

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>
21	2	n.d.	Memo	Memo from Ehrlichman to Jim Fanno RE: press plane & mechanic. 1pg.
21	2	n.d.	Memo	Memo from Ehrlichman noting David Shields of UAL and cost and billing. 1pg.
21	2	n.d.	Report	Handwritten notes detailing a staff meeting. 3pgs.
21	2	11/25/1968	Memo	Memo from Whitaker to Ehrlichman RE: cavassing office personnel to see if they are interested in government. 5pgs.
21	2	11/22/1968	Memo	Memo from Harlow to Ehrlichman RE: concerns over Wilbur Cohen's actions within HEW. 1pg.
21	2	01/13/1968	Memo	Memo from Flemming to Ehrlichman RE: status report for the week ending 01/10/1969. 1pg.

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21	2	12/18/1968	Memo	Memo from Stuart to Fanagen RE: Transition Office Space. 1pg.
21	2	11/29/1968	Memo	Memo from Flanigan to Ehrlichman RE: inquiry into Transition Office space. 1pg.
21	2	n.d.	Form	Advanceman's Check-List. 12pgs.
21	2	01/06/1969	Letter	Letter to R. F. Dorsey from Ehrlichman thanking him for the offer to reimburse Chicago trip but declining the offer stating that charges were made to campaign fund. 1pg.
21	2	12/06/1968	Letter	Letter from R.F. Dorsey to Ehrlichman offering to pay expenses for trip to Chicago. 1pg.

John Ehrlichman

Staff of Richard M. Nixon
450 Park Avenue
New York, N.Y. 10022
(212) 661-6400



Tour Manager

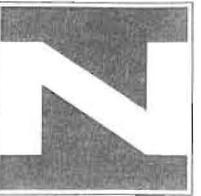
Jim Fanno
Piano ?

UAL - Press Plane

Mechanic

John Ehrlichman

Staff of Richard M. Nixon
450 Park Avenue
New York, N.Y. 10022
(212) 661-6400



Tour Manager

David Shields UAL
Detached from UAL
\$ 688/mo gross
UAL will bill us -

Staff Meeting -

- ① Self-intro's
- ② Schedule for some staff Δ [eg]
Houston to Pittsburgh commercial
- ③ Use of air/ground phone - Sneed
priority RV
HRH
Tom
Other
- ④ Seating assigned - subj to change
- ⑤ Hotel conduct - clear halls
quiet
use of lounge
Tom office
- ⑥ What to do on landing
 - a) Staff on 1st plane
 - b) on 2nd plane

Motorcade alignment - Assignments

- c) while speech attentive
- d) working fence

Staff Meeting -2-2-2-

(e) Baggage

(f) Motorcade departures -
quick loading

(g) watch out for VIP guests -
aid the press -
greet the locals

(h) Making an NB local impression

① Att dress - presidential, not mod -

⑧ N/A Buttons - quota: 50/day -
Always a pocket full
Always one on -

⑨ Work Turn Tour Mgr & Ass T/M re
Advance Man

Air Lines

a) A/M not errand boy

b) Function of Tour Office

c) Page Boys

d) If joining or leaving tour,
ck in or out w/ JE, VO

⑩ Grateful for suggestions, comments

Staff meeting -3-3-3-

- ⑪ Improve bag Tag straps
- ⑫ Go around room - Q's
Comments
- ⑬ Page boys
- ⑭ Plane - Tables
lighting - care of lites
storage
seating -
- ⑮ Suggestions for UAL?
- ⑯ HRH speech
- ⑰ Treatment of press
- ⑱

MEMORANDUM

NOVEMBER 25, 1968

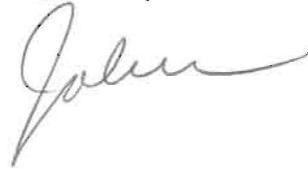
TO: JOHN EHRLICHMAN ✓

FROM: JOHN WHITAKER

As requested, I have canvassed all of the schedule office personnel and numerous advance men to see if they have an interest in government.

