Richard Nixon Presidential Library
White House Special Files Collection
Folder List

Box Number	Folder Number	Document Date	Document Type	Document Description
53	7	10/24/1962	Memo	To all staff- state headquarters, from Bob Haldeman. RE: Office hours. Seven additional copies attached. 1 pg
53	7	10/22/1962	Memo	To staff, from Bob Haldeman, RE: Keeping telephone charges to a minimum.One additional copy in folder. 1 pg
53	7	10/22/1962	Memo	To staff, from Bob Haldeman, RE: Keeping telephone charges to a minimum. Not scanned
53	7	n.d.	Memo	Nixon for Governor Southern California staff list. 2 pgs
53	7	n.d.	Memo	Nixon For Governor Committee. 3 pgs
53	7	10/01/1962	Memo	To staff, from Bob Haldeman. RE: Answering phones with "Win With Nixon." 1 pg

Box Number	Folder Number	Document Date	Document Type	Document Description
53	7	n.d.	Memo	State Headquarters Building staff list. 2 pgs
53	7	n.d.	Memo	Southern California Headquarters staff list. Attached to previous. 1 pg
53	7	n.d.	Memo	Coast Federal Building staff list. Attached to previous. 1 pg
53	7	08/27/1962	Memo	About conveying messages to the RN for Governor campaign while traveliing. 1 pg
53	7	08/18/1962	Memo	To Grassmuch, Hess, Hunter, Klein, Moscow, Reynolds and Younger, from Bob Haldeman. RE: reference of Pat Brown as "Mr. Brown." 1pg
53	7	08/14/1962	Memo	To Bob Haldeman, from RN. RE: not calling Pat Brown, "Pat Brown." Attached to previous. 1 pg
53	7	08/21/1962	Memo	To Farrington, Frey, Grassmuch, Klein, Hess, Hunter, Moscow, Quinn and Reynolds, from Bob Haldeman. RE: Putting your name on drafts to RN. 1 pg

Box Number	Folder Number	Document Date	Document Type	Document Description
53	7	08/14/1962	Memo	To staff, from Rose Mary Woods. RE:Putting your name on drafts to RN. Two additional copies attached. Attached to previous.1 pg
53	7	08/14/1962	Memo	To staff, from Rose Mary Woods. RE:Putting your name on drafts to RN. Copy. Attached to previous.Not scanned
53	7	08/14/1962	Memo	To staff, from Rose Mary Woods. RE:Putting your name on drafts to RN. Copy. Attached to previous.Not scanned
53	7	n.d.	Memo	List of headquarters staff including name, private line and home address and phone. 3 pgs
53	7	07/26/1962	Memo	To staff, from Bob Haldeman. RE: Republican Research Center. 1 pg
53	7	07/16/1962	Memo	To staff, from Bob Haldeman. RE: Handling of Candidate's Schedule. 1 pg
53	7	n.d.	Memo	Campaign Organization. List of names and their duties. 1 pg

Box Number	Folder Number	Document Date	Document Type	Document Description
53	7	n.d.	Memo	Headquarters Operations- con't. List of names and their duties. Attached to previous. 1 pg
53	7	n.d.	Memo	News Bureau. List of names and their duties. Attached to previous. 1 pg
53	7	n.d.	Memo	Campaign Organization. Handwritten. Draft of a list of staff and their duties. Attached to previous. 5 pgs
53	7	04/30/1962	Memo	To Bob Haldeman, from RN. RE: Asking for a list of staff and their duties working at headquarters. Attached to previous. 1 pg
53	7	05/22/1962	Memo	To All staff members, from Bob Haldeman. RE: Suspending campaign operations June 6-18. 1 pg
53	7	05/02/1962	Memo	To Nixon County Chairmen and Co-Chairmen, from Bob Haldeman. RE: Campaign communications. 1 pg
53	7	04/19/1962	Memo	To all headquarters personnel from Bob Haldeman. RE: Change in John Kalmbach's duties. 1 pg

Box Number	Folder Number	Document Date	Document Type	Document Description
53	7	03/07/1962	Memo	To Farrington,Jr., Henley, Kalmbach, Mail office, Moscow, Quinn, Research, Sammelman, Woods and Younger, from Bob Haldeman. RE: Handling statements, excerpts, releases etc. from RN. 2 pgs
53	7	01/24/1962	Memo	Key Campaign Staff. List of names, their titles and duties. 2 pgs
53	7	01/24/1962	Memo	Key Campaign Staff. Handwritten. List of names, their titles and duties. 3 pgs
53	7	01/25/1962	Memo	To staff, from H. R. Haldeman. RE: list of campaign staff assignments. 2 pgs
53	7	n.d.	Memo	State Campaign Staff. Handwritten. List of staff titles. 1 pg

File Copy

NIXON FOR GOVERNOR

MEMORANLUM

To: All Staff - State Headquarters

From: Bob Haldeman

Office hours are from 9:00 A.M. to 9:00 P.M. Monday through Saturday for the balance of the campaign.

These should be strictly observed by <u>everyone</u>.

If you are not at your desk before 9:00 A.M. each morning, word should be left with the Switchboard where you can be reached.

