

Richard Nixon Presidential Library
White House Special Files Collection
Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	5	N.D.	Other Document	List of government department secretaries, elective officers and Governor Shafer's office staff. 3 pages.
18	5	N.D.	Report	Document RE: Mel Laird appointment as Defense Secretary. 4 pgs. (Duplicate - Not Scanned)
18	5	01/05/1969	Memo	Memo from Klein to Flanigan RE: Selecting public affairs officers for Cabinet members. 4 pgs.
18	5	08/28/1968	Memo	Memo to Underwood from Kalmbach RE: Arranging petty cash for Vern Olson. 1 pg.
18	5	N.D.	Memo	Handwritten note from Pete Flanigan to Ehrlichman RE: Question from Manny. 1 pg.
18	5	08/21/1968	Other Document	Handwritten note from Ehrlichman to Kalmbach RE: Tour budget supplement. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	5	08/20/1968	Report	Rally Budget for August 15 - November 5 submitted by Boyd Gibbons. 1 pg.
18	5	N.D.	Other Document	Handwritten note from Ehrlichman to Peter RE: Boyd's Rally Budget. 1 pg.
18	5	08/20/1968	Report	Rally Budget for August 15 - November 5 submitted by Boyd Gibbons with handwritten notations. 1 pg.
18	5	08/27/1968	Memo	Memo from Gibbons to Flanigan RE: Rally Budget. 1 pg.
18	5	08/27/1968	Report	Rally Budget for September 1 - November 5 submitted by Boyd Gibbons. 1 pg.
18	5	N.D.	Other Document	Campaign Divisions with corresponding names of those responsible for the budget. 2 pgs.
18	5	N.D.	Report	Document RE: Mel Laird appointment as Defense Secretary with NARA cover page. 5 pgs.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	5	N.D.	Other Document	Expense Account Numbers. 2 pgs.
18	5	N.D.	Other Document	Campaign Divisions with corresponding names of those responsible for the budget. 2 pgs. (Duplicate - Not Scanned)
18	5	N.D.	Other Document	Expense Account Numbers. 2 pgs. (Duplicate - Not Scanned)
18	5	N.D.	Other Document	Handwritten note from Pete Flanigan to Ehrlichman RE: Budget items. 1 pg.
18	5	N.D.	Other Document	Campaign Divisions with corresponding names of those responsible for the budget. 2 pgs. (Duplicate - Not Scanned)
18	5	N.D.	Other Document	Expense Account Numbers. 2 pgs. (Duplicate - Not Scanned)
18	5	08/12/1968	Memo	Memo from Stans to All Division Chairmen RE: Campaign Accounting. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	5	08/12/1968	Memo	Notice from Stans to All Campaign Divisions RE: Employee commitments made beyond November 5. 1 pg.
18	5	08/12/1968	Memo	Memo from Stans to All Divison Managers RE: making purchases or commitments in the name of "Nixon-Agnew Campaign." 1 pg.
18	5	08/12/1968	Memo	Memo from Stans to All Campaign Divisions RE: Instructing personnel to travel coach or tourist class. 1 pg.
18	5	08/12/1968	Memo	Memo from Stans to All Campaign Divisons RE: avoiding buying furniture, etc during the campaign. 1 pg.
18	5	08/19/1968	Letter	Letter from Volcheff to Davies RE: Expenses associated with recent trips and meetings. 1 pg.
18	5	N.D.	Other Document	Handwritten miscellaneous notes. Author unknown. 1 pg.
18	5	08/24/1968	Letter	Letter from Schedler to Ehrlichman RE: Telex communications. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	5	N.D.	Memo	Handwritten note from Ken Cole to John Ehrlichman RE: Cole's contact information. 1 pg.
18	5	08/23/1968	Letter	Letter from Wheeler to All Advancemen RE: the official Campaign Materials Catalog. 1 pg.
18	5	N.D.	Other Document	Nixon's the One! Official campaign materials catalog with Wheeler business card attached to cover. 24 pages. Cover scanned only.
18	5	N.D.	Other Document	Advance Man School Agenda for August 24, 1968. 2 pgs.
18	5	08/23/1968	Memo	Memo from Killgallon to Advance Men RE: contact information for the Advance Man Manual and kit materials. 1 pg.
18	5	08/22/1968	Memo	Memo from Gibbons to Advance Men RE: Campaign Materials for Rallies. 1 pg.
18	5	N.D.	Other Document	Flier for RN June 26 visit to Lansing. 5 pages. First page scanned only.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	5	N.D.	Other Document	List of room assignments at Statler-Hilton for August 20-24. 3 pgs.
18	5	N.D.	Other Document	List of United States Secret Service Field Offices. 1 pg.

Raymond P. Shafer		Governor
Raymond J. Broderick		Lieutenant Governor
Joseph J. Kelley, Jr.		Secretary of the Commonwealth
William C. Sennett		Attorney General
John K. Tabor	(Acting)	Secretary of Internal Affairs (e.c.)
Dr. David H. Kurtzman		Superintendent of Public Instruction
Maj. Gen. Richard Snyder		Adjutant General
David O. Maxwell		Insurance Commissioner
G. Allen Patterson		Secretary of Banking
Leland H. Bull		Secretary of Agriculture
Perrin C. Hamilton		Secretary of Property and Supplies
Maurice K. Goddard		Secretary of Forests and Waters
H. Beecher Charmbury		Secretary of Mines and Mineral Industries
Robert G. Bartlett		Secretary of Highways
Thomas W. Georges, Jr.	(Acting)	Secretary of Health
Colonel Frank McKetta		Commissioner, Pennsylvania State Police
John K. Tabor		Secretary of Labor and Industry
Thomas W. Georges, Jr.		Secretary of Public Welfare
Warner M. Depuy		Secretary of Revenue
Clifford L. Jones		Secretary of Commerce
Joseph W. Barr, Jr.		Secretary of Community Affairs
Robert K. Bloom		Secretary to the Governor
Arthur F. Sampson		Secretary of Administration and Budget Secretary
Hugh E. Flaherty		Secretary for Legislation and Public Affairs

