

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>
32	14	12/1968	Memo	Memo from H.R. Haldeman to Franklin Lincoln. RE: Secretarial and Clerical Personnel. 2 pgs including attachment.
32	14	12/08/1968	Memo	Memo from Bob Haldeman to Lee DuBridge and Bryce Harlow. RE: Personnel: Dr. Alvin Weinberg. 1 pg.
32	14	12/08/1968	Memo	Memo from Bob Haldeman to Pat Buchanan. RE: Conservative Names. 1 pg.
32	14	12	Memo	Memo from Bob Haldeman to Pat Buchanan. RE: Houston--Dod. 1 pg.
32	14	12/08/1968	Memo	Memo from Bob Haldeman to Mel Laird. RE: Memo: Role of the Defense Department. 1 pg.
32	14	12/04/1968	Memo	Memo from Bob Haldeman to Bryce Hallow. RE: Task Force Reports. 2 pgs.

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32	14	12/04/1968	Memo	Memo from Bob Haldaman to Frank Lincoln. 1 pg.
32	14	12/04/1968	Memo	Memo from John Whitaker to Bob Haldeman . RE: Day Tour in NY. 1 pg. Duplicate not scanned.
32	14	12/03/1968	Memo	Memo from Larry Higby to P. Dugan. RE: Peggy Harlow. 1 pg. Duplicate not scanned.
32	14	n.d.	Other Document	Withdrawal Sheet. 1 pg.
32	14	12/03/1968	Memo	Memo from Larry Higby to Bob Haldeman. RE: Wives- Clearance-LA General. 1 pg.
32	14	12/03/1968	Memo	Memo from Bob Haldeman to Jim Keogh. RE: Magazines. 1 pg.
32	14	12/03/1968	Memo	Memo from Bob Haldeman to Pete Flanigan. RE: Personnel- Robert Meyner. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
32	14	12/02/1968	Memo	Memo from Bob Haldeman to Peter Flanigan and Bryce Hallow. RE: Spitzer. 1 pg.
32	14	12/02/1968	Memo	Memo from Bob Haldeman to Ambassador Robert Murphy. RE: State Department Personnel. 1 pg.
32	14	12/02/1968	Memo	Memo from Bob Haldeman to Pete Flanigan. RE: Personnel: Henry Ford's Suggestions. 1 pg.
32	14	12/02/1968	Memo	Memo from Bob Haldeman to Peter Flanigan. RE: Personnel: Jurich--Webster--Friedham. 1 pg.
32	14	12/02/1968	Memo	Memo from Bob Haldeman to John Ehrlichman. RE: Inaugural Procession. 1 pg. Duplicate not scanned.
32	14	12/02/1968	Memo	Memo to Bob Haldeman from Larry Higby. RE: Hotel Accommodations. 1 pg.
32	14	12/02/1968	Memo	Memo from Bob Haldeman to Tom Whitehead. RE: Access to Budget Bureau and Defense Departments. 1 pgs.

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32	14	12/02/1968	Memo	Memo from Bob Haldeman to Len Garment. RE: Personnel. 1 pg.
32	14	12/02/1968	Memo	Memo from Bob Haldeman to Dwight Chapin. RE: RN Appointments. 1 pg.
32	14	12/02/1968	Memo	Memo from Bob Haldeman to Pat Buchanan. RE: Personnel: I. Kristol. 1 pg.
32	14	12/02/1968	Memo	Memo from Bob Haldeman to Pete Flanigan. RE: Personnel: Science. 1 pg.

MEMORANDUM

TO: Mr. Franklin B. Lincoln

FROM: Mr. H. R. Haldeman

SUBJECT: Secretarial and Clerical Personnel in Staff Offices
in the White House Office.

This is in response to your memorandum of December 10 advising me of the interests of some of the members of the current White House staff.

At the present time members of the new White House staff are in the process of determining their staffing requirements. Every consideration will be given to retaining those members of the current White House organization who wish to stay on. A firm list of personnel selected to remain, however, will not be available until shortly after the first of the year. I will advise you of such just as soon as it is known.

Would you please advise Charles Murphy of the above and that we are in agreement with the following plan for the placement of those personnel not retained in the White House:

1. Personnel detailed from other agencies will be returned to those agencies.
2. Personnel assigned to the White House rolls will be assigned to other agencies with the understanding that this will be confirmed by the new President after he takes office.

We realize the hardship of those personnel not yet aware of their post-January 20 position and will advise you of our determinations just as soon as possible. Ken Cole will be coordinating this for my office.