I fully recognize that almost everyone is working later than 9:00 P.M. and it is hard to get up and out early in the morning, but things are moving too fast, answers are needed too quickly, for any staff member not to be immediately available.

It is, therefore, a hard and fast rule to keep the office hours set, or to notify the Operator where you are and what time you will be in the office. This, of course, also applies to any required absences from the office between the hours of 9:00 A.M. and 9:00 P.M.

October 24, 1962

NIXON-FOR-GOVERNOR

3908 Wilshire Blvd.
Los Angeles 5

October 22, 1962

STAFF MEMORANDUM

From: Bob Haldeman

The telephone bill for the month of September was three times the amount budgeted for this purpose.

It is absolutely imperative that everyone on the staff make every possible effort to keep telephone charges to a minimum the final two weeks of the campaign.

Every $10.00 you waste talking longer than necessary on a long distance call, or making a call that could just as well be handled by letter, means a radio spot we cannot buy in the last week.

Please keep this in mind at all times. Keep your calls brief, and only make calls that are absolutely essential.

Thanks very much for your cooperation.

Bob Haldeman

INTER-OFFICE MEMORANDUM

Nixon for Governor

To: Bob Haldeman

Date: August 14, 1962

From: RN

Subject:

Distribution:

DW

Would you please see that this memorandum goes to everyone who prepares drafts for speeches, tapes, etc.

I do not want to see any drafts of statements, tapes or speeches prepared for my use where we call Brown "Pat Brown." I have mentioned this several times but it constantly appears in material presented to me for consideration.

Memo to
Hess
Hunter
Haasmuck
Klein
Reynolds
Moscow
Younger

NIXON FOR GOVERNOR
SOUTHERN CALIFORNIA

CAMPAIGN CHAIRMAN

H. C. "Chad" McClellan
P. O. Box 2176 - Terminal Annex
Los Angeles 54
(O) CA 2-5111

FINANCE CHAIRMAN

Maurice H. Stans
600 South Spring Street
13th Floor
Los Angeles 14
(O) MA 4-0111, ext. 2835

VICE CHAIRMEN

Mrs. Valley Knudsen
3034 Edgewick Road
Glendale 6
(H) CI 1-9383

Crispus A. Wright
9025 Wilshire Boulevard
Beverly Hills
(O) BR 2-0419
(H) RE 1-5778

Robert L. Minckler
3543 E. California Street
Pasadena 10
(O) MA 8-3566
(H) SY 3-1968

John H. Harriman
245 South Plymouth Boulevard
Los Angeles 4
(H) WE 3-6790

Steve Broidy
1134 Coldwater Canyon
Beverly Hills
(O) NO 2-9181

John S. Davies
Pacific Telephone
611 Wilshire, Room 1080
Los Angeles
(O) 621-1255
(H) FR 7-3777

John V. Vaughn
Dartell Laboratories
1226 South Flower Street
Los Angeles 15
(O) RI 9-7701

Robert O. Reynolds
5939 Sunset Boulevard
Hollywood 28
(O) HO 9-5341

SOUTHERN CALIFORNIA

ACTION PACKAGE:

CHAIRMAN

Mrs. Valley Knudsen
3034 Edgewick Road
Glendale 6
(H) CI 1-9383

VICE CHAIRMAN & COORDINATOR

Mrs. Henriette Cowgill
361 North Bowling Green
Los Angeles 49
(H) GR 2-2205

OPERATION TELEPHONE CHAIRMAN

Mrs. Tony Whan
3839 Los Feliz Boulevard
Los Angeles 27
(H) NO 4-6938

COFFEE HOURS CHAIRMAN

Mrs. Lawrence Frankley
400 South Burnside Drive
Los Angeles 36
(H) WE 9-3888

NIXONETTE CHAIRMAN

Mrs. Frederic Sturdy
635 Perugia Way
Los Angeles 24
(H) GR 2-3763

NIXONETTE ACCESSORIES CHAIRMAN

Mrs. Peter J. Felker, Jr.
731 Birmingham
Burbank
(H) TH 6-2327

JEWELRY CHAIRMAN

Mrs. Edward Mills
2220 Micheltorena
Los Angeles
(H) NO 1-9539

VOLUNTEER CHAIRMAN

Mrs. Harry F. Haldeman
1414 Seabright Drive
Beverly Hills
(H) CR 1-9709

HEADQUARTERS VOLUNTEERS

Mrs. Dorothy Frazier
500 South Gramercy Place
Los Angeles
(O) DU 5-9161

NIXON FOR GOVERNOR COMMITTEE

Statewide Headquarters
3908 Wilshire Boulevard
Los Angeles 5, California
DUnkirk 5-9161