ELECTIVE OFFICERS

Raymond P. Shafer		Governor
Raymond J. Broderick		Lieutenant Governor
Grace M. Sloan		Auditor General
Thomas Z. Minenart		State Treasurer
John K. Tabor	(Acting)	Secretary of Internal Affairs

GOVERNOR SHAFER'S OFFICE STAFF

Robert K. Bloom	Secretary to the Governor
Arthur F. Sampson	Secretary of Administration and Budget Secretary
Hugh E. Flaherty	Secretary for Legislation and Public Affairs
Jack L. Conmy	Public Relations Secretary
William D. Johnson	Special Assistant to the Governor
Stanley A. Miller	Special Assistant to the Governor for Human Affairs
Robert W. Schmidt	Personnel Secretary
Joseph H. Schneitman	Chief Clerk
Ronald E. Zechman	Director of Accounts
Arthur C. Eckerman	Director of Personnel
William J. Carlin	Director of Program and Management
Harry J. Schmidt	Director of the Budget
C. H. Handforth, Jr.	Director of Planning, Programming and Budgeting System Project
Theodore R. Robb	Special Assistant and Manpower Director
Gen. Larry H. Walker	Director, Bur. of Mgt. & Info. Systems

6/23/63

Statewide candidates to be at Capitol Steps

1. Cong. Richard Schweiker, candidate for U.S. Senate
2. Warner Depuy, candidate for Auditor General
3. Frank Pasquerella, candidate for State Treasurer
4. Judge John B. Hannum, candidate for Superior Court Judge.

Also:

Jack Jordan, Republican State Chairman

State Sen.
Ron Stafford
NY

Rocky A/M

Milk
Stand

DEFENSE

Mel Laird will be the youngest Defense Secretary in history, but one who brings more practical experience to this job than any of his predecessors, with the exception of Marshall. For fourteen years he has been on the Defense Subcommittee of the House Appropriations Committee. He will be superb in working with Congress, handling problems that arise with the press, and in arbitrating interservice rivalries. Even more important, he is aware of the vital necessity to keep Defense expenditures within budgetary limitations and will provide invaluable leadership in this area. He will select as the Deputy Secretary of Defense an outstanding business executive who will have the primary responsibility for administering the Department.

Laird also will be of great assistance to the Cabinet in providing advice on dealing with the Congress generally in a number of fields, particularly in the H. E. W. area, where he is also an expert. Most important, RN believes he is the kind of man he would like to have at the Cabinet table when difficult decisions are made by the National Security Council in the field of foreign policy, where the President needs the very best advice he can get.

In choosing Laird, RN felt that a political man should be preferred over a businessman. A businessman in the Defense Department--like McNamara and Wilson--would employ many fine management techniques but might not be able to provide the insight and judgment so important in relating defense policies to foreign policies. There was

considerable pressure to keep Clark Clifford, but RN felt it would be a mistake to go forward with one who helped to shape the policies which RN has been criticizing. To those who would say that Laird is not experienced enough, RN points out that Clifford had no experience whatever in this field before taking on the position, yet by most accounts has done a credible job.

STATE

More recommendations were made for this position, of course, than for any other, for reasons already publically issued. Rockefeller and Scranton ruled themselves out. Dillon was strongly supported, but RN did not want to go to a man with a previous administration; also, RN felt that the party was against him. The age factor also was adverse, and as indicated before, he took himself out so there was no possibility of doing it. Some suggested there was considerable support for Vance, but RN felt that for this position he had to have his own man, not one who is basically a Johnson man, even though he is generally believed to be capable.

The most effective Secretaries of State usually have come from the ranks of international lawyers. Most of those who might have been considered were either used during the Johnson/Kennedy Administrations, or, like Dewey, were too old in RN's view to undertake this heavy responsibility now.

What RN wanted in the job was a young, vigorous man in this period of negotiation to be counted upon to advocate the U. S.

position with skill and great determination. The man who most closely met this requirement is Bill Rogers. He is one of the most skilled negotiators in the nation; he has had experience in running a major department of Government, and three years of experience on the National Security Council. In addition, he spent a year with the U. N. and has handled other complicated problems in the international field in his law practice. He was selected, however, not primarily because of his experience in foreign affairs, but because he has the intellect, negotiating skill, and the judgment to meet the Russian, Chinese and North Vietnamese, or any other potential antagonist on an equal ground.

RN feels that Rogers, like Laird, will add an extra dimension to the very important discussions which will take place in the National Security Council during the next four years. In addition, he is an expert on handling the Congress and the press--problems which have stumped most Secretaries of State in years past.

SUMMARY

While the primary consideration was not regional balance, the total result comes out reasonably well in this respect. Mitchell and Stans are from New York, Rogers is from Maryland, Volpe is from Massachusetts, which gives four from the East; Romney is from Michigan, Schultz and Kennedy from Illinois, Hardin from Nebraska, and Laird from Wisconsin, which gives five from the Mid-West, and

Blount gives one from the South. Finch and Hickel represent the West.

