

Richard Nixon Presidential Library  
White House Special Files Collection  
Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	11	09/09/1968	Memo	Memo from Ehrlichman to Ken Cole RE: Observations from the first week of the tour. 2 pgs.
18	11	09/09/1968	Memo	Memo from Ehrlichman to Larry Higby RE: Additional passengers for the September 11 tour. 1 pg.
18	11	09/09/1968	Memo	Memo from Ehrlichman to Ken Cole RE: Names to be added to the list for schedules. 1 pg.
18	11	09/09/1968	Memo	Memo from Ehrlichman to Ken Cole RE: The need for vigilance regarding microphone stands and rostrums at speaking appearances. 1 pg.
18	11	09/09/1968	Memo	Memo from Ehrlichman to John Davies RE: cord lengths for outside business lines. 1 pg.
18	11	09/09/1968	Memo	Memo from Ehrlichman to Cole RE: Car travel procedure for traveling doctor and John Davies. 1 pg.

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18	11	11/09/1968	Memo	Memo from Ehrlichman to Ziegler RE: John Davies riding in the Wire Service Car when PN is involved. 1 pg.
18	11	09/09/1968	Memo	Memo from Ehrlichman to Ken Cole RE: Change to the general format in airport arrivals.
18	11	09/09/1968	Memo	Memo from Ehrlichman to Ken Cole RE: Locating microphones at airport rallies. 1 pg.
18	11	09/09/1968	Memo	Memo from Ehrlichman to Cole RE: Location of TWX machine, failure to establish check-points, and failure of staff to secure their hotel rooms. 1 pg.
18	11	09/09/1968	Memo	Memo from Ehrlichman to Bill Duncan RE: Dates requiring open cars. 1 pg.
18	11	09/10/1968	Memo	Memo from Ehrlichman to All Advance Men RE: Important additional points to consider in advancing each stop. 2 pgs.
18	11	09/10/1968	Memo	Memo from Ehrlichman to Advance Men RE: Separate handling of Nixon family luggage on tour. 1 pg.

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18	11	09/10/1968	Memo	Memo from Ehrlichman to Advance Men RE: Separate handling of Nixon family luggage on tour. 1 pg. (Duplicate - Not Scanned)
18	11	09/10/1968	Memo	Memo from Ehrlichman to All Advance Men RE: Important additional points to consider in advancing each stop. 2 pgs. (Duplicate - Not Scanned)
18	11	09/10/1968	Memo	Memo from Ehrlichman to Herb Klein RE: Adding a third aircraft to the North Carolina- New Orleans-Indianapolis-Cleveland-Des Moines-Santa Barbara tour. 1 pg.
18	11	08/30/1968	Memo	Memo from Ken Cole to Ehrlichman RE: A meeting scheduled with John Rose, son of Chappie Rose, on September 3. 1 pg.
18	11	N.D.	Memo	Memo from Ken Cole, via phone to LU, to JE RE: RN San Francisco arrival and departure, visit to Chinatown, Lear jets from Houston to Oklahoma City, tv taping, and United Airlines re-computing aircraft weight. 1 pg.
18	11	09/02/1968	Memo	Memo from John C. Whitaker to Ken Coles RE: Tour travel plans of Senators Ed Brooke and Thurston Morton, Max Fischer and Antoinette Hatfield. 1 pg.
18	11	08/26/1968	Memo	Memo from John Whitaker to Larry Higby RE: Additions of Gov. Bartlett, former Gov. Bellmon, Congressman Belcher, candidate Smith, and press to the Houston-Oklahoma City September 7 flight. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	11	12/18/1968	Memo	Memo from Sears to Haldeman RE: Analysis of election results. 3 pgs.
18	11	01/07/1969	Memo	Memo from Ehrlichman to John Sears RE: Kevin Phillips memo in response to Ehrlichman's request for election analyses. 1 pg.
18	11	12/16/1968	Memo	Memo from Ehrlichman to Kevin Phillips RE: Request for Phillip's election analyses to be forwarded to Ehrlichman and John Sears. 1 pg.
18	11	12/11/1968	Memo	Memo from JNM to HRH and JE RE: Kevin Phillips' election analyses. 1 pg.
18	11	12/05/1968	Memo	Memo from Ehrlichman to John Sears RE: Request for ideas for the accomplishment of the called for analysis. 1 pg.
18	11	11/27/1968	Memo	Memo from Haldeman to Ehrlichman and Ellsworth RE: RN's request for a detailed analysis of election results. 2 pgs.
18	11	N.D.	Form	Blank Candidate for Federal Appointment form. 4 pgs.

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18	11	11/18/1968	Memo	Memo from Peter Flanigan to Haldeman RE: Candidates for PN's Social Secretary. 1 pg.
18	11	N.D.	Other Document	Handwritten notes regarding candidates for PN's Social Secretary. Author unknown. 1 pg.
18	11	N.D.	Letter	Letter from Martha Rountree to Rosemary Woods RE: putting Mrs. Alys Bennett's name forward to PN and Rosemary Wood's contact information. 1 pg.
18	11	N.D.	Letter	Handwritten note from Hope McCormick to Martha RE: Alys Bennett. 4 pgs.
18	11	N.D.	Other Document	Personal History Statement of Mrs. Alys Faurot Bennett. 2 pgs.
18	11	11/21/1968	Memo	Memo from Harry Flemming to John Ehrlichman RE: Meeting and discussion with Bob Hampton regarding available Civil Service jobs that are not technically Presidential or Patronage jobs. 1 pg.
18	11	N.D.	Other Document	Handwritten notes RE: Political Bulk Suggestions and process. Author unknown. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	11	N.D.	Other Document	Handwritten flow chart of Political Bulk Suggestions, Placement, Orientation, etc. Author unknown. 1 pg.
18	11	N.D.	Other Document	Handwritten notes RE: Kevin Phillips, Dean Len Fuller, counsel's staff, sending around conditions of employment, etc. Author unknown. 2 pgs.
18	11	N.D.	Other Document	Handwritten note RE: November 19-December 14 schedule for mailing, staffing and processing. Author unknown. 2 pgs.
18	11	11/20/1968	Memo	Memo from Sherm Unger to John Mitchell RE: a copy machine. 1 pg.
18	11	10/28/1968	Letter	Letter from Oliver P. Bardes, Decision/Inc, to the Nixon-Agnew Committee RE: Decision/Inc's staffing services and products. 2 pgs.
18	11	N.D.	Other Document	Handwritten notes RE: Wm. Harmon, conferences, appointees, etc. Author unknown. 1 pg.
18	11	N.D.	Other Document	Handwritten note RE: Friday, 11/22, 11:00am briefing. Author unknown. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
18	11	11/22/1968	Other Document	News release with November 22 dateline from RN RE: Administration appointments and call for recommendations. 2 pgs.
18	11	11/22/1968	Other Document	News release with November 22 dateline from PN RE: appointment of Gerry Van der Heuvel as her new press secretary. 1 pg.
18	11	12/02/1968	Memo	Memo from Harry Flemming to John Ehrlichman RE: supplemental report on personnel requirements. 1 pg.
18	11	12/02/1968	Memo	Memo from Harry Flemming to John Ehrlichman RE: Progress Report, Week Ending November 30, 1968 discussing the systems and procedures for processing candidates for political appointment. 2 pgs.