Those that do have an interest are pretty vague about slots they are interested in; however, I enclose a run-down of the information I have obtained to date.

Cheers,

A handwritten signature in cursive script, appearing to read "John", written in dark ink.

Enclosure
cc: Harry Flemming

SCHEDULE OFFICE STAFF:

RUWE, NICK

1. White House Staff
2. Protocol Office - plans to talk to Haldeman

MINOR, ERNIE

1. Agnew Schedule Office
2. Federal Communications Commission - broadcast bureau
Complaints and Compliance Division - in Executive capacity

BERLINER, HANK

1. Federal Attorney for the District of Columbia
2. State of Defense but very fuzzy about it

DUNN, LARRY

1. For the time being, will be Office Manager in the
Transition Office

FLICKINGER, ALICE (Senator Fannin's personal secretary)

Would very much like to go to the White House. Her current salary is \$10,900

KIMBALL, JEFF

1. Hopes to become involved with Bob Ellsworth wherever that is
2. Congressional Liaison for one of the agencies --
preferably State.

TURNER, BOOTH AND DELL

Unless I hear from them further, I have the impression they want nothing and would rather stay in California with Westinghouse.

CLANCY, LYNDA

Would like to continue to be employed as a secretary wherever possible.

KILLGALLON, BILL

Expressed an interest but he was unable to give me an exact area.

ADVANCE MEN

BARTH, ROGER

1. Justice
2. Treasury
3. Appointment as U. S. Attorney for Western District of New York

BUTLER, CHARLES

Assistant Secretary of Transportation - International Affairs Appointment being pushed by Lyle Garlock who was Assistant Secretary of Air Force 1957-61; then Washington Vice President for Eastern Airlines from 1961-64 and now retired. Garlock, according to Butler, is pushing the appointment through Senators Cotten and Dirksen and Congressman Ford. The present Assistant Secretary for International Affairs is Don Aggar, 38 years old, formerly President of a French aircraft corporation's American subsidiary

CODUS, BILL

Protocol Office - State Department

CORCORAN, WALTER

Would like to be a lawyer connected with Export-Import Bank or International Section of Department of Commerce

PANTOS, GEORGE

Office of the Special Representative for Trade Negotiations

BUTCHER, DARYL

Very vague about his intentions other than the general area of "liaison between government and private enterprise" with an interest in HUD and Labor. He is with Economic Research Associates run by Harrison Price -- a firm dealing in real estate development and tourism. I believe Price and Haldeman are both on the Board of the California Institute of Arts

CULBERTSON, SAM

Would like to be lawyer in Labor or Justice

HAMILTON, JIM

Very vague about it but would like to be an aide to a Cabinet officer

GIBBONS, BOYD

Legislative liaison with one of the agencies. He would really like White House under Harlow but anticipates this is not in the cards

CUDLIP, BILL

Not too keen on coming to Washington. Vaguely talked about information officer in one of the agencies.

CUDLIP, CHICK

Out of a job. Interested in Congressional liaison

DeCAIN, VINCE

Definitely interested. A lawyer, primarily interested in Commerce (would like to be Assistant Secretary of Commerce), Treasury, Federal Trade Commission or Securities Exchange Commission

GOWEN, GEORGE

Lawyer; definitely interested, primarily in international affairs somewhere in State, Export-Import Bank, Inter-American Development Bank or Counsel or Assistant Counsel for one of the agencies.

DEANE, TENNEY

Wants nothing

KINGSLEY, DAN

Is submitting a resume; vaguely talked of interest in State, HUD or Commerce or perhaps even the Republican National Committee.

LINDGREN, DAVE

Lawyer; would like to get into Justice Department in organized crime division but admits his law experience is primarily business law

MADDEN, BILL

No interest; plans to build up his real estate business. Might be interested in 2-3 years.

HERGENROTHER, BILL

Lawyer; seems to have some experience in legal matters connected with Civil Aeronautics Board and the Federal Aviation Agency.

