

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	16	11/30/1968	Memo	Memo from Bob Haldeman to Roy Ash. RE: Reorganization of the President's Office. 1 pg.
32	16	11/30/1968	Memo	Memo from Bob Haldeman to Charlie McWhorter. RE: Reorganization of the President's Office: Brad Nash. 1 pg.
32	16	11/30/1968	Memo	Memo from Bob Haldeman to John Ehrlichman and Pete Flanigan. RE: Governor Agnew: Recruiting. 1 pg. Duplicate not scanned.
32	16	11/30/1968	Memo	Memo from Bob Haldeman to John Ehrlichman. RE: Macy personnel material. 1 pg. Duplicate not scanned.
32	16	11/30/1968	Memo	Memo from Bob Haldeman to John Ehrlichman. RE: RN Official Photograph. 1 pg. Duplicate not scanned.
32	16	11/30/1968	Memo	Memo from Bob Haldeman to Herb Klein. RE: PIO. 1 pg. Duplicate not scanned.

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32	16	11/30/1968	Memo	Memo from Bob Haldeman to Herb Klein. RE: Press Communications Department. 1 pg. Duplicate not scanned.
32	16	11/30/1968	Memo	Memo from Bob Haldeman to John Ehrlichman, Herb Klein, Ron Ziegler. RE: White House Staff Photographer. 1 pg. Duplicate not scanned.
32	16	11/30/1968	Memo	Memo from Bob Haldeman to Dwight Chapin. RE: RN Appointments: Congressman Wilbur Mills. 1 pg. Duplicate not scanned.
32	16	11/30/1968	Memo	Memo from Bob Haldeman to Dwight Chapin and Don Hughes. RE: Chicago Luncheon Enroute to CA. 1 pg. Duplicate not scanned.
32	16	11/30/1968	Memo	Memo from Bob Haldeman to John Ehrlichman. RE: Secretary recommended by E. Brooke. 1 pg. Duplicate not scanned.
32	16	11/30/1968	Memo	Memo from Larry Higby to Bob Haldeman. RE: RN Residence--Telephones. 1 pg.
32	16	11/29/1968	Memo	Memo from Bob Haldeman to Larry Higbie. 1 pg. Duplicate not scanned.

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32	16	11/29/1968	Memo	Memo from Bob Haldeman to Ron Ziegler. 2 pgs. Duplicate not scanned.

M E M O R A N D U M

November 30, 1968

TO: ROY ASH

FROM: BOB HALDEMAN

RE: REORGANIZATION OF THE PRESIDENT'S OFFICE:
Brad Nash

The attached rough outline comes from Brad Nash who is an alumnus of the Eisenhower administration. It is interesting to note the parallels to some of the things we have been discussing.

MEMORANDUM

November 30, 1968

TO: CHARLIE McWHORTER
FROM: BOB HALDEMAN
RE: REORGANIZATION OF PRESIDENT'S OFFICE:
Brad Nash

Dear Charles:

Thanks for forwarding the comments from Brad Nash regarding reorganization of the President's Office.

Interestingly enough, the thoughts that he had coincide almost directly with those RN had been developing along this line. If what we are trying to work out now develops in the way of manpower, I think Brad will feel that he was responsible for instituting a major reform in government.

In any event, his thoughts were most helpful in confirming the judgement that existed here regarding the need for putting together a program staff.

M E M O R A N D U M

November 30, 1968

TO: JOHN EHRLICHMAN
CC: PETE FLANIGAN

FROM: BOB HALDEMAN

RE: GOVERNOR AGNEW: RECRUITING

A reminder that Governor Agnew is expecting--and eager--to be used in the interviewing process of top-level candidates.

Since he will be using our Washington office, interviews with him should be scheduled there even though they might involve people who are covered by the New York screening process.

PETE:

Probably most of the people Agnew should see would be those on your list. He could be very helpful in recruiting some of those if we could get them down to Washington.

MEMORANDUM

November 30, 1968

TO: JOHN EHLRICHMAN
FROM: BOB HALDEMAN
RE: MACY PERSONNEL MATERIAL

It was my understanding that you, or someone, had the information that the Macy files on potential personnel would not be available to us since they were considered to be part of the President's personal files, which he would take with him.