September 9, 1968

TO: Ken Cole

FROM: John Ehrlichman

I have a few observations from the first week:

1. The Advance Man must be sure to inform us of all picture taking sessions or introductions for handshakes to which they may have agreed at any stop. We must have this information as soon as possible. If picture taking is to take place following a rally or other event it should not be done in view of the general public.
2. The Mission Bay syndrome persists. Several unnecessary, lavish and expensive buffets have been provided for the staff in places where we could easily have obtained a coffee shop meal.  
  
Conversely, in a hotel which closed it's coffee shop early, no food was available.
3. The technique of stringing a rope from the foot of the airplane ramp the full length of the Greeting Committee works well. It protects us from interference from wandering press and staff.
4. The Greeting Committees are far too large. They should not exceed 10 and preferably should number around 5.
5. Generally speaking, we are not intelligently locating raised platforms for cameras. They should be located so as to make certain that camera shots will include the crowd. One platform this week was perfectly located for this purpose, but the crowd was not roped back to provide easy access to the platform by local and travelling camera crews. Therefore, no cameras used the platform and the public totally occupied it.
6. Please suggest to each Advance Man that he coordinate with the airline to be sure that at least 30 copies each of the local papers and the New York Times are put aboard the planes at each departure. I have requested this of United Airlines but the Advance Man should double-check.

7. Where large crowds are expected we should always light the crowd area with a switch to be controlled by Al Scott near the camera stands.
8. Whenever possible we should attempt a walk-on through the audience rather than from the wings, to compel good coverage of the crowds by the media.
9. Please urge the Advance Men to think about the visual impact. Cameramen will not be interested in the same, old rally features. Points of interest which are interesting and colorful should be planned for stops where they afford easy access and probably, favorable coverage. Check with Whitaker for the philosophy involved.
10. On occasion we have received telephone lists of the numbers for the outside business lines. This is most helpful, but should NEVER include a listing for RN.
11. Some thought should be given to placing the TWX, Telecopier and an outside line and typewriter in a separate room to be used by Martin Anderson and the R & W people.
12. In Pittsburgh, the hotel provided very small rooms. Obviously, the Advance Men should think about the size of the rooms when establishing offices.
13. Mrs. Nixon should, whenever possible, be provided with independent access to the hall to avoid the necessity of providing Secret Service clearance for Mrs. Drown and other ladies who may come to see Mrs. Nixon.
14. Whenever possible, Dwight Chapin's room should connect with RN's suite. In Pittsburgh, Haldeman's room connected to RN's suite (and Chapin's room across the hall did not). After we arrived, we changed the rooms, the baggage and the telephones. You will get a bill for the telephones. We will not bill you for the rest of it.

September 9, 1968

TO: Larry Higby  
FROM: John Ehrlichman  
CC: Ken Cole

We have the following additional passengers  
for the September 11th tour:

Helene Drown  
Bill Gavin (R & W)  
Bebe Rebozo  
Senator Morton

September 9, 1968

TO: Ken Cole

FROM: John Ehrlichman

I have had requests that the following people  
be put on the list for schedules:

John Davies  
Charles McWhorter  
Ed McDaniel

We should furnish Bill Duncan with a schedule  
(buff).

The United Airlines representatives, Bob Wil-  
liams and Jim Fanto will need blue schedules.

September 9, 1968

TO: Ken Cole

FROM: John Ehrlichman

We had a near miss in Washington, D.C. since the stand-up microphone was furnished and the candidate intended to use a prepared text. Obviously, where a prepared text is to be used the advance man must provide a lighted rostrum. In this specific instance the schedule itself called for a stand microphone. The decision to use a prepared text evidently occurred after the schedule was written. The purpose of this memorandum is to alert us all to the need of eternal vigilance which is the price of liberty.

September 9, 1968

TO: John Davies

FROM: John Ehrlichman

In all cases where we install outside business lines, they should be provided with cords long enough to reach the far corners of the rooms. In recent stops, the phones would not reach.

September 9, 1968

TO: Ken Cole

FROM: John Ehrlichman

When a Doctor begins to fly with us he will ride in the lead security car with Dwight Chapin. John Davies will ride in the Wire Services car on trips involving Mrs. Nixon.

September 9, 1968

TO: Ron Ziegler

FROM: John Ehrlichman

CC: John Davies

From now on, in all movements involving Mrs. Nixon,  
John Davies will ride in the Wire Services Car.

September 9, 1968

TO: Ken Cole

FROM: John Ehrlichman

I am going to change the general format in airport arrivals. In the past we have generally moved directly to the platform after going through the Greeting Committee. Hereafter, we will move directly to the fence after the greeting committee introductions and shake hands for 50 feet or so before coming onto the platform.

Members of the Greeting Committee and platform groups should be advised by the Advance Man (not in advance, but at the time that they arrive at the airport) to stay away from the fence hand-shaking operation. Instead, it would be better for them all to go and lie down behind the airplane or otherwise keep clear.

September 9, 1968

TO: Ken Cole

FROM: John Ehrlichman

The advance men should understand that the microphone should be so located at airport rally's and elsewhere that the distance from the candidate to the nearest people (preferably young people) should never exceed 10 feet.

September 9, 1968

TO: Ken Cole

FROM: John Ehrlichman

The TWX is very noisy. If it is to be located in the secured area in the hotel, then it should be as far as possible from RN's suite.

The manual indicates that a check-point will be established in the hall. This is not being done.

The staff is in the habit of leaving their rooms unlocked or leaving the keys in the doors upon the assumption that the hall areas are secured. Either a house detective or policeman should secure hallways (inviting strangers into the reception room) or the staff should be advised that this will not be done for some good local reason. They should then be cautioned to lock their doors.

September 9, 1968

TO: Bill Duncan

FROM: John Ehrlichman

We will need open cars during the month of  
September as follows:

September 5: Indianapolis (open convertible)  
September 20: Philadelphia (open convertible)  
September 21: (Philadelphia suburbs & New Jersey) Bubble top

Other possibilities are:

September 25: Denver  
September 27: Louisville

The first three are firm, or as firm as things ever get.

