

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	15	12/02/1968	Memo	Memo from Bob Haldeman to Roy Ash. RE: Miscellaneous. 1 pg. Duplicate not scanned.
32	15	12/02/1968	Memo	Memo from Bob Haldeman to Peter Flanigan. RE: Spitzer--Agriculture Department. 1 pg.
32	15	12/02/1968	Memo	Memo from Larry Higby to Bob Haldeman. RE: Page Boy Units. 1 pg.
32	15	12/02/1968	Memo	Memo from Bob Haldeman to Tom Whitehead. RE: Access to Budget Bureau & Defense Departments. 4 pgs with attachments.
32	15	12/02/1968	Memo	Memo from Bob Haldeman to Dwight Chapin. RE: RN Appointments & Calls. 1 pg.
32	15	12/02/1968	Memo	Memo from Bob Haldeman to Pat Buchanan. RE: RN Remarks in CA. 1 pg. Duplicate not scanned.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
32	15	12/02/1968	Memo	Memo from Bob Haldeman to Len Garment. RE: Personnel. 1 pg.
32	15	12/02/1968	Memo	Memo with questions and answers for HRH. 1 pg.
32	15	12/02/1968	Memo	Memo from Larry Higby to Bob Haldeman. RE: Hotel Accommodations Fro Inauguration. 1 pg.
32	15	12/01/1968	Memo	Memo from Bob Haldeman to Stan Blair. RE: Aides to Vice President. 1 pg. Duplicate not scanned.
32	15	12/01/1968	Memo	Memo from Bob Haldeman to Dwight Chapin. RE: RN Appointments. 1 pg. Duplicate not scanned.
32	15	12/01/1968	Memo	Memo from Bob Haldeman to Dwight Chapin. RE: RN Phone Conversations with Congressmen and Senators. 1 pg.
32	15	12/01/1968	Memo	Memo from Bob Haldeman to Frank Lincoln. RE: White House Staff: John Wardlow. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
32	15	12/01/1968	Memo	Memo from Bob Haldeman to Frank Lincoln. RE: White House Staff: Security Clearance. 2 pgs.
32	15	12/01/1968	Memo	Memo from H.R. Haldeman to Stece Bull, John Brown, Ken Cole, and Jay Wilkinson. 1 pg.
32	15	11/29/1968	Memo	Memo from H.R. Haldeman to J. Keogh, P. Buchanan, R. Price. RE: Inauguration Address. 1 pg.
32	15	11/30/1968	Memo	Memo from Bob Haldeman to John Ehrlichman. RE: Conflict of Interests; Transition Employees. 1 pg. Duplicate not scanned.
32	15	11/27/1968	Memo	Memo from Bob Haldeman to John Ehrlichamn. RE: Conflict of Intersets. 1 pg.

M E M O R A N D U M

December 2, 1968

TO: ROY ASH
FROM: BOB HALDEMAN
RE: MISCELLANEOUS

This memo will cover a number of odds and ends.

RN would like you to concentrate on two personnel areas for the immediate future: 1) The Director of the Budget; and 2) Deputy Secretary of Defense.

One suggestion for Budget came from Governor Shafer of Pennsylvania, and the man is his present Budget Director in the state. His name is Arthur Sampson. He was formerly at G. E. ; he is 43 years old, and a very strong man.

RN thinks that probably our first choice for Budget would be the man from Continental Bank in Chicago who headed up the President's Budget Task Force. I think he mentioned this to you. As a second choice, he is now thinking about Henry Loomis who is currently working with us as Executive Director of our whole Task Force program. It would probably be a good idea to look into the backgrounds of these two men.

RN did talk to Tex per your request and I will fill you in on that if he does not.

In regard to Deputy Secretary of Defense, one of the qualifications is that the man must be a Nixon Republican. The prime qualification will be absolutely top managerial ability, and hopefully some familiarity with the operations of the Defense Department.

We are running into the conflict problem, not in the same way as yours, but of equal importance, in connection with other potential appointees. Perhaps the lawyer that you talked with in Washington could be of help to us in some of these other cases. In any event we should talk to John Ehrlichman about this.