One difference in the selection of this Cabinet from the Kennedy Cabinet is that RN named the Cabinet before making any Sub-Cabinet appointments. That is why appointments to the U. N. and Assistant Secretaries were not made until the Cabinet appointments were completed, which means that Sub-Cabinet appointees will not be imposed on the members of the Cabinet, although they will, of course, consult RN in making their selection.

The Cabinet has some unique characteristics in several respects. It is long on brains. Rogers and Laird will have critics in other fields, but both are recognized as brilliant men. Finch, Hardin, Schultz, and Blount are also far above the average Cabinet officers of the past in intellectual capacity.

The Cabinet is also long on youth. Rogers is the youngest Secretary of State in this century and, as previously noted, Laird is the youngest Secretary of Defense. Finally, three governors, one attorney general, and one budget director have had experience with government in general.

File

DETERMINED TO BE AN
ADMINISTRATIVE MARKING
E.O. 12958, Section 6-102
By RM MARS, Date 4-7-20

ENRICHMAN
CONFIDENTIAL

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cc. John Ehrlichman

January 5, 1969

MEMORANDUM:

TO: Peter Flanigan

FR: Herb Klein

In answer to your inquiry regarding the status of selecting public affairs officers for Cabinet members, we are moving ahead as rapidly as possible with close cooperation from the Cabinet members.

We are still in the process of screening applicants and will have ready a good number of capable personnel when we get below the top levels. In most cases, I am arranging for the Cabinet designees to interview three or four people I have selected to help them make the choice. The following are some of the names under top consideration for each department.

JUSTICE:

Jack Landau - Newhouse justice reporter (has law degree)

Joe Michiche - Boston legal reporter (has law degree)

Clark Molenhof -

Copp Collins -

AGRICULTURE:

Copp Collins

Herb Plumbeck - Des Moines farm radio reporter

Bill Mc Conaughy - Mundt press aide

Henry Schacht - VP California Cannery & Growers

INTERIOR:

Hershel Schooley - former aide in Interior, defense
and for Senator Tower

Murray Snyder - former Eisenhower staff & defense assistant

Tom Mechling - former pr director for Xerox, and campaign
press aide for McCarthy; later aide to John Mitchell

Tom Abbott - GM public relations

Lyn Nofziger

Bill Blair - not sure of availability

DEFENSE:

Dan Hanken - deputy defense department

Creed Black - managing editor Chicago Daily News

William Beecher - NYT

Dick Capon - Copley newspapers

Julian Scheer - NASA

Clark Molenhoff -

George Wilson - Washington Post

STATE:

Hugh Sidey - Life

Elmer Lowey - President ABC News

Ed Weintal - Newsweek

John Apple - NYT

(this list changes daily as Bill Rogers and I discuss it and
we're presently waiting to hear from Hugh Sidey.)

TRANSPORTATION:

Lou Helm - pr director Citizens for Nixon/Agnew
Allen Emory - Washington correspondent
Ed Goodpaster - Time magazine
Tom Abbott -
Lyn Nofziger -

HEW:

Creed Black
George Brand - California newspaper editor and Finch friend
Earl Mazo -

COMMERCE:

Juan Cameron - Fortune magazine
Richard Bean - Lockheed Aircraft & former Klein assistant
Robert Smalley - Whitaker & Baxter

TREASURY:

Juan Cameron -
Richard Bean -
Merrill Mueller - ABC correspondent

HUD:

Tom Neckling -
Steve Hess -
Brian Duff - former NASA assistant director; now pr urban coalition

HUD: (cont.)

William Hill - managing editor Washington Evening Star

POST OFFICE:

Alex Troffey - VP Wolcott & Carlson public relations;
member of Klein staff 1968

Ed Gruenberg - pr director US Chamber

Conover Spenser - Executive director GOP New Jersey

LABOR:

Ralph Jones - labor writer for NYT

Merrill Mueller -

William Strasburg - president Montgomery publishing company

Nofziger also is a strong suggestion for the National Republican
Committee.

cc: Bob Haldeman
John Ehrlichman

MEMORANDUM TO RAY UNDERWOOD

To
JDE

Please arrange for a petty cash fund of \$1,000.00 to be given to Mr. Vern Olson for his use in reimbursing the Candidate Support Staff while they are traveling on the road. Mr. Olson should receive this check no later than the morning mail of Tuesday, September 3. The check can be sent to him at 450 Park Avenue, New York City. It is anticipated that their expenses will be fairly minimal, inasmuch as they will be charging all transportation and hotel bills. However, because of the continuing nature of their travel, it is unlikely that we could adequately send them reimbursement monies. Therefore, the above petty cash fund has been decided upon as a solution. When Mr. Olson applies for a reimbursement of this fund, he will submit the properly approved expense reports that he has paid out of the fund.

Also, this memo is to authorize you to accept the expense reports of H. R. Haldeman, L. Higby, D. Chapin and J. Ehrlichman on their own signatures, with no further approvals necessary. If, at any time, you feel their expense reports are out of line, you should discuss the situation with myself or Pat Dugan.

H. W. Kalmbach
August 28, 1968

cc: J. P. Dugan
H. R. Haldeman
V. Olson

NIXON FOR PRESIDENT COMMITTEE

ROUTE SLIP

TO: _____

FROM _____ DATE _____

- Take necessary action
- Approval or signature
- Comment
- Prepare reply
- Discuss with me
- For your information
- See remarks below

REMARKS:

What do I do with this?

How do we hold to \$20

million?

