

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>
43	1	10/21/1968	Memo	To: RN From: Glenn Olds RE: Items in Manpower Development, Staffing and Transition. 3 pages.
43	1	n.d.	Report	Manpower Development (Provisional Working Model) Submitted by: Dr. Glen A. Olds. Includes Table of Contents and Section 1: A. Presidential Responsibility B. Gov. Units by Presidential Responsibilities C. Description of Government Units. 7 pages

NIXON FOR PRESIDENT COMMITTEE,  
P. O. BOX 1968, TIMES SQUARE STATION,  
NEW YORK, NEW YORK 10036  
PHONE (212) 661-6400

MEMORANDUM

October 21, 1968

TO: RN

FROM: Glenn Olds *Go*

SUBJECT: Items in Manpower Development, Staffing and Transition

In pursuit of my assignment in policy and manpower development, I have enlisted the best thinking of key leaders in all areas of executive responsibility. They have given me their ideas on policy and people which represent balance and distribution ideologically, regionally and professionally. In addition we have (1) prepared profiles and backup material on manpower contacted and recommended; (2) identified key sources of manpower recommendations; (3) ordered and coordinated manpower recommendations into preliminary categories; and (4) considered priorities and problems in transfer of government. Recommendations are being compiled and evaluated for your review.

Because of political sensitivity in the campaign, we have not established formal liaison with staff, party, or external sources, nor with the Civil Service Commission or other agencies. Properly handled, however, these relationships can insure a comprehensive base of support for your leadership and provide needed strength to implement policy. No doubt you have given thought to how you wish to coordinate and consummate this effort. May I recommend the following for your consideration, and implementation at the appropriate time.

Accompanying this memorandum is the provisional working model I have used from the beginning to organize my effort in manpower development.

1. Assign responsibility for coordination of manpower recommendations from all sources--RN organization, Republican Party, and external sources. (See Section II of working model for scope.)
2. Designate the man you choose to monitor the transition in government in order that those working on manpower may have access to the data on positions, personnel, and Civil Service super-grade positions essential to presidential appointment.
3. Establish a method for integrating political considerations into the total manpower effort, including Congressional, gubernatorial, and party inputs. (Critical for implementing support on the Hill, building party unity, and long term leadership.)
4. Determine the model for organizing departments, agencies, and commissions into manageable groups for delegation of responsibility and review in manpower development. (See Sections I and III of model.)
5. Authorize operational teams to be established immediately following the election for each cabinet office and major group of agencies. The teams would review the 90-day memoranda, policies, personnel needs, and priorities in their respective areas and make recommendations to RN and chief appointees. Each team should contain a coordinator (who might continue in an administrative post in the agency) and a key person in (a) administration, (b) budget, and (c) legislation.
6. Utilize Nixon on the Issues as a guideline for operational teams' review of executive departments' and agencies' needs and personnel.
7. Designate staff to review budget to determine how policy and legislative proposals will affect manpower requirements and prospects of implementing RN's policies.
8. Identify 85-100 key positions for immediate or early appointment after election in order to achieve working control of the government. Establish calendar of priorities for other appointments.
9. Determine funding allocations for interregnum costs, and logistics for carrying through this task.

Attachment:

Provisional Working Model for Manpower Development

cc: LGarment  
RHaldeman  
JMitchell

.....  
.....  
.....  
.....

RN  
MANPOWER  
STRUCTURE

MANPOWER DEVELOPMENT

(Provisional Working Model)

Submitted by:

Dr. Glenn A. Olds  
Special Assistant for Policy  
and Manpower Development

## CONTENTS

- I. Categorical Design: Ranges of Manpower Needs
  - A. Presidential Responsibility
  - B. Government Units by Presidential Responsibilities
  - C. Description of Government Units
  - D. Executive Schedule Positions by Level
  - E. Exempt Civil Service Jobs by Government Unit
  
- II. Inventory of Resources
  - A. Internal Resources
    - 1. Richard Nixon's Organization
    - 2. Republican Party Sources
  - B. External Sources
  - C. Unofficial Cooperative Resources
  - D. Key Associations by Category
  
- III. Analysis Model
  - A. Personnel Profile Form
  - B. Method of Handling Names for Manpower
  - C. Arrangement of Appointee Positions
  - D. Outline for Government Transfer Organization
  