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.

M E M O R A N D U M

December 2, 1968

TO: BOB HALDEMAN
FROM: LARRY HIGBY
RE: PAGE BOY UNITS

The White House Signal Corps is now investigating small page boy units that will simply signal, causing you to phone into a switchboard.

These will be smaller than the present page boys, but will not be as small as you had requested. They are now requesting Motorola to attempt to design a truly miniaturized receiver to fit your purposes.

More details when available.

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.

Ex Com

November 19, 1968

Memo: Budget Analysis Opportunities
To: Bob Haldeman
From: Tom Whitehead

There are opportunities for budget analysis that we should take advantage of as soon as possible. A low-level effort now of the right kind would have significant payoffs in a month or two when strategy for the State of the Union and Budget Messages must be decided and when new departmental Secretaries take office.

What should be done now is the preliminary work of:

(1) Pulling together, assessing the quality, and reconciling the scattered government information on programs and budget options.

(2) Analyzing this and other information so that it can be related to the major policy issues likely to be raised by the new Administration.

It is important to realize that this is not systematically done in the Budget Bureau or elsewhere. The "Transition Papers" will be useful primarily as background for the incoming Administration officials--not for defining issues or for analyzing decision options.

I have been doing much of this on my own and have received reports prepared at my suggestion (on a very personal basis) within the Budget Bureau and the Defense Department. The need to be so very discreet, however, puts very real limits on this mode of operation.

Although there are many other pressing problems right now, I suggest that I and perhaps one or two others be authorized official access to the Budget Bureau and the Defense Department specifically to extend this preliminary work. There is enough important information there and nowhere else that I think such a move is justified at this time. Some relevant points are:

(1) It is possible in the next few months to make significant improvements in the kind of information available to the White House staff and the President for major program decisions and overall budget strategy; and to do much of it in time for the State of the Union and Budget Messages.

(2) This can be done on a staff-to-staff basis without making it a formal liaison function and gets useful work started before the Budget Director and departmental Secretaries are selected and start functioning.

(3) It buys time for those key appointments and will help us to help them when they are appointed.

(4) It can be done with or without public announcement, although it seems useful to announce what is going on without naming who is doing it.

(5) It gets substantive work started and involves no post-inaugural commitments on positions. It can be made believably clear that this staff does not speak for the new Administration on policy, but is there only to do preliminary staff work.

(6) It would ease the apprehension in Washington about why Mr. Nixon is taking so long to begin substantive contact and help convey a sense of initiative and competence.

(7) The work can be limited to the Budget Bureau and the Defense Department since the Bureau has good enough information on all agencies except Defense. I know a number of officials and can function well (and quietly) in both places.

(8) These are very busy times in the Executive Branch, so it is important to get the information and get the work done with burdens on the agency people and false starts held to a minimum.

(9) All that appears to be required is certification through the Frank Lincoln-George Murphy channel that I am authorized to undertake this project and what the ground rules are to be. The Budget Bureau is prepared to talk about everything except major policy decisions for the Johnson FY70 budget once they are given the O.K. through that channel.

A handwritten signature in black ink, consisting of a large, stylized 'T' followed by a horizontal line that tapers to the right.

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: RN REMARKS IN CALIFORNIA, December 5 and 6

RN would like you to give him some general thoughts regarding his remarks to the Cardinal McIntyre dinner on Thursday night, December 5th, and his remarks to the Republican Governors' Conference on Friday night, December 6th.

In each case RN will speak for no more than five minutes, and his remarks will be in the form of greetings on Thursday night and response to a toast from Governor Reagan on Friday night.

Please check Chapin for background on these two events, and have your thoughts in to RN by Wednesday noon.

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.

file

12/2

HRH would like answers to the following:

Ask C. Hansen

1. There is some input concerning moving Reynolds to Secretary of Labor. Who is it from?

Many

2. Carter Burgess, current Ambassador to Argentina - is he a Democrat? - did he support HHH?

Yes - a Virginia Democrat who worked for RD in '60 but declined to do so in '68.