September 10, 1968

TO: ALL ADVANCE MEN

FROM: John Ehrlichman

PLEASE NOTE THE FOLLOWING IMPORTANT ADDITIONAL POINTS TO CONSIDER IN ADVANCING EACH STOP:

1. All calls of a general nature should be put through to the Tour Office.
2. All paper work, memos to be typed relative to the Tour, details pertaining to facilities, etc. should be referred to the Tour Office.
3. The Staff Office should be the largest of the offices and have at least five (5) typewriters (be sure there are enough chairs, the right kind of tables, etc.).
4. As often as is possible, make the typewriters uniform in make, model and print-style - preferably PICA type, rather than elite. Please avoid IBM Executives altogether-----the Standard is preferable.
5. The Staff, Tour and Press Staff offices should be as close in proximity as possible.
6. If lighting in the offices is insufficient, be sure to make provisions for additional lamps.
7. Whenever possible remove excess furniture from the offices.
8. Be sure that all machines are operative before the staff arrives. (i.e. if special plugs or wiring are required be sure they are installed and working).
9. Have available at every stop an adaptor (to convert plug) for the Telecopier.
10. Mimeograph machine should always be in the Press Staff office (be sure the proper ink, paper, etc. for that particular model is in the room and ready to be used.).
11. Typewriters should be near the telephone in each office.
12. Extra room lists and staff information lists should be placed in the Staff, Tour and Press Staff offices before arrival of the travelling party.
13. Always use the thank-you note forms provided you to prepare your lists. (If you don't have any, contact the Tour Desk in New York or Linda Underwood on the Tour - if you have a copy xerox extra copies for future use).
14. Thank-you lists must be complete and legible. The general

list should be mailed to K. Odell, 450 Park Avenue,  
New York, N. Y. 10022, before the travelling party  
ever arrives. The VIP list should be given to Linda  
Underwood as soon as the party arrives.

It is preferable that the lists are typed.

September 10, 1968

TO: Advance Men

FROM: John Ehrlichman

RE: Separate handling of Nixon family luggage

In order to expedite the handling of the Nixon family luggage throughout the remainder of the tour and insure its arrival at either airport or hotel prior to the arrival of the official party, the below procedure, to be supervised by Jack Caulfield, is now in effect:

1. Airport Arrival

Supply three young men (in addition to David Shields, the travelling baggage expediter), one of whom will be designated as chauffeur or driver for the assignment. He should be provided with a vehicle.

Supply all three with the proper local credentials which will enable them to gain access to the ramp area. The designated driver will place his two associates at the foot of the first arriving aircraft (Julie or Tricia). One will have, in a sealed envelope, the room numbers of RN and PN, and the room numbers of Julie and Tricia if they are travelling with the party. The envelope should be given to Jack Caulfield on arrival.

Upon arrival of the second aircraft and after the Nixon's deplane, Jack Caulfield will accompany the assigned man to the forward cabin and designate the family luggage. Jack Caulfield and the three men will then take the luggage to the hotel before departure of the official motorcade.

Upon arrival at the hotel Jack Caulfield will enlist the assistance of a bellboy and direct the expedition of the Nixon baggage to the proper rooms.

2. Hotel Departure

One hour prior to departure of the official party, the three assigned men will report to Jack Caulfield, to be briefed on the procedure for removal of the family luggage from the hotel to the airport. They will depart with the luggage before the official motorcade and proceed to the aircraft, placing the baggage in the forward cabin as designated by Jack Caulfield.

It is suggested that the local police be informed of these procedures as they might be helpful in expediting the operation.

Jack Caulfield will take care of tipping the bellmen and distributing autographed cards bearing Mr. Nixon's signature to the young men who have helped with this assignment.

September 10, 1968

TO: Advance Men

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New York, N. Y. 10022, before the travelling party  
ever arrives. The VIP list should be given to Linda  
Underwood as soon as the party arrives.

It is preferable that the lists are typed.

September 10, 1968

TO: Herb Klein

FROM: John Ehrlichman

CC: Ron Ziegler  
John Whitaker  
Ken Cole  
John Mitchell

In view of the waiting list of some 20 members of the Press it has been decided (over my dead body) to add a third aircraft to the North Carolina-New Orleans-Indianapolis-Cleveland-Des Moines-Santa Barbara tour. The additional cost of the charter and operation of this aircraft will be pro-rated among the press and will result in additional charges. My understanding from a meeting with John Mitchell and Ron Ziegler is that our accountants will furnish your office with the total cost of the charters and operation of all three aircrafts and this total will be pro-rated so that it will be entirely collected from members of the travelling press on all airplanes during this tour.

Therefore, I think it prudent to make this explanation to the travelling press in advance of the trip. I assume your office will do so.

You must realize that we will be operating with 70 empty seats as a result of this decision. To insure against serious economic loss and undue expense to the campaign and the media your press aides must keep us accurately informed in advance if any of the press intend to join or leave the tour at any mid-point during progress of the tour.

Obviously, if we have capacity for, say, 60 press on the Tricia and Julie, and of the 20 members of additional press, 12 drop out at Indianapolis, the question of operation of a third aircraft for 8 members of the press becomes a serious economic issue.

In my personal opinion, the addition of this aircraft is very bad judgment in the terms of cost and additional management problems which will inevitably result. However, we will try it for one week as far as Santa Barbara, and then take a look.

I will keep a careful tabulation of the loads in order to have a basis for a judgment as to desirability of continuing this arrangement.

August 30, 1968

MEMORANDUM

TO: John Ehrlichman

FROM: Ken  Cole

I have scheduled a meeting for you on Tuesday, September 3, at 11:30 a. m. with Mr. John Rose.

John is the son of Chappie Rose, a long time Nixon backer and financial supporter. His services have been offered to us for the balance of the campaign, and the feeling seems to be that he could perform an outstanding job as an advance man.

KRC:lec



cc John Ehrlichman

TO: Ken Cole  
FROM: John C. Whitaker  
DATE: September 2, 1968

Senator Ed Brooke of Massachusetts and Thurston Morton of Kentucky will be on the plane September 4 through September 8 and need rooms at each stop.

Max Fischer will be on the plane from Washington to New York on September 8, and (Antoinette Hatfield, Mark's wife) will be on the plane <sup>from</sup> Pittsburgh and Washington, ~~October 8.~~

September 8;

JCW/dtt

MEMORANDUM

AUGUST 26, 1968

TO: LARRY HIGBY  
CC: RON ZIEGLER  
JOHN EHRLICHMAN ✓

FROM: JOHN WHITAKER

RE: HOUSTON-OKLAHOMA CITY FLIGHT, SATURDAY, SEPTEMBER 7

Please include Governor Dessay Bartlett, former Governor and Senatorial candidate Henry Bellmon, Congressman Page Belcher, one more seat for another politico who may be Congressional candidate Smith in whose district the Arkansas Basin is located.

There will be five Oklahoma press aboard - their names are not yet available, but they will include a reporter from the Tulsa Journal, another from the Tulsa World and three TV men (sound, film and correspondent) who will do a pool film for all Oklahoma TV networks.

So that means that 9 people must be transferred from RN's plane to the press plane on this leg of the trip.

December 18, 1968

E  
Your field  
H.

MEMORANDUM

TO: Bob Haldeman  
FROM: John Sears  
RE: Analysis of Election Results

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In regard to the question raised in your memorandum of November 27 and how such analysis should be accomplished, I have the following recommendations:

1. The Effectiveness of Our Advertising:

Aside from polling people in regard to their reactions to our advertising, I should think that some assessment could be given by comparing our polls at the beginning of the campaign with those taken after periods of intensive advertising in those areas where there was no intervening visit by either national candidate. As a general reaction, many people who had good initial reaction to our spot commercials have observed that there was too much use of the candidate and not enough of independent advertising devices. Many people thought the panel shows were replayed too often and too much emphasis was put on this device.