- IV. Additional Material
  - A. Congressional Staffs

SECTION I - CATEGORICAL DESIGN

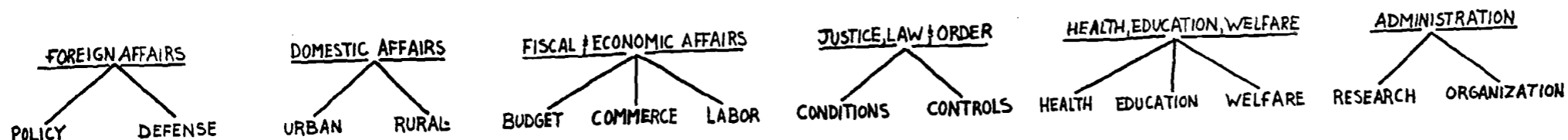
## BRIEF EXPLANATION

- A. The Presidential Responsibilities Form groups the responsibilities into six broad functional categories. This form has been used in interviewing key persons regarding their policy concepts and manpower recommendations.
- B. The government Units Chart places the Executive Department units of the Executive Office of the White House, and selective agencies and Commissions into six broad, functional categories of Presidential Responsibilities. It is helpful in explaining the functional concept.
- C. Each major unit of the Executive Branch has a file arranged by organization chart, organization, and job description. The job descriptions apply to the Executive Level jobs open to Presidential appointment in the respective units. The space to the right of the job descriptions is for recommendations to that post.
- D. The Executive Schedule positions, as of January 31, 1968, are arranged by Level - not by unit. These positions are above Civil Service jobs and are filled by Presidential appointment.
- E. Within the Civil Service job classifications, there are positions which, because of their policy-determining or confidential nature, are exempt from Civil Service testing and competition. These positions are available for Presidential appointment.