I now understand from Frank Lindsay that there is a strong possibility that the Macy material, and his staff and facilities, and his counsel as to procedures, may very well be openly available to us if we ask for them. Lindsay was going to check this out without making any direct requests. I recognize that you may already have this underway, but thought it would be all right to let him go ahead. I will let you know what I find out.

MEMORANDUM

November 30, 1968

TO: JOHN EHRLICHMAN
FROM: BOB HALDEMAN
RE: RN OFFICIAL PRESIDENTIAL PHOTOGRAPH

While RN has agreed to let Artje take some shots with the hope of producing an official portrait, he also feels that serious consideration should be given to using the photograph in Salt Lake City by a Los Angeles photographer.

He also wants to be sure that we find out what the procedure is for having his picture put in all government offices, etc. He suggests we find out how Johnson has handled this--how they have it framed, who takes care of it. Also, the same picture should be supplied in quantity to him with a white space below for autographing.

MEMORANDUM

November 30, 1968

TO: HERB KLEIN
FROM: BOB HALDEMAN
RE: PIO

RN was anxious to get a report sometime soon on how your talent hunt for PIOs is going.

One thought that he had is that we should try to bring in every strong Nixon loyalist in the press corps, especially among the old timers, and put them in the key PIO slots other than State and Defense.

He had in mind, for instance, Earl Mazo, Nat Finney, Willard Edwards and Allen Emory. I am sure you can think of many others.

He does seem to feel, though, that this is a good place to use the old pros, and we should try to bring in as many of them as we can.

State and Defense will require somewhat different type of guys since both of them will have to function as official spokesmen on television much more frequently. A lot of careful thought will have to be given there. In both cases the new Secretaries may very well have strong feelings of their own in this regard, too.

In any event, it would be helpful to have a brief status report as of now on how this stands.

MEMORANDUM

November 30, 1968

TO: HERB KLEIN
FROM: BOB HALDEMAN
RE: PRESS COMMUNICATIONS DEPARTMENT

As you know RN is most anxious to keep the size of the staffs in the White House and the Executive Office as small as possible, and this applies to your department as well as all others.

I would strongly urge that at the outset you draw up an absolute minimum staff plan, utilizing perhaps two or three key assistants to you and whatever secretarial and clerical help you absolutely have to have.

RN is especially anxious that your department not grow into a junior-grade USIA with all sorts of supporting facilities like photographers, writers, etc. As a top-level staff function, it should be a coordinating office rather than an operating office, since all of the general facilities are available through other offices or agencies.

MEMORANDUM

November 30, 1968

TO: JOHN EHRLICHMAN
CC: HERB KLEIN
RON ZIEGLER

FROM: BOB HALDEMAN

RE: WHITE HOUSE STAFF PHOTOGRAPHER

After considerable discussion, RN has decided that there will not be an official White House Staff Photographer.

He points out that USIA has still and film coverage of White House activities, and that on anything they are not covering, we can use one of the wire service photographers or a free lance photographer and buy the pictures from him that we want.

He also wants Herb to keep a close eye on the agency PR staffs and make sure they do not load up with a bunch of staff photographers, following the same theory.

He is anxious that we look for other similar symbolic indications of a lean staff, which he feels to be very important.

MEMORANDUM

November 30, 1968

TO: DWIGHT CHAPIN
FROM: BOB HALDEMAN
RE: RN APPOINTMENTS: Congressman Wilbur Mills

Congressman Wilbur Mills will be in the office with Bryce Harlow on Wednesday, and RN will be seeing him at that time.

Please check arrangements with Harlow.

MEMORANDUM

November 30, 1968

TO: DWIGHT CHAPIN
DON HUGHES

FROM: BOB HALDEMAN

RE: CHICAGO LUNCHEON ENROUTE TO CALIF.

RN's present plan is to stop for lunch in Chicago on the way to California, and to have Clem Stone set up a luncheon for him.

He suggests that Stone invite publishers and editors and top supporters.

I think this should be checked out for one final shot on Monday morning, and then implemented.