H. R. Haldeman
Assistant to the President-Elect

cc: Mr. Kenneth R. Cole, Jr.
Mr. John Whitaker

File

M E M O R A N D U M

December 10, 1968

TO: Mr. H. Robert Haldeman
FROM: Franklin B. Lincoln, Jr.

WHITE HOUSE SECRETARIAL & CLERICAL PERSONNEL

Charles Murphy and I have discussed in some detail the secretarial and clerical personnel in the White House. A number of these people have indicated a willingness to stay on.

You will note in the attached memorandum from Mr. Murphy that in prior transitions some such arrangement was made. However, the decision is entirely yours but in order to cooperate with the White House, it would be helpful if someone on your staff could be put on the problem so as either to retain or release the personnel who have indicated a willingness to continue.

After you have had an opportunity to consider this matter, will you please advise me as to your decision and, of course, I will be happy to be of any further assistance that you may require.

FBL
FBL, Jr.

Encl:

*Send to
Fors #7
Bill Harris*

MEMORANDUM

December 8, 1968

TO: DR. LEE DuBRIDGE
cc: BRYCE HARLOW

FROM: BOB HALDEMAN

RE: PERSONNEL: DR. ALVIN WEINBERG

Bryce Harlow, through one of his sources, came up with a strong recommendation that we consider Dr. Alvin Weinberg of Oak Ridge for a key science advisory post.

MEMORANDUM

December 8, 1968

TO: PAT BUCHANAN
FROM: BOB HALDEMAN
RE: CONSERVATIVE NAMES

Thanks for the conservative names; they were 200 proof plus.
Not very realistic, however, in most cases.

MEMORANDUM

December 8, 1968

TO: PAT BUCHANAN
FROM: BOB HALDEMAN
RE: HOUSTON--DOD

I have passed Houston's memo on to the DOD talent search people per yours and his request.

MEMORANDUM

December 8, 1968

TO: MEL LAIRD
FROM: BOB HALDEMAN
RE: MEMO: ROLE OF THE DEFENSE DEPARTMENT

~~CONFIDENTIAL~~

Dear Mel:

The attached memo comes from a young man who is in a highly sensitive post in the Defense Department at the present time. He has been working with us on the side as an advisor on the policy and speech content during the campaign.

RN has felt that this fellow has some excellent ideas and insights, so you might want to give some thought to the ideas expressed in his memorandum.

You might also want to consider the use of this man as part of your staff. He will be released from active duty in the near future, and is anxious to join our team and to stay in Washington. He is very bright, very energetic and very loyal.

If you want to pursue this further I will be glad to have the man's name and vital data provided to you.

MEMORANDUM

December 4, 1968

TO: BRYCE HARLOW
FROM: BOB HALDEMAN
RE: TASK FORCE REPORTS

Based on the general discussion at this morning's meeting, I would strongly suggest that we go ahead with plans for each task force, or group of task forces, to be prepared to have its progress report meeting here at the Pierre Hotel. We should start with the first one as soon as possible after December 10th.

In each individual case I would suggest that the task force submit its report in writing to your review committee, or to the President, via your review committee, and that the entire group plan to meet here at the Pierre approximately four days after the written report is in hand. The first part of the meeting would be with the full review committee and concerned cabinet officers as well as concerned members of Congress. This would be a private, closed meeting, but the fact that it was being held would be announced. The chairman of the task force would then come upstairs, meet briefly with the President, and then escort the President down to the group meeting where he, RN, would have an opportunity briefly to thank the members of the group for their fine work and possibly to discuss a particular point or two of the report with them.

The press would be permitted to come in at this time, for pictures only. Following this session, the chairman of the task force should be made available to the press to answer questions regarding the general content of the report.

It would be understood, of course, that the task force continue with its work, perhaps with some modification of membership, and that it would be used as Dr. Burns suggested, to review questions as they arise in the particular field.

Hopefully, these sessions would be scheduled at fairly frequent intervals, even two or three a day, from December 10th through December 20th. It would be helpful if as many of the reports as possible would be in prior to Christmas. With regard to RN's schedule, it should be noted that from the 21st on, he will be involved in the wedding and Christmas vacation.

Then, shortly after the first of the year, the balance of the reports could be handled in the same fashion. Perhaps around January 10th, with the hope that all the work would be in by that time, the dinner for all task forces and the cabinet officers could be held at the Plaza as was suggested.

It is going to be difficult to get this process in motion and keep it going unless we get started quickly, and I think that if the plan outlined above is not one you want to follow, we should get an alternative plan developed right away, and get something started.

