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<td>36</td>
<td>17</td>
<td>n.d.</td>
<td>Other Document</td>
<td>Haldeman Handwritten notes re: fix phone in bedroom, interview for security. 2 pages</td>
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<tr>
<td>36</td>
<td>17</td>
<td>12/08/1968</td>
<td>Other Document</td>
<td>Haldeman Handwritten notes re: CBS transition program, plans for FL, New Year's in CA - Rose Bowl, plans for Jan. 9th. 1 page.</td>
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<tr>
<td>36</td>
<td>17</td>
<td>n.d.</td>
<td>Other Document</td>
<td>Haldeman handwritten notes re: Staff issues and providing information. 1 page.</td>
</tr>
<tr>
<td>Box Number</td>
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<tr>
<td>36</td>
<td>17</td>
<td>n.d.</td>
<td>Other Document</td>
<td>Haldeman handwritten notes re: no record of a letter in Rose's office, Arthur Burns to read Califano document, Ziegler to approve bills. 1 page.</td>
</tr>
<tr>
<td>36</td>
<td>17</td>
<td>n.d.</td>
<td>Other Document</td>
<td>Haldeman handwritten notes re: set up of white house staff, including functions of personnel, indicating 90% of work handled by &quot;Secretariat&quot; which consisted of 8 men, with support handling calls, travel, correspondence. 6 pages.</td>
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<tr>
<td>36</td>
<td>17</td>
<td>n.d.</td>
<td>Other Document</td>
<td>Haldeman handwritten notes including schedule and shorthand notes written in pencil at the bottom (RMW?). 1 page.</td>
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<td>36</td>
<td>17</td>
<td>n.d.</td>
<td>Other Document</td>
<td>Haldeman handwritten note re: check H - Lindsey guy, fellow named May with regard to personnel. 1 page.</td>
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<tr>
<td>36</td>
<td>17</td>
<td>n.d.</td>
<td>Other Document</td>
<td>Haldeman handwritten notes re: Wiley Buchanan, John Brown to Washington, move materials to washington, submit security list to Stewart and Lincoln, assign Cole &amp; Higby as staff and cabinet secretary. 1 page.</td>
</tr>
<tr>
<td>Box Number</td>
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<tr>
<td>36</td>
<td>17</td>
<td>12/16/1968</td>
<td>Memo</td>
<td>Memo from Haldeman to staff re: key White House Staff mandatory meeting 12/19/1968, and plan time off 12/22/1968-01/05/1968, including secretaries, with attachment, 2 pages.</td>
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<tr>
<td>36</td>
<td>17</td>
<td>12/13/1968</td>
<td>Other Document</td>
<td>Haldeman handwritten note re: get well wire to Stuegel, Nixon attending Sulzburger funeral, note to Ethel Kennedy on birth of youngest daughter, LBJ suggests Agnew take over Jt Armed Forces home. 3 pages.</td>
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<td>36</td>
<td>17</td>
<td>12/19/1968</td>
<td>Report</td>
<td>Haldeman handwritten agenda for 12/19/1968 staff meeting. WH Staff role to serve the office &amp; the man, not do the work of the govt. always move things thru the WH to depts, procedural and office details. 8 pages</td>
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<tr>
<td>36</td>
<td>17</td>
<td>12/19/1968</td>
<td>Other Document</td>
<td>Haldeman handwritten notes re: Brown to route only mail that goes to Rose to her. Personnel picks, need list to be invited to WH. 1 page.</td>
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<tr>
<td>Box Number</td>
<td>Folder Number</td>
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</tr>
<tr>
<td>36</td>
<td>17</td>
<td>12/19/1968</td>
<td>Other Document</td>
<td>Haldeman handwritten notes re: M.E.- May; Ag-Blair. Office of intergovernmental relations. 1 page.</td>
</tr>
</tbody>
</table>
remove usger from personnel area
absolutely not in W House staff
Ellsworth - great concern - get out of White House
and see Black Cap - Commerce
R Hofgren?
S and EEllhers in deg of N.A. B. - put Ellsworth in there
Staff & Lab
always can see RV -
but g. of time urgent.
1st agenda for discussion always.
no talk about jobs - speaking engagee & et.
R. Borking - press man or long man in a Lab. Dept.
does he want to come in
R. E. M. Hatt - hard lite - no place in Admin
is he in inaugural comment?
M. John Eisenhower - on list -
Ambassador to somewhere - Lat. Am.
E. Program task forces
Program lab offers next week -
set Weinberg appoi.

