DOE's policies and procedures regarding these concerns. Related activities such as procurement and the public participation process are also considered in the program.

Target Population

This course is primarily intended for beginning project managers, project support people, and other individuals who must deal with NEPA and ES&H concerns.

Course Length and Methodology

This is a 3-day course providing a problem-solving approach in which trainees are encouraged to actively participate in case studies and discussions. Participants will be provided the major federal laws and regulations and those DOE orders directly pertaining to NEPA and other ES&H requirements. This information will be incorporated into interaction processes.



Department of Energy
Washington, D.C. 20585

February 15, 1980

MEMORANDUM FOR: The Secretary
Deputy Secretary
Under Secretary

FROM: Frank R. Pagnotta 

SUBJECT: Demonstration by American Farmers in
Washington D.C., beginning February 17, 1980

Last year at this time the demonstration staged by the Farmers group caused considerable disruption in Washington D.C., particularly in the area of the Mall and the Department of Agriculture buildings. Local law enforcement authorities do not expect the same type of disruption activities from the Farmers this year.

However, in view of the fact that one of the purposes for the demonstration is to promote the production and use of gasohol and James Forrestal building being located in such close proximity to the Department of Agriculture buildings we plan to keep an alert security posture throughout the period of the demonstration. However additional security action will be taken such as "closing" the building only if it becomes necessary.

Following is information relative to the demonstration:

- o Sponsors of the demonstration is "The American Agriculture Movement"
- o It is estimated that approximately 5 to 7 thousand farmers will be involved. However, these estimates have been exaggerated in the past.
- o The purpose of the demonstration is to lobby on Capitol Hill and promote the production and use of gasohol

- o The demonstrators have been granted permission to:
 - Hold meetings at the Department of Commerce auditorium on February 19 and 20
 - Meet with the Secretary of Agriculture on February 22 from 9:00 a.m. to Noon
 - Lobby on Capitol Hill
 - Park their pick-up trucks on the Mall
 - Erect and operate alcohol stills (in connection with the production of gasohol) at various locations in the District of Columbia
- o They have been refused permission to:
 - Operate farm tractors and equipment in D.C.



U.S. Department of Energy
Washington, D.C. 20585

January 30, 1980

MEMORANDUM FOR: The Secretary
FROM: Frank R. Pagnotta *FR*
SUBJECT: Authorization for Use of ~~Concorde~~
by Under Secretary John M. Deutch

John Deutch will be chairing the meeting of the International Energy Technology Committee in Paris on February 3rd through February 5th.

- John departs Boston on February 2nd, Saturday, at 6:45pm and arrives in Paris on Sunday at 7:30pm;
- The International Energy Technology meeting begins on Sunday afternoon and concludes shortly after 9:00am on Tuesday morning, February 5th;
- John has requested authorization to return to Washington on the Concorde in order to complete urgent work on planning for utilization of NPR oil for SPR;

Notes for your information:

- The difference in air fare between the Concorde and coach class on a regularly scheduled flight is \$895. In addition, as the Concorde arrives at JFK in New York, John will have to travel back to Washington at a cost of \$51. Total difference in fare is \$946.00;
- The Concorde leaves Paris on the 5th at 11:00am and arrives at JFK (NYC) at 8:45am;
- John will have to go to Laguardia Airport in order to catch a return flight to Washington;

- Clearing customs and traveling to Laguardia will take a minimum of one hour. Hence, the earliest flight John could catch would be the 10:00am shuttle;
- John could return from Paris on a regularly scheduled TWA flight which departs at 12:30pm on the 5th and arrives at Dulles at 3:30pm.

APPROVED

Charles W. Duncan, Jr.

DISAPPROVED

Charles W. Duncan, Jr.

TRAVEL VIA CONCORDE
REQUEST FOR APPROVAL OF ~~EXCESSIVE EXPENDITURES~~

Name of Traveler JOHN M. DEUTCH
Grade Level III
Position or Title Under Secretary of Energy
DOE Organization and Location

<u>Date</u>	<u>Origin</u>	<u>Destination</u>	COACH CLASS (Regular Flight)		<u>Difference</u>
			<u>CONCORDE 1st/Class Fare</u>	<u>Less/Than 1st/Class Fare</u>	
2/5	Paris	New York (JFK)	\$1319	\$424	\$895

In addition, will require flight from NY to DC
Justification: \$ 51
\$946

Need to return to complete urgent work on planning for utilization of NPR oil for SPR

NOH
Concurrence: Frank R Pagnotta
(Name)
Director, OSE
(Title)

Approving Official:
Name _____
Title _____
Date Approved _____

(Send to Director, Office of the Secretary (S-3) for processing.)