A second area of interest is for Republican Party liaison work in New York State, particularly on giving some guidance in dispensing of patronage since he claims to know the New York state political set-up quite well -- like who produced and who didn't in the campaign

WHITNEY, DICK

Investment banker; has only moderate interest with nothing specific in mind.

CASHEN, HENRY

Lawyer; seemed very interested but would not specify his area of interest other than perhaps Counsel to one of the agencies.

ANDREWS, VINCENT

Investment banker. Would like to come to Washington. Seems to have no idea of what he would like to do.

STEUART, LEONARD

Wants nothing. Would like to continue to do political advance work for Nixon or Agnew

THAWLEY, TOM

Naval Academy Graduate. Engineering degree. Has own pipeline company. General interest in (1) Transportation, (2) Interior, (3) Defense

MURPHY, ED

No interest in coming to Washington

BAKER, Bobby

No interest in government

JOHNSON, Gene

Has already spent 2 years in the Peace Corps as a volunteer in South America and would like an administrative post in the Peace Corps in South America

ORR, Hub

Has general business background. Would like to come to Washington but has no specific thoughts.

*file
transit.in*

MEMORANDUM

TO: John Ehrlichman DATE: Nov. 22, 1968
FROM: Bryce Harlow *gh*

On November 22 Congressman Mel Laird telephoned to say that Wilbur Cohen, Secretary for HEW, is issuing quite a number of decisions and announcements making highly costly changes in welfare programs effective in the Nixon administration.

For example, on Monday last he announced that the investigations and spot checks on welfare cases will be discontinued. The consequences of this will hit the budget extremely hard. Other announcements of a similar character are coming right along.

Laird rather believes that even the present Administration's budget leaders would not necessarily approve these actions.

He expects these actions to have a very grave effect on the Nixon budgetary freedom. He thinks something should be done to try to stop this kind of conduct by Cohen.

+ Laird ————— (I wonder if you would like to discuss this with Frank Lincoln and see what he can work out on this score with Murphy and/or the budget leaders of the present Administration.)

Dave

OFFICE OF THE PRESIDENT-ELECT

RICHARD M. NIXON

WASHINGTON, D.C.

January 13, 1969

MEMORANDUM

TO: JOHN EHRLICHMAN
FROM: HARRY FLEMMING *HF*
CC: JOHN MITCHELL
PETER FLANIGAN
SUBJ: STATUS REPORT

The following is a status report for the week ending January 10, 1969.

I. CORRESPONDENCE

We are current on all Congressional correspondence and acknowledgements to applicants.

II. INITIAL SORT

We received 3,267 new applications this week and reviewed 3,763 in the initial sort. This function is within 24 hours of being up to date.

III. DESK MEN

The desk men are generating approximately 300 resumes per week to the review committee. The liaison with the Cabinet offices is running smoothly except in the Departments I have conversed about with you directly.

IV. MISCELLANEOUS

- A) We have now received over 25,000 resumes and have acknowledged and begun processing all.
- B) Our computerized index is working smoothly and enabling us to locate and give some information on each resume in our office.
- C) Our telephone checking system is working very well. We have uncovered about 10% of our applicants that have been processed through the review committee as unsuitable for federal employment. This is a considerably higher figure than the FBI name check uncovers. I strongly recommend that in your discussions with Cabinet Officers, you stress the importance of full background and security check.

To: Peter Flanagan
From: Charles E. Stuart
Re: Transition Office Space

Date: December 18, 1968

John Ehrlichman has asked me to reply to your question regarding transition office space in Washington.

There is no further space available in GSA Building #7. It is likely that additional space can become available in other government buildings. Requests for this space should be cleared through me.

CES/hg

Charles E. Stuart

NIXON AGNEW

Campaign Committee
450 Park Avenue
New York, New York 10022
(212) 661-6400

Peter M. Flanigan
Deputy Campaign Manager

November 29, 1968

TO: John Ehrlichman

To determine the location of additional people on the staff, we would like to know how much space is available in the Transition Office in Washington in which to house them. Would you please send a memo on this to Bob Haldeman and John Mitchell, as well as to me.