MEMORANDUM

December 4, 1968

TO: FRANK LINCOLN

FROM: BOB HALDEMAN

Thank you very much for sending the galley proofs of the Brookings publication, and for sending on the information regarding the moving situation for RN.

Cordially,

Hold

MEMORANDUM

December 4, 1968

TO: BOB HALDEMAN
FROM: JOHN WHITAKER via phone to joan
RE: DAY TOUR IN N. Y., May through November 6th

MAY 1, 8 - 12, 18

JUNE 5 - 19 (unless you went to the Bahamas with RN after
Bobby Kennedy's funeral: 8 - 14)
21, 23 - 25

JULY 1, 2, 8, 11, 12, (13 & 14 - Montauk Pt.), 16 - half day,
19, 28, 29, 31

AUGUST (1 - 3 Montauk Pt.), 4, 20 - eve.,
21 - 29: RN at Key Biscayne
30, 31

SEPT. 1 - 3, 9, 10, 19 - eve., 22, 23 - half day

OCT. (5 - Long Island), 6, 16 - eve., 20, 25, 26 - eve., 27
(28 - half day in Albany; 29 - quarter day in Syracuse)
30 - eve., 31

NOV. 5, 6 - half day.

MEMORANDUM

December 3, 1968

TO: Mr. P. Dugan
FROM: Larry Higby
RE: PEGGY HARLOW

Would you please, effective immediately, transfer Peggy Harlow to the Transition Committee payroll. Also, would you please make sure her name is removed from the Government payroll. Her rate should remain the same. The only thing that will change is the source of funds.

I have discussed this matter with Bill Middendorf. He has agreed and advises that we proceed at once.

Thank you for your cooperation.

L. H.

lew
cc: Mr. W. Middendorf

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MEMORANDUM

December 3, 1968

TO: Bob Haldeman
FROM: Larry Higby
RE: Wives - Clearance - L. A. arrival

Ed Morgan will contact Mrs. Haldeman and Mrs. Higby and make sure they are suitably cleared for L.A. arrival. He also will provide them with proper directions and arrival time.

More than happy to help.

L. A.

lew

MEMORANDUM

December 3, 1968

TO: JIM KEOGH
FROM: LARRY HIGBY
RE: MAGAZINES

Per our discussion last week, I am forwarding to you the names of people I feel should possibly be on the TIME and LIFE complimentary or advance delivery list.

They are as follows:

H. R. HALDEMAN
DWIGHT CHAPIN
JOHN D. EHRLICHMAN
BRYCE HARLOW
JOHN MITCHELL
ROBERT FINCH

I am sure you realize that cost is not a factor, but the gentlemen would like to receive the magazines before general release to the public if this is possible.

Thank you for your cooperation.

MEMORANDUM

December 3, 1968

TO: PETE FLANIGAN
FROM: BOB HALDEMAN
RE: PERSONNEL: ROBERT MEYNER

Mayor Harry Crook of Avon-by-the Sea has phoned to suggest that ROBERT MEYNER, Governor of New Jersey 1953-61 (8 years), be considered for a role in the new administration.

He believes that he would be interested in Assistant Secretary of the Navy.

He is a Democrat and a strong threat for the Gubernatorialship of New Jersey should he remain in the state.

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DOCUMENT CONTROL SHEET**

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MEMORANDUM

December 2, 1968

TO: PETER FLANIGAN
CC: BRYCE HARLOW
FROM: BOB HALDEMAN
RE: SPITZER--AGRICULTURE DEPARTMENT

CONFIDENTIAL

RN mentioned last night that it will probably be necessary to put Spitzer in the Agriculture Department as an Assistant Secretary.

Handwritten:
8/10/94

MEMORANDUM

December 2, 1968

TO: AMBASSADOR ROBERT MURPHY

FROM: BOB HALDEMAN

RE: STATE DEPARTMENT PERSONNEL

~~CONFIDENTIAL~~

You will know how to evaluate and what to do with the attached bit of intelligence from Bill Loeb of New Hampshire.

201
ADMINISTRATIVE
EO 12812
8/10/94
W. D.

MEMORANDUM

December 2, 1968

TO: PETE FLANIGAN
FROM: BOB HALDEMAN
RE: PERSONNEL: HENRY FORD'S SUGGESTIONS

Dan Seymour, President of J. Walter Thompson Company, had lunch with Henry Ford Monday to discuss a number of things, among which were Ford's suggestions for good people in the new administration.

