

Richard Nixon Presidential Library  
White House Special Files Collection  
Folder List

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52	25	05/25/1960	Letter	Letter from H.R. Haldeman to Advance Men. RE: Republican National Convention- July 25. 1 pg.
52	25	05/25/1960	Memo	Contacts list for Melvin, Illinois. 1 pg. Attached to previous.
52	25	05/25/1960	Letter	Letter from Bob Haldeman to Bob Finch, RN and Don Hughes. 5 pgs (pg 3 not present). Attached to previous. Duplicate not scanned.
52	25	05/26/1960	Letter	Letter from H.R. Haldeman. RE: Rally Organization for Campaign. 3 pgs.
52	25	05/27/1960	Letter	Letter from Christine O'Polka, secretary to H.R. Haldeman, to James Murphy Jr. 1 pg.
52	25	05/27/1960	Letter	Letter from H.R. Haldeman to The MacMillan Company. 1 pg. Attached to previous.

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52	25	05/31/1960	Letter	Letter from H.R. Haldeman to Advance Men. RE: New York trip. 1 pg.
52	25	05/17/1960	Memo	Background and Critique for New York trip on May 17 and 18,1960. 13 pgs.
52	25	05/17/1960	Memo	Vice President and Mrs. Nixon's schedule for New York trip on May 17 and 18, 1960. 3 pgs. Attached to previous.

5/25/60

H. R. H.

C S

May 25, 1960

TO: Advance Men

FROM: H. R.aldeman

DRAFT

RE: REPUBLICAN NATIONAL CONVENTION - JULY 25

Most of you have indicated an interest or at least a question regarding participation in the forthcoming Republican National Convention in Chicago on July 25th.

As you can readily understand, the staff of the Vice President will be very limited at the Convention. Other than the few people necessary to handle press contact and actual office operations, the general arrangements and activities at the Convention will be in the hands of the National Committee.

We therefore will not be planning to bring a large group into Chicago either prior to or during the Convention. We may, however, be able to make arrangements for Hotel space and admission to the Convention sessions for you on the basis of your coming as an observer and at your own expense.

If you do want a hotel room and admission to the sessions, would you please let me know before June 1st and we will do our best to fix you up. The specific plans for activity immediately after the Convention and on through the campaign period are not yet set, but I will advise you as soon as we have something definite.

Best regards.

5/25/60  
H. R. H.  
C / S

MELVIN, ILLINOIS

May 27, 1960

CONTACTS

SECRET SERVICE:  
(Springfield)

Fred Backstrom.....KI 46-492 x 337 Lakeside 9-1937 (r)  
Bob Weed

GENERAL CONTACT:

Col. Howard Bresce.....Melvin 199 Res. C/o Bill Holmes

CARS:

Ray Arends.....29 (r).....58  
79

LES ARENDS' HOME:

D.C. Office - Bill Pitts...CA 43-121 x 2976

SHERIFF; Ford Co.:

.....Paxton 334 (radio to party)

STATE POLICE:

.....Pontiac 5010, 5405 (radio to party)

PRESS & PUB.:

Burrell Small, Kaukaee Daily Journal

5/25/60  
H. R. H.  
C / S

May 25, 1960

TO: Bob Finch  
cc: RM  
Don Hughes

FROM: Bob Haldeman

RE: ADVANCE MEN

The purpose of this memo is to bring you up to date on the status of the new group of advance men that we have been recruiting and training on trips so far this year.

Of the 11 men that we had in the Advance Men's School in early April, seven have been in on one of the trips this year. Three more are scheduled for the Texas, North Dakota and St. Louis trips and one (Cy Laughter) has been dropped for consideration as an Advance Man.

In addition to the group who were at the School, we have added three more possibilities...all of whom have made a trip with us.

None of this group has had an opportunity as yet to make a complete Advance on his own. All of them have worked directly with me. On the forthcoming Camden trip and the British Exposition in New York, we will then use two of the Advance Men on their own.

Although it is difficult at this point to try to draw a final evaluation on the relative ability of these men, I will run through the group that we now have under consideration in order of their estimated ability at this point.

Of the total group of 13 now under consideration, we have two in whom I have complete confidence and who have apparently appeared at least satisfactory to all the rest of the group including Don Hughes, Herb Klein, Rose Woods. These two are:

John Ehrlichman - Seattle, Washington - Attorney - Age, 35 - Married - 5 children, ages 9 years thru 6 months. Recommended by Haldeman and Lois Gaunt. Went to U.C.L.A. with Haldeman, later moved to Seattle where he is currently practicing law. Has worked on Advance and trips in Milwaukee, San Francisco and Stockton. Also worked in Indiana on the Primary campaign. Available for whatever period needed as a Volunteer. Will take leave of absence from law firm in which he is a partner. Has worked in Seattle area and around state of Washington in Congressional political campaigns and in local suburban politics. Served 2-1/2 years in Air Force from 1943 to 1945.

May 25, 1960

Tom Pennell - Potomac, Maryland - Presently employed with Conwell in Washington, D. C. - Age, 38 - Married - 2 children, ages 11 and 8. Recommended by Herb Klein - was neighbor of Herb's in LaJolla from 1951 through 1957. Graduate of U.S. Naval Academy. Served in Navy from 1946 to 1949 and again from 1951 to 1953. Worked on Advance and trip to Detroit. Is available on leave of absence basis from Conwell without salary for whatever period is required during the campaign. Has been active in civic and local political efforts in LaJolla, California.

The next three in order of apparent ability, have made trips with us, and seem to be competent, but would still require some further training and help before being turned out on their own, as contrasted to Pennell and Mittleman, who I believe are ready to go now.

James Murphy - Rockville Center, New York - Currently with V. S. Dredging Corporation and Gallagher Bros. Sand & Gravel Corporation - Engaged in distribution of sand and gravel and in dredging. This is a family business - Age 31 - Bachelor. Recommended by Len Hall who knows Murphy and family well. Graduate of V. S. Military Academy. Served in the Army from 1955 to 1958. Worked on the Advance and the trip in up-state New York including Syracuse, Auburn and Buffalo. Available for any amount of time needed; on leave of absence from his company with no salary. Has worked in local Nassau County politics.