U.S. Department of Energy
Washington, D.C. 20585

January 30, 1980

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FROM: Frank R. Pagnotta *FR*
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APPROVED

Charles W. Duncan, Jr.

DISAPPROVED

Charles W. Duncan, Jr.

TRAVEL VIA CONCORDE
REQUEST FOR APPROVAL OF ~~XXXXXXXXXXXXXXXXXXXX~~

Name of Traveler JOHN M. DEUTCH
Grade Level III
Position or Title Under Secretary of Energy
DOE Organization and Location

Date	Origin	Destination	CONCORDE	COACH CLASS	Difference
			<u>1st/Class</u> <u>Fare</u>	(Regular Flight) <u>1st/Class</u> <u>Fare</u>	
2/5	Paris	New York (JFK)	\$1319	\$424	\$895

In addition, will require flight from NY to DC
Justification: \$ 51
\$946

Need to return to complete urgent work on planning for utilization of NPR oil for SPR

NOH
Concurrence: Frank R Pagnotta
(Name)
Director, OSE
(Title)

Approving Official: _____
Name _____
Title _____
Date Approved _____

(Send to Director, Office of the Secretary (S-3) for processing.)

TRAVEL VIA CONCORDE
REQUEST FOR APPROVAL OF ~~FIRST CLASS ACCOMMODATIONS~~

Name of Traveler Jeff Stanfield

Grade SES

Position or Title Associate Under Under Secretary

DOE Organization and Location Office of the Under Secretary ~~CONCORDE~~ COACH CLASS

<u>Date</u>	<u>Origin</u>	<u>Destination</u>	<u>Fare</u>	<u>Fare</u>	<u>Difference</u>
2/5	Paris	New York (JFK)	\$1319	\$424	\$895
In addition, will require flight from NY to DC					\$ 51
					<u>\$946</u>

Justification:

Need to return to complete urgent work on planning for utilization of NPR oil for SPR

NOV
Concurrence: Frank R. Pagnotta
(Name)

Director, OSE
(Title)

Approving Official:

Name _____

Title _____

Date Approved _____

(Send to Director, Office of the Secretary
(S-3) for processing.)



Department of Energy
Washington, D.C. 20585

February 4, 1980

MEMORANDUM FOR: The Secretary ✓
THRU: Deanne Siemer
FROM: Frank R. Pagnotta *FR*
SUBJECT: Secretarial Succession

Pursuant to DOE Notice N 1100.4 (copy attached) the simultaneous appointment dates of Assistant Secretaries (Ruth Davis and Bill Lewis on the 24th of November and Tom Stelson, Woody Cunningham and Les Goldman on the 7th of January) require your designation of their Secretarial Succession.

Following is the Secretarial Succession as it presently exists with appropriate spaces provided for you to indicate the ranking preference for the Assistant Secretaries in question:

- 1) Deputy Secretary
- 2) Under Secretary
- 3) Chief Financial Officer
- 4) General Counsel
- 5) Assistant Secretary, Defense Programs
- 6) Assistant Secretary, Environment
- 7) Assistant Secretary

Policy and Evaluation (PE) or
Resource Applications (RA)
- 8) Assistant Secretary

Policy and Evaluation (PE) or
Resource Applications (RA)
- 9) Assistant Secretary, Fossil Energy
(sworn in 4 January 1980)

- 10) Assistant Secretary Conservation and Solar Energy (CS),
Nuclear Energy (NE) or International
Affairs (IA)
- 11) Assistant Secretary Conservation and Solar Energy (CS),
Nuclear Energy (NE) or International
Affairs (IA)
- 12) Assistant Secretary Conservation and Solar Energy (CS),
Nuclear Energy (NE) or International
Affairs (IA)
- 13) Administrator, Energy Information Administration
- 14) Administrator, Economic Regulatory Administration
(sworn in 4 January 1980)

Attachment

U.S. Department of Energy

Washington, D.C.