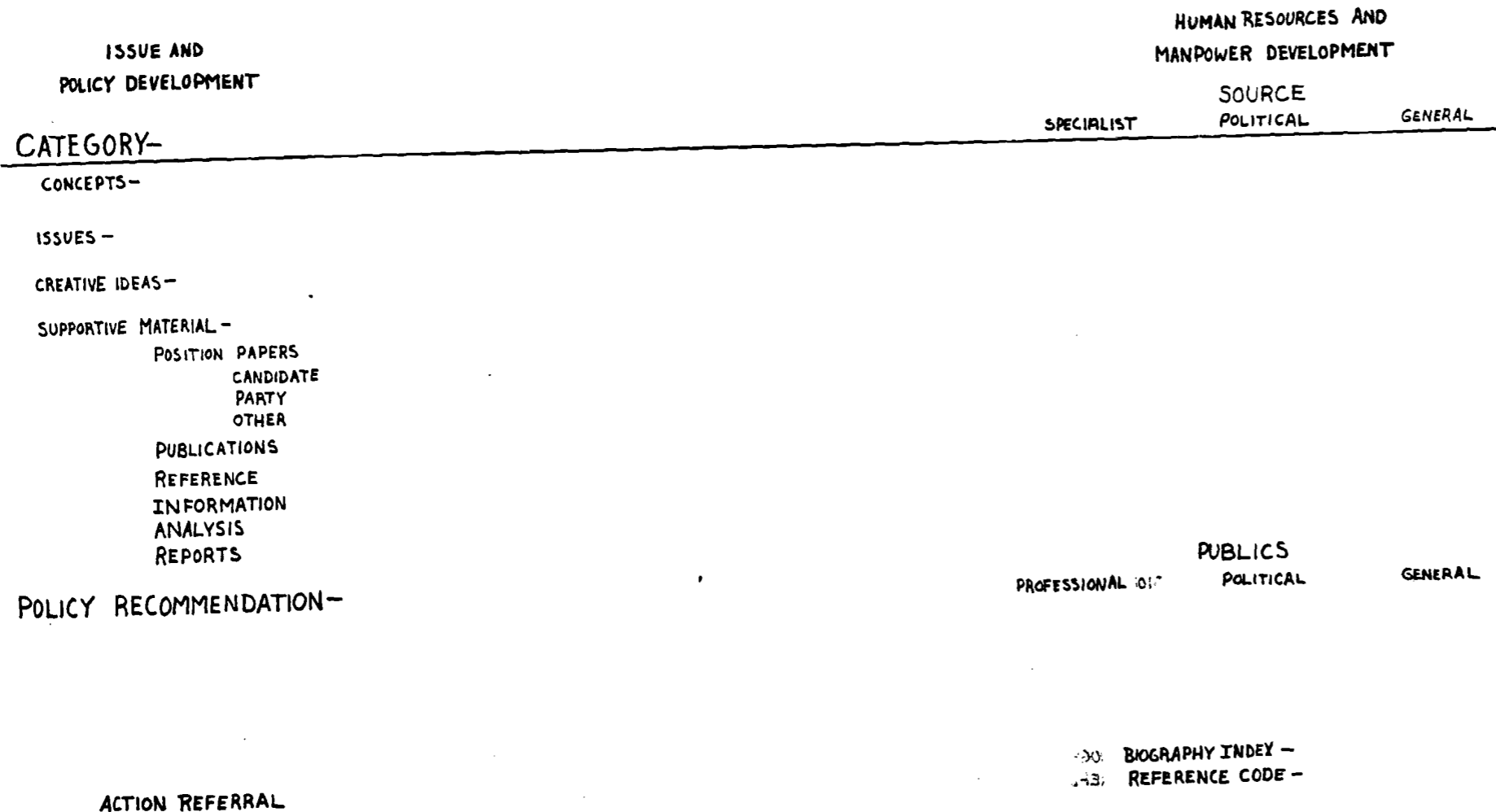


# PRESIDENTIAL RESPONSIBILITIES

## CATEGORIES



## ORGANIZATION DESIGN



PRESIDENTIAL RESPONSIBILITIES

Foreign Affairs Policy		Domestic Affairs Urban Rural		CATEGORIES Fiscal and Economic Affairs Budget Commerce Labor			Justice, Law & Order Conditions Control		Health, Education & Welfare Health Education Welfare			Administration Research Organization	
EXECUTIVE DEPARTMENTS													
Dept. of State AID Dept. of Defense Dept. of Army Dept. of Navy Dept. of Air Force		Dept. of Agriculture Dept. of Housing & Urban Affairs Dept. of Interior Dept. of Transportation Post Office		Dept. of Commerce Dept. of Labor Dept. of Treasury			Dept. of Justice		Dept. of Health, Education and Welfare				
EXECUTIVE OFFICE OF PRESIDENT													
Central Intelligence Agency Office of Special Representation for Trade Negotiations [Office of Emergency Planning] [Nat'l Aeronautics & Space Council]		Office of Economic Opportunity		Bureau of the Budget Council of Economic Advisors National Council on Marine Resources & Eng. Dev.								White House Staff Office of Science & Technology	
INDEPENDENT AGENCIES & COMMISSIONS													
U.S. Information Agency U.S. Arms Control and Disarmament Agency Selective Service System Panama Canal Corp.		Civil Aeronautics Board Federal Communications Commission Federal Power Commission Tennessee Valley Authority Federal Maritime Comm. American Battle Monuments Comm. Appalachian Regional Comm. Delaware River Basin Comm. Dist. of Columbia Redevelopment Land Agency National Capital Hous. Auth. National Capital Plan Comm. Water Resources Council President's Comm. on Postal Reorganization [Atomic Energy Commission] [Nat'l Aeronautic & Space Adm.]		Export-Import Bank Farm Credit Administration Federal Deposit Ins. Corp. Federal Home Loan Bank Bd. Federal Mediation & Conciliation Service Federal Trade Commission Interstate Commerce Comm. National Labor Relations Board National Mediation Board Securities & Exch. Comm. Small Business Adm. Tax Court of U.S. U.S. Tariff Commission			Comms. on Civil Rights Equal Employ. Opportunity Comm. Foreign Claims Settlement Comm. Indian Claims Commission National Advisory Commission on Civil Disorders National Commission on Reform of Criminal Laws Renegotiation Board Subversive Activities Control Board		Commission on Fine Arts Federal Coal Mine Safety Board of Review Federal Radiation Council National Foundation on Arts and Humanities Railroad Retirement Board Smithsonian Institute Veterans Administration			Advisory Comm. on Intergovernmental Affairs General Services Adm. National Science Found. U.S. Civil Service Comm.	

DESCRIPTION OF GOVERNMENTAL UNITS

BY FUNCTIONAL AREA

(Arranged in the order of the  
Government Units Chart, Section IB)