Campaign Manager	H. R. "Bob" Haldeman Fred Haffner Dorothy Wright, Sec.
News Bureau	Herbert Klein Sandy Quinn Ron Ziegler Al Moscow Michael McLean Dorothy Elliott, Sec.
Schedule Office	John Ehrlichman Nick Ruwe Booth Turner Joanne Rollins, Sec. Joan Carroll, Sec.
Public Relations - Advertising	Charles Farrington Virginia Nutt, Sec.
Speakers Bureau	Mrs. Lura Eckman Charlotte Taylor, Sec.
Mr. Nixon's Office	Rose Mary Woods, Exec. Sec. Bob Hamilton, Tour Manager Marje Acker, Sec. Betty McVey, Sec. Bessie Newton, Mrs. Nixon's Schedule David Hunter, Research Stephen Hess, " Joe Agnello, Television
Win & Contact Program	Dan Waters Robert Smith Jenifer Paul, Sec. Geri Wilkins, Sec.
Campaign Production - Administration	Mrs. A. V."Sammy" Sammelman Joan Read, Assistant
Statewide Volunteers	Mrs. Harry F. (Betty) Haldeman
Finance Office 609 S. Grand Ave. Room 414 MAdison 7-2486	Louis Quinn, Asst. to M. H. Stans Sally Pennabaker Kathy O'Brien

Mail Office 315 W. Ninth Street MAdison 7-1676	Loie Gaunt Marilyn Matthews, Assistant Chuck Brammer Tracy Brown Claire Poole Betty Proffit

Southern California Headquarters
3950 Wilshire Boulevard

So. Calif. Campaign Manager	Herbert W. Kalmbach Jane Dannenhauer, Sec.
Special Projects - Action Package	Carol Arth Pris Marvin, Assistant Doris Thielen, Assistant Carter Ludlow, Publicity
Field Division	John Kalmbach Judy Kiljan, Sec.
Field Representatives:	
San Fernando Valley, Santa Barbara & Ventura Counties	Dwight Chapin
Central Division,& Inyo, Kern & San Luis Obispo Counties	Brack Hale Rod Rumble John Carley
Eastern Division,& San Bernardino Co.	Tom Smith
Southeastern Div.,& Riverside, San Diego & Imperial Counties	John Fitz Randolph
Southern Division	Del Kanode
Southwestern Div.	Jim McFarland
Western Division	Bill Escherich
Veterans Division	Al Weinberg, Coordinator Mrs. Weinberg, Sec.

Campaign Counsel 315 West Ninth Street Suite 717 Los Angeles 15 MAdison 0-1160	Robert H. Finch Doris Jones, Sec.

Republican State Central Committee

REPUBLICAN RESEARCH CENTER
315 West Ninth Street
MAdison 3-6227

Don Frey, Director
Sophie Telfer
Agnes Waldron
Mildred Younger
Jerry Reynolds
Hal Griffin
Barbara Herrmann
Eric Younger
Mildred Shearer, Sec.
Irene Danielson, Sec.

NIXON-FOR-GOVERNOR

October 1, 1962

Memorandum

To: Staff

From: Bob Haldeman

All telephones should be answered WIN WITH NIXON, instead of identifying department or individual called.

We're in high gear. Let's redouble all efforts - and leave no doubt in anyone's mind victory is only weeks away.

Thanks for all you're doing -- and keep up the good work.

Bob Haldeman

V - Volunteer
O - Other than campaign
S - State Committee

✓ cc Bob Haldeman

38/73 are Vol

STATE HEADQUARTERS BUILDING
3908 Wilshire Blvd.
Los Angeles 5
DU 5-9161

Candidate's Staff

Bob Hamilton - Tour Manager and Administrative Assistant
O Rose Mary Woods - Executive Secretary
Marje Acker - Secretary
Betty McVey - Secretary
O Elizabeth Newton - Mrs. Nixon's Schedule, Special Mail
Joe Agnello - Television Adviser

Campaign Manager
H. R. Haldeman
Dorothy Wright - Secretary
Fred Haffner - supervision & direction of statewide field organization, special political assignments

News Bureau
Herb Klein - Press Secretary; Special Assistant to Candidate.
Sandy Quinn - Press Assistant; local News Bureau operations.
Ron Ziegler - Press Assistant; servicing, inquiries, contact with traveling press.
Al Moscow - Special assignments, articles, press contacts; also special mail handling, inquiries.
Secretaries:
Casey Elliott
Jeri Wilkins

Schedule
V John Ehrlichman - Policy, Planning, Coordination.
V Nick Ruwe - Office contact with Advance Men and Field organization.
V Dick Ports - Advance Man
O Dick Capen - Advance and Field Man - San Diego, Orange, Imperial.
V Stan Lothridge - Advance Man
Joanne Rollins - Scheduling and Assistant to M. Chotiner.
Brook Turner - Tour Coordinator

Public Relations
Charles Farrington - Advertising, Promotion, Literature, Speakers Bureau, Celebrities.
Virginia Hutt, Secretary

Speakers Bureau:
V Lura Eckman, Manager
O Charlotte Taylor, Secretary

Contact Division

Dan Waters - Staff Director for Contact & WIN Programs: Minorities and Nationalities, Professional and Business Committees etc.

Field Men:

V Robert Smith - Southern California Auto Dealers WIN Program.
V Robert Munro - Los Angeles County WIN program.
V Richard Miller - Los Angeles County WIN program.
Martha Ann Forts - Nixon-airs, Action Package.
Jennifer Rand - Secretary

Special Volunteer Projects

V Betty Haldeman - Statewide Chairman
Securing top level volunteers for special assignments, i.e. book distribution, speakers (senior citizens), absentee ballots, mail, Monitor program, women's flying squad, etc.