Richard Miller - Los Angeles, California. Age, 34 - Married, no children. Recommended by Baldwin and Lois Gault. Went to U.C.L.A. with Baldwin. Served in the U. S. Merchant Marine as Naval Reserve Ensign from 1944 to 1946. Worked on the Advance and Trip in San Francisco for the Candlerick Park opening trip. Available on leave of absence basis with no salary. Has worked in local political activities, primarily through Young Republicans. Is in the investment business - Revel Miller & Company, a family company.

Robert Ordan - Spokane, Washington. Age, 37 - Married, 3 children, ages 4 through 1. Attorney and Vice President of R. J. Martin Insurance and Mortgage Company, Family business. Recommended by Pete Flanigan and Charlie McWhorter. Charlie knows him through Young Republican activities and Pete through Youth for Eisenhower work in New York. Graduate of Harvard College, Harvard Business School and Yale Law School. Served as pilot in Army Air Corps from 1943 through 1945. Worked on the Advance trip into Melvin, Illinois. Available on leave of absence from his firm with no salary for whatever time necessary. Has worked in a number of different political activities including New York State Youth for Eisenhower; very active in Y.R.C. Is presently Nixon for President chairman in Spokane.

May 25, 1960

and as Minority Leader. Is currently Westchester County Supervisor and Treasurer of the Republican Party in Yonkers.

Red Harding - Dedham, Massachusetts - Is currently affiliated with two businesses, a photographic company in Brookline, Massachusetts and a manufacturing company making pumps in New Bedford, Massachusetts. Age, 37 - Married with 5 children, ages 13 through 3. Recommended by Bill Saltonstall, Charles Barber Jr. Graduate of Harvard University. Served in the Navy from 1941 to 1943. Worked on the Advance for the Polish Celebration in Chicago. Has currently taken leave from both of his companies in Massachusetts to work here in Washington for Pete Flanagan, handling the mailing list operation for Nixon Volunteers. Will be available as an Advance Man for whatever time needed, at no pay.

The final three names on the present Prospect List are three fellows who have not yet done an Advance trip with us, all of whom will be doing one within the next month. They are:

Stan Kottbridge - Los Angeles, California - Presently with Keryon & Eckhardt Advertising Agency. Age - 33 - Bachelor - Recommended by Charles Kotharber. Graduate of University of California at Berkeley. Served in the Navy from 1945 to 1946. Has not yet made an Advance. Is available on a leave of absence basis from his agency at no cost. Has been very active in Young Republican activities in both Northern and Southern California. Worked with our group at the 1956 Convention in staging demonstrations, etc. Was originally considered as an Advance Man 1956 but to my knowledge, did not actually make any trips.

Fred Dixon - Washington, D. C. - Presently employed by Polger, Nolan, Plandig, Hibbs investment banking concern - Age, 38 - Bachelor - Recommended by Charles Kotharber. Graduate of the University of Colorado and Wharton in Philadelphia. Served in the Army from 1943 to 1945. Has not yet made an Advance with us. Is available on a leave of absence from present employer at no cost to us. Political experience includes a large amount of Young Republican activity and participation in Republican organization in District of Columbia.

Alex Treffoy - Oakland, California - Presently with Kaiser Industries. Age - 38 - Married - Recommended by Herb Klein. Probably available on leave of absence basis. At this time I do not have complete data on Treffoy.

This completes the list of 13 now under consideration. I think that from this group we will have an adequate number and quality of Advance Men if the campaign operation is to be run as presently con-

Bob Finch

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Advance Men

May 25, 1960

templated. I do, however, feel it would be wise to keep our eye open for additional prospects and try to train and have available several more men in reserve.

Cy Laughter who was recommended by Don Hughes, has been dropped from consideration as an Advance Man because I understand he will be utilized by the Sports Committee and will not be available to us for Advance work.

In addition to the 13 listed above, I have screened, and in many cases talked with, another 35 to 40 possibilities but I feel this group represents the best that is available and do not feel that any of the rest should be considered at this time.

D R A F T

5/26/60  
H. R. H.  
C // S

May 26, 1960

TO:

FROM: H. R. Haldeman

RE: Rally Organization for Campaign

We have given considerable thought and have had numerous discussions on the subject of setting up a Rally Organization of some sort through Nixon Volunteers to work in the forthcoming campaign on the building of crowds and color into appearances of the Presidential and Vice Presidential candidates as well as for general Rally purposes for the Volunteer clubs.

Out of this discussion has come a plan which I would like to outline in this memorandum for approval of all concerned and then put it into effect.

This plan relates only to the organization to be used in connection with appearances of the Presidential candidate.

Background: In the '52 and '56 campaigns or at least in '56 with which I was familiar, the Citizens for Eisenhower bandwagons fell far short of the potential they might have achieved in helping with Nixon appearances, at least, because of the fact that the bandwagon had trouble arriving in the city on time and the cumbersome nature of the big van made it very difficult to get the unit from place to place throughout its territory during the campaign period. It is, however, I think, very desirable to have available to us, the kind of people and equipment for building crowds and firing up rallies that the bandwagon provided.

Also, I feel that the group of Advance Men that we will be using during the campaign will not be sufficient in number to make it possible to keep them in an area for an extended period of time prior to the candidate's appearance. However, these appearances will be so important that I think it is desirable that some means be provided for our having one of our representatives on the ground for an extended period of time prior to the party's arrival.

I believe that the plan outlined below may accomplish both of these goals and do it very effectively.

Recommendation: I recommend that we set up a group within Nixon Volunteers of young, enthusiastic and well-trained people whose function it will be to serve as a Rally Organization in connection with Nixon appearances.

