

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>
31	10	12/09/1968	Letter	Haldeman to Forrester Mashbir re: resume for appointment.1 pg.
31	10	12/09/1968	Letter	Haldeman to Ernest May re: White House or NSC staff. 2 pgs (copy).
31	10	12/13/1968	Memo	Larry Higby to Bill Middendorf and Pat Dugan re: Bob Brown. 1 pg.
31	10	12/10/1968	Letter	Haldeman to Arjay Miller re: possible Trustees. 1 pg.
31	10	11/25/1968	Letter	Haldeman to Arjay Miller re: trustees of the Urban Institute. 1 pg.
31	10	11/22/1968	Letter	Haldeman to Mark Murphy re: selections for cabinet. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
31	10	12/12/1968	Letter	Lawrence Higby to Robert Murphy re: forwarded information. 1 pg.
31	10	12/21/1968	Letter	Haldeman to Eric Nowlin re: Student Advisory Board. 3 pgs with attachments.
31	10	12/09/1968	Memo	Haldeman to Henry Loomis re: issues planning and policy. 1 pg.
31	10	01/04/1969	Letter	Haldeman to Leo Owens re: Preston Martin for office of Federal Commissioner of Savings and Loan Associations. 3 pgs with attachments.
31	10	12/20/1968	Letter	Haldeman to Gunnar Ohberg re: help for President Nixon for television appearances. 2 pgs.
31	10	12/03/1968	Letter	Haldeman to Ben Olivares re: selection of cabinet officers. 7 pgs with attachments.
31	10	01/14/1969	Letter	Haldeman to John Powers Jr. re: letter. 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
31	10	12/11/1968	Letter	Haldeman to Bradley Patterson Jr. re: material about white house staff procedures. 2 pgs with attachments.
31	10	12/04/1968	Other Document	Joe Peterson to Haldeman re: picture with President Nixon. 2 pgs with attachments.
31	10	11/14/1968	Letter	Thomas Pike to Haldeman re: new appointment. 3 pgs with attachments.

December 9, 1968

Mr. Forrester Mashbir
The Palms
Apartment 511
Las Vegas, Nevada 89105

Dear Forrester:

Thank you for your letter and your good wishes.

You are right; you should forward your resume to John Ehrlichman--at the address above. It is not true that all appointments will have been made by January 20th, so please do not hesitate on that account.

Best regards.

Cordially,

H. R. Haldeman
Assistant to the
President-elect

HRH:jc

December 9, 1968

Professor Ernest R. May
John Fitzgerald Kennedy
School of Government
Harvard University
78 Mount Auburn Street
Cambridge, Massachusetts 02138

Dear Professor May:

Thank you very much for sending on the list of military types for the White House of NSC staff.

Now that Henry Kissinger has been appointed, I am taking the liberty of passing these suggestions on to him.

I also appreciate your answer to Mr. Nixon's question, and I know that there will be many ways in which you can be of help, and we will certainly take advantage of your interest.

As a final thought, I again deeply appreciate your taking the time to come in here and talk. The discussion was most helpful indeed.

Hope to see you soon.

Cordially,

H. R. Haldeman
Assistant to the President-elect

HRH:jc
cc: H. Kissinger

MEMORANDUM

December 13, 1968

TO: BILL MIDDENDORF
PAT DUGAN

FROM: LARRY HIGBY

RE: BOB BROWN

This is to advise you that Bob Brown should be placed on the payroll effective December 5, at the annual rate of \$25,000.

He will be a White House Special Assistant in the same category as Dwight Chapin and Ron Ziegler. He therefore should be paid from the same payroll as these people are.

Steve Bull is currently processing appropriate papers on Bob Brown, should these be necessary, and will have them available for your office shortly.

Thank you for your cooperation.

December 10, 1968

Mr. Arjay Miller
Vice Chairman of the Board
Ford Motor Company
The American Road
Dearborn, Michigan 48121

Dear Arjay:

Thanks for your letter of December 2nd. I am taking the liberty of sending it on to Bob Ellsworth, along with your earlier letter and the suggestions of possible Trustees.

Bob, as you probably know, is functioning as Assistant to the President on special projects including this particular area. I am sure he will be in touch with you prior to the December 13th meeting to give you what guidance he can at this point on our suggestions.