PMF

To: Peter Flanigan

Date: December 11, 1968

From: John D. Ehrlichman

Subject: Transition Office in Washington

Harry Flemming advises me that he is going to be desperately short of space in the Washington office.

John D. Ehrlichman

JDE:sw

cc: Bob Haldeman
John Mitchell

ADVANCEMAN'S CHECK LIST

I. Preliminary Information (from Tour Office)

A. Candidate _____

B. City _____

C. Schedule	<u>Date</u>	<u>Time</u>
1. Arrival	_____	_____
2. Departure	_____	_____

D. Personnel Data (for hotel and bus needs)

1. Number of aircraft _____

2. Number of staff _____

3. Number of press _____

E. Key Political Contact (Overall Chairman)

1. Name _____

Phone (H) _____ (O) _____

F. Key Events

1. _____

2. _____

3. _____

4. _____

5. _____

G. Secret Service Advanceman

1. Name _____

Phone (H) _____ (O) _____

H. Advancemen Assigned

1. Name _____

Phone (H) _____ (O) _____

2. Name _____
Phone (H) _____ (O) _____
3. Name _____
Phone (H) _____ (O) _____

II. First Half Day on Site

- A. Call Tour Office, 212-661-6400, with local telephone number.
- B. Hotel room commitment for staff and press. (Hold extras for Press and Staff.)
1. Name _____
2. Phone _____
3. Number of rooms _____
- C. Meet with key political contact to review:
1. Events and political figures involved.
2. Key Chairman candidates.
3. Agreement by locals to pay for:
- Hotel, transportation, press, hall, telephone campaign, invitations.
 - Advertising.
- D. Contact Secret Service Agent.
- E. Meet with each key Chairman.
- F. Preliminary casing of route with Secret Service Agent.
- G. Rough schedule to Tour Office for approval.
- H. Other points to call in:
1. Advertising agency - to John Schlaes.
2. Sound contractor - to Ed McDaniel.
- I. Contact local "Citizens for Nixon-Agnew" leaders.

III. Key Chairman Data

A. Publicity (PUB)

1. Name _____
2. Phone (H) _____ (O) _____

B. Physical Press Facilities (PPF)

1. Name _____
2. Phone (H) _____ (O) _____

C. Airport Facilities (APF)

1. Name _____
2. Phone (H) _____ (O) _____

D. Invitation Committee (INC)

1. Name _____
2. Phone (H) _____ (O) _____

E. Telephone Committee (TEL)

1. Name _____
2. Phone (H) _____ (O) _____

F. Transportation (TRN)

1. Name _____
2. Phone (H) _____ (O) _____

G. Hotel/Motel Arrangements (HMA)

1. Name _____
2. Phone (H) _____ (O) _____

H. Meeting and Program Arrangements (MPA)

1. Name _____
2. Phone (H) _____ (O) _____

I. Rally (RC)

1. Name _____
2. Phone (H) _____ (O) _____

J. Other:

1. Name _____
2. Phone (H) _____ (O) _____

IV. Tour Details - Preliminary Visit (Responsible Chairman)

A. Arrival

1. Ramp layout (APF except as noted):
 - a. Airport manager:
 - Name _____
 - Phone (H) _____ (O) _____
 - b. Gate:
 - Aircraft spotting
 - Telephone connection
 - c. Press area and platform.
 - d. Fence:
 - Roped sections for crowd control
 - Cleared of obstacles
 - e. Lights for night arrival.
 - f. Remarks opportunity:
 - Baggage cart.
 - P.A. system with stand mike
 - g. Telephone booths (PPF)
 - h. Western Union (PPF)
 - i. Stand by room location - with telephone (See Secret Service Agent)
 - j. Wet weather alternate
2. Press (PPF):
 - a. Credentials
 - b. Entrance
3. Crowd Building (RC except as shown below):
 - a. Telephone campaign (TEL)
 - b. Advertising
 - c. Outlying group contact
 - d. Contact with schools and civic organizations
4. Color (RC):
 - a. Bands
 - b. Nixonettes and Nixonairs
5. Greeting Committee list.