V Marian Crawford, Assistant

Administration and Production

Sammy Sammelman - production and distribution of campaign materials; mailings and list maintenance; office management - State and Southern California Headquarters.

Bobbi Glen - Office Supplies; Shipping Orders.
Paul Ruzaki - Mimeograph.
Rowland Carter - Messenger, Mailroom.
Yvonne Kinsey - Switchboard

O Jerry Gilberti - Controller

SOUTHERN CALIFORNIA HEADQUARTERS
3950 Wilshire Boulevard
Los Angeles 5
DU 5-9161

Southern California Campaign Administration

O Herb Kalmbach - Manager of Southern California campaign organization.
Jane Dannenhauer, Secretary

Field Division

John Kalmbach - Staff Director, working with Division and Community Chairmen - registration, get-out-the-vote, bumper stickers, precinct organizations, headquarters, recruiting volunteers, placement and referrals.

Field Men:

O Dwight Chapin
San Fernando Valley, Santa Barbara and Ventura Counties

O Brack Hale
Central Division and Inyo, Kern & San Luis Obispo Counties

O Tom Smith
Eastern Division and San Bernardino County

O John Fitz Randolph
Southeastern Division and Riverside County

O Scott Fitz Randolph
Southern Division

O Bill Escherich
Western Division; assisting in organizing Democrats for Nixon

Judy Kiljan - Secretary

Action Packers

V Valley Knudsen - Chairman
V Henriette Cowgill - So. Calif. Coordinator
V Jake Whan - Chairman, Operation Telephone
Carol Arth - Staff Director (also statewide director KEY program)
Priscilla Marvin, Assistant
Carter Ludlow - Press
Doris Thielen - Coffee Hours, Nixonettes, Jewelry

Volunteer Coordinator (Southern California Headquarters)

V Dorothy Frazier

COAST FEDERAL BUILDING
9th & Hill Sts.
Los Angeles

REPUBLICAN RESEARCH CENTER

S Don Frey - Director - Statewide Candidates, Senate and Assembly.

O David Hunter - Supervision RN research; speech material and selected speech writing; survey analyses.

O Steve Ross - Speech writing.
Vic Fashey - Pamphlets & special writing

S Agnes Waldrum - RN and press research assignments.

S Jerry Reynolds - Special press research assignments, investigations, attack material.

S Mildred Younger - Special RN mail and policy research.

S Mal Griffin - Statistical analyses

S Barbara Hermann - Research assignments and general file supervision.

S Eric Younger - Press clippings.

S Sophie Telfer - Office Manager

S Irene Danielson - Secretary

RUMOR MAIL OFFICE

O Lois Gaunt - Manager
Marilyn Matthews - Assistant

Secretaries:
Claire Poole
Betty Proffit
Lois Larson

Files:
Charles Kramer

NIXON FOR GOVERNOR
3908 Wilshire Blvd.
Los Angeles 5

August 27, 1962

STAFF MEMORANDUM

In every instance when RN is travelling, John Davies will maintain a private line on which he will contact Marje Acker or Betty McVey immediately RN is established in any city.

If you have messages to pass on to the travelling party or to RN, or wish to have one of the travelling group call in, please give these to Marje or Betty so that duplication of telephone calls between the travelling party and the staff in Los Angeles can be avoided.

Please get your messages to Marje Acker or Betty McVey prior to the time RN is due to arrive in any spot.

Bob Haldeman

H. R. Haldeman

Orange Area
1-2-3-4
Box 10
Isle 1/4/3

3-4/6

INTER-OFFICE MEMORANDUM

Nixon for Governor

To: (as noted)

Date: 8-18-62

From: Bob Haldeman

Subject:

Distribution:
G. Grassmuck
S. Hess
D. Hunter
H. Klein
A. Moscow
J. Reynolds
M. Younger

Before submitting to RN for his consideration drafts of speeches, statements, tapes etc., if Brown's name is used, be sure to refer to him as "Mr. Brown" -- never "Pat Brown".

Adm.

M E M O R A N D U M

August 21, 1962

To: C. Farrington
D. Frey
G. Grossmann
H. Klein
S. Kess
D. Hunter
A. Moscow
S. Quinn
J. Reynolds

From: Bob Haldeman

Whenever any material, i.e. draft of a statement, letter etc., is sent to RH, it should show in the upper right hand corner the name of the person who prepared and/or approved it.

Please be sure this procedure is followed from here out.

INTER-OFFICE MEMORANDUM Haldeman/Headquarters

Nixon for Governor

To: STAFF

Date: August 14, 1962

From: Rose Mary Woods

Subject:

Distribution:

Mr. Nixon has again asked that whenever any material -- draft of a statement, letter or what-have-you is sent to him it have the names of the persons who have drafted and/or approved it in the upper right hand corner.