Manny

Mr. E. Lehman -
Flanagan
10 questions to
Mr. E. Lehman

NIXON FOR PRESIDENT COMMITTEE

→ MKS

ROUTE SLIP

TO: Herb Kalmbach

Take necessary action	<input checked="" type="checkbox"/>
Approval or signature	<input type="checkbox"/>
Comment	<input type="checkbox"/>
Prepare reply	<input type="checkbox"/>
Discuss with me	<input type="checkbox"/>
For your information	<input type="checkbox"/>
See remarks below	<input type="checkbox"/>

FROM Ehrlichman DATE 8/21

REMARKS:

This supplements the
Town Budget, as we
discussed -

RALLY BUDGET
(AUGUST 15 - NOVEMBER 5)

NYC STAFF

DIR. SALARY	\$ 3,785
ASST. SALARY	2,500
SECRETARY SALARY	1,600
HOUSING	1,500
EXPENSES AND TRANSP.	5,000
CONSULTANT RETAINER	<u>7,500</u>
	\$ 21,885

RALLY MEN (travelling expenses in Ehrlichman budget)

SALARY SUPPL. FUND	\$ 10,000
RALLY SCHOOL	6,000
RALLIES FUND	
including	
INVITATIONS (printing and	
postage)	
PERF. GROUPS (Fees, exp.)	
UNION ORCH.	
TELEPHONE BLITZ	
FIREWORKS, ETC.	125,000
CAMPAIGN MATERIALS KITS	75,000
CONTINGENCY FUND	<u>50,000</u>
	\$ 266,000

VOICES FOR NIXON

CHOIR DIR. (SALARY)	3,000
CHOIR DIR. (Trav. Exp.)	10,000
MUSIC (printing)	5,000
MUSIC (shipping)	500
ADVANCE MAN (salary)	2,500
ADVANCE MAN (trav. exp.)	8,000
OTHER EXP. (Piano rental,	
rehearsal adv., union band,	
sound system, l.d. calls)	<u>7,000</u>
	\$ 35,000

NIXONAIRES

UNIFORMS	7,000
DIR. EXPENSES (Travl, phone)	5,000
NIXONAIRES' exp., travel	6,000
STATIONERY, POSTAGE	<u>300</u>
	\$ 18,300

TOTAL: \$341,185

Submitted 8/20/68



Boyd Gibbons

Peter: —

Rally Budget -

Kalmbach reports
That Boyd's Rally
Budget was submitted
too late to be
considered -

Thus, there is, in
fact, no budget for
Rally Advertising or
Rally Supplies. In
the event the locals
will not pay, whence
come the wherewithall
so to do? &

RALLY BUDGET
(AUGUST 15 - NOVEMBER 5)

NYC STAFF

DIR. SALARY	\$ 3,785
ASST. SALARY	2,500
SECRETARY SALARY	1,600
HOUSING	1,500
EXPENSES AND TRANSP.	5,000
CONSULTANT RETAINER	7,500
	<u>\$ 21,885</u>

RALLY MEN (travelling expenses in Ehrlichman budget)

SALARY SUPPL. FUND	\$ 10,000
RALLY SCHOOL	6,000
RALLIES FUND	
including	
INVITATIONS (printing and postage)	
PERF. GROUPS (Fees, exp.)	
UNION ORCH.	
TELEPHONE BLITZ	
FIREWORKS, ETC.	125,000
CAMPAIGN MATERIALS KITS	75,000
CONTINGENCY FUND	50,000
	<u>\$ 266,000</u>

Circled items must be budgeted immediately
RB

VOICES FOR NIXON

CHOIR DIR. (SALARY)	3,000
CHOIR DIR. (Trav. Exp.)	10,000
MUSIC (printing)	5,000
MUSIC (shipping)	500
ADVANCE MAN (salary)	2,500
ADVANCE MAN (trav. exp.)	8,000
OTHER EXP. (Piano rental, rehearsal adv., union band, sound system, l.d. calls)	7,000
	<u>\$ 35,000</u>

NIXONAIRES

UNIFORMS	7,000
DIR. EXPENSES (Trav, phone)	5,000
NIXONAIRES' exp., travel	6,000
STATIONERY, POSTAGE	300
	<u>\$ 18,300</u>

TOTAL: \$341,185

Submitted 8/20/68

Boyd Gibbons

Boyd Gibbons

August 27, 1968

MEMORANDUM

TO: Peter Flanigan
FROM: Boyd Gibbons
RE: Rally Budget

Attached is the budget for the rally operation which you approved yesterday.

The living expenses for my secretary, Alice Flickinger, as well as the salary and living expenses of my assistant, who will probably be Larry H. Dunn, are already included in John Whitaker's budget.

Bob Haldeman will be talking to Tommy Walker whom I wish to hire as a rally consultant at a fee yet to be determined, but which I would estimate approximately \$7,000 to \$8,000. I spoke with Ehrlichman today and he is taking this up with Haldeman.

Enclosure

BG:amf

cc - John Whitaker
- John Ehrlichman

RALLY BUDGET
(September 1 to November 5)

NYC STAFF

(Consultant retainer - \$7500 estimated -
yet to be approved.)

RALLY FUND

Rallies Fund including crowd raising functions,
Invitations (printing and postage), Performing
Groups (fees, exp.), Bands, Posters, etc.