Tedham plan once a week - have an old fed like fee week
for a half-hour
Don't want stag dinners

EC  homes dinner - ? - Ceo Champin - et al - Burns
run by M. for jobs before sees RN
get what he's promised.

H - take control of sched. - take that responsibility

R 11 R - don't give an inch -
RN decided - you have an office -

DC  get EOB office -

L - final returns - certified - state by state - 81%
Hughes: Hughes - work out plan for Mander Tina
Hughes will use jet after for PN.

L - find out what top girls in Senate got
give to more

R Mary Jane McCarthy

He - person in Press Office
Rogers to VN at 4:30 or 5:00 Tries -
Ray Molloy should be brought in.

Advisory Council should be set up. Find all re who will go & see if we get a spot for Dave Smith.

FDM Dept - Advisory Council. Appointed by Pres.

Study all that now exists.

Open: How do we shift Sec out of OEP.

- Have M in my room Tues.

- Telephone report - scientific analysis.
Interview

Concerning the individual who does security.
Super security type fellow.

Nick Hughes at Wyndham. Douglas Stewart.

Lee to be Hughes. Chief to 2nd floor.

Chief to 1203.

From: Furanich - Hawaiian, Chief Warrant Officer in Army.

David Kennedy - 888-2345

Most know on consistent basis.
Where abouts of all cabinet & key staff.

Bob Persson - Rep. State Chair

from Alaska.
Mr. Porter

Cabinet People.
Elsworth or Brown or Hidy
Correct titles for Cole, Hidy, etc.
Flannigan also wants info on DaBride.
Mail for Cabinet. To Specific Dates.

How to affect the move.

Call Middendorf

Morning cost estimates.

Cabinet Officer.

Burry
Holdeman.
Screaming. Bitte to Murphy of Inner Sea.
did Haider grow up on a farm?  YES

E - add ELLs I'm sure I ended Empire after Nazi

how pronounce Shultz  D211

Shultz
THURSDAY, DECEMBER 12, 1968

8:00-8:30 a.m. Breakfast served - Tudor Room

9:10 Adjourn to Board Room for briefings

9:10-9:30 a.m. RN REMARKS

9:10-9:30 a.m. President Litton Industries

9:10-9:30 a.m. Transition

9:10-9:30 a.m. Making the Executive Branch Effective

9:10-9:30 a.m. R. P. Mayo

9:10-9:30 a.m. Director, Bureau of the Budget

9:10-9:30 a.m. Budget-Making and Immediate Budget Issues Facing the Administration

9:30-9:45 a.m. Bryce Harlow

9:30-9:45 a.m. Assistant - Res.

9:30-9:45 a.m. Congressional Relations and Legislative Prospects

9:30-9:45 a.m. Q&A

10:00-10:45 a.m. Bryce Harlow

10:00-10:45 a.m. Assistant - Res.

10:00-10:45 a.m. Congressional Relations and Legislative Prospects

10:00-10:45 a.m. Q&A

11:00-11:40 a.m. John Ehrlichman

11:00-11:40 a.m. Counsel - Res.

