

OCT 17 1996

October 16, 1996

Dear Evelyn,

Thanks for the meeting yesterday. I wanted to follow up on a few points as you put your memo together.

o I've enclosed our staff division of responsibilities that we use throughout the year. I don't distribute it because I want White House and agency staff to funnel their issues and requests through our West Wing operation. That way I can keep track, exercise quality control, and make the judgements about the use of our staff resources.

o I've also enclosed a brief memo on our correspondence operation. It was in bad shape when I came in. We got rid of Monica and Jossie not only because of "extracurricular activities" but because they couldn't do the job. We also had problems with NSC and White House correspondence that have been corrected. I believe the operation is in quite good shape now.

Thank you for being so good to me this year. I greatly appreciate your help and counsel. I will take the steps you suggested and then follow up with both you and Leon.

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