6. Motorcade (TRN):
 - a. Cars - late model - fueled
 - Staff - See Advanceman Manual for number and
 - Photo types
 - b. Drivers
 - c. Motorcade lineup 45 minutes before arrival
 - d. Press buses furnishing (PPF):
 - 30 copies per bus of latest local newspaper
 - Fact sheet
 - e. Buses:
 - For 120 persons
 - Highspeed
 - Airconditioned if possible.
7. Baggage (TRN):
 - a. One large enclosed straight truck per aircraft
 - b. Baggage handlers
 - Six per aircraft
 - Union implications
 - c. Motorcycle escort
8. Route to hotel (AM)
 - a. Time
 - b. Pertinent local color.

B. Hotel Arrangements (HMA)

1. Staff and press room arrangements:
 - a. Secured corridor room arrangements for telephone hookup
 - b. Valet and laundry service
 - c. Doctor
 - d. Room newspaper for staff
 - e. Room and food service
 - f. Continental breakfast
 - g. Baggage handling (TRN):
 - Arrival
 - Departure
 - h. Office equipment:
 - IBM electric typewriter and desks; R.N., 4; S.A., 2 Executives
 - Xerox machine
 - Mimeograph machine
 - i. Availability of stanchions and rope for crowd control
 - j. Press room registration desk set up and manning.
2. Working Press Room (PPF)
 - a. Four long tables and chairs to seat 80
 - b. Pads and pencils
 - c. 3 TV sets (Color if possible)
 - d. 25 long distance and 5 local coin phones
 - e. 2 Telex machines

- f. 10 manual typewriters and copy paper
 - g. Food and refreshments
 - h. Room manned continuously by:
 - Physical Press Facilities Chairman or representative
 - Western Union
3. Call Passwater or Davies with secured corridor room assignments.
 4. Motel arrival crowd building (RC):
 - a. Handbills
 - b. Young Republicans
 - c. Sound truck
 - d. Nixonettes and Nixonaires
 - e. Band. (should be at hotel 30 min. to 1 hour ahead)
 - f. Bus in from surrounding areas
 - g. Transport crowd from airport to motel
 5. Press Conference (PPF)
 - a. Large room
 - b. Candidate set up, platform 3' high with back drop
 - c. TV set up, platform 3' high and 25' away
 - d. Lights
 - e. Temperature at 55°F
 - f. Press credentials
 6. Motorcade departure (TRN)
 - a. Time
 - b. Lineup
- C. Public Meetings Crowd Raising (RC)
1. Invitations:
 - a. Chairman
 - Name _____
 - Phone (H) _____ (O) _____
 - b. Text
 - c. Printing
 - d. Address list, hard core Republicans
 - e. Volunteers to hand address envelopes
 - f. Insure absolute last day of mailing (check with Post Office)
 2. Telephone (TEL)
 - a. Room and telephone installation
 - b. Text
 - c. Calling list of hard core Republicans
 - d. Review checklist, Page 35 and following in AM Manual, with TEL
 - e. Volunteers and supervisor procurement

3. Advertising:
 - a. Check with local ad agency
 - b. Daily and weekly newspapers
 - c. Radio
 - d. Television
 - e. Call Schlaes at Tour Office
 4. Publicity (PUB)
 - a. Local newspapers
 - b. Surrounding weekly newspapers
 5. Flyers and postors (RC):
 - a. Printing
 - b. Distribution
 - Volunteers
 - Timing
 6. Marque notices:
 - a. Along route
 - b. Around meeting
 7. Bands and crowd pleasers
- D. Public Meeting Physical Facilities (MPA)
1. Platform setup
 - a. Lighting
 - b. Vacant aisle behind speaker
 - c. Backdrop
 2. TV setup
 3. Candidate movement:
 - a. Normal
 - b. Alternate
 - c. Holding room
 - d. Departure
 4. Sound
 5. Press setup, infront of platform (PPF)
 - a. Tables for 150
 - b. Telephone
 - 25 long distance
 - 5 local call (Rear of Hall or in corridor)
 - c. Teletype at least 200 feet away
 - d. Roped off area with one exit
 - e. Arrival
 - f. Departure
 - g. Security
 - h. Western Union runner with forms