11:00-11:40 a.m. Senatorial Confirmation, Conflict of Interest

11:00-11:40 a.m. Q&A

12:00-12:30 Lunch

12:30 p.m. Henry Loomis

12:30 p.m. Executive - Task Forces

1:15 p.m. Dr. Henry Kissinger

1:15 p.m. Assistant - Res. - Natl Sec. Affairs

1:15 p.m. National Security Briefing

1:15 p.m. Q&A

2:00 p.m. Dr. Paul McCracken

2:00 p.m. Chairman - Council on Economic Affairs

2:00 p.m. National Economy Briefing

2:00 p.m. Q&A

2:45 p.m. Dr. Lee DuBridge

2:45 p.m. Science Advisor to Res.

2:45 p.m. Science Briefing

3:30 p.m. Herb Klein

3:30 p.m. Deputy Comm. - Executive Branch

3:30 p.m. Press Relations and Public Information

4:00 p.m. Break

4:15 p.m. John Mitchell/John Ehrlichman

4:15 p.m. Personnel Recruitment, Staffing Policies, Transition Procedure

Check in with White House Office.
THURSDAY, DECEMBER 12, 1968 - 2

4:35 p.m.
Dr. Daniel Moynihan
The Urban Challenge

5:00 p.m.
RN - Closing remarks

5:10 p.m.
Adjournment
President-elect and Mrs. Nixon to White House

5:45 p.m.
Reception for Johnson Cabinet members, Vice President-elect
Agnew and Mrs. Agnew and Nixon Cabinet and wives
Diplomat Room - Shoreham Hotel

***
To R:

- ? Zeilik on MN + Copeland on TN
- CBS transition program OK?
- Plans for Fla. dates
  - New Year in Calif. - Rose Bowl
  - Plan for Jan 9th
- Get Colpe's report on ethics on staff

- Safire note
- What for Mr. Anderson

---

Leopf - SA - editor
Can watch House re: Total personal
problem

FBI waits list that did for
SS.

List # of those on WH staff as of now.
Copy to: hinton, c. ho stewart

Find out what check on those
gone.

Colo. do. thinking, bull running around etc.

Bo - Hold until it figure out
what to do w Hopkins.

Change letter
No record of letter in either 
Rose's office or John Brown's 
mail operation

Arthur Burns 
Talked to Bryce
Thought he should read California document

Delmonico 8/15

Don Ziegler to Approve Bills

Don Wixr's wife has many 
Hatfields 
Hanne Nick on stuff 
family
1. How set up H Staff.

2 yeomen → & Memo → Assistant for Action.

VIP Staff:
- Phone need < Yeomen
- Typing need < Stenotype
- Correspondence Need < VIP to Col. Unit

Someone to keep people away - Assistant.

Secretariat - concerned with following up output.
- Separate office under H Administration

- Recreational function: 8 people report
- Present
- Traffic function: Transferring & follow-ups

Form of staff work.
Cabinet Meetings

Secretariat Office
Chief of Staff
Performing duties ordered for R W and fellow

1. Hui Secretary
2. Col. High, Brown
3. Secretariat
or divided
100% access to all that goes in and out of office.

80%

90% handled by Secretariat

When due back. - Secretariat.
Received to see ready for President's eye.

Output

Computi

flow of material
form of material

Secretariat:
- Monger - Domestic
- Horlow - Foreign Polit
- Heiden - Administration General
- Ethelston - Political

Kenny - R.P.
Keogh - Writer/Research
MacG ada - Economic
Du Bridge - Science
480  Add letter Jacklin  Staff Thank you.

2,400  10,000 Congrats. Work Thank you.

1000  20,000 Congrats.

Address Envelope  

Stapling 2 at per letter.
Impulse of the press

Correspondent - Special correspondent

Correspondent need < routine.

Typing need <
Phone need < yeomen.

Supply need.
Scheduling his time

Time demanded.

Schedule President
Security liaison - Travel (Chaplin)
Perform district order for R
Administrative reserve due to CoS
Dear Lord,

Whitehead — on your staff

want on your staff —

M
T-NY
W-NY
Th-W
F-W

Include both.