2. Why HHH Rose So Fast:

The political reason for this was a significant growth in Democratic unity over the last two weeks. The reason for the resurgence of this unity can be determined by repolling those who said they were either undecided or for RN originally, but did not vote for him. I would suggest that these individuals be polled on how the bombing halt affected their vote as well as the McCarthy endorsement, Governor Agnew's candidacy, the absence of any sharp issues of substance in the campaign, the pacing of our campaign, and the underdog syndrome.

3. Why We Closed So Strong in the South:

I strongly suspect this was tied to HHH's tremendous improvement in the polls in the last few days. This fact caused the potential Wallace voters to drift away from him in large numbers. To find out for sure, poll those who originally indicated a preference for Wallace, but didn't vote for him.

4. The Timing of the Campaign:

In view of the shambles of the Democratic convention, we were correct to start fast and strong as we did. Once committed in this fashion we had no choice but to try to maintain

that lead for the duration of the campaign; had we tried to cool it off after starting strongly, we would have looked weak and run the risk of losing large amounts of support in the middle of the campaign which would have been disastrous.

While I don't think we had any real choice about the timing, I think it probably was a mistake not to hold a little something in reserve for the last two weeks of the campaign. Had we developed a new issue during the last two weeks, I think we could have saved a lot of support which drifted away. The problem was that we had talked all of our negative issues to death by the last two weeks and since we had nothing new to expand upon, we lost the initiative. This also was true of our advertising and the combination of the same advertising and the same negative issues began to make us look a little boring.

Of course, we must remember that a large reason that we dropped off in the last two weeks is that the Democrats started to get back together.

5. The T.V. Documentary:

Of all the people I've seen since the election, no one has even mentioned the TV Documentary so it would appear that at least politicians don't think it won us any votes. Here again, the question of whether it won votes for us or not can be discovered by polling.

6. Why We Faded in New York and Mass., but Carried New Jersey: I would suspect that polls in New York and Massachusetts would indicate that we faded badly because many of the Democrats who originally expressed a preference for us got over being mad at the way their convention was handled and drifted back into line with HHH. A secondary reason for this is that we have very poor organization in the suburban areas of these two states and therefore have not involved the voters who are friendly toward us in the party. Many of the new residents of these new areas are nominal Democrats who have moved out of the cities but if we had better organization in the suburbs, we could attract them.

The reason we won New Jersey but lost New York and Connecticut is because in New Jersey we have good organization in the suburbs. There is also much less of a registration deficit in New Jersey than there is in the other two states.

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7. T.V. Coverage:

On balance, I don't think the TV coverage was unfair except perhaps in regard to Governor Agnew's candidacy. In the beginning of the campaign, they over-covered the Democratic convention and took great pride in pointing up the disorderly campaign that HHH was running, both of which helped us greatly. It is true that toward the end HHH was represented to be a sort of lovable underdog, but of course, he was an underdog. On the whole, I don't think the liberal, anti-Republican, anti-Nixon orientation of the networks showed through too much.

8. The Wallace Vote:

The only interesting analysis of what really happened to the Wallace vote would involve polling those who originally indicated a preference for him but did not wind up voting for him. I would imagine that polling these voters in Michigan, Texas, New Jersey, North Carolina, and Florida would show that had he not been in the race, we would have carried Texas and come closer in Michigan. Had he polled the 20 or 21% which he was registering in the polls as late as the middle of October, I think a survey would show that outside the South, he was taking tremendous numbers of votes from the Democrats and in the South, he was hurting us very badly. The 13% which he did poll would have gone for us had he not been in the race and had they voted.

To: John Sears

Date: January 7, 1969

From: John D. Ehrlichman

Subject: Election Analyses

Here is a memo from Kevin Phillips in response to my request for election analyses.

Will you follow up if you wish additional information from him?

John D. Ehrlichman

JDE:sw  
Attachment

To: Kevin Phillips  
From: John D. Ehrlichman

Date: December 16, 1968

I have your memo of December 11 and would very much appreciate your forwarding to John Sears and me your 1968 election analyses.

JDE/hg

John D. Ehrlichman

M E M O R A N D U M

TO: HRH and JE

December 11, 1968

"

FROM: JNM

RE: Kevin Phillips

Kevin Phillips had the following paragraph enclosed in a recent memorandum to me:

"I understand that Messrs. Haldeman and Ehrlichman are commissioning or requesting some analyses of the 1968 election viz the impact of Wallace, the RN slippage in Massachusetts, New York and Pennsylvania and so forth. I have much of this analyzed in great detail, but I have not sent it to anybody. I presume that you will let me know if you want any of this material made available."

If you desire Kevin's input on this matter, please contact him directly.

To: John Sears

Date: December 5, 1968

From: John D. Ehrlichman

I would appreciate your ideas in memorandum form for the accomplishment of the analysis called for in this memorandum.

JDE:sw  
Attachment.

John D. Ehrlichman

A handwritten signature in dark ink, appearing to be 'JDE', written below the typed name.

M E M O R A N D U M

November 27, 1968

TO: JOHN EHRLICHMAN  
CC: BOB ELLSWORTH  
  
FROM: BOB HALDEMAN  
  
RE: ANALYSIS OF ELECTION RESULTS

I am not sure exactly whose baliwick this falls into, but although it is not of primary urgency, it should not be allowed to pass unnoticed. I trust you two will get together and decide how it should be handled.

RN wants a careful and detailed analysis made of the election results for the purpose of determining what was, and what was not, effective in our various campaign techniques and strategies. The purpose, of course, would be for future planning.

Some of the specific questions or areas that he wants studied are:

- 1) The effectiveness, or lack of it, of our advertising--our slogans, our television spots, etc..
- 2) The question of why Humphrey rose so fast in the last two weeks, with an especial look at the way the east softened up, as well as the situation in Illinois and California where we were way ahead earlier.
- 3) The question of why we closed so strong in the south.
- 4) He feels that we were probably right to start fast and strong, as we did, but perhaps that we tried to stay high consistently for too long. Possibly we should have hit them hard in the beginning and then dropped off--and closed hard. Some analysis of this evaluation would be helpful.
- 5) He has the feeling that our television documentary did no good in winning votes, that it probably only affected intellectuals whose minds were already made up. Can we determine whether this is the case?

November 27, 1968

- 6) He especially wants a thorough study in New York, for instance in Nassau County where we did not do nearly as well as we should have. He also wants a study in Massachusetts, where at one point we thought we might win, but then lost 2 to 1. Then the question of why we took New Jersey and lost New York and Connecticut.
- 7) He also wants an analysis of the complete television coverage of the campaign, and the fact that the form of reporting may have hurt us. For example, the news showed Humphrey as a loveable underdog. Did we handle this adequately?
- 8) He wants an analysis of what really happened to the Wallace vote.

These are some of the kinds of questions RN has raised. It is my feeling that we should get some astute political scientist to work on this matter quickly, before everything in the way of original material disappears.

One thought that comes to mind is George Grassmuck. RN had suggested Joe Batchelder. There is also, of course, the question of funding this. Perhaps some external source would be interested in doing it for historical purposes, or perhaps we should use Republican National Committee funds so that the information is our private property.