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Campaign Rally Organization

The general procedure would be that the Advance Man would go into a town two weeks prior to the scheduled appearance for his initial advance and set up the overall plan for the visit. He would return to the City one week prior to the visit and take with him at that time, one of the members of the Rally Group who would then remain in the City from that point on through the visit.

The Rally Group member would not function as an Advance Man nor serve as a personal representative of the Vice President but would rather be a staff member of Nixon Volunteers who they made available to the local committee to aid in the planning of the event and in developing a good crowd and adding color and excitement wherever possible.

He would serve the secondary function, however, of being the Advance Man's on-the-spot contact during the week preceding the event and keeping tab on the activities and plans of the local committee as related to the over-all event.

In order to provide the materials in the way of signs, car decorations, costumes for groups of young girls, etc., we would prepare in advance, a number of Nixon Rally kits which would be warehoused at two or three strategic spots around the country. The Rally man would then order out a kit as soon as he had sized up the local situation that would be suitable for this particular appearance and would proceed to distribute the materials and get them used as effectively as possible.

He would also take on the responsibility of working with the local committee on setting up telephone squads, etc., to assure maximum attendance. He would, of course, not concern himself with the political plans of the visit, with the Vice President's schedule or with any of the basic arrangements which fall into the area of the Advance Man's responsibility.

Advantages: This system would have a number of advantages over anything we have done in the past or over the bandwagon operation. Many of them are of course, self-evident. The primary advantage would be that this group would greatly augment in quantity, the Advance Men, and would enable us to use a number of people who have volunteered their services for the campaign and who would be well-suited to this kind of work, even though they are not sufficiently suitable as Advance Men. The advantage of having one of our own people on the ground for the week preceding the event is obvious. However, with the number of Advance Men we have been able to recruit and train so far, it will be impossible to keep an Advance Man in any given area for any length of time. This supplementary group would solve this problem.

Because the members of this group are working for Nixon Volunteers which is not directly connected with the Vice President's staff,

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Campaign Rally Organization

the problem of responsibility for actions or mistakes of the individual is much more easily handled. Also, because the individual is not representing the Vice President, he can avoid becoming involved in any political problems which might arise in the area prior to the visit. These, of course, would all be referred to the Advance Man or to the Washington office. He would, however, be on the scene and be aware of these things as they did come up and could report them to us promptly.

Implementation: I think we need a group of 20 to 25 people for this operation with a full-time director of this activity based in Washington.

We have a number of prospects now on hand, and I don't think it would be too difficult to fill out the list. It is my feeling that every stop ought to be set up in the manner outlined above, whether major or minor. If it's only a brief stop in the city, it's even more important that a large crowd be turned out and that maximum use of the limited time be made. Since each week of campaigning will have an estimated 12 to 20 appearances, a group of 20 to 25 people will be adequate to cover all of them. Those who are not directly needed in this activity at any given point, can, of course, work on similar projects for the Vice Presidential candidate or for Rally activities for various Nixon clubs.

In most cases, I think the personnel can be recruited from Volunteers and I don't think we will have to pay salaries to any of them. We will, of course, have to assume expenses for this group.

~~XXXXXXXXXX~~

One of the important features of this, in my opinion, is that it would be closely coordinated with and directed by the Advance Men rather than by the Volunteer organization. I don't see this is any problem, and I think that this will be a feature that will make the whole operation far more effective than the bandwagon was.

If this general idea meets the approval of those concerned, I would strongly urge that we start immediately to recruit and train the Rally group. We already have a good prospect as man to head up this operation in the person of John Neidecker who was the director of the Bandwagon in the Mid-west in 1956. He is currently with Cities Service and is available to us on loan from them for the period of the campaign. I think we should bring him down immediately and have him start to work on getting this project set up and the procedures and plans outlined. I would like to work very closely with him in the recruiting and training of his personnel so that they clearly understand their relationship with the Advance Man and the rest of the campaign organization.

May 27, 1960

Mr. James F. Murphy Jr.  
Gallagher Bros. Sand & Gravel Corp.  
39 Broadway  
New York 6, New York

Dear Mr. Murphy:

In Bob's absence I am enclosing with this letter a check payable to you in the amount of \$84.34 to cover expenses incurred by you on the recent New York State Advance trip.

Sincerely,

Christine F. O'Polka  
Secretary to H. R. Haldeman

c/  
Encl.

May 27, 1960

The MacMillan Company  
60 Fifth Avenue  
New York 11, New York

Gentlemen:

I am enclosing my check in the amount of \$3.31 in payment of the book "Let's Go Into Politics". Sorry for the delay but I had apparently mislaid the first statement.

I have been trying to obtain a copy of Stefan Lorant's book entitled "The Presidency" which was published by you in 1953. We have been informed that it is out of print, and we have been unable to obtain a second-hand copy of it any place. Would it be possible to obtain a copy directly from you. We would appreciate your advising if this is possible.

Sincerely,

H. R. Haldeman

HRH:efo  
Encl.

5/31/60  
H12/H  
2/S

May 31, 1960

TO: Advance Men

FROM: H. R. Haldeman

RE: REPUBLICAN NATIONAL CONVENTION - JULY 25

Most of you have indicated an interest or at least a question regarding participation in the forthcoming Republican National Convention in Chicago on July 25th.

As you can readily understand, the staff of the Vice President will be very limited at the Convention. Other than the few people necessary to handle press contact and actual office operations, the general arrangements and activities at the Convention will be in the hands of the National Committee.

We therefore will not be planning to bring a large group into Chicago either prior to or during the Convention. We may, however, be able to make arrangements for Hotel space and admission to the Convention sessions for you on the basis of your coming as an observer and at your own expense.

If you do want a hotel room and admission to the sessions, would you please let me know before June 8th and we will do our best to fix you up. The specific plans for activity immediately after the Convention and on through the campaign period are not yet set, but I will advise you as soon as we have something definite.

Best regards.