\$100,000

VOICES FOR NIXON

Choir Dir. (Salary)	\$3,000
Choir Dir. (Trav. Exp.)	5,000
Music (printing)	5,000
Music (shipping)	500
Advance Man (salary)	2,500
Advance Man (trav.exp.)	7,000
Other Exp. (Piano rental, rehearsal adv., union band, sound system, l.d.calls)	7,000

30,000

NIXONAIRES

Including Uniforms, Director's trav. exp., Nixonaires' trav. exp., stationery, postage, etc.	10,000
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10,000

TOTAL

\$140,000

Submitted 8/27/68

Boyd Gibbons

Boyd Gibbons, III

CAMPAIGN DIVISIONS

	Budget Responsibility	Expenditure Control Responsibility
Management	Flanigan	
11. Campaign management		Flanigan
23. New York office		Hofe
66. Washington office		R. Hitt
Candidate Activity	Haldeman	
21. Personal staff - Nixon		Haldeman
27. Personal staff - Agnew		Bresler
22. New York mail		Ed Nixon
24. Scheduling		Whitaker
28. Tour and advance		Ehrlichman
25. Policy and manpower development		Olds
42. Research		Anderson
Political	Flanigan	
31. Political Organization		
32. Campaign Support		
33. Key issues		Timmons
34. Women for Nixon		P. Hitt
35. Polling		Flanigan
36. Nixon Neighbors		Peterson
37. Southern program		LaRue
38. Truth squad		
39. Surrogate candidates		Ellsworth
Advertising	Shakespeare	
41. Advertising		Schlaes
Information	Klein	
42. Press		
43. Campaign materials		McKinlay
Finance	Stans	
51. Staff and expenses		Brewer
52. Direct mail		Gleason

Budget
Responsibility

Expenditure Control
Responsibility

Citizens
64. United Citizens

Rhyne

Day

General items
91. Payroll taxes
92. Congressional committee
93. Republican National Committee

Stans

Underwood
Wilson
Bliss

EXPENSE ACCOUNT NUMBERS

Compensations

- 01 Salaries
- 04 Professional services
- 05 Outside clerical

Occupancy

- 08 Rent
- 09 Building maintenance
- 10 Furniture/Equipment purchases
- 11 Furniture/Equipment rent/Maintenance

Supplies

- 22 Office supplies
- 16 Subscriptions/Publications

Communications

- 06 Telephone
- 07 Telegraph
- 28 Postage and express

Campaign Expenses

- 34 Television
- 35 Radio
- 26 Advertising/outdoor
- 27 Advertising/printing
- 41 Advertising/newspapers
- 24 Campaign materials
- 25 Films and tapes
- 32 Surveys and polls

Travel

- 29 Travel expense
- 30 Airplane charter
- 31 Rail charter
- 35 Meetings and conferences

Other expenses

- 12 Insurance
- 19 Petty expense

CAMPAIGN DIVISIONS

	Budget Responsibility	Expenditure Control Responsibility
Management	Flanigan	
11. Campaign management		Flanigan
23. New York office		Hofe
66. Washington office		R. Hitt
Candidate Activity	Haldeman	
21. Personal staff - Nixon		Haldeman
27. Personal staff - Agnew		Bresler
22. New York mail		Ed Nixon
24. Scheduling		Whitaker
28. Tour and advance		Ehrlichman
25. Policy and manpower development		Olds
42. Research		Anderson
Political	Flanigan	
31. Political Organization		
32. Campaign Support		
33. Key issues		Timmons
34. Women for Nixon		P. Hitt
35. Polling		Flanigan
36. Nixon Neighbors		Peterson
37. Southern program		LaRue
38. Truth squad		
39. Surrogate candidates		Ellsworth
Advertising	Shakespeare	
41. Advertising		Schlaes
Information	Klein	
42. Press		
43. Campaign materials		McKinlay
Finance	Stans	
51. Staff and expenses		Brewer
52. Direct mail		Gleason

Mr. Erickson
of Star - Which are
the items that
"aren't essential" - ?
Maybe "fireworks, etc."
Something has to come
out to put this
in, so we
must mutually
keep it down
Pete

Budget
Responsibility

Expenditure Control
Responsibility

Rhyme

Day

Citizens
64. United Citizens

Stans

Underwood
Wilson
Bliss

General items
91. Payroll taxes
92. Congressional committee
93. Republican National Committee

EXPENSE ACCOUNT NUMBERS

Compensations

- 01 Salaries
- 04 Professional services
- 05 Outside clerical

Occupancy

- 08 Rent
- 09 Building maintenance
- 10 Furniture/Equipment purchases
- 11 Furniture/Equipment rent/Maintenance

Supplies

- 22 Office supplies
- 16 Subscriptions/Publications

Communications

- 06 Telephone
- 07 Telegraph
- 28 Postage and express

Campaign Expenses

- 34 Television
- 35 Radio
- 26 Advertising/outdoor
- 27 Advertising/printing
- 41 Advertising/newspapers
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- 32 Surveys and polls

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Budget
Responsibility

Expenditure Control
Responsibility

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64. United Citizens

Rhyne

Day

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9:10 - 9:20

Kalmbach
Rm 437

August 12, 1968

MEMO TO ALL DIVISION CHAIRMEN

RE: Campaign Accounting

In approving purchase orders or other commitments, and in approving invoices for payment, you are requested to observe the following procedures:

- (1) Your division number is shown on the attached sheet A. This is the same as it was in the pre-nomination period.
- (2) The account classifications for expenses are shown on the attached sheet B. These are different from those used in the pre-nomination period.
- (3) Each approval should indicate a combination of the two appropriate numbers.

Thus, if the Finance Division purchases office supplies, it will charge the item to 51-22. If the Advertising Division purchases films, it will charge the item to 41-25.