In any event, the project should be launched, and I trust the two of you will see that it is.

A handwritten signature in dark ink, appearing to be the initials 'H' with a flourish extending to the right.

# CONFIDENTIAL

## CANDIDATE FOR FEDERAL APPOINTMENT

INSTRUCTIONS: Please provide as much of the information called for by this form as possible, including information called for below concerning yourself. Please type or print clearly. Insert extra sheets if the space provided is insufficient. When all available information has been filled in, please forward this form to:

Harry Fleming  
Staff of the President-Elect  
c/o The White House  
Washington, D.C.

Your Name \_\_\_\_\_

Business or  
Occupation \_\_\_\_\_

Business Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business  
Telephone \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home  
Telephone \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

DO NOT USE THIS SPACE

Specific Political Experience and/or Offices Held:

Candidate is proficient in the following foreign languages:

Please Suggest Other Persons You Believe to be Qualified References for the Candidate:

Name:

Name:

Name:

Address:

Address:

Address:

Other Comments (Please Comment Fully Using Insert Sheets if More Space is Needed):

---

(Candidate's Name)

(Age)

(Occupation)

(City)

(State)

Candidate's Business or Professional History (Insert Extra Sheets if More Space is Needed):

Candidate's Prior Government Service:

Candidate's Military Service:

Candidate's Other Significant Accomplishments:

For What Federal Post or Posts is Candidate Well Suited?

Reason for Recommendation:

Please Rank the Candidate on the Following:	Excellent	Good	Might be Problem
Initiative			
Judgment			
Integrity			
Industry			
Self Reliance			
Leadership			
Ability to Work With Others			
Ability to Work Under Pressure			
Ability to Plan and Coordinate			
Ability to Manage			
Ability to Get Results			
Political Sophistication			
Health			

State Any Potential Limitations or Adverse Factors Concerning the Candidate Known to You:

How Well do You Know the Candidate? Personally \_\_\_\_\_ By Reputation Only \_\_\_\_\_

If Personally: Casually \_\_\_\_\_ Fairly Well \_\_\_\_\_ Very Well \_\_\_\_\_ How Long? \_\_\_\_\_

Please Supply as Much as Possible of the Following Concerning the Candidate:

Business Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Schools Attended:

Academic Degrees and Honors:

Professional Honors:

Marital Status: \_\_\_\_\_ Political Affiliation: \_\_\_\_\_ Sex: \_\_\_\_\_

(Turn to back page for additional data)

November 18, 1968

TO: Bob Haldeman  
RE: PN Social Secretary

*Also in plane*

1. Lucy Alexander Winchester - Governor Nunn reports very highly on Mrs. Winchester, saying that her family and educational background are excellent. Her one weak point is that she married a ne'er-do-well from whom she is divorced. However, he says her moral character is of the highest.

She runs three farms on her family's property in Kentucky. She has a three year old child but apparently could take on another job.

2. Bill Stewart recommended Mrs. Alys Faurot Bennett, 105 East Delaware Place, Chicago, telephone number Su.7-2175. Mrs. Bennett is also divorced with one child. She is 52 years old, attractive, speaks French and Spanish. She worked during the last campaign with Hope McCormick. With regard to her organization ability, she apparently helped to start an orphanage in Mexico. Stewart is sending additional information.

3. I am attempting to reach Tish Baldrige to have her agree to screen these and other applicants.

*P.M.F.*  
P.M. Flanigan

PN

# Baldrige re Lucy Alexander Winchester

- ① Motivation perfect, though initially not particularly interested, now interested
- ② Education very good for job -
- ③ Very ladylike - is smart & happy <sup>(nice)</sup>
- ④ Gave her both good & bad parts of job.
- ⑤ Told that PN would have to determine whether the Sec or Press Sec would be boss. Tish knows <sup>to</sup> still <sup>prefer</sup> the Sec Sec should be boss.
- ⑥ The UN experience will be very helpful, & she worked up to the job.

The Chicago candidate, <sup>who is Pat</sup> would be soundly more adept, but Lucy is better balanced. Bennett would have more imagination and flair, <sup>info</sup> party giving, but that's only 10% of the job.

Tish Baldrige highly recommends her & thinks we should make up her mind now.

MARTHA ROUNTREE

*Social Secretary*

2238 Que Street, N.W.  
Washington, D.C. 20008

Miss Rosemary Woods  
155 East 50th Street  
New York, New York

Dear Rosemary,

The world seems just great from where I sit. However, I know all of it isn't, but I have complete faith in our next President's ability to remedy the wrongs of the world. Isn't it wonderful to be able to look back on the Election from the Winner's vantage point?

I have always taken it for granted that you would be running things from Pennsylvania Avenue but just the same I was glad to see it spelled out in print. Hope you are going to get a vacation before digging in for the long seige ahead. You are going to need it.

There are two things I would like to know -- and I hope you will be able to find a minute to advise me:

1. If and when I have a worthy idea or suggestions or if something comes up which I believe to be important for your Boss to know is it all right if I forward same to you or, what is the procedure? I do not want to trouble you needlessly and obviously anything I might be sending along would only be something I felt would be helpful.

For example: Mrs. Brooks McCormick (next National Committeewoman in Illinois and a member of the famous McCormick family out there also worked hard in this Election for Mr. Nixon) has written me for help in bringing the name of Mrs. Alys Bennett to the attention of Mrs. Nixon. See copy of letter enclosed, which is self-explanatory. Also, I am enclosing copy of bio of Mrs. Bennett.

I am positive that Mrs. McCormick would never make such a suggestion unless she was rather sure of Mrs. Bennett's ability and qualifications.

Also Rosemary, do I have your correct address? I assume you will be looking for an apartment down here in the near future. Let me know, or give me a call and I will be glad to pick you up at the airport, and incidentally I do have a guest room even though I am not completely decorated yet, my cook is on the job and she is good. So, if I can be of any service let me know.

As ever,

*Martha*

Telephone 667-5642

encl.

---

Saturday

Mrs. Brooks McCormick

1530 North State Parkway Chicago, Illinois 60610

Dear Martha:

Well I have finally recovered from Tuesday - I can not remember a longer night!!! I was all too close for comfort here in Illinois. Am enclosing my friend Alys Bennett's biography - You may remember I was talking to you about her at lunch in Kansas City. She would adore to be Pat Nixon's "Tosh Baldridge"!!!

---

I've known Alys for over  
twenty years and she has  
great taste and talent.  
I can truly say to you she  
would be great at the job.  
Her ideas are fantastic  
and she is madly in love  
with Richard Nixon!! Any  
help you can give us would  
be wonderful. Alys will  
fly down to Washington  
to talk to you or anyone  
you think she ought to.  
I really do not know how

Mrs. Brooks McCormick

1530 North State Parkway Chicago, Illinois 60610

to go about this sort of thing!!  
A great friend of hers has  
written to Mrs Eisenhower  
and our National Committeeman,  
Bob Stuart has also written.  
As I am the new National  
Committeewoman I'm writing  
you!! If you have any  
thoughts as to what we  
can and or should do I  
would so appreciate your  
letting me know.