Staff memo to:

Frey
Haldeman
Klein
Hunter
Hess
Farrington

Moscow
Reynolds
Quinn

are alphabetically

HEADQUARTERS STAFF

NAME	PRIVATE LINE	HOME ADDRESS & PHONE
Arth, Carol	DU 5-6039	527 So. Manhattan Pl. Los Angeles 5, Calif. DU 5-7889
Carter, Rowland	---	3475 No. Knoll Dr. Hollywood, Calif. HO 5-1279
Chapin, Dwight	DU 5-2502	5021 Odessa Encino, Calif. ST 9-8326
Clem, Bobbi	DU 5-9787	72 Fremont Place Los Angeles 5, Calif. WE 8-1116
Dannanhauer, Jane	DU 5-9814	11411 Rochester Ave. Apt. 8, W. Los Angeles GR 9-8344
Farrington, Charles	DU 5-9923	1707 Kelton Ave. Los Angeles 24, Calif. GR 8-7425
Hale, Brack	---	301 Congress Place Pasadena, Calif. SY 9-3120
Kalmbach, Herbert	DU 5-9814	2961 Wilshire Blvd. Los Angeles, Calif. DU 2-7171, Ext. 203
Kalmbach, John	DU 5-9918	428 La Paloma Alhambra, Calif. AT 1-5786
Kiljan, Judy	DU 5-9918	1721 Riverside Dr. Glendale 1, Calif. TH 2-4205
Kinsey Yvonne	---	6236 La Mirada Los Angeles, Calif. HO 2-7580
Marvin, Priscilla	DU 5-0957	5545 Foothill Drive Agoura, Calif. DI 0-3788

NAME	PRIVATE LINE	HOME ADDRESS & PHONE
Melchior, Eve	DU 5-9923	4101 West 6th St. Apt. 6, Los Angeles 5 DU 3-1578
Moscow, Al	DU 5-9836	104 Esparta Way Santa Monica, Calif. EX 5-8782
Ports, Dick	DU 5-2642	435 West Regent Inglewood, Calif. OR 7-6865
Ports, Martha Ann	DU 5-9787	435 West Regent Inglewood, Calif. OR 7-6865
Quinn, Sandy	DU 5-2407, 2408	515 So. St. Andrews Pl. Los Angeles 5, Calif. DU 4-5820
Read, Joan	DU 5-9791	415 So. St. Andrews Pl. Los Angeles 5, Calif. DU 3-6445
Reynolds, Jerry	DU 5-9837	434 South Kenmore, Apt. 309, Los Angeles DU 7-2603
Rollins, Joanne	DU 5-9766	1100 North Central Apt. 13, Glendale 2 CI 3-7959
Ruwe, Nick	DU 5-0972	500 So. Gramercy Pl. Los Angeles 5, Calif. DU 4-1534
Sammelman, Sammy	DU 5-9791	1713 Riverside Dr. Glendale 1, Calif. CH 5-4108
Turner, Booth	DU 5-9766	515 So. St. Andrews Pl. Los Angeles 5, Calif. DU 4-5820
Voit, Bill	---	19967 Lorencita Dr. Covina, Calif. ED 2-4881
Waters, Dan	DU 5-4919	701 So. Gramercy Dr. Apt. 122, Los Angeles 5 DU 7-1166

NAME	PRIVATE LINE	HOME ADDRESS & PHONE
Wilkins, Geri	DU 5-2407, 2408	1601 No. Normandie Hollywood 23, Calif. NO 3-9501
Ziegler, Ron	DU 5-2407, 2408	201 So. Occidental Los Angeles 57, Calif. DU 2-6515

NIXON FOR GOVERNOR
3908 Wilshire Blvd.
Los Angeles 5

July 26, 1962

STAFF MEMORANDUM

Re: Republican Research Center

As you may know, there have been several meetings of the State-wide Coordinating Committee, set up in conjunction with the State Central Committee by Joseph Martin, Jr., in an effort to consolidate campaign activities of the various state candidates.

The purpose, of course, is to effect all possible economies in campaign operation and avoid unnecessary duplication of effort as well as to assure maximum team-work among the various state candidates.

It was agreed that the State Central Committee, effective immediately, would assume the responsibility for research for all candidates. This activity will be headed by Don Frey, operating as Director of the Republican Research Center.

All members of the present Nixon Research staff will remain with the Republican Research Center and will work with Don Frey in servicing not only the Nixon campaign, but the campaigns of the other state candidates. All requests for information or research activity, therefore, should be directed to Don Frey. All services previously performed by the Nixon Research Department will now be handled by this group.

Basic staff of the Republican Research Center will be:

Don Frey, Director
Hal Griffin
Barbara Herman
Chuck Lichtenstein
Sophie Telfer
Agnes Waldron
Mildred Younger

The office of the Republican Research Center will remain in Room 812, Coast Federal Building, with the same telephone: MAdison 3-6227.

Bob Haldeman

NIXON FOR GOVERNOR
3908 Wilshire Blvd.
Los Angeles 5

July 16, 1962

STAFF MEMORANDUM

Re: Handling of Candidate's Schedule

I hope the following information will be helpful in avoiding the confusion that can arise from misunderstanding the mechanics of handling the Candidate's schedule.

RN's Master Calendar is maintained by Rose Mary Woods in his office. No commitment for RN's time should be made unless it is cleared with her and posted on the Master Calendar.

All normal scheduling of RN appearances and tours is handled by the Schedule Committee. Any requests for such appearances should be forwarded directly to Dick Ports for acknowledgment and prompt handling. He is responsible for coordination of these activities with Miss Woods and the Master Calendar.