*[Handwritten signature]*

5/3/87  
RTP  
C/O  
~~CONFIDENTIAL~~

DETERMINED TO BE AN  
ADMINISTRATIVE MARKING  
E.O. 12356, Section 1.1  
By RTP WARS, Date 4/10/87

TO: Advance Men  
FROM: Bob Haldeman  
RE: NEW YORK TRIP

In order to keep you posted on current activities and to evaluate the appearances the Vice President is making now in terms of Advance Man procedure, I am sending you a copy of the Vice President's schedule for the New York trip, together with a fairly detailed critique of the Advance arrangement and actual operation on this trip. Any thoughts that occur to you as a result of reviewing this, will of course, be welcome.

The trip over all was a great success and we had good crowds and enthusiastic ones at all the stops. It is important, however, to try to improve each of these operations as we go along and this evaluation should aid in doing so.

Best regards.

NEW YORK TRIP - May 17, 18th

Background & Critique

BACKGROUND:

This trip was advanced by Jim Murphy and Bob Haldeman and because of the need for very careful planning of the over-all schedule, several advance trips were made.

On April 16, Haldeman had a meeting in Buffalo with local political leaders to go over the general plan for activities in Buffalo, which at that time, was the only stop planned on the schedule. Later the John Taber Dinner was accepted for the night before the planned stop in Buffalo and this necessitated landing the airplane in Syracuse to drive to Auburn for the Taber Dinner which then added Syracuse activities to the schedule.

The detailed advance was made on May 4th, 5th and 6th by Haldeman and Murphy with stops in all three cities - Auburn, Syracuse and Buffalo.

Syracuse and Buffalo were also re-advanced on May 11th and 12th and again on May 16th and the morning of the 17th.

The critique that follows is developed for the purpose of trying to take advantage of the things we learned on this trip....both favorable and unfavorable so that we can capitalize on the good points and correct the bad ones.

CRITIQUE

Airport Arrival - Syracuse: Location of parking spot for plane and gathering of crowd was not good. The crowd was put in a large field just adjacent to the Airport terminal area and consequently, although there was a substantial turnout it did not look like a big crowd (or at least as big a crowd as it might have) because of the size of the field in which they were standing and the opportunity they had to string themselves along quite a lengthy fence instead of being concentrated in a smaller area. This would have been much better if the people had been concentrated in a smaller lawn area within the Terminal grounds itself and could have been handled just as well at that point.

The greeting committee was too large. There were probably 40 or 50 people on the field after the plane stopped in addition to the Press. From now on, it should be clearly determined who is to form the official greeting committee and they should be lined up in a pre-determined order at the foot of the plane rather than allowing a huge crowd just to descend on the party as they disembark. If the greeting committee is lined up in a straight line extending from the bottom of the ramp over towards the platform or the general gathering of the crowd and is instructed to stay that way so the Vice President and Mrs. Nixon can pass along the line, greeting each of them, the photographers will have a much better opportunity to get pictures and there will be a great deal less confusion. Also, people will be able to see the Nixons better at all times under this kind of a setup. The Press should be admitted to the reception area, of course, but there should be some control of what Press is let out into this area by a local committee member who can identify working press. Then the press should be instructed to stand to one side so that there is an open area for the receiving line, through which the Nixons will pass.

The Advance Man, while he is on the ground prior to the arrival, should get this greeting committee lined up in proper order just inside the fence and as soon as the plane has come to a stop, and the propellers have stopped, he should lead the group out and line them up in position. After they're lined up, the Press should be brought out and asked to stand over to the other side so there's a good clear aisle down the middle. As soon as the Nixons have proceeded down the greeting line and the Press have had an opportunity to get the pictures they want, the Chairman of the greeting group should escort the Nixons to the platform, if there is one (which there was in Syracuse), and introduce Mrs. Nixon and then the Vice President who will greet the crowd. After the Vice President's greetings he will usually want to walk along the fence and shake hands with the group that has assembled before getting into the car.

The platform itself was good here. It was a very small wooden stand with some steps going up to it and the mike was up on top of it. There was a good speaker system and I think that that part of the arrangements was worked out very well.

The location of the motorcade and the car lineup was not good. From now on, the cars must be lined up in the actual order in which they are going to move out and it's worth taking considerable time and effort to determine the best location of the motorcade so the cars can be lined up in proper order. In this case, the staff and press cars were in one line and the Vice President's car and the Secret Service follow-up car were lined up parallel to them. This resulted in the second line having to swing in behind the follow-up car and of course, other cars had an opportunity to cut in at this point. Special attention should be given to the motorcade location and lineup so that there is no opportunity for cars that don't belong in the motorcade to cut in as it moves out.

It's also important to have the motorcade lined up in such a way that the official party does not have to walk through the crowd in order to get to the cars.

Baggage handling arrangements worked out very well. A baggage truck was on hand and went directly to the plane as soon as the party disembarked and then was sent direct to the Hotel while the rest of the party went on to Auburn.

Airport Arrival - Buffalo: When we landed at the Buffalo Airport, we discovered that instead of a small platform for the Vice President to stand on to speak briefly to the crowd, the local people had arranged for him to use the landing stairs provided by Capital Airlines. This would have resulted in the Vice President being about 8 to 10 feet off the ground way up over the heads of the crowd and looking down on them like Mussolini from a balcony. We had to remove this stairway quickly and pull up a little baggage truck for him to stand on. It should be emphasized that any platform or area on which the Vice President is to stand should not be more than 2 to 4 feet off the ground. It should be up as close to the fence where the crowd is gathered as possible. The informality of using one of the little baggage trucks that are available in considerable quantity around all airports is good and this is probably the best way to handle the platform situation in most airports.

Motorcade - Motorcade from Syracuse to Auburn and back to Syracuse for overnight was handled by the Auburn people and we ran into some problems because we did not have direct enough control of the drivers and the overall motorcade lineup. This was because the drivers and cars came from Auburn which is some 26 miles away from Syracuse and there was not sufficient opportunity to brief the drivers on the operation of the motorcade. Also, for some political reasons, the Sheriff's Department got involved at the last minute and a number of changes were introduced that none of us were aware of until they actually happened.