NOTICE

DOE N 1100.4

EXPIRES: 12-21-79
12-21-80

SUBJECT: SECRETARIAL SUCCESSION

The following officials, in the order indicated, shall act as the Secretary of Energy, in case of the absence or disability of the Secretary, until the absence or disability ceases, or in the case of a vacancy, until a successor is appointed.

1. Deputy Secretary
2. Under Secretary
3. Chief Financial Officer
4. General Counsel
5. Assistant Secretaries in order of date appointed
6. Administrators in order of date appointed

If simultaneous appointment dates occur for either Assistant Secretaries or Administrators, the order of Secretarial succession will be designated by the Secretary of Energy.



A handwritten signature in cursive script, reading "Charles W. Duncan, Jr.", written in dark ink.

Charles W. Duncan, Jr.
Secretary

DISTRIBUTION:

All Departmental Elements
Federal Energy Regulatory Commission (info)

INITIATED BY:

Office of The Secretary

SEQUENCE OF EVENTS

- 3:45 pm - Guests assemble in James Forrestal Auditorium (GE-086)
- 3:50 pm - The three Principals and members of their immediate families, the Deputy Secretary, Under Secretary, the General Counsel, Judge Abner Mikva, George McIsaac and Jamie Gorelick will be seated on the Auditorium stage
- 3:55 pm - The Secretary arrives
- 4:00 pm - Opening statement by The Secretary followed by The Secretary presenting The Secretary of Energy's Outstanding Service Medal to Jamie Gorelick
The Citation to be read by Deputy Secretary
- 4:05 pm - Remarks by Jamie Gorelick
- 4:10 pm - Secretary presents The Department of Energy's Distinguished Service Medal to George McIsaac
The Citation to be read by Under Secretary
- 4:15 pm - Remarks by George McIssac
- 4:20 pm - Remarks by The Secretary concerning Thomas E. Stelson
- 4:25 pm - General Counsel administers Oath of Office to Thomas Stelson as Assistant Secretary of Energy, Conservation and Solar Energy
- 4:28 pm - The Secretary presents Commission to Thomas E. Stelson
- 4:30 pm - Remarks by Thomas E. Stelson
- 4:35 pm - Remarks by the Under Secretary concerning George W. "Woody" Cunningham
- 4:40 pm - General Counsel administers Oath of Office to George W. Cunningham as Assistant Secretary of Energy, Nuclear Energy
- 4:43 pm - The Secretary presents Commission to George W. Cunningham
- 4:45 pm - Remarks by George W. Cunningham

- 4:50 pm - Remarks by The Secretary concerning Leslie J. Goldman
- 4:55 pm - Judge Abner Mikva administers Oath of Office to Leslie J. Goldman as Assistant Secretary of Energy, International Affairs
- 4:58 pm - The Secretary presents Commission to Leslie J. Goldman
- 5:00 pm - Remarks by Leslie Goldman
- 5:05 pm - Closing remarks by The Secretary and announcement "to remind" of Reception immediately following in Room 1E-235, James Forrestal Building, hosted by the three Principals to which everyone in the audience is invited to attend



Department of Energy
Washington, D.C. 20585

December 19, 1979

MEMORANDUM FOR: The Secretary
THRU: Deanne Siemer
FROM: Frank R. Pagnotta *fm*

I asked Richard Hewlett, Chief Historian of the Department, to prepare the attached memorandum describing the invaluable service his staff provides.

As you note, based on the facts stated, Dick and his staff have done a herculean job in responding to their delegated responsibilities with an extremely undermanned staff of only 6 full time and 1 part time employees. There is an immediate need for additional personnel to ensure an ongoing effective unit as follows:

<u>Position</u>	<u>Grade</u>	<u>Number of Employees</u>
Clerk-Typist	GS-03/05	2
Assistant Archivist	GS-07/08	1
Assistant Historian	GS-07/08	1

This manning level increase is a necessity and would enhance the functional capabilities of the Office of the Chief Historian.

The unique functions, responsiveness and role of this Office is most important and should not be ignored.