6. Meeting color (RC):
 - a. Bands
 - b. Balloons
 - c. Decorations
 7. Motorcade (TRN):
 - a. Arrival
 - b. Departure
- E. Program (MPA)
1. Platform guest list (Call Ken Cole - Clear names with Secret Service Agent in charge)
 2. Program details:
 - a. Introduction cleared with Tour Office
 - b. Locals on before candidate arrives
 - c. Check timing and content
- F. Departure
1. Hotel (HMA)
 - a. Baggage pickup (TRN)
 - Time (Notify Staff and Press)
 - Trucks
 - Handlers
 - b. Room check (AM)
 - Baggage
 - Security
 - c. Press Room check (PPF)
 2. Motorcade (TRN)
 - a. Timing
 - b. Lineup
- G. State Political Courtesy Calls Accomplished On Arrival:
1. GOP Governor
 2. GOP State Chairman
 3. National Committeeman
 4. National Committeewoman
 5. GOP Senators and District Congressmen
 6. Nixon Organization Leaders
- H. Final Points Before Leaving From Preliminary Visit:
1. Confirm Press Schedule with Tour Office. Copy to Key Chairmen.
 2. Check with each Key Chairman.
 3. Drive route in and out.
 4. Check with Secret Service Agent.

Tour Office
9/4/68

V. Between Preliminary Visit and Return

- A. Call Key Chairmen
- B. Obtain personnel lists:
 - 1. Drivers
 - 2. Invitations
 - 3. Telephone
 - 4. Press Room
 - 5. Rally
 - 6. Platform guests, give to Tour Office

VI. Prior to Tour Arrival

- A. Hotel Checklist
 - 1. Proposed floor plan meets A/M manual criteria?
 - 2. Candidate and PN, TN, JN rooms clean, freshly aired out, logically furnished, flowers, fruit?
 - 3. Phones installed and working per standard specs?
 - 4. Offices equipped?
 - a. Paper for xerox, mimeo?
 - b. Serviceman information scotch-taped to each machine?
 - c. Secretarial chairs?
 - d. Ribbons in typewriters?
 - e. Required electric power and suitable plugs?
 - 5. Names on and keys in doors?
 - 6. Newspapers in rooms?
 - 7. Copies of press kit in Staff lounge and Tour Office?
 - 8. VIP parlor information in memo in Tour Office and VIP rooms?
 - 9. Press pre-registered?
 - 10. Extra rooms available?
 - 11. Secret Service Command post room remote from staff and candidate?
 - 12. Copies of rooming list posted? Put five extra copies in Tour Office.
 - 13. Available:
 - Laundry facilities
 - Valet
 - Food service
 - 14. Speedy baggage transit to rooms immediately upon its arrival at hotel.
 - 15. Revised basic staff list (SEE ATTACHED).
 - 16. OK to park motorcade by hotel when not in use.
 - 17. Hotel given billing instructions?

B. Basic Staff List - Nixon (for hotel room assignments)

Room No.

- RN)		_____
- PN*)	DO NOT PUBLISH THESE	_____
- Tricia Nixon*)	ROOM NUMBERS	_____
- Julie Nixon*)		_____
- David Eisenhower*)		_____
- Rose Mary Woods		Candidate's personal secretary	_____
- Dwight Chapin		Candidate's personal aide	_____
- John Davies		Mrs. Nixon's personal aide	_____
- Bob Haldeman		Chief of Staff	_____
- Larry Higby		Aide to Haldeman	_____
- John Ehrlichman		Tour Director	_____
- Vern Olson		Asst. Tour Director	_____
- Shelley Scarney		Secretary	_____
- Marge Acker		Secretary	_____
- Jeanette Lerner		Secretary	_____
- Linda Underwood		Secretary	_____
- James Keogh		Dir., Research & Writing	_____
- Pat Buchanan		Research & Writing	_____
- Ray Price		Research & Writing	_____
- William Safire		Research & Writing	_____
- Martin Anderson		Research & Writing	_____