See you in January!  
What happiness!!

Best always

Hope

---

## PERSONAL HISTORY STATEMENT

MRS. ALYS FAUROT BENNETT  
105 E. Delaware Place  
Chicago, Illinois 60611

SU 7 2175 (private)  
WH 4 6300 (hotel)

### AGE

44 years

### MARITAL STATUS

Married in 1947 to Clarence Jesse Bennett,  
Son of Melba and Frank Bennett, Palm Springs, Calif.

Divorced in 1952

One Daughter, Alys Faurot Bennett, 18 years old,  
attending Finch College, N.Y.C.

### EDUCATION

1930 - 1938 Girl's Latin School, Chicago, Illinois  
1938 - 1942 Miss Hall's School, Pittsfield, Mass.  
1942 - 1944 American Academy of Art, Chicago, Ill.  
1944 - 1945 Art Student's League, N.Y.C.

### LANGUAGES

French and Spanish

### GENERAL INTERESTS

People  
Foreign travel  
Civic affairs, especially pertaining to children  
Active Republican  
Painting  
Entertaining  
Athletically inclined

PERSONAL HISTORY STATEMENT

MRS. ALYS FAUROT BENNETT

POSITIONS HELD

Three years hospital service - World War II  
Red Cross Nurses Aide

Founded Women's Board - Northside Boys Club  
Chicago, Illinois in 1958

Women's Board - Children's Home and Aid Society  
since 1958

Chicago Public School Art Society 1960 - 1966

Casa Hogar  
San Miguel de Allende  
Gto, Mexico

Ten years ago, I adopted a small orphanage of seventy five children in Mexico. In order to support this I have organized several benefits in Mexico, and in this country, and have had extensive dealings with the Mexican government in connection with this project.

Active participant in all G.O.P. activities

November 21, 1968

MEMORANDUM TO: John Ehrlichman

FROM: Harry Flemming

We met with Bob Hampton of the Civil Service Commission today. Bob was helpful in defining what jobs are available to be filled and also what jobs we might find after January 20th that are not technically Presidential or Patronage jobs. Several suggestions came out of our meeting that require follow-up.

1. Apparently, a computer read-out of Presidential appointments is floating around somewhere in our organization. It would be very helpful to us to have a copy of this.
2. There is apparently a 3-volume read-out and a 17-volume elaboration of this computer read-out. Hampton indicates that this was transmitted from John Macy to Lincoln.
3. Hampton suggested that after clearing with Charles Murphy that we should have one of our people contact the personnel head of each department of the government. These people are all career civil servants and have full knowledge of the personnel job descriptions and whether or not they are traditionally filled by career civil servants or by political appointment.

# Political Bulk Suggestions

Process =

1- Reception

2- Questionnaire response -  
& Acknowledgement

3- Gross Review =

Reject\* or refer for further review

a) Political

b) Utility criteria

c) Quality

d) Security

Reject\* or

4- Selection Review

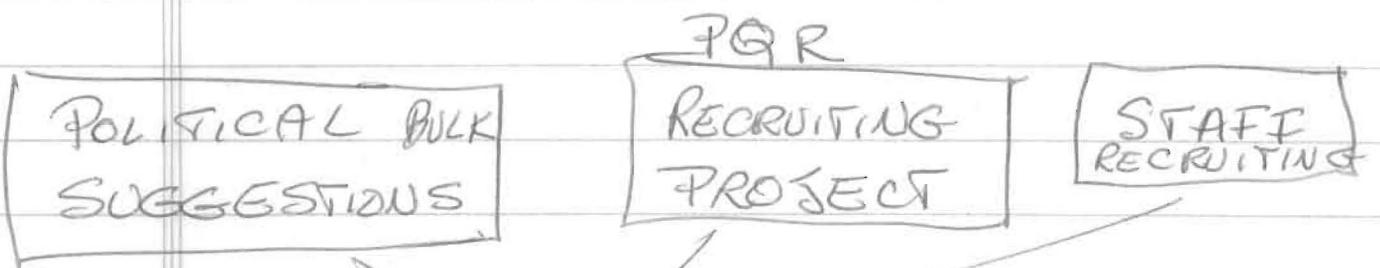
Selection  
Recommendation  
Committee

**Agnew**

5- Refer for Congressional clearance

6- To inventory for INTERVIEW - Then to  
specific exec br. division  
for assignment

\* with final letter



EXEC. BRANCH PLACEMENT  
ORIENTATION

Congressional  
LIAISON  
Executive



FACILITIES  
& LOGISTICS

STAFF

FINANCE



Inauguration &  
Pre-inauguration  
projects

Kevin Phillips - Census Bureau?

Dean Lon Fuller - Labor Dept?  
Arbitration -

Finch w/e -

(30)

Mex-Guero lawyer - Counsel's  
Staff -

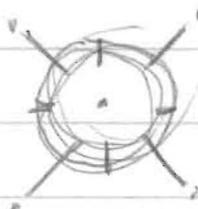
Klein

Nascom

BUSH

BAKER

- BROCK -



Send around conditions  
of emp/mf

Memos, diaries

write by permission

conflict of interest



whose Bible?  
How many?

1954 - 2 Sobolists

or Marian Anderson

SSB  
America

or POEM

Tree  
8x10 glossy  
mag program  
4 signatures on  
Blank  
sheet

Any Time  
Limit?