All requests for interviews, private meetings and personal appointments are handled directly by Miss Woods and should be directed to her at RN's office. She can always be reached through RN's office, even when she is out of town.

Please do not confirm any commitments for RN's time on the basis of direct communication with him, since he of course does not have the Master Calendar with him at all times and therefore is often not aware of possible conflicting commitments.

It will be very helpful to all of us, and I think will simplify everyone's problems, if this procedure is followed without exception.

H. R. Haldeman

H. R. Haldeman

CAMPAIGN ORGANIZATION

Herb Kalmbach

Overall administrative supervision of campaign organization. Chief of Staff to McClellan. Liaison with business re: loan of personnel and equipment. Budget control and Finance Committee liaison. Follow-through on all campaign projects - staff and volunteer.

Charles Farrington, Jr.

Overall P.R. coordination, Advertising, Special Events, Campaign Organization Promotion, P.R. guidance for county and local organizations. Speakers' Bureau and Celebrity Group.

John Kalmbach

Directs field organization - volunteer field men, county and community chairmen, local headquarters' operations; North-South field coordination.

Dan Waters

Directs Contact Division activities. All occupation groups, minorities, nationalities, WIN program.

Carol Arth

KEY program, MONITOR program and OPERATION TELEPHONE coordination and staff service. Also works with Valley Knudsen on all of her projects - Nixonettes, jewelry etc. Special assignments on spot projects.

Yvonne Smith

Party organization liaison - especially GOP county chairmen. Also handles calls to Headquarters on political matters, i.e. registration irregularities, precinct activity, incidental intelligence.

Betty Haldeman - VOLUNTEER

Heads up volunteer work at Headquarters

Bill Morrison - VOLUNTEER

"Friendly Ear" -- takes crank calls and others not directed to specific staff. Also interviews Headquarters callers who want to talk to someone other than secretary.

NEWS BUREAU

Al Moscow

Top level press liaison, etc.

Sandy Quinn

Press

Jerry Reynolds

Attack operation - prepares and disseminates coordinated attack material for people other than RN

Ron Ziegler

News Bureau - handles press contact and arrangements for all facets of campaign organization. Services releases, handles press phones.

Tom Caton (Nights and Mondays)

Release and feature writer for all campaign releases. (Is Assistant City Editor of Herald-Examiner in the daytime).

HEADQUARTERS OPERATIONS

Sammy Sammelman

Campaign materials - production and distribution; includes literature, mailings, buttons, display material etc. (Came from top management at Baus & Ross - was there 15 years).

Dick Ports - VOLUNTEER

Schedule detail and final planning; contact with sponsoring groups, Nixon organization etc. re: RN schedule.

Henriette Cowgill - VOLUNTEER

Valley Knudsen's coordinator.

Campaign Organization

HK
CF
JK
DW
CA
YS

News Bureau

AM
JQ
JR
RZ
TC

Headquarters Operations

SS
DP
HC
BH
BM

Tom Caton - Nights & Mondays
- release & feature writer for all campaign releases. (Is asst. city editor of Herald-Examiner in the daytime)

Henriette Cowgill - VOLUNTEER
- V. Knudsen's coordinator

Betty Haldeman - VOLUNTEER
- Leads up volunteer work at HQ.

Bill Morrison - VOLUNTEER
- Friendly ear — takes crank calls & others not directed to specific staff. Also interviews HQ callers who want to talk to someone other than secretary.

Dick Ports – VOLUNTEER

Schedule detail & final planning. Contact with sponsoring groups, Nixon organization, etc re RN schedule

Al Moscow

Top level press liaison, etc.

Sandy Quinn

Press

Ron Ziegler –

News Bureau – handles press contact & arrangements for all facets of campaign organization. Services releases, handles press phones.

Jerry Reynolds

Attack operation – prepares & disseminates coordinated attack material for people other than RN.

Skip titles

Herb Kalmbach -

Overall administrative supervision of campaign organization. Chief of staff to McClellan. Liaison with business re loan of personnel + equipment, budget control + finance committee liaison, follow-thru on all campaign projects - staff + volunteer.

Sammy Sammelman -

Campaign materials - production + distribution. Includes literature, mailings, buttons, display material, etc. (came from top mgmt at Bates + Ross - was there 15 years)

Charles Farrington -

Overall PR coordination, advertising, special events, campaign organization promotion, PR guidance for ~~work with~~ county + local organizations, Speakers Bureau + Celebrity group.

John Kalmbach -

Directs field organization - volunteer fieldsmen, county & community chairmen, local headquarters operations, North - South field coordination.

Dan Waters -

Directs contact division activities. All occupation groups, minorities, nationality WIN program.

Carol Arth -

KEY program, MONITOR program & OPERATION TELEPHONE coordination & staff service. Also works with V. Knudsen on all of her projects - Vronette, jewelry etc. Special assignments on spot projects.

Yvonne Smith -

Party organization liaison - esp. GOP county chairmen. Also handles calls to HQ on political matters - ie registration irregularities, precinct activity, incidental intelligence.