One of the problems was that the drivers were not in their cars at the wheel with the motor running at the proper time. From now on,

emphasize that the drivers of the cars are not to be out watching the activities, but are to be sitting in the cars, ready to go with their motors running, as soon as the plane lands. This is extremely important because it is sometimes necessary to make some shifts in motorcade locations, and so on, at the last minute. The problem here in Syracuse was that we couldn't make these shifts because the drivers were not at the cars. The details on motorcade instructions in the Advance Man's Manual should be carefully reviewed and all of them followed out from here on. We are having prepared some printed numbers to go in the windows of each car, and from now on we will number all of the cars in the official motorcade starting with the Vice President's car as No. 1, Secret Service follow-up car as No. 2 and then the balance of the cars marked in sequence. We will use Car No. 3 for Nixon's staff; Cars No. 4, 5 and 6 and however many more we need, will be for the traveling press. Then, if an additional staff car is needed, it will be at the end. Car No. 3 should just have a number in the window. Cars 4, 5 and 6 and so on for the Press should have the number and the word "Press" in the window. We are having some signs printed up saying "Press" for this purpose.

From now on, we will make it clear to the members of the traveling party what car number they are to get into so that there will be no confusion on location of people within the motorcade. This was a problem that arose at several points during the New York trip. By having the cars numbered, we can also be sure they are lined up in proper order at all stops along the way.

One major revision in motorcade procedure...from now on, we will not use a lead car for any motorcade. If there is to be an escort of motorcycle police they should have sufficient motorcycles to insure that intersections are covered for the full length of the motorcade.....not just long enough to let the head car go through.

As far as the lead car is concerned, the local police generally seem to want to use one. However, this creates considerable confusion because the people along the route think the lead car is the one in which the Vice President is riding. By the time they realize it isn't and start to look for him in the other cars, he's gotten by them and they don't get a chance to see him. In order to eliminate this confusion, the first car in the lineup will be the Vice President's car. There will not be a lead car ahead of him. It will still be satisfactory and actually desirable, to have a police car at the end of the motorcade to make sure that the lineup stays intact and that there is no cutting in of other cars or one of our cars doesn't get left behind.

The normal procedure for a motorcade will be similar to that used by funeral processions in most areas...that is, as we approach an intersection that is controlled by a traffic signal, if the signal is red, the motorcade will stop and wait til the light changes to green. If the signal is green when the No. 1 car

approaches the intersection, it will proceed through. There then should be an officer, either motorcycle or on foot, in the intersection, to make sure that the entire motorcade is able to proceed through the intersection safely, even if the light turns red before the last car is cleared. Thus it's necessary that the intersection be manned until the final car in the motorcade has cleared the intersection. Then the motorcycle officer, if we're using motorcycles, can proceed to the next intersection but he should not just swing into the intersection and signal the traffic to stop and then cruise on, leaving the cars to get through as best they can. This is extremely important and must be emphasized both to the local Secret Service personnel and to the police.

It will probably be easier to do this if the Advance Man arranges to meet with the police chief and the Secret Service Agent who is handling the Advance arrangements during the initial Advance. This is a revision of earlier instructions to some extent, in that normally we do not get involved with police arrangements, but I think it's important that the Advance Men explain, in the presence of the Secret Service of course, to the police - the purpose of a motorcade escort which is solely to assure that the motorcade stays together and proceeds safely. It is not for the protection of the Vice President and the occupants of the No. 1 car.

Under this type of an escort, there is, of course, no need for sirens because the intersections don't need to be cleared. In other words, we wait until the light changes to green before we go through with the No. 1 car and once we have started through, the officer in the intersection holds approaching traffic until the entire motorcade has gotten through.

There is still some problem in driver instruction, in that many of the drivers were older than they should have been and they had not been sufficiently well instructed in their duties, so that they knew they were to stick to driving the car and not to engage the traveling party in conversation.

The new arrangement eliminating a police lead car puts a premium, of course, on the selection of a driver for the Vice President's car since he will be in virtual complete control of the motorcade as far as route and speed are concerned. It's absolutely essential that this driver be someone who is thoroughly familiar with the local area and who has carefully dry-run the route several times and he should do this for a final time just before the arrival of the party so he is familiar with all road conditions, and so forth on the route at that time. You should work out with him, the speed at which the motorcade will travel on the various segments of the route and he should understand that instructions may be given to him by the traveling Secret Service agent riding in the No. 1 car, to speed up or slow down the Motorcade and he should be prepared to do so. If there is a motorcycle escort, they should take their directions on speed from the driver of the No. 1 car merely by observing the speed he's traveling and gearing their plans accordingly.

After the motorcade arrives at its destination and the party has disembarked, the cars should be parked in the proper order so that the motorcade is ready to move out without any juggling of cars. This was not done on the New York trip and created considerable confusion and required the expenditure of a lot of time trying to get the cars ready to go out.

We ran into a number of problems of local Sheriffs, etc., getting into the motorcade act and this again emphasizes the need for carefully and specifically working out the details of the motorcade with the motorcade chairmen, the drivers, Secret Service and the police, so that they all understand which cars and which people are to be in the motorcade and make sure it is restricted to those cars and people.

Hotel Accommodations - In Auburn we ran into some Hotel problems which probably couldn't have been avoided due to the nature of the Hotel itself. They did not have a suite which could be used by the Vice President and Mrs. Nixon; therefore they had to use two bedrooms which did not connect. We were only there for a short time prior to the dinner, but this was not a satisfactory arrangement. Also, the rooms assigned to staff and press, to get cleaned up and for working area, were not adequate and were not clearly identified in advance so that the staff and press knew where to go when they arrived at the Hotel.