MEMORANDUM

December 2, 1968

TO: BOB HALDEMAN

FROM: LARRY HIGBY

RE: HOTEL ACCOMMODATIONS FRO 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 1, 1968

TO: STAN BLAIR
Office of the Vice President-elect

FROM: BOB HALDEMAN

RE: AIDES TO VICE PRESIDENT

It is my understanding through Colonel Hughes, Mr. Nixon's Military Aide, that the man who is now Vice President Humphrey's Aide has made a direct request to be retained in that post under Vice President Agnew.

It is my further understanding that the gentleman in question intends to contact you directly on this. I would strongly urge that you not consider this request favorably, and that we make a clean sweep on the personal staff.

Hughes will prepare a file of candidates for you to review for the posts of Personal Aide and Military Aide to the Vice President, and I am sure he will have some outstanding possibilities for you.

MEMORANDUM

December 1, 1968

TO: DWIGHT CHAPIN
FROM: BOB HALDEMAN
RE: RN APPOINTMENTS: CONG. ARENDS -- B. GRAHAM

RN will see Congressman Arends on Tuesday afternoon, December 3rd. The appointment is to be set through Bryce Harlow.

RN will be having dinner with Billy Graham on Monday evening at 7:30 at the apartment--just the two of them. Be sure to set up appropriate arrangements with Manola.

MEMORANDUM

December 1, 1968

TO: DWIGHT CHAPIN
FROM: BOB HALDEMAN
RE: RN PHONE CONVERSATIONS WITH CONGRESSMEN
AND SENATORS

Will you please be sure that Bryce Harlow gets a report of every call completed to a Congressman or Senator by RN.

Will you also please go back in the record and give him a run down of all calls completed up to date, since the election.

Harlow made it rather clear in a session with RN today that he did not know who RN had talked with, and this obviously creates a problem for him.

MEMORANDUM

December 1, 1968

TO: FRANK LINCOLN
FROM: BOB HALDEMAN
RE: WHITE HOUSE STAFF: JOHN WARDLOW

John Wardlow, who was RN's driver when he was Vice President, has most recently been assigned to Senator Hayden, who is of course retiring at the end of this term.

It is RN's desire that Wardlow be offered a suitable position on the White House staff at the time that he is released from service to the Senator.

Wardlow is no longer really qualified as a driver because of advanced age, and should therefore be given a position as possibly adoorkeeper or in the ushers group, or something of that sort, rather than a driving job.

I hope through the good offices of Bill Hopkins, something suitable can be arranged.

MEMORANDUM

December 1, 1968

TO: FRANK LINCOLN
FROM: BOB HALDEMAN
RE: WHITE HOUSE STAFF: SECURITY CLEARANCE

Dear Frank:

Please advise as to the procedure you want to follow on basic security checks for prospective White House staff and other key administration appointments.

As you know, we have already announced a number of White House appointments, and we should get the checks moving quickly on those people. And there will be many more coming up rapidly in the fairly near future.

As you know, the CIA has already moved in and run their clearance procedure on a number of our key transition people, so that they can be provided with CIA information. This, however, does not, I presume, take the place of the FBI check that is supposed to be made for us on all of the key White House appointments, and I presume, the other administration appointments.

It is my understanding that checks are to be made by the FBI ~~AND THE~~ reports delivered directly to us from Director Hoover without being rooted via the present administration, and without copies to the present administration. If you have any other understanding, please let me know immediately.

Also, please let me know what information you need on each individual to start the clearance, and whether you want it sent to you or directly to Director Hoover, or what.

I also note that in 1961 President Kennedy had the Internal Revenue Service make tax record checks as a supplement to the character investigations ~~conducted by~~ the FBI. These checks were made upon request from the FBI on designated individuals and the required information was furnished to the FBI for transmittal to the White House staff. Since under the law tax record

December 1, 1968

checks can only be made by the direct authorization of the President, I do not know whether such checks are either feasible or desirable in the case of our new appointments. Kennedy did, however, have some problems with tax complications arising in the case of several of his key appointees, and this was the reason he instituted the procedure. If we cannot do it prior to inauguration, we will probably want to move for a quick check immediately afterward, and that might be preferable anyway.