INTER-OFFICE MEMORANDUM

Nixon for Governor

To: Bob Haldeman

Date: April 30, 1962

From: RN

Subject:

Distribution:

I want to go down to the headquarters and meet these people who work there. But, before I go I would like to have a list of those people in the executive classification with a brief indication as to what their assignment is. For the classification "executive capacity" at this time I mean anyone earning $6,000 or more. Also, if they are volunteers or loaned from another company I want to know what they are doing, etc. This is important so I can talk with them as I go around.

M E M O R A N D U M

May 22, 1962

To: All Staff Members

From: Bob Haldeman

Campaign operations will be suspended from June 6 to June 18.

A cut-off of headquarters operations and release from financial obligation for this period will serve two major objectives:

1. We will finalize budget and programming for the summer months and fall campaign.

2. Personnel reassignments and reallocation of projects will be accomplished.

This advance notice will enable you to plan accordingly, will provide a vacation period and enable you to take care of personal matters which have necessarily been neglected.

The regrouped organization for the final campaign will then become active on June 18.

Please leave with my office your telephone number and/or address where you can be contacted.

NIXON-FOR-GOVERNOR COMMITTEE
3908 Wilshire Blvd.
Los Angeles 5

May 2, 1962

To: Nixon County Chairmen and Co-Chairmen

From: Bob Haldeman

Re: Campaign Communications

Mr. John S. Davies is handling all communications for the Campaign throughout the State. His responsibilities will include:

1. Arranging for telephone service and other communications needed for campaign headquarters (regional, county or local) either already established or to be established.

2. Arranging for communications for the official party and the press required in connection with meetings, rallies or other appearances of the Candidate.

3. Arranging for communications for the official party and the press required in connection with "whistle-stop" tours or motorcades.

4. Arranging for banks of telephones and other communications equipment required in connection with "Operation Telephone".

5. Counseling on the above or other applications of communications to campaign activities, and arranging for any additional communications required.

Mr. Davies may be called collect in Los Angeles on Area Code 213, telephone number 621-1255. His telephone is covered 24 hours a day, and he will be happy to help you with any communications problems you have.

HR Haldeman

April 19, 1962

To: All Headquarters Personnel

From: Bob Haldeman

Due to the heavy increase in Sammy Sammelman's campaign production assignments, John Kalmbach will be responsible for the following areas of Headquarters operation, effective immediately:

Personnel
Selection and employment of clerical and stenographic staff.

Operation of Mail Room and Switchboard.

Supervision of Building Maintenance.

INTER-OFFICE MEMORANDUM

NIXON FOR GOVERNOR

To: (see Distribution pp 2) Date: March 7, 1962

From: Bob Haldeman Re: Handling Statements, Excerpts, Releases etc. from RN

(1) Rose Mary Woods, or whoever has final copy (approved by RN as ready to go) for any statements, excerpts, remarks etc., notifies News Bureau (Sandy Quinn, or Dave Henley in Quinn's absence). As much advance notice as person working with RN has will be provided News Bureau that such statement is coming.

(2) Questions on copy should be checked with Al Moscow or whomever he designates. Al Moscow, or designated person on any particular excerpt or statement, is to be available for consultation (or word left where can be reached) from time suggested material goes to RN until it has been stencilled and run and he is so informed.

(3) News Bureau will pick up final copy and deliver to Sammy Sammelman, with as much advance notice as possible, with COMPLETE instructions on heading, release date and any other particulars, i.e. number of copies to be run and distribution method.

News Bureau has basic responsibility for timing, content and production of all releases.

(4) Sammy Sammelman arranges to get stencils cut, proofed, run, mailed or delivered, and is responsible for accuracy of copy and for carrying out distribution and other instructions provided her by News Bureau.

(5) Distribution of every release always to include the following:

Research (Sophie Telfer	10 copies
Mr. Nixon's office (Rose Woods)	5 copies
Mail Office (Marilyn Matthews)	25 copies (plus original copy from which stencil is cut for RN permanent files)
Headquarters Distribution	15 copies
News Bureau	(to be determined by News Bureau based on text and/or area of release)

(6) Sammy Sammelman is responsible for keeping supply of key list and statewide media addressed envelopes on hand. Bette Davis has plates and will supply envelopes addressed as ordered.

***

Distribution:

C. Farrington, Jr.
D. Henley
H. Kalmbach
Mail Office (4)
A. Moscow
S. Quinn
Research (6)
S. Sammelman
R. M. Woods
M. Younger

KEY CAMPAIGN STAFF

January 24, 1962

Herb Kalmbach

Southern California Campaign Director;
General Administrative Assistant to Mr. McClellan;
Overall supervision of organization development; trouble-shooter and follow-through on administrative details, i.e. office space, equipment, manpower.

Nick Ruwe

Assistant to Mr. Haldeman.

Charles Farrington

Public Relations Director.
Staff man for all activity in public relations field - advertising, speakers, material and literature, news bureau;
Coordinate and follow-through on Public Relations Committee activity.

Norton Norris

Contact Division Director.
Veterans, Minorities, Professional Group Committees,
Win Program.

Carol Arth

Special Projects Director.
Operation Telephone; Letters to Editors;
Special assignments re: Minorities, GOP, Organization.