From now on, at all stops in hotels where we are not staying overnight but merely going in for a period of time prior to an event, it will be necessary to have, if at all possible, a suite with living room and two bedrooms for the Vice President and an adjacent room for the travelling Secret Service, five rooms for the travelling staff all in the same area, and if possible, adjacent or in a row from the Vice President's suite. These should be identified as rooms for (1) Klein (2) Finch (3) Hughes (4) Woods and (5) Office. There may be changes in this lineup on specific trips and if so, you will be notified.

In addition to these rooms, for the Nixons and staff, there must be an adequate work room for the press with table and sufficient chairs on another floor in the Hotel. This room should be available to the traveling press for the entire period of the stop. In other words, it should be open and available on arrival and the press should have access to this room during all the time the party is at this hotel. Adjacent to the press workroom should be two bedrooms available for the press as a place to refresh themselves and get cleaned up. These arrangements are, of course, in hotels where we are not staying overnight. The arrangements for overnight stops are the same as covered in the Advance Man instructions.

It is important that the specific rooms be assigned in advance of the arrival and that a room list be prepared by the Hotel with enough copies so that one can be given to each of the following: Rose Woods, Herb Klein, Don Hughes, one of the traveling Secret Service Agents and the Advance Man. This includes the room numbers for both the staff and the press.

On non-overnight hotel stops, the keys should be in the doors of all the rooms being used by the party, both press and staff, so that everyone can go in immediately upon arrival. This was not done on this trip because the hotels resisted putting the keys in the doors. It must be made clear to them that this is our standard procedure and it is essential that it be followed. Otherwise there is terrific confusion trying to get the keys or get the doors open. The key should be in the door on arrival and be left in the door during the time we are there unless one of the rooms has to be locked by its occupant for some particular reason.

The Auburn Inn did not have the proper facilities to make the above arrangements and since the elevator was not adequate, we had to put everybody on the same floor, press, the Vice President's party, the room for the press conference, local dignitaries, etc. This was not satisfactory but it was unavoidable in this particular instance. Any possible way of avoiding this in the future should be considered.

The room in the hotel in Auburn for the press conference was very inadequate. It was too small and also had no ventilation. Consequently, it was extremely hot. There may not have been any other room available but it would probably have been preferable in this case to have held the press conference at the end of the hall in a secured area rather than to cram everyone into this room.

There was also, as there is in many stops, insufficient briefing of local security officers on identification of press and staff personnel.

It is essential to have an IBM typewriter on a stand in the office at all hotel stops whether or not they are for overnight. Even if the stop is only a brief one, as far as the party is concerned, it may be necessary for Miss Woods to remain in the office during the actual event and a typewriter should be provided at every stop.

Meeting - Auburn - The meeting at Auburn was not supposed to be preceded by any reception. But at the last minute the County Chairman who was also Chairman of the dinner, worked in a stop-by with a group of other County Chairmen for the purpose of taking pictures and then a sort of head-table reception. This was considerably different than the advance arrangements and it is always going to be a problem trying to keep up with last-minute

changes. This emphasizes the necessity, however, of making it clear to the local Chairman, when you are in on an Advance, that the specific details of the plan and schedule as you work it out must not be changed in any respect without prior clearance with you. Otherwise, these changes create a great deal of confusion on the part of the local group as well as the traveling party. This is unnecessary and can be avoided if it is clearly understood that the schedule and route and timing are to remain as originally agreed upon unless changes are worked out with the Advance Man. In case there are any changes worked out, be sure to keep Don Hughes advised of the revisions as they occur so that he can have the Vice President and Mrs. Nixon in the proper place at the proper time with sufficient advance warning.

The meeting itself at Auburn was good in that they eliminated having a large number of speeches prior to the Vice President's speech. This is quite an accomplishment at a testimonial dinner where the program often can include four or five feature speakers in addition to the Vice President. The physical area of the ballroom and the rest of the ground floor of the hotel was not good for a banquet of this kind and on future stops an effort should be made to have the event held in a more suitable place. In this case, they oversold the dinner and this resulted in the room being so overcrowded that there was insufficient ventilation and it was most uncomfortable for those present. This should be kept in mind when selecting a site for the meeting or dinner or whatever is planned.

The dinner Chairman had not been instructed to ask the audience to remain in their places until the Vice President and his party had left the auditorium. This was an unfortunate oversight as it was very difficult to leave the hall with the crowd moving out at the same time. This instruction should be given in the future.

There was a complete breakdown in the arrangement for seating at the dinner for the Washington press. Sufficient table space had been reserved and was clearly marked by signs on the tables saying "Washington Press" but the local people disregarded these signs and seated themselves at the tables anyway so that when our press group arrived at the dinner, there were no seats for them. This resulted in a great deal of confusion and the necessity of special handling of the press and taking care of giving them dinner at another part of the hotel and getting them in for the speech afterwards. This was extremely unsatisfactory and it is going to be necessary in the future to have the local committee assign a person specifically to the sole job of staying at the tables or in the section reserved for the Washington traveling press and not letting anyone occupy the seats reserved for our press group except the members of our press group. This must be done at all stops from now on. It's become a problem at every stop and it is getting worse all the time. Please be sure

that without exception there is at every stop a specific person handling this one job. This should not be the man who is handling the overall publicity or other press arrangements because he is always getting called away. He should have a deputy who has no other assignment than to protect the seating arrangements for the traveling press. This deputy should be actually be at the location and should remain there until all the traveling press has arrived and been seated and he is sure that they are taken care of.

In reserving seats for the traveling press, reserve enough seats for all the members of the press that you've been informed are coming, plus one for Herb Klein, plus two for members of the staff who may have to sit in this section. These seats should be in addition to those that are required by the Secret Service and it is not your responsibility to worry about how many or where the Secret Service will be located.