I would appreciate your thoughts on this. Please do not initiate any action with regard to IRS checks until you have given me a run-down on the present procedure, and I have chance to discuss this with RN.

All security checks of any kind regarding White House personnel should be sent directly to me marked "personal and confidential" with copies to no one else on our staff. As far as the checks on key officials in other branches of the administration, you will have to check with John Mitchell as to procedure he wants to have followed.

Thanks very much for your help.

Cordially,

MEMORANDUM

December 1, 1968

TO: STEVE BULL
JOHN BROWN
KEN COLE
JAY WILKINSON

FROM: H. R. HALDEMAN

Would you please provide me with an up to date status report by noon Monday, December 2nd, of where you stand in your various projects.

Be sure to include any completion dates that are available.

November 29, 1968

MEMORANDUM

TO: J. Keogh
P. Buchanan
R. Price
FROM: H. R. HALDEMAN
RE: INAUGURAL ADDRESS

I assume all of you, with the assistance of the other writer and research people, are proceeding full tilt with collection of ideas for and preparation of initial drafts of the Inaugural address and following that a State of the Union message which will present the new President's legislative program.

Obviously, you don't have adequate input and guidance at this stage for finishing these things up, but I know that RN is going to be turning to you with the expectation that a lot of preliminary thinking will have been completed. I expect this will happen about mid-December, after he has completed the naming of the Cabinet and is able to turn some of his attention to program development.

The best possible use of your time during this period, as I have suggested earlier, is in this area. At this point, there is nothing to be gained from sitting around the White House finding out what the other people do, because all of the studies we have been able to make indicate that ninety percent of what they do isn't the way we are going to do it.

Various key policy appointments will be made in the very near future and, as they are, these people should be able to sit down with you and start work productively on policy and program development. Obviously, this will require coordination with the task forces and their input, but there's a lot to be done on the basis of the campaign promises, the Republican platform and your own recommendations as to the nature and thrust of the new President's program.

H. R. H.

:ew

MEMORANDUM

November 30, 1968

TO: JOHN EHRLICHMAN
FROM: BOB HALDEMAN
RE: CONFLICT OF INTERESTS; TRANSITION EMPLOYEES

I understand we may have a fascinating conflict of interests problem.

Apparently a number of people who were on the campaign payroll were told that they would be continued through November or through December, and therefore are being paid at the same rate they earned during the campaign through this current period.

Since the base payroll for this period is now being picked up by the Federal Government I assume these people are now Federal employees. My question is then, can they also accept outside income under the conflict of interests regulations?

Some specific pieces of particular interest arise, such as Roger Ailes, who has apparently promised continuation through December at a fantastically high rate. To my knowledge Ailes is doing nothing for us at the present time, and I presume he is, or will be, out earning money at some other station.

Another interesting case is that of Hugh Sloan who works with Dwight Chapin, and who has been given a sort-of terminal leave arrangement with the Republican National Finance Committee, which includes keeping him on the payroll through December. He has also been added to the Nixon Transition Committee payroll at the same rate, so that in effect during the time he is working here through the end of the year, he is receiving double pay. He seems to think this is perfectly all right because he is entitled to the terminal arrangement as part of his base compensation at the National Committee.

CONFIDENTIAL - INTERNAL USE ONLY

MEMORANDUM

November 27, 1968

TO: JOHN EHRLICHMAN
FROM: BOB HALDEMAN
RE: CONFLICT OF INTERESTS

I know you are working on the question of conflict of interests.

We badly need a basic policy document for reference as we are bringing in sub-cabinet officers. It should spell out in complete detail what methods can and cannot be used to meet the conflict requirements.

The problem is urgent because there are a number of potential appointments that cannot proceed in further discussion until we have some basis for telling them what problems they face on conflict.