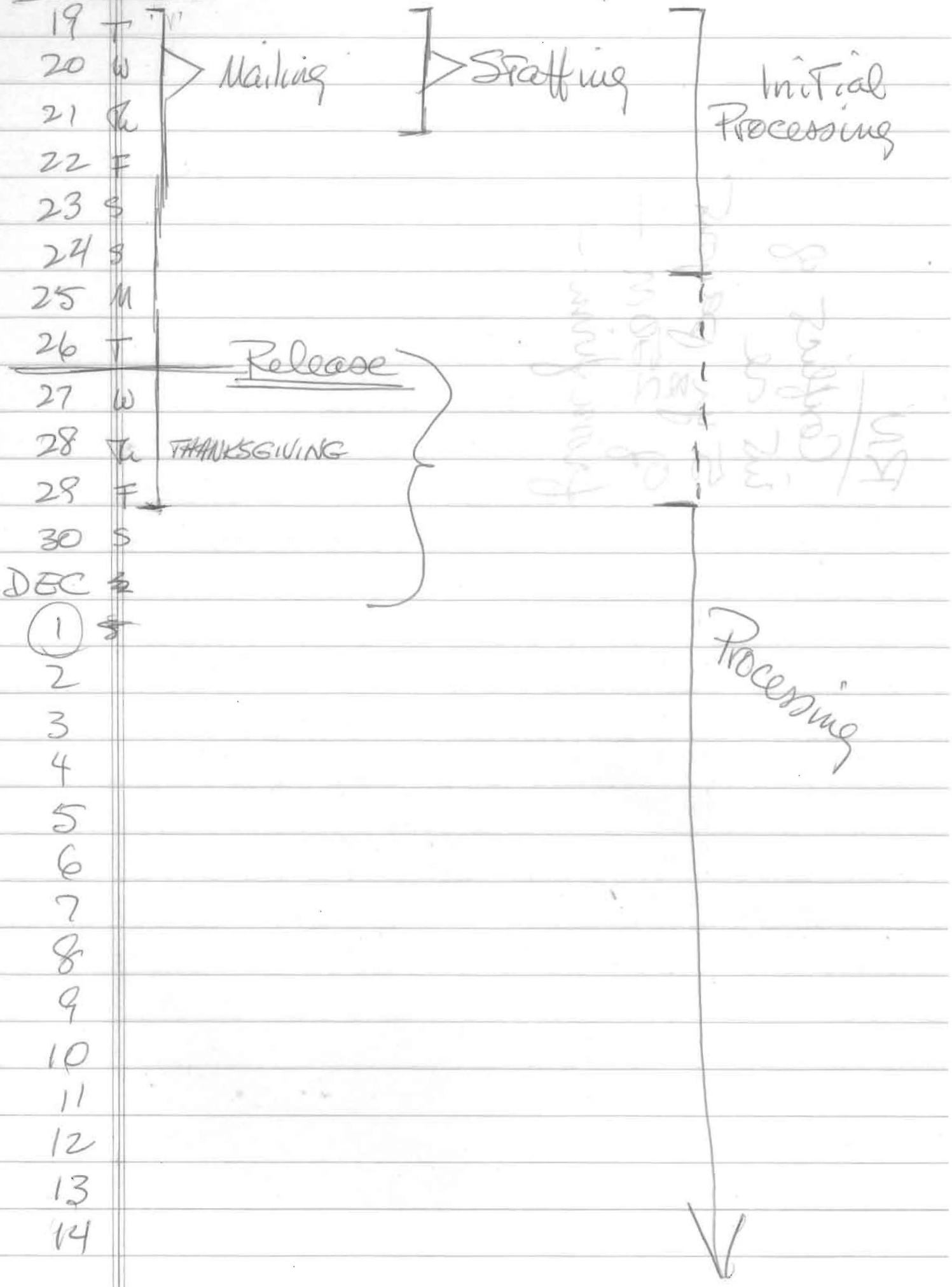
3 minutes

Catholic  
Jew  
Greek  
Graham  
2 Prayers  
2 Benedictions

Ray Price - Stmt  
NAF, Com. insert man

Mailing  
Drafts - Texts  
Addresses  
Printing  
Franked -

NOVEMBER



Rev. Price - 2000  
Mr. Gov. - 1999

Marketing  
Drafts - 1000  
Address  
Printing  
Tramper

NOVEMBER



RN  
Conflict of  
interest  
with  
payroll  
of 250M -  
from firm -

Release

MARKETING

Marketing

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November 20, 1968

TO: John Mitchell  
FROM: Sherm Unger

The attached letter arrived shortly before the election and was temporarily misplaced. I have seen the machine to which the writer refers in operation. It can scan and produce a copy of an appropriate resume in less than a minute. To the best of my knowledge it is limited, however, to those people of technical backgrounds, i.e. engineers but they maybe helpful in that limited area.

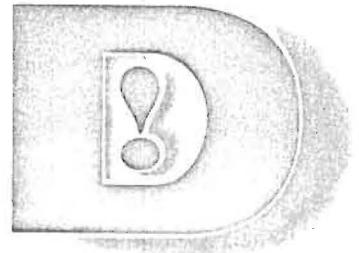
The writer is a friend of mine and comes from a strong republican family. Accordingly, I would think that the prices quoted are subject to negotiations for our purposes and that if we are interested, a reasonable cost plus arrangement (or perhaps just cost) could be agreed upon. Therefore, if there is any interest, I would recommend Bardes be invited to New York for amplification.

Attachment

JM:mw

cc: Bob Finch  
Peter Flanigan  
John Ehlichman ✓





October 28, 1968 ®  
Our 17th Year

Nixon-Agnew Committee  
Attn: Mr Sherman E Unger  
450 Park Ave  
New York City, NY 10022

Dear Sherm:

When Nixon, Agnew and the Republican Party win the election November 5th, there will be an extreme need for qualified personnel in the new government administration. The period between November 5th and the inauguration will be short, no time for advertising, and Decision/Inc offers the greatest service in the crash program for staffing.

Decision is in its 17th year of being the best organization in the business with its 7 different professional staffing services; of providing scientific and technical individuals to staff executive and management positions for corporations, companies and organizations. This is true for four major reasons.

First, Decision owns the famous Decision/Register, the world's oldest and largest technical and scientific manpower register. It contains information on over a quarter of a million technically qualified people. With our unique Miracode equipment, requirement factors for an executive position can be coded into the equipment, microfilmed resumes automatically scanned, and a duplicate copy of the resumes obtained instantly of those who are prospective candidates. A trained search specialist will contact each individual, check his background and interest against the position. Resumes of qualified persons will be sent to the person responsible for hiring.

Second reason: Decision has acquired an enviable reputation in the area of professional staffing and has earned the confidence of the technical profession as well as with companies and corporations.

The third reason is that we publish the Decision/Job Directory -- "The Authoritative Technical, Management and Scientific Placement Guide". 1969 marks the 15th annual edition. This job directory gives information on over 1,500 companies that provide exceptional employment opportunities for technical personnel. (A copy of the 1968 Edition is enclosed.)

**DECISION/INC**

DECISION BUILDING, BATAVIA, OHIO 45103, 513/732-2500, TWX: 810/460-8360

October 28, 1968

The fourth reason is the widely read and talked about Decision/ Reports, "The Professional Opportunities Newsletter", nicknamed "The Greensheet", by the profession. It is published twice a month and lists current positions. (A recent issue is enclosed.)

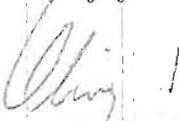
Decision, therefore, proposes to help the Republican Administration staff up in the Government. This search proposal is a charge of \$20 per hour for all staff time. The time charges will be applied toward a percentage amount of the base annual salary as follows:

AMOUNT	BASE ANNUAL SALARY
10%	Under \$25,000
15%	\$25,000 - \$39,000
20%	\$40,000 & Over

Travel expenses (if required), telephone calls, telegrams and postage will be billed extra. No entertainment expense will be incurred unless specifically authorized in advance.

Decision can produce for the Republican Party and Administration. We have proven it through our 16 years of expertise. We have the greatest resources and capability to be of more benefit, faster than any other vendor.

Cordially yours

  
Oliver P Bardes  
President

Enclosures

4- Wm. Harmon has  
3 other lists

Brd Comms

[ Conferences  
Pres Apptees  
Combined  
Data  
Committees of  
Cong

5 => Statement -

422-6767

Frank-Lincoln

FLEMING

30-40 offices EOB

17 Vol. Wash office -

2 new lists coming -

Friday

11/22

11 am Briefing

Ehrlichman

Office of the President-elect  
Information Office  
450 Park Avenue  
New York, New York 10022

(212) 661-6400  
Night/758-9338

FOR IMMEDIATE RELEASE

NEW YORK, Nov. 22 -- The following statement was issued Friday by President-elect Richard M. Nixon at his office in the Hotel Pierre:

"In the staffing of a new Administration, the focus of public attention quite naturally is on those named to the key cabinet posts. But the tone and spirit of an Administration depends also on the quality of those who fill the hundreds of other policy-making positions within the various departments and agencies.