Also, the People's Party —

National New Party of Ala.

* Other 1.3% minor party candidates.

E. N. F. F. (e)

As. E.
I - Mayor Beverly Francis Bradley Friel.
   Mayor of other cities, Carl Stokes.
   Bill Healy.
   When good time.

617-864-9659

6 - phone Allen Peterson

6 - see: New Stationary, yes.
   Also know you heard Hopkin?

4 - now regarding cold cabinet
   problem. OK.

Get in office in NY
Wiley Buchanan - project working on for Mr. N.
Don't forget the were, (Utterly problem)
202-337-2200.

John Brown to Washington early next week. Tuesday.

Security - list to Stewart & Lincoln.

Entire Move to Washington.
Moving materials.

Staff Secretary — Cabinet Secretary
Cabinet —
Staff Secretary —


Highly Confidential

Election return: 4:20 at Aft

Typed up:

Att: Letter to publication that RN decided. Form 502 392 3075 in mail by Friday.

Have not gone out. Car to join tomorrow. Wash.

Eagleburger: see on letter writer.

Know now or want them.

Type up all ambassador list, political contact list. Have 6 incumbent.

FD - OEP & OEO
go carefully over last book once again

Fletcher - RN stated role of K.I.

P. Conf at FD at E. role
5 speech in June.
<table>
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<th>NIXON</th>
<th>WALLACE</th>
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<td>35,411</td>
<td>37,540</td>
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<td>139,556</td>
<td>31,012</td>
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<td>886,804</td>
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<td>366,611</td>
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<td>1,325,467</td>
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<td>358,864</td>
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<td>2,090,017</td>
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<td>TEX.</td>
<td>1,266,804 (41.1)</td>
<td>1,227,844 (39.9)</td>
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<td>238,728 (56.5)</td>
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<td>85,142 (52.8)</td>
<td>5,104 (3.2)</td>
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<td>442,387 (32.5)</td>
<td>590,319 (43.4)</td>
<td>320,272 (23.6)</td>
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<td>616,037 (47.2)</td>
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<td>TOTAL</td>
<td>31,267,734 (42.7)</td>
<td>31,773,222 (43.4)</td>
<td>9,907,578 (13.5)</td>
</tr>
</tbody>
</table>

* Other 1.3% in minor party candidates.

** This figure includes the votes of both the Alabama Independent Democratic Party and the National Democratic Party of Alabama.
Moment - wrapped up, got fair price
Monte in wood block atlas covers.

High - 9:00 A.M. Fleming Wed.
Carl McBride.

Please phone.
$100.00 per day.
Need 2 guys.
Wed. or Thur.

To H - Bryan needs $10,000 to do
the job.
Has Jr. College offer.

Bell - We should make offer. Text.
$12,000
What level of money.

Lee Hubbard - PPO of Region $15,000 Jan 20 effective
Staff Assistant.
Like to talk about alone.
EYE

All will go out today.

All those not in NY will also be notified by phone.
MEMORANDUM

TO:

FROM: Bob Haldeman

December 16, 1968

At the request of the President-Elect, there will be a general meeting of the key members of the new White House staff on Thursday, December 19th, at 9:30 a.m. in the Sapphire Room, Second Floor, at the Pierre Hotel.

It is essential that you plan to attend. If necessary, please revise any previous commitments that would prohibit you from being present. You should keep the entire morning clear.

We will review at this time a number of vitally important policy and procedural matters and will hope to answer any questions you may have regarding the balance of the transition period - and the start-up operations in Washington.

Also - for your personal planning - the President-Elect will be in Florida from December 23 until January 1, and in California from January 1 to January 3. This is an excellent opportunity for you to get some vacation time and/or to take care of house-hunting, etc. Our White House staff will operate on a skeleton basis from December 22 through January 5. Unless you have been specifically requested to be on call during that period - please regard it as vacation time. We'll resume full operations on Monday, January 6. Please be sure your office is covered - but try to let as many secretaries as possible get the time off too - especially those who worked through the campaign and will be going to Washington in January.