Your careful observance of this requirement will save a great deal of time in our accounting controls and reporting, and will be highly appreciated.

Maurice H. Stans
Finance Chairman

August 12, 1968

NOTICE TO ALL CAMPAIGN DIVISIONS

RE: Employees

It is important that no employment commitments be made beyond November 5.

The payroll will be terminated on that date, except for the limited number of employees, if any, that may be required for "clean-up" purposes.

Maurice H. Stans
Finance Chairman

August 12, 1968

MEMO TO ALL DIVISION MANAGERS

In making any purchases or commitments, please do so in the name of "Nixon-Agnew Campaign" and ask suppliers to render bills in that manner.

Maurice H. Stans
Finance Chairman

August 12, 1968

MEMO TO ALL CAMPAIGN DIVISIONS

Please instruct all personnel that their air travel should be in coach or tourist class.

The only exception to this is that first class may be used when other space is not available.

Maurice H. Stans
Finance Chairman

August 12, 1968

MEMO TO ALL CAMPAIGN DIVISIONS

During the campaign, please avoid buying furniture, typewriters, files or any other items of equipment.

All such items should be rented on a temporary basis for the campaign, if at all possible.

Maurice H. Stans
Finance Chairman

766-1321
- 213

Mr. Ehrlichman

Phoenix, Arizona, August 19, 1968

Mr. John Davies
Nixon for President Staff
450 Park Avenue
New York City, New York 10022

Dear John:

Attached are the expenses associated with the recent trips and meetings involving United Airlines, Motorola, Pacific Telephone and the Secret Service required to review and formalize the proposed staff, radio and telephone facilities on the Nixon and Press Airplanes.

I think our recent conference call involving Motorola worked out satisfactorily. This saved Nixon in excess of \$15,000.00 which was their "extra" due to their misunderstanding regarding the operator's panel, etc. They promise us an attractive and functional radio operation. *

Please let me know if you want some assistance in the reconfiguration for staff and telephones on the Vice President's aircraft.

Good luck on your great adventure!

Very sincerely,

Wick

M. J. Volchegg

* Plus - FYI only - no action needed - thought you'd be interested to see + throw away.

Wick

Travis Reagan - citizens -

Pods to handle baggage

No printed schedule to $\frac{1}{m}$

Loc of raised stand

When do we start?

Airborne phone -

New York, NY
August 24, 1968

John Ehrlichman,

Telex Communications

Transmittal of schedules between advance men and the NY Tour Desk using Telex should reduce lost motors and save time. Almost every town has a handy Telex terminal and, of course, several are always scheduled for installation where the Tour stops. A Telex terminal in the NY Tour office would permit teletype communication between the Tour office and the advance men.

Spencer J. Schedler

John -

TELL AM -

A DIRECT DAY/NIGHT PHONE TO
ME IS (212) 758-8663 - REACHS
ME AT HOME, IN OFFICE AND IF
I'M SOMEWHERE IN BETWEEN AN
ANSWERING SERVICE WILL PICK IT
UP AND EITHER TAKE A MESSAGE
OR TELL YOU WHERE TO REACH ME,

Ken Cole

NIXON'S THE ONE!

CLINTON F. WHEELER, JR.

EXECUTIVE VICE PRESIDENT

FEELEY & WHEELER INC.
ADVERTISING - PUBLIC RELATIONS

370 LEXINGTON AVENUE
NEW YORK, N. Y. 10017
(212) 532-2922

sd

OFFICIAL CAMPAIGN MATERIALS CATALOG

August 23, 1968

To All Advancemen

It's RICHARD NIXON/TED AGNEW and YOU!

You are one of the first to receive the official Campaign Materials Catalog for the 1968 campaign.

As you know, a campaign materials program is one of the most important elements in a National Campaign and it can be successful only if it has the complete support of every Republican from the state chairman down to the volunteer precinct worker.

Feeley & Wheeler, Inc. has been appointed official supplier of all endorsed campaign materials by John N. Mitchell, National Campaign Manager. We served as the national advertising agency for the Nixon For President Primary Campaigns and we know how important good solid advertising, backed by a well-planned campaign materials program can be.

Most of the items listed in the catalog can be purchased by and merchandised and sold on the local level to create effective fund raising dollars. These dollars can be re-invested in more campaign materials to develop a visual Nixon/Agnew "bandwagon" across the country.

We urge every advanceman to aid the state chairman and the Materials Distribution Program chairman and have him get in touch with us immediately so that we can fill his orders and assist in every way possible.

Suppliers have been selected on the basis of quality, price and speed of delivery. Our volume orders for the whole country will allow us to pass on the savings to the local organizations.

This interim catalog will allow the local state organizations to order immediately. We are in full production and ready to go. A final catalog will include additional Nixon/Agnew materials and be sent to you and all state chairmen within the next 10 days.

Get them to start ordering now so that we can get the jump on the Democrats and make this the most successful campaign in history.

