



April 6, 1987

*Letter to Joan McEntee*  
*1/7/87*

MEMORANDUM FOR: H.P. Goldfield

FROM: Bruce Smart *BSmart*

SUBJECT: Direction on Duties Until 6/1/87 Resignation

In keeping with ITA's efforts to avoid any appearance of potential conflicts on the part of senior officials planning to leave government service for private sector positions, I am providing the following management guidance. The guidance was developed in conjunction with General Counsel Douglas A. Riggs.

The management of all trade policy related activities within Trade Development will be assumed by Deputy Assistant Secretary Joan M. McEntee. Your involvement will be restricted to serving as a resource for information needed to provide an efficient transition.

Trade policy decisions, including recommendations on the position to be taken by ITA in interagency forums, will be made by Deputy Assistant Secretary McEntee. You should be involved in these matters only as a resource of facts and information based on your prior role in the issue.

Personnel decisions, when appropriate, should be referred to Deputy Assistant Secretary McEntee. In all personnel matters you should insure that DAS McEntee is kept apprised of decisions and actions.

All foreign travel will be terminated and arrangements for an appropriate substitute, such as Assistant Secretary Laun or Deputy Assistant Secretary James Moore, should be made as soon as possible.

In the case of foreign government officials, you should restrict your role in meetings to avoid engaging in negotiations or serving as the spokesman for ITA. You will refer matters involving trade policy discussions with foreign government officials to DAS McEntee or an appropriate official in IEP.

In meeting with industry representatives you will follow the same standard as cited for foreign government officials. In the case of industry representatives you will refer matters to the appropriate industry sector DAS within Trade Development.



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