HRH/mc
Get well win to Stengel

Salzburg general - found out when RN pretty go - sleep in last min.

McCarewen there?

Gin or RF Kennedy - phone might away.

written amounts


ch - tomorrow take to feed
ch - Furlong - also keep V. A. - all alone

Later? Box OEP - take OEO

Furlong - comp. ok - have him come in again

R recall problem of outsiders over hamptons
strong est - we told agent him
we carefully of Bryce

Note to Ethel Kennedy - just had 11th baby girl yesterday


Type of apples - Haynkaris Mayo

Romney - other cab. staff. Reuther etc.

Nash forces - Beshire Area
requests of Cab. Offers 1/2 hour each

Ronny Volpe
Shalley Stans

Steffin typo - wait

Volpe - someone go over names up there before he sees RV
Go ahead up Kuwait - + Dayton -
very busy - 10 min each - courtesy call in presence - announce -

Shalley RV seen Cuba -
told him Shultz will call him on phone
also.child call Meany Reynolds + others

Agnew - LBT has idea - five houses Ft. McNair
9 DR - to VP -
I direct attend press to make Hawaii
rug call 5 - go see Mr. Montgomery
at leg. LDR, mtg. always.

Hughes - Hughes set up from jet star special
The build up wtf of lab -
Low implant 100 cups of stuff
Galvin & group - give them time

Goldwater - Scranton did too Fast

Romney - prot. receptions
Mon - Wed 6:00
Thurs A.M.

a really aft.
I. Basis for meeting:
- arrive at some mutual understanding re approach, procedures, etc.
- be sure everyone has his questions answered.
- will let others go first so I don't cut into their material
- introduce all present with role -

II. JDE - review security, financial clearance, non-publishing rules -
- inauguration plans, procedures -
- explain transfer costs not paid

III. Halow - outline operation of control, liaison function as relates to WH staff -
- review procedures for mail, calls, etc.

IV. Kissinger - operation of security adviser

V. Ziegler - press relations

This represents almost all of the key WH staff - of course will be added based on Hoyt's review of operational needs. Also - will be tour office, staff, lady's office, Hughes, archivist, security clearance.
White House Staff

Haldeman  Harbour  Ehrlichman  Ehrlich
Keisinger  Magrini
R. Woods  Klein  Keogh  Whitten  Brown

Haldeman

Ziegler  Chapin  Fleming  Brown  et. al.
Cole  Hyde  Wilkinson  Blair  Bell

Harlow

Timmons  Ken  Belew
Research  Winter

Ehrlichman

Deut  Sears  Reagan
Keogh  Stuart

Ehrlichman

Bellwether

Keisinger

Keogh

Safire  Price  Buchanan  Anderson
Bill  Breun  Lee  Krueger
General

strive for perfection - have become a little long

need to really sharpen + perfect

philosophy of W/H staff.

read from Patterson memo - 10/4 1936

Our role is to serve the office + the man

not to do the work of government.

Emphasis always should be to move things

Then the WH to the Dept/Agencies

Burgess point re: power - be sure you know what

be sure nothing goes to the Pres. in any form or

personal paper, phone

that isn't first completely staffed -

meaning - checked for accuracy + form

for lateral coordination

for related material to include

reviewed by competent cognizant staff

for depths.