I strongly recommend the increased staff as proposed.

Approved

Increased Manning Level of the Office of
the Historian

Discuss with me _____



Department of Energy
Washington, D.C. 20545

December 13, 1979

MEMORANDUM FOR: Frank R. Pagnotta
FROM: Richard Hewlett
SUBJECT: INFORMATION AND ARCHIVAL ACTIVITIES

In response to your recent suggestion I have prepared the following summary of the increasing workload imposed on the Historian's Office by the growing number of information and archival requests.

The following table shows that both the number of persons using the Archives and the number of requests for information have increased in the amount of time which researchers have spent using the Archives (366 percent) and the amount of staff time needed to service information requests (123 percent).

INFORMATION AND ARCHIVAL REQUESTS

Monthly Averages

Year	Users of the Archives		Information Requests	
	<u>Number</u>	<u>Hours</u>	<u>Number</u>	<u>Hours</u>
1978	14	45	43	51
1979	31	210	55	114

Much of this increase reflects the growing use of records held by the Historian's Office as DOE officials and the public discover the broad scope of our Archival holdings. In addition to our very large collections of records from the Atomic Energy Commission and the Energy Research and Development Administration, we also have records of great interest from the Federal Energy Office, the Federal Energy Administration, the Office of Oil and Gas of the Department of the Interior, and the National Petroleum Council. It is becoming apparent not only to historians and scholars but also to lawyers, public interest groups, and government officials that the DOE Archives constitutes the largest and in many ways most significant single collection of documents covering the history of the federal government's role in energy development since World War II.

The increased workload resulting from this growing interest is a cause for concern, but even more important is the sensitivity of the requests that we are receiving in terms of their potential impact on DOE programs and activities. During the past year we have spent large blocks of time on requests related to major lawsuits against the government and to issues of great interest to the news media and the public. Any failure to handle these requests properly and promptly could have severe repercussions on the Department.

Recently an investigator for the Senate Judiciary Committee reviewed several hundred folders of highly classified information on AEC nuclear weapon programs for hearings on radiation fallout from nuclear weapon tests. Materials which he selected from the files had to be reproduced and submitted for classification review. Because the materials released often received front-page coverage in the newspapers within twenty-four hours, and were directly related to current DOE activities, it was necessary to coordinate release document-by-document with two Assistant Secretaries and the Office of Public Affairs. This project required virtually the entire time of all personnel in the Historian's Office for several weeks. Because our resources were very thin, there was a real danger that we would not meet the tight deadlines imposed by the committee or, worse, that some highly classified information might be inadvertently released.

During the period from September to November 1979, the Historian's Office received five discovery notices for documents in the records of the Federal Energy Administration. The discovery notices were prepared by several large oil companies involved in litigation with DOE over petroleum pricing regulations. Because millions of dollars are at stake in these suits, the law firms handling these cases are devoting teams of experienced attorneys to research. We are typically outmanned four or five to one on these cases, which means that we have great difficulty in complying promptly and completely with these court orders. In some instances we have had to bring in DOE attorneys to review our files in order to comply with court orders without months of delay. This stop-gap measure involves certain risks--one, that some materials covered by the discovery notice may be missed; and, two, that some of our records may be lost or misplaced in the process. Because plaintiffs' law firms can often devote several attorneys to this work, errors in our research can be discovered and result in charges that DOE is trying to conceal documents from discovery.

One of the largest cases now pending is that brought on behalf of several hundred persons who claim that they or their relatives contracted cancer or leukemia as a result of nuclear weapon tests in Nevada in the 1950s. Plaintiffs' attorneys have filed a massive discovery notice, to which DOE will take months to respond. Our office is responsible for a substantial portion of the requests. Again this case involves millions of dollars of claims against the government and is of interest to the press.

This office is also directly involved in the DOE project, led by the Nevada Operations Office, to compile a library of all data relating to the radiation exposure of personnel near the Nevada Test Site. This project resulted from a commitment by President Carter to the Governor of Utah. The Director of Administration has approved a temporary part-time position in our office for this project, and recruitment has started.

These examples illustrate the nature of the workload which the archival and information activities have placed upon this office. We are running a very marginal operation at present. I hope that we can get some staff reinforcements soon.