Yours for NIXON/AGNEW



Clinton F. Wheeler, Executive Vice President

cc: John N. Mitchell, National Campaign Manager
John Ehrlichman, Field Tour Director
Boyd Gibbons

AGENDA
ADVANCE MAN SCHOOL
STATLER-HILTON HOTEL - NYC
SATURDAY, AUGUST 24, 1968

- 9:30 a.m. Registration and light breakfast
Penn Top Center (18th floor)
- 10:00 a.m.-
12:30 p.m. Sky Top Room (18th floor)
- INTRODUCTIONS
- JOHN MITCHELL, CAMPAIGN MANAGER
- HERB KLEIN, DIRECTOR OF COMMUNICATIONS
- POLICY
- SCHEDULING
- STANDARD PROCEDURES
- "BEFORE YOU GO"
- QUESTIONS
- 12:30-1:00 p.m. Pick-up lunch - Penn Top Center (18th floor)
- 1:00-3:00 p.m. Sky Top Room (18th floor)
- THE FIRST HALF DAY
- ORGANIZING
- ARRIVALS
- TRANSPORTATION AND BAGGAGE
QUESTIONS
- 3:00-3:15 p.m. Recess
- 3:15-6:00 p.m. Sky Top Room (18th floor)
- OVERNIGHT
- MEETINGS
- DEPARTURES
- QUESTIONS
- 6:00-9:00 p.m. Free time - Fun City, USA
- 9:00 p.m. - ? Advance men/staff social get-together
Georgian Room, Statler Hilton Hotel (mezzanine floor)
Informal - all invited

ADVANCE MAN SCHOOL AGENDA - 2

SUNDAY, AUGUST 25, 1968

9:00 a.m. Light breakfast - Penn Top Center (18th floor)
9:30 a.m. Sky Top Room (18th floor)
9:30-10:00 a.m. Questions about yesterday's proceedings and introduction to
the Tour Staff
10:00 a.m. Jack Caulfield - Staff Security
10:15 a.m. Boyd Gibbons - Rally Techniques
12:00 Noon John Shlaes - Advertising
12:30 p.m. Luncheon - Penn Top South (18th floor)
1:30 p.m. Bill Duncan - Secret Service
2:30 p.m. Ron Ziegler - Press
3:15 p.m. Al Scott - TV
4:00 p.m. Ed McDaniel - Sound and P.A.
4:30 p.m. John Whitaker - Scheduling
5:00 p.m. Questions
Adjournment

* * *

M E M O R A N D U M

August 23, 1968

TO: Advance Men
FROM: William C. Killgallon

If you do not have an Advance Man Manual or if your manila kit does not contain the following items, please notify the individual whose name appears next to the item in question:

<u>ITEM</u>	<u>PERSON RESPONSIBLE</u>
Air Travel Card	Ray Jensen
TWA Ambassador Card	Ray Jensen
Telephone Credit Card	Robert Hitt
Nixon Glossies	Boyd Gibbons
Official Campaign Materials Catalog	Boyd Gibbons
Advance Man's Manual	Booth Turner
Advance Men's Addresses and telephone numbers	Booth Turner
Any other problems	Ken Cole/William Killgallon



**The Richard Nixons
ARE COMING TO LANSING
WEDNESDAY, JUNE 26**

**Come one, come all,
and greet the Nixons at
Lansing Airport at 12:45 P.M.**

**Hear Mr. Nixon at the
Civic Center at 8:15 P.M.**

Auth. & Pd. for by Michigan Nixon for President Committee, Emil Lockwood, Chairman, Lansing, Michigan.

ROOM ASSIGNMENTS AT STATLER-HILTON

<u>Name</u>	<u>Date</u>	<u>Room Number</u>
Athey, Bob	August 23 & 24	1421
Bracken, Frank	23 & 24	
Baker, Bobby	23 & 24	1401 A
Brown, John	23 & 24	
Barrett, Art	23 & 24	1403 A
Allen, Dick	24	
Barth, Roger	24	1414 A
Butler, Charles	24	
Birely, Bill	24	1432
Kingsley, Dan	23 & 24	
Brown, Paul	23 & 24	1446
Lindgren, Dave	23 & 24	
Butcher, Daryl	23 & 24	1411 A
Damgard, John	23 & 24	
Cashen, Henry	23 & 24	1418 A
Deane, Tenney	23 & 24	
Casselman, Bill	23 & 24	1403
Cronin, Dan	23 & 24	
Colemen, Roger	23 & 24	1413 A
Snyder, Dick	22, 23 & 24	
	23 & 24	1415 A
	23 & 24	
Davant, Harry	23 & 24	1404
Decker, Russ	23 & 24	
Decain, Vince	24	1425 A
Steuart, Len	24	
Edgell, Paul	23 & 24	1422 A
Ehrlichman, John	20, 21, 22, 23 & 24	St. Moritz 2217

Farrell, Mike	23 & 24	1433
Hamilton, Jim	23 & 24	
Hawley, Tom	23 & 24	1407
Rustand, Warren	23 & 24	
Howard, Dick	23 & 24	1442
Jackson, Bruce	23 & 24	
Kuehn, Charles (& Wife)	21, 22, 23 & 24	1413
Kruidenier, Pete	23 & 24	1415
Lieber, Bill	23 & 24	
McDaniel, Ed	24	1439
Madden, Bill	23 & 24	1454
Manicci, Gino (& Wife)	23 & 24	1418
Meurer, Tom	23 & 24	1455
McCann, Bob	23 & 24	
Moore, Dutch	24	1416 A
Moore, Scott	24	1460
Redding, Bob	24	
Morgan, Ed	23, 24, & 25	1456
Olson, Vern	20, 21, 22, 23 & 24	St.Moritz 1121
Orr, Hub	23 & 24	1473
Pantos, George	23 & 24	
Philpott, Bob	23 & 24	1400
Andrews, Vincent	23 & 24	
Purdy, Cal	23 & 24	1424
Purdy, Tom	23 & 24	
Reagan, Travis	23 & 24	1476
Thawley, Tom	23 & 24	
Reller, Bill (& Wife)	20, 21, 22, 23 & 24	1428