Political Aides

- Lt. Gov. Bob Finch
- Congressman Mel Laird
- Senator Thruston Morton
- Charles McWhorter
- Richard Moore
- Robert Ellsworth

TV/Advertising

- Frank Shakespeare or Len Garment

Press Aides

- Ron Ziegler
- Bruce Whelehan
- Alan Woods

Press Secy's

- Mary Alice Passman
- Susan Reinecke

Jack Caulfield	Staff Security	_____
Ed McDaniel	Public Address and Sound	_____
Ben Folmer	Western Union	_____
Mr. Gorman <u>or</u> Oberg	Masseur	_____
Marvin Snead	Communications	_____
David Shields	Expediter (baggage, etc.)	_____

Larry Hennefeld	Doctor	_____
Joe Alston	Stenotypist	_____
RN Office	Stenotypist	_____

Tour Office
Working Press room

VIP Parlor

*If travelling with tour.

C. Final schedule:

1. Typed for Tour Director
2. Program notes
3. Call into Tour Office

D. Check with Key Chairmen

E. Motorcade

1. Brief drivers:
 - a. Stay with cars
 - b. Keys in cars
 - c. Report one hour before schedule
 - d. In car with engine running 15 minutes before leaving
2. Confirm vehicle availability

F. Review entire movement with Secret Service

G. Review Crowd Building:

1. Airport
2. Hotel
3. Meeting

H. Review Public Meeting Facilities:

1. Sound installation
2. Platform
3. Decorations

I. Thank you lists completed

VII. Tour Arrival

A. Motorcade:

1. Lineup
2. Vehicle stickers
3. Baggage

B. Greeting Committee Lineup

C. For Tour Director:

1. Greeting lineup list
2. Other pertinent last-minute details

D. Thank you list to Linda Underwood

VIII. Tour Departure

A. Hotel:

1. Room check for bags
2. Security check for waste paper

B. Notify Tour Office

Tour Office
9/4/68

Page 12 of 12

January 6, 1969

Mr. R. F. Dorsey
Vice President
Sales & Services
United Air Lines
Post Office Box 66100
Chicago, Illinois 60666

Dear Dick:

Thank you so much for your letter of December 6 and your generous offer to reimburse me for the Chicago trip.

However, since this was legitimately a campaign activity, albeit post-election, the expense was charged to the campaign fund and no reimbursement is indicated.

I certainly appreciate your offer, but I return your check 910729 herewith with thanks.

I very much appreciate being included in the Chicago meeting. I think it was profitable for all who attended, and it gave me a chance to see all my friends at United again.

Best personal regards.

Yours sincerely,

John D. Ehrlichman
Counsel to the President-elect

JDE:sw
Enclosure

bcc: A. J. Schoepf



Mailing address: P.O. Box 66100, Chicago, Illinois 60666 Phone: (312) 437-2300

December 6, 1968

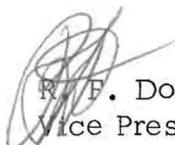
Mr. John Erlichman
c/o Nixon Staff
Hotel Pierre
5th Avenue and 51st Street
New York, New York 10021

Dear John:

As you know, you were one of our honored guests at United's recognition dinner on November 25. Due to an oversight on our part, your hotel bill and air transportation were paid by yourself. We had made arrangements with the hotel to defer that expense to us, and tickets for your flight had been arranged by our New York office.

John, please accept the enclosed check covering those expenses and our appreciation for your attendance in spite of an extremely busy schedule. Continued success in your new position.

Sincerely,


R. F. Dorsey
Vice President
Sales and Services

Enc.

Location: Elk Grove Township, Illinois, on Route 62, one-half mile west of Route 83

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