Yvonne Smith

Party Liaison.
County Chairmen and Party official contact;
VIP and nuts - phone calls and mail;
Field contact and trouble shooting and intelligence.

Sammy Sammelman

Headquarters Office Manager.
General management - supplies, clerical staff, campaign materials.

Dave Henley

News Bureau; Campaign publicity and promotion.

To come.....

Field Director
Speakers Bureau Director
Fund Raising Director

Loie Gaunt

Mail Office Director; all RN mail.
Present staff - 4

Hugh Flournoy

Research Director.
Task Force organization; development of research material.

Don Frey

Administrative Supervisor - Research.

Agnes Waldron - Research

Charles Lichenstein - Research

Charles Fall - Research

Al Moscow - Editorial Supervisor

Mildred Younger - Editorial Supervisor; California material; RN speeches; Speakers Bureau; Letters to Editors; Special mail.

Sandy Quinn - Press Aide

NIXON FOR GOVERNOR
COMMITTEE

Headquarters
3908 Wilshire Blvd.
Los Angeles 5

STAFF MEMO #1 January 25, 1962

From: H. R. Haldeman

Following are present Campaign Staff assignments:

HEADQUARTERS
3908 Wilshire Boulevard
Los Angeles 5, California
DUnkirk 5-9161

Campaign Manager..... H. R. Haldeman
Assistant ..... Nick Ruwe
Secretary ..... Dorothy Wright
Schedule Secretary ..... Joanne Rollins
Tour Coordinator ..... Booth Turner

Public Relations Director ..... Charles Farrington
Secretary ..... Eve Melchior
News Bureau ..... Dave Henley

Contact Division Director ..... Norton Norris
Secretary ..... Lola Stevens
Special Projects Director ..... Carol Arth
Legislative Liaison ..... Howard Thelin
County Chairman Liaison ..... Yvonne Smith

Headquarters Office Manager
and Campaign Materials ..... Sammy Sammelman
Headquarters Assistant ..... Paul Herrick
Headquarters Assistant ..... Barbara Clem
Receptionist ..... Martha Ann Ports
Switchboard ..... Yvonne Kinsey
Stenographer ..... Pat Oppenheimer
Stenographer ..... Eleanor Kulinski

COAST FEDERAL BUILDING
9th and Hill Streets
Los Angeles 15, California
MAdison 7-9765

Research Director ..... Houston Flournoy
Administrative Assistant ..... Sophie Telfer
Research ..... Agnes Waldron
Research ..... Charles Lichenstein
Research ..... Charles Fall

con't.

COAST FEDERAL BUILDING, con't.

Editorial Supervisor ..... Mildred Younger
Mail Office Director ..... Loie Gaunt
Special Assistant ..... Marilyn Matthews
Secretarial Assistant ..... Lois Larsen
Secretarial Assistant ..... Betty Proffit
Secretarial Assistant ..... Claire Poole
Filing Assistant ..... Charles Brammer

Campaign Counsel ..... Robert H. Finch
Secretary ..... Doris Jones

PACIFIC MUTUAL BUILDING
523 West Sixth Street
Los Angeles 15, California
MAdison 0-1240

Special Assistant ..... Al Moscow
Executive Secretary ..... Rose Mary Woods
Secretary ..... Wilma Thomas
Press Aide ..... Sandy Quinn

Key Campaign Staff
Jan 24, 1962

Herb Kalmbach - So. Calif. Campaign Director
General administrative assistant to McClellan
Overall supervision of organization development
Trouble-shooter + follow-through on administrative details
i.e. - office space, equipment, manpower

Nick Ruwe - Assistant to Haldeman

Charles Farrington - Public Relations Director
Staff man for all activity in PR Fields
Advertising, Speakers, Material + Literature, News Bureau
Coordinate + follow through on PR committee activity

Norton Norris - Contact Division Director
Veterans, minorities, professional group committees
Win program

Carol Arth - Special Projects Director
Operation Telephone
Letters to Editors
special assignments - ie minorities, GOP, organization

Yvonne Smith - Party liaison
County Chairmen + party official contact
VIP + nuts phone calls + mail
Field contact + trouble shooting + intelligence

Sammy Sammelman - HQ Office Manager
Gen'l management - supplies, clerical staff
Campaign materials

Dave Henley - News Bureau
Campaign publicity + promotion

To come - Field Director
Speakers Bureau Director
Fund Raising Director

Lois Haunt - Mail Office Director
all RV mail - present staff of 4

Hugh Flournoy - Research Director
task force organization
development of research material

Don Frey - Administrative Supervisor - Research

Agnes Waldron - Research

Charles Lichenstein - Research

Charles Fall - Research

Al Moscow - Editorial Supervisor

Mildred Younger - Editorial Supervisor Calif material
RN speeches, Speakers Bureau, Letters to Editors, Special Mail

Sandy Quinn - Press Aide

State Campaign Staff

Campaign Manager
Field Director

Candidates Staff
- Administrative Assistant
- Executive Secretary
- Secretary
- TV Aide

~~Candidates Schedule~~
- Travel Aide

~~Pa~~ Candidates Schedule
- Planning Director
- Administrative Assistant
- Secretary
- Advance Man
- Mrs. Nixon's Schedule

News
~~Press~~ Bureau