We also ran into a problem on the tape recording of the press conference and the speech at the dinner. It must be emphasized again that the tape recording of the speeches and press conferences must be made for our purposes and turned over to the Advance Man immediately at the end of the speech. Our problem on this trip was that a tape recording was made but a number of different people wanted copies of it and there wasn't a copy available for us to take with us. We had to have it sent on later and this is not satisfactory because there is frequently a breakdown in getting the tape sent on. Therefore the local committee must be informed that, regardless of what other tape recordings are made of the meeting, they must retain someone to make a tape recording for the Vice President's Press Secretary which is to be turned over immediately at the conclusion of the speech to the Advance Man and cannot be used for any other purposes. This is extremely important and must not be overlooked in the future.

Meeting - Buffalo - At the Sales Executives Dinner in Buffalo the entrance of the head table group had been carefully worked out in advance as had the timing of the Vice President's arrival at the reception. However, the local arrangements man had neglected to pass this information on to the President of the National Sales Executives and there was, therefore, confusion about the time that the Vice President was expected to arrive at the reception. There was also a major change in the method of bringing the head table group into the ballroom.

This points up again the necessity of the Advance Man constantly checking and rechecking with the local people to be sure that the plans are going to proceed as originally arranged, or if there are any changes, that he is aware of them and has passed them on to Don Hughes immediately.

In this particular case, the arrival time at the reception problem was handled by contacting the president of the N.S.E. and explain-

ing that the Vice President was detained on official matters in his suite and would be along in a few minutes. This worked out all right.

As far as the entrance of the head table into the dinner, the revised arrangement was not a good one and at the last minute, working with the Secret Service, we changed it so that the President of NSE and the Vice President and their wives entered the hall according to the original arrangement while the balance of the head table entered according to the revised plan. This worked out very well but it could have created a serious problem if it had not been discovered and dealt with ahead of time.

Television Arrangements - While there was fairly good television coverage of some parts of this trip, the Auburn dinner was not covered by TV at all. Arrangements should have been made with the Syracuse television station or one of the TV news services to cover this dinner with sound on film for later news release if at all possible. Also, the press meeting in Auburn was not covered by television and this, of course, should have been done. The Advance Man should make sure that the local press and publicity people contact all possible television outlets to be sure that they are aware of the schedule and know that they can cover the various events. Arrangements must always be made so that the physical facilities are such that it is possible to cover the event by television.

Press Arrangements - A number of items on press arrangements have been covered above as far as the hotel and meetings are concerned. One problem that seems to be constantly recurring is that of Western Union coverage. We did contact the Western Union offices and emphasized to them the necessity for covering all stops on the schedule and so on. But there is still inadequate service from Western Union. Steps are being taken in Washington to try to correct this but the Advance Man should make sure that local Western Union office is fully informed on the details of the schedule and location of stops and they should be instructed to have all stops covered and to be prepared to service the press in the hotel press workroom at any time during the visit. Arrangements should be made for twenty-four hour service during the time we are in the area so that stories that are written late at night can be filled immediately upon completion.

On airport arrivals and in other crowded areas, the Western Union man should probably have about an eight-foot pole with a sign saying "Western Union" at the top of it that he holds when he is standing in the crowd so that the press can quickly locate him and turn their material over to him. He should also wear a Western Union badge so that he is readily identifiable by the Press and he should make himself known to Herb Klein immediately upon arrival of the party at any particular location. He should

be available in the press section at the meeting, near the press area at the dinners, and in the press workroom at the hotel.

General Security Arrangements - We ran into several problems in connection with the local security people. These result from an understandable overzealousness on the part of local police and detectives to make sure that all security precautions are properly carried out. This can be, of course, carried too far and if it is, it creates some problems which could be avoided.

One situation that arose was that, in admitting members of the press to the room in Auburn where the press conference was to be held, the detectives insisted on searching their typewriter cases (to be sure that they weren't smuggling any contraband into the room, apparently). It should be made clear to security officers that it's not necessary to search people but merely to check credentials of some sort to be sure that they are authorized to enter the room for the press conference. In this connection it is all right to use a plain-clothes detective at the door to the press conference to aid in checking people in. But there must also be a local press chairman who is at the door and can identify people and clear them in. They don't always have the necessary credentials, at least to the police department's satisfaction; but it is important all unauthorized people be kept out of the press conference. The problem here, though, is that someone with some judgment and discretion should be at the door to clear people who arrive at the last minute without proper identification.

Another situation arose with the detective who was assigned to secure the Vice President's room at the Auburn Hotel. When the party arrived he would not permit the Advance Man to open the door to the room to let the Vice President in, even though the Vice President and Mrs. Nixon were standing immediately behind the Advance Man. Local security personnel should be advised by the Secret Service that the identification badge worn by members of the Vice President's staff entitled them to access to any area at any time regardless of the security arrangements covering that area. This is extremely important so that we can avoid delays and embarrassment in moving from one place to another. The Secret Service should have a meeting with the police, which they generally do, and at that time should show them the identification button currently being worn by staff members so that they understand that anyone with that badge on is a member of the staff and thus has access to all areas.

On the arrival in Buffalo and especially the drive through the downtown area to the meeting place at the Lafayette Hotel, there were quite a large number of police officers manning the various intersections the motorcade was to pass through. They had parked their motorcycles at the corner and then stood in the intersection to clear traffic as the motorcade arrived. This

has a secondary advantage in that, especially in a downtown area, the presence of the policeman at the intersection and his explanation of his presence to passers-by that he is handling traffic for the Vice President's motorcade, will result in people waiting on the sidewalk to watch the motorcade pass by and this, of course, is good.

The same old problem of too many police, especially uniformed police, kept occurring during this trip. This is a hard one to lick but we should keep working at it and it should be very carefully and thoroughly covered during the initial advance and strongly emphasized to the Secret Service as well as to the police in your meeting with them. There is no need for uniform policemen to move along with the Vice President nor is there any need for a large number of detectives to move along with the Vice President through the crowd. Local security personnel should be informed that their job is primarily one of crowd control and that the Vice President prefers to have freedom of movement around the area and that we are especially anxious not to have a large uniformed body guard around the Vice President.