That isn't absolutely necessary for the

Pres. personal attention.

great importance of staff members setting priorities

for their own time + attention as well as PRs

don't let people end run you - don't let them

use you to end run others.
Basic point -
Key staff and cabinet and agency heads
can always see RN when necessary

major problem of time management

to ensure that he can see people as needed

fact is - most of the requests for his time and
most of the paper directed to him

...can better be handled by staff

...s must preserve his time for the things that really matter

he does not want queuing for his decision

...reduced by staff to lowest common denominator

...just submitted for approval

for major decisions he wants input from all sides

...minor decisions should be made at a lower

...level, based on existing policy

...we will have to formalize and enforce procedures
to greater degree than before

...but - not to the degree that the system gets in

...the way of doing the work

...it's being designed to make it easier -

...not harder

employee - can't set now - will have to evolve
Incoming people (apps, mtgs)

Objective: Optimum utilization of Pres. time -
All apps and mtgs to be completely pre-staffed,
always at least a brief written agenda. All
possible matters handled by others.
Follow-up procedure to insure decisions, assigns,
and commitments are carried out.

Procedure:

All thru one source - none direct to RN
to insure coordination - priorities
proper pre-staffing.
Basic route - after decision to see Pres.
first clean thru:
Kissinger - Mat Sec
Helms - Congressional
Rove - Personal
then to Chapin with complete back-up
reason for meeting, time needed, urgency
who request endorses.

make clear no requests for apps etc or
appearances direct to RN - also no off office recs.
Objective: All mail and other incoming paperwork to Res. to be completely pre-staffed - handled by others if possible - to Res. if necessary but with rec. action or reply identified & prepared by proper staff a dept.

Incoming paper:
- All three one source - move direct to RN
- to ensure coordination & recording & proper pre-staffing
- staff must be alerted that letter exists
- basic route - after decision to go to Res.
- to my office -

3 categories:
- Desk copy (PN)
- Personal
- Political

Congressor to Kissinger - [Will see]
for follow-up
for same process
or to Ral. Woods - (personal) constituents
for same process
or to National Comm - (political) - same process
then to me. Answer must accompany incoming
or to Harlow - Congressional
All mail to staff people should be referred whenever possible.

In action, work towards getting everything handled in depth.

Encourage incoming to PPO or addressed to him, not to staff. Then can be properly staffed, logged & referred.
Housekeeping

Employees
freeze lists at present level
assume I now have current lists
I'll review salaries etc first week in Jan.
Ken Cole has sent out memo of present staff
they shall get priority
we also have list of Wt. people who
want to stay - some are very good,
let us know if you want us to explore
re recruiting for other areas
recc. line still welcome for top people

Office Space
most of Wt. staff will be based in EDB
specific locations & needs will be
handled wth of Jan 6 -
think thru any particular special needs
also phone requirements etc.

Xmas Vacation & RN Calendar

Jay Housing Report
(Sec. Shultz)

- Mr. McGovern feels not formally Econ Conf in Stans sec.
  not include Labor & Commerce
  just Texas & Econ Ad. & Budget
  McCracken ideal sec, Shultz & Stans
  are included in Econ. Planning Mitgo
  from time to time

- Tell M. H. about

  with Commerce & Labor
  Nuclear Alliance - Manage -
  Maybe also Aggie.

Moyan

- R. thinks Commerce & Labor in - and
  What about Aggie?

Moyan

- Will have before 20th - to be set up now
  R. McG. Urb. Council
  Moyan set up agenda
  Like the NSC.
Kennedy's going to sell Anderson & Teller — go thru all W. Thesis exp in campaign.
Get summary to Cabinet people
Whitaker — tell Cab members
They'll get same stuff
This is must reading —
Don't get caught

Tough force report on taxation.
Rose — only mail that goes to her
other must determine what to be seen
Flt Lt V. Prittle — as PIO — high level
Flt Lt May — for key post

Thatcher Longworth — good man

Les Cheyne — ch B — should he do something
on an advisory board

RN list of Advisory Boards —
and list of people to app

Need list to be invited to W.H.

Dave Kendall

Autopen — nice card — sign batches of autographs
R hand out — use her signing it.
Office of Intergovernmental Relations

Announce this —

and removal of the festoons
— take all we can but

keep space x marine resources

need to work up def. of this office + BPC’s role