The recommendations Ford had were as follows:

- 1) Arthur K. Watson, Vice Chairman of IBM in charge of their international operations.
- 2) Tom Taylor, who was head of International Packers in Chicago, is a member of the Ford Board and on the Council for Latin American Affairs.
- 3) J. Irwin Miller
- 4) Elisha Gray of Whirlpool
- 5) Ward Keener, Chairman of the Board of Goodrich, an economist.

I question whether we have any great interest in any of these, but felt I should pass them along.

MEMORANDUM

December 2, 1968

TO: PETER FLANIGAN
FROM: BOB HALDEMAN
RE: PERSONNEL: JURICH--WEBSTER--FRIEDHEIM

RN would like you to assure Tony Jurich and Don Webster that they will definitely be offered suitably important posts in the Administration, and that the delay in contacting them has been, as they will understand, due to the necessity of making the cabinet decisions first.

Also, Friedheim, who is John Towers AA I guess should receive similar assurance.

For your background, apparently Tower has indicated some concern that these people have no feeling that they are under consideration and they do want to move into the new administration and are qualified for the right kind of posts.

MEMORANDUM

December 2, 1968

TO: JOHN EHRLICHMAN
FROM: BOB HALDEMAN
RE: INAUGURAL PROCESSION: DRIVER FOR GIRLS & DAVID

RN is anxious to have his former driver (from when he was Vice President) drive the car in which the girls and David will ride in the Inaugural procession.

He hopes this can be worked out with the secret service at his request.

The driver's name is JOHN WARDLAW. He is presently assigned to Senator Carl Hayden.

Wardlaw will, of course, be free from other assignments at that time, and we are taking steps to see if he can be assigned to the White House in some sort of usher or doorman role since he is probably too old to remain a permanent driver.

MEMORANDUM

December 2, 1968

TO: BOB HALDEMAN
FROM: LARRY HIGBY
RE: HOTEL ACCOMMODATIONS FOR INAUGURATION:
RN, FRIENDS AND STAFF

With regard to hotel rooms during the inauguration period, John Ehrlichman has instructed Bob McCune to block 100 rooms at the Statler Hilton for RN staff and close personal friends, as well as RN himself.

Bob will be happy to reserve for you whatever number of rooms you feel you will need. Please advise.

MEMORANDUM

December 2, 1968

TO: TOM WHITEHEAD
FROM: BOB HALDEMAN
RE: ACCESS TO BUDGET BUREAU & DEFENSE DEPARTMENTS

Sorry to have delayed the answer to your memo of November 19th, but as you can well imagine we are trying to get some of the basic decisions made before we move into the follow-up work that you outlined.

It is felt that for the next few days at least it would still not be wise to establish access for you to the Budget Bureau and Defense Department until we have set up top level liaison with the departments. We expect to be doing this in the very near future, and at that time would certainly want to get you going on a more effective basis than you have been able to work up to now.

Thanks very much for your suggestions.

MEMORANDUM

December 2, 1968

TO: LEN GARMENT
FROM: BOB HALDEMAN
RE: PERSONNEL

If you have not already, would you please check Bishop Jackson regarding his recommendations for potential Negro staff members.

RN wants to be sure that Jackson is consulted at an early time.

MEMORANDUM

December 2, 1968

TO: DWIGHT CHAPIN
FROM: BOB HALDEMAN
RE: RN APPOINTMENTS & CALLS

RN said that he will see Walter Lippman at an early opportunity.

He also says he will call Arthur Krock, Dave Lawrence and Raymond Moley.

MEMORANDUM

December 2, 1968

TO: PAT BUCHANAN
FROM: BOB HALDEMAN
RE: PERSONNEL: I. Kristol

You suggested Irving Kristol as a valuable addition to the White House staff.

RN would like you to follow up on him as a possible special assistant in the writing area. If you feel Kristol would be interested in this would you please make the preliminary steps.

MEMORANDUM

December 2, 1968

TO: PETE FLANIGAN
FROM: BOB HALDEMAN
RE: PERSONNEL: SCIENCE

I assume you are following up per RN's request with Straws and Teller regarding their recommendations for the other science posts.

You were also going to check with them on whether Ramsey of Harvard would be suitable, and whether the head of our Task Force would be a good man.

As I understand it DuBridge will have the post of Science Advisor to the President, and that that automatically makes him the Director of the Office of Science and Technology.

The other key posts that were held by Horneck are Chairman of the President's Science Advisory Committee and Chairman of the Federal Commission for Science and Technology. I assume the latter two posts would be the ones filled by other people.