We also had the problem in Buffalo of the local police camping in the hotel room adjacent to the Vice President's suite which had been reserved for the Secret Service. It must be made clear that the room reserved for the Secret Service in a hotel whether for a short stop or overnight is strictly for the use of the two agents traveling with the Vice President. If any hotel arrangements or accommodations are to be made for other security personnel they are to be in an area of the hotel completely removed from that occupied by the Vice President's party.

There were also a number of plain-clothes detectives and uniformed police standing around in the halls of the hotel at most of the stops. This should be avoided too. There is no need for anyone other than one man to cover the checkpoint in the hotel corridor. A group of people standing around creates a bad impression and they make a lot of noise which makes it difficult to work in the area.

Advance Man Procedure During Visit - It should be emphasized again that the Advance Man's job is to be ahead of the party upon its arrival at each stop during the visit. In other words, once the Vice President is on the ground at the airport and the ceremonies there are under way, the Advance Man should get in the car he has arranged for this purpose and proceed to the next stop to be sure that everything is in readiness for the Vice President's arrival. It is not necessary for the Advance Man to proceed with the Vice President and his party during the various points in the visit with rare exceptions. On the contrary, it is important that there not be a lot of people around the Vice President making it look as if he were carrying a huge crew with him.

The Advance Man should use any time that he has available during the actual visit to re-check all details of motorcade lineup and other arrangements to be sure that everything is going to proceed smoothly and to make sure that all arrangements are confirmed with the people on the ground who will be carrying them out.

NEW YORK - May 17, 18

C O P Y

The Vice President and Mrs. Nixon's Schedule

Tuesday, May 17, 1960

SYRACUSE, NEW YORK

2:30 p.m.	Both	Depart Capitol with Mrs. Nixon for Washington National Airport
2:50 p.m.	Both	Arrive Hanger #8, next to Butler Aviation for United Air Lines Charter
3:00 p.m.	Both	Takeoff on United Air Lines Charter for Syracuse, New York
5:00 p.m.	Both	Arrive Syracuse Airport, Municipal Terminal - brief reception Congressman Taber (and possibly Mrs.) to ride with you to Auburn
5:20 p.m.	Both	Depart Airport for Auburn by motorcade
6:30 p.m.	Both	Arrive Auburn Inn
	RN	Meet Press
	PN	Proceed to Suite
6:45 p.m.	RN	Proceed to Suite
7:15 p.m.	Both	Depart suite for ballroom - JOHN TABER TESTIMONIAL DINNER (approximately 1000 guests) - no reception - business suit -- (dinner in progress since 7:00 p.m.)
	Both	Head table group enters Invocation <u>National Anthem</u>
8:30 p.m.	Both	Program Begins Charles Cusick, M.C. (Auburn attorney) Introductions of head table and distinguished guests Presentations to Mrs. Taber and Mrs. Nixon Presentation to Congressman Taber and acknowledgments by him INTRODUCTION OF THE VICE PRESIDENT by Cusick Presentation of Eisenhower painting by the Vice President to Congressman Taber BRIEF REMARKS BY THE VICE PRESIDENT
10:00 p.m.	Both	Dinner over -- Depart Auburn for Syracuse
10:45 p.m.	Both	Arrive Syracuse Hotel, Syracuse - proceed to suite

The Vice President and Mrs. Nixon's Schedule

Wednesday, May 18, 1960 -- SYRACUSE AND BUFFALO, NEW YORK

7:55 a.m.	RN	Steve Rogers will arrive to escort you to Breakfast. He is Publisher of the Syracuse HERALD JOURNAL.
8:00 a.m.	RN	Breakfast with Casey Jones Group and Syracuse Press Club (Steven Rogers host). Q&A from the floor from members of Syracuse Press Club-- Persian Terrace of the Hotel Syracuse.
8:20 a.m.	PN	Mrs. Norma Stone, Vice Chairman of County Republican Women will arrive to escort Mrs. Nixon to her reception
8:30 a.m.	PN	Guest of County Republican Women for coffee and donuts (Mrs. Stone hostess) -- Onondaga Hotel (one block travel) Return to Suite after reception
9:30 a.m.	RN	Q & A Over - return to suite
10:15 a.m.	Both	Depart for Airport
10:45 a.m.	Both	Take off for Buffalo
11:30 a.m.	Both	Arrive Buffalo - Airport reception
11:45 a.m.	Both	Depart Airport - Senator Cooke, County Chairman to ride with you.
12:15 p.m.	Both	Arrive Lafayette Hotel
12:30 p.m.	Both	Party workers reception at Hotel -- Buffet luncheon and reception -- large crowd -- reception line RN & PN only
2:30 p.m.	Both	Reception over -- proceed to suite in Lafayette Hotel
2:50 p.m.	RN	Depart for AME Zion Conference, Memorial Aud.
3:00 p.m.	RN	Greet AME Zion Conference
3:30 p.m.	RN	Depart AME Zion Conference for Hotel Statler PN to join you after conference
4:00 p.m.	RN	Press Conference in Statler Hotel
	PN	Meet ladies of press in suite
4:45 p.m.	Both	In Suite for Staff work

The Vice President and Mrs. Nixon's Schedule

6:45 p.m.	Both	Reception of National Sales Executives -- in progress since 6:00 p.m. (approximately 250 guests) BLACK TIE
7:15 p.m.	Both	The Head Table proceeds to National Sales Executives Dinner (1600 guests approximately)
8:45 p.m.	Both	Program begins Introductions and induction of new officers
9:00 p.m.	RN	THE VICE PRESIDENT SPEAKS
9:30 p.m.	Both	Dinner over
9:45 p.m.	Both	Depart Hotel for Airport
10:15 p.m.	Both	Takeoff for Washington
12:30 a.m.	Both	Arrive Washington National Airport - Hanger #8 next to Butler Aviation on United Air Lines Charter.