"I want an Administration in which there is a constant percolation of new ideas up from these levels; in which, at every level, the best minds in America are focused on the entire array of tasks confronting us.

"Toward this end, I have set in motion a nationwide talent search unprecedented in its scope, in an effort to staff the next Administration with the best people available. The emphasis of this search is on brains, on judgement, on creativity and on youth.

"On the one hand, I am tapping the traditional party sources. But on the other hand, I am reaching beyond the party structure in order to find the best-qualified people without regard to political affiliation.

"My key associates have already sent letters or telegrams to all Republican Governors, Senators and Representatives, and to key party officials around the country, asking for their recommendations as to specially qualified persons.

--MORE--

---

"Beyond this, I am asking for similar recommendations from college and university presidents and deans, and from the heads of leading corporations, foundations and professional and social-action organizations.

"In doing so, my aim is to enlist the entire academic, business and professional community in the task of staffing the next Administration with the very best possible talent -- recognizing that we all share a common stake in the standards of excellence that will be set in these appointments.

"I have set up special offices in New York and Washington for the processing of these recommendations. I cannot emphasize too strongly that this is a serious effort to get the best talent possible, and that the doors of the new Administration will be open to talent and imagination regardless of party, race or section.

"In seeking out the best people to take these jobs, I recognize that I often will be asking them to make financial and other sacrifices. But if our system is to work, it requires the dedication of people who care. I know there are many thousands of highly able people with the spirit and the dedication that the magnitude of our public tasks requires. The aim of this search is to locate and identify them.

"I mentioned that one of the accents of this search is on youth. It is my specific intent that the average age of federal appointees should be markedly lower than it has been in previous Administrations.

"We live in a young world, and a rapidly changing world in which each generation has a new and uniquely different frame of reference. Today's young people have shown themselves better informed and more actively concerned than any previous generation in America. I want their special frame of reference well represented; I want to enlist their concern and their energies.

"Whatever the personal sacrifices, the challenge and adventure of public service today are unmatched. Our great public needs call for the best people that America can produce -- and I aim to find those people.

Office of the President Elect  
Information Office  
450 Park Avenue  
New York, New York 10022

(212) 661-6400  
Night/758-9338

FOR IMMEDIATE RELEASE

NEW YORK, Nov. 22 -- Mrs. Richard Nixon announced Friday the appointment of Gerry Van der Heuvel, Washington news correspondent, as her press secretary.

Mrs. Van der Heuvel is a correspondent and columnist for the Newhouse National News Service and former president of the Women's National Press Club.

She is the widow of the late Kenneth Van der Heuvel of Holland, Mich. and is the mother of three children.

Her oldest daughter, Claudia, 22, Mrs. John Redwood, is a member of the Peace Corps in Brazil.

Another daughter, Heidi, 18, is a student at Virginia Commonwealth University and a son, Jon, 14, is a student at J.E.B. Stuart High School in Falls Church, Va.

Before joining the Newhouse Bureau, Mrs. Van der Heuvel was a correspondent and columnist for the New York Daily News. She was educated at Wayne University and the University of Michigan.

-- 30 --

#733

OFFICE OF THE PRESIDENT-ELECT

RICHARD M. NIXON

WASHINGTON, D.C.

December 2, 1968

MEMORANDUM

TO: JOHN EHRLICHMAN  
FROM: HARRY FLEMMING *H. Fleming*  
SUBJ: PERSONNEL (update memorandum of November 21, 1968)

The following is a supplemental report on our personnel requirements for this operation.

- I. SUPERVISORY  
No changes from previous bulletin.
- II. DESK MEN  
We have moved a little slower in the desk man area because of the indecision relating to job qualifications on Schedule C's. Another factor slowing this operation is the relatively low volume of mail into our operation. However, we have either on board or scheduled to come in today, seven of our twelve desk men. We have committed \$1000 per month to four of these seven. Two will definitely work at no cost and the seventh is in doubt as to whether his firm will carry him.
- III. INITIAL SORT  
We have eleven persons working in this area at this time. Seven of these are unsalaried, the four others are secretarial and clerical personnel and they are receiving salaries in the neighborhood of \$525-\$550 per month.
- IV. ADMINISTRATION AND SECRETARIAL  
We have two persons, Larry Dunn and Henry Hyde, engaged in administrative work. Their salaries are \$1200 and \$1166 per month respectively. We have one receptionist at \$520 per month and eight secretaries at an average salary of \$550 per month each.

This does not include our total personnel needs but because our operation is geared to demand and progressive steps toward the final selection of personnel, we will be adding persons as indicated and needed. Until such time when we reach our full staffing requirements, I will continue these personnel memos on a weekly basis.

OFFICE OF THE PRESIDENT-ELECT

RICHARD M. NIXON

WASHINGTON, D.C.

December 2, 1968

MEMORANDUM

TO: JOHN EHRLICHMAN  
FROM: HARRY FLEMMING   
SUBJ: PROGRESS REPORT, WEEK ENDING NOVEMBER 30, 1968

We have had a good week and have accomplished a number of things. Primarily, we have been refining systems and procedures under which we process candidates for political appointment. The following is a breakdown of various departments and their progress this week.

I. SUPERVISORY and DESK MEN

These gentlemen have been familiarizing themselves with the various departments that are under their supervision. We have been refining our system and have made the basic decision to concentrate in the period before January 20 on the non-career executive assignments (NEA) and the Schedule C's. Persons concerned with screening in this area have been refining their departments down to the persons handling these functions. In addition, they have been making informal contacts with Congressional-types and other such contacts that are available in Washington.

II. SORTING

We have approximately eight people sorting applications for Federal appointments, and they have processed some 2,500 of this type position this week. In analyzing the initial sort work, we have decided to increase the responsibility and function of this group. In addition to categorizing the type of application, they will be filling out a form which will provide the necessary information for the computer, should the applicant proceed to that point.

III. ADMINISTRATION

Larry Dunn has done an excellent job of setting up the administrative network for this operation. He has assumed the functions of personnel officer, payroll officer and contact with the GSA, at Bill Middendorf's request, we are detailing him to New York for two days to set up their payroll and accounting system similar to ours.

IV. MAILING

The mailing to the "Who's Who" list will go in the mail this morning. The delay was caused by the late decision made on the recommendation form to be used in the mailing. Henry Hyde is doing a good job of staying on top of this project.

V. GENERAL

We have secured office space immediately below us on the sixth floor. We now have what appears to be adequate space for our responsibility. In addition, offices have been set aside for Bryce Harlowe's program and several for some special project that Len Garment has in operation. I would suggest that the word be put out in New York that before commitments are made on space down here, the person requesting this space check with Larry Dunn as to availability.