Ritterhoff, John	24	1405 A
Roberts, Don	24	
Roberts, Malcolm	23 & 24	1497
Ruddy, Bob	23 & 24	
Ridge, Warren	23 & 24	1496
White, Stuart	23 & 24	
Seney, John	24	1445
Shenton, Harry	24	
Shirley, Paul	23 & 24	1477
Simpson, Ron	23 & 24	
Walker, Alan	23 & 24	1499
Walker, Ron	23 & 24	
WOODS, Alan	24	1440

UNITED STATES SECRET SERVICE * FIELD OFFICES

City	Telephone #	Agent	City	Telephone #	Agent
Aberdeen	605-225-0250 X7355	Schaefer	Miami	305-5961	Marshall
Albany	518-472-2884	Peet		(after hrs 377-2551)	
Albuquerque	505-247-0311 X2243	Blake	Milwaukee	414-272-8600 X3587	Barton
Anchorage	907-272-8631	Dobish		(after hrs 272-0862)	
Atlanta	404-523-1652	Wentz	Minneapolis	612-334-3371	Weinstein
Austin	512-475-5171	Weisman		(after hrs 473-3546)	
	512-477-5946		Waverly Pro	612-473-3546	Galup
	(after hrs GR 6-4601)		Mobile	205-433-3581 X202	Wells
Baltimore	301-962-220	Burke		(after hrs 433-5381)	
Birmingham	205-325-3148	Downing	Nashville	615-242-8321 X5273	Doster
Boston	617-223-2728	McDermott		(after hrs 242-6249)	
	(after hrs 223-2636)		Newark	201-645-3334 & 3194	Wood
Buffalo	716-842-3542	Wooge	New Haven	203-865-2449	Hastings
Charleston	304-343-6181 X316	Tarlton	New Orleans	504-527-2219	Vial
	(after hrs 343-8741)			(after hrs 887-6296)	
Charlotte	704-372-0711 X644	Grimes	New York	212-264-7204	Whitaker
	(after hrs 372-0709)			(after hrs 264-3311)	
Chattanooga	615-266-3151 X3251	Davis	New York SD	212-264-7295	Motto
	(after hrs 266-4014)			(after hrs 264-3311)	
Chicago	312-353-5431	Boggs	Norfolk	703-627-7471	Farmer
Cincinnati	513-684-3448 & 3548	Griffith		(after hrs 622-1259)	
	(after hrs 684-2315)		Oklahoma City	405-CE-6-2311 X108	Steele
Cleveland	216-522-4365	Deckard		(after hrs CE 6-5063)	
	(after hrs 522-4365)		Omaha	402-331-4671	Roth
Columbia	803-253-8371 X446	Johnson		(after hrs 391-0607)	
	(after hrs 253-0505)		Paris	265-7400 X8206	Hanly
Columbus	614-469-7370	Mampel		(after hrs 265-7400)	
Dallas	214-749-3461	Sorrels	Philadelphia	215-597-4320	Jordan
Denver	303-297-3027	Osborne		(after hrs 597-4599)	
Detroit	313-226-6100	Burke	Phoenix	602-261-3556	Anderson
	(after hrs 476-5915)		Pittsburgh	412-644-3384	Smith
El Paso	915-533-9351 X5200	Weisheit	Portland	503-226-3361 X1524	Bell
	X5316 X5318			(after hrs 226-3109)	
	(after hrs 532-2222)		Providence	401-331-6456	Shields
Fort Worth	817-334-2015	Kunkel		(after hrs 353-3412)	
Fresno	209-485-5454	Luzania	Richmond	703-649-3611 X2274	Bailey
	(after hrs 439-8895)			(after hrs 648-8297)	
Gettysburg	717-334-7173	Lennon	Sacramento	916-449-2413	Byrne
Grand Rapids	616-456-2276	Sokoll		(after hrs 489-6682)	
Great Falls	406-452-1212	Serafinski	St. Louis	314-622-4238	Peyton
Honolulu	588-637, 9	Slocum	Salt Lake City		
Houston	713-CA-8-0611 X4320	Kiljan		801-524-5910	Grube
	X4328 X4329		San Antonio	512-CA 5 5511 X277	Leyva
Indianapolis	317-633-7681	Hale		(after hrs CA 5 7554)	
Jackson	601-948-7821 X351	Henderson	San Diego	714-293-5640	Miller
	(after hrs 948-7459)		San Francisco	415-556-6800	Hanson
Jacksonville	904-791-2777	Guthrie	San Juan	765-0404 X200	Gittens
Kansas City	816-FR-4-5021	Lapham	Scranton	717-344-7111 X 350	Burger
	(after hrs FR 4-5022)		Seattle	206-583-5495	Moore
Knoxville	615-524-4011	Hulcher		(after hrs 583-4343)	
	(after hrs 524-4191)		Spokane	509 TR 8 4611 X523	Sheridan
Little Rock	501-FR-2-4361 X5358	Duke		(after hrs 838-3284)	
	(after hrs FR 2-0896)		Springfield	217-525-4033	Holmes
Los Angeles	213-688-4830	Spaman	Syracuse	315-473-6680	Daigle
Louisville	502-582-5171	O'Malley	Tampa	813-228-7711 X355	Pennars
	(after hrs 582-5112)		Toledo	419-259-8434	Beard
Memphis	901-534-3568	Miller	Washington	202-WO-4-8063	Gaiglein
			Wichita	316 Atterst 7 6311	Cantrell