MEMORANDUM

November 30, 1968

TO: JOHN EHRLICHMAN
FROM: BOB HALDEMAN
RE: SECRETARY recommended by E. Brooke

RN is extremely anxious that you move quickly on the Secretary recommended by Ed Brooke. He suggests that if she has the proper appearance as well as skills she should be used in Chapin's office, or some other equally important and visible spot.

He does not want her used in the secretarial pool, nor as a receptionist.

MEMORANDUM

November 30, 1968

TO: BOB HALDEMAN
FROM: LARRY HIGBY
RE: RN RESIDENCE -- TELEPHONES

After some more detailed analysis, the WHCA has discovered that this is the way RN's apartment really is.

I do not think we really should make any changes.

MEMORANDUM

November 29, 1968

TO: Larry Higbie

FROM: Bob Haldeman

Will you please solve the television problem
at 1202 in the following manner:

Ask them to take the RCA set back, to put
the Motorola set back where it was and to set up an external
antenna of some kind so that we get a decent picture. Well
then be all set.

HRH

:ew

November 29, 1968

MEMORANDUM

TO: Larry Higbie
FROM: H. R. Haldeman

Will you please check with Frank Lincoln and ask whether we have gotten the galley proof of the Brookings Institution study entitled "Agenda for the Nation" . It was my understanding that this proof was to be delivered to us by November 1.

Also, please find out if additional copies are available.

If the proof has been delivered, find out where it is and ask them to get it up here unless someone needs it down in Washington.

HRH

:ew

MEMORANDUM

November 29, 1968

TO: Bob Ellsworth

FROM: Bob Haldeman

As you know, RN is most anxious to keep the White House and Executive Office staffs down to an absolute minimum level.

With this in mind, I would suggest that you acquire only a very small personal staff as you start out on your new assignment. In view of the fact that a great deal of your work will be on ad hoc project basis, I would think you could acquire assistance from each particular project by using detailed personnel from one of the other agencies or departments and this would be much more desirable than building a large outgoing staff.

Please don't make any specific staff commitments until we have a chance to talk about this and to discuss salary levels.

HRH:

:ew

MEMORANDUM

November 29, 1968

TO: Dwight Chapin

FROM: Bob Haldeman

As of now, you should be planning your appointments office staff on the basis of one assistant to you and one executive secretary. You may possibly have to add an additional clerk, but at this point, I don't think so and this position is not approved.

You will find that when we move to the White House, the great bulk of detail work that you are now struggling with can be handled by the mail room and other general staff facilities .

Since the President Elect is most anxious to move in the smallest possible White House staff, please do your planning on the basis outlined above.

H. R. H.

:ew

MEMORANDUM

November 29, 1968

TO: Ron Ziegler
FROM: Bob Haldeman

I know you're doing considerable thinking about the structure of the White House press staff and that you have been strongly influenced by the Teddy White memorandum.

Also, please be even more strongly influenced by the very positive determination by the President Elect to take into the White House the very smallest possible staff.

In my opinion, you will have to have two deputies to yourself both of whom can be interchangeable with you in your function. I don't personally believe that anyone you now have on staff meets this qualification.

Teddy's idea of one of these deputies being solely concerned with television is probably a good idea, although he should be a little more general than that.

I wouldn't worry about the foreign press deputy, at least at the outset, nor for the magazine and scholarly book people. You will need, of course, several secretaries. I would suggest not more than five and probably a couple of staff assistants.

This would make your office approximately the same size as that of George Christian. I'm not really sure it needs to be that big and I would suggest you go slow on adding secretaries until you know you have to have them.

As you probably know, there is a telegraph and travel service as a part of the permanent staff. They provide all the help you need in the way of arranging airplanes, transportation, baggage, hotel accommodations, press rooms and filing facilities on the road. They also handle all baggage, etc. for the entire White House staff. They run the mimeograph and other such things on the road, so all of that is taken care of for you.

While you're in the White House, the general clerical pool also takes care of handling preparation and duplication of press releases and other material which you need to put out.

In summary then, go ahead with putting your plan together, but do it on the basis of starting with the absolute minimum number that you feel you can work with. We can always add people if we absolutely have to. It's hard as the dickens to get rid of some who are already there, and you do have extensive staff backup facilities available to you.

H. R. H.

ew