

THE WHITE HOUSE

WASHINGTON

October 12, 1992

MEMORANDUM FOR CABINET AND AGENCY HEADS,  
PAS APPOINTEES AND COMMISSIONED OFFICERS  
IN THE WHITE HOUSE

FROM: JAMES A. BAKER, III *J.A.B.*

SUBJECT: STATUS OF PRESIDENTIAL APPOINTEES

I know you agree with me that it has been an extraordinary privilege to serve President Bush as a member of his team during this first term. And I am aware that many of you may wish to return to the private sector or to assume new positions in a second Bush term.

As we come to the end of a first term and begin to make plans for a second, the President has asked that I repeat a customary request. In accord with past practice, would you, immediately following the election, please submit a pro forma letter of resignation "effective at the pleasure of the President." I trust you will agree with me that this procedure will afford the President maximum flexibility in making the decisions necessary to staff his second Administration.

Please address the letter to the President and send it in care of Phillip D. Brady, Assistant to the President and Staff Secretary.

Thank you very much.