It was good to hear from you, and I hope to see you soon.

Cordially,

H. R. Haldeman
Assistant to the President-elect

HRH:jc
cc: R. Ellsworth

November 25, 1968

Mr. Arjay Miller
Vice Chairman of the Board
Ford Motor Company
The American Road
Dearborn, Michigan 48121

Dear Arjay:

Thank you very much for sending me a copy of the letter you are sending to the trustees of the Urban Institute. I have reviewed the list of names you are sending out, and of course all of them are people who have associations one way or another with the President-elect.

Because of the fact that some of them are, of course, under consideration for posts in the new administration, it is very difficult at this time for me to make much comment on the specific names, and probably it would be unwise to do so. After another week or so has gone by it may very well be possible for me to be more specific, and I will certainly try to do so before your December 13th meeting.

If you have not heard from me prior to that meeting, and still feel you want some input from us, why don't you feel free to give me a call.

Thank you very much for your kind words regarding my appointment. Needless to say I am looking forward to the task with great anticipation.

Cordially,

H. R. Haldeman

HRH:jc

November 22, 1968

Mr. Mark Murphy
5700 Hinman Road
Lockport, New York

Dear Mr. Murphy:

Thank you for taking the time to write concerning selections for Mr. Nixon's cabinet.

I have forwarded your suggestions to the appropriate staff members, and I am sure your ideas will be considered in the selection process.

Sincerely,

H. R. Haldeman
Assistant to the
President-elect

HRH:jc

December 12, 1968

Hon. Robert Murphy
Transition Office of the
President-elect
P. O. B. #7
c/o The White House
Washington, D. C.

Ambassador Murphy:

Mr. Haldeman asked that I forward this to you for
appropriate action.

Cordially,

Lawrence Higby
Administrative Assistant

LH/mc
encl.

December 21, 1968

Mr. Eric Nowlin
700 North Chestnut
Seymore, Indiana

Dear Eric:

Thank you for your letter of December 16 regarding your interest in the continuation of the Student Advisory Board during the Nixon Administration. Certainly this Board contributed effectively in the area of youth concerns during the campaign, and there were many talented individuals who participated in the effort.

At this time, we are attempting to determine the best possible method in which President Elect Nixon can continue to be in touch with younger people. We appreciate your interest and we shall keep you informed as to decisions that are made.

Sincerely,

H. R. HALDEMAN
Assistant to the
President Elect

HRH:eg

12-16-1948

Mr. H. R. Haldeman
Hotel Pierre
New York City

Dear Mr. Haldeman,

In your hands you should now have a special delivery letter from me dated December 13. I tried to see you today or make some kind of arrangements to meet with you. I understand you were out of town.

I apologize for not making better arrangements in my attempt to meet with you, but my desire to do so & plans to come to New York had developed only recently.

I have been in contact with Lyndon "Mert" Allen in Washington since writing to you the 13th & he says that the work

of the Student Advisory Board, (I acted as coordinator) was very well received & efforts are being made to encourage Mr. Nipon to continue it's work, in some form, during his administration.

I realize that with the many and some problems facing our Society & the world today - youth involvement seems nearly secondary. However, I sincerely hope that Mr. Nipon understands the dynamic effect young people can have in our Society - whether it be in defining, causing or solving our conflicts. I am very pleased to see that some interest has been generated in regard to continuing the work of the Student Advisory Board. I would like very much to do whatever possible to insure it's continuance & would like to discuss with you the possibilities of doing so.

I will be in Boston from tomorrow through Friday, December 20, then back in New York City until Tuesday noon. I will contact you, your secretary, or receptionist late Friday or Saturday in hopes that I can see you before returning to the Midwest for the holidays.

Sincerely,
Eric A. Martin

MEMORANDUM

TO: Henry Loomis

FROM: H. R. Haldeman

December 9, 1968

Enclosed are letters from The Rt. Rev. Magr. F.H. Nott, with copy of the answer from D. Chapin; F. Willard Griffith, John A. Bogart and James A Fry.

These relate to issues planning and policy and I would appreciate your taking care of their proper distribution.

Thank you.

HFH/mc
encl.

January 4, 1969

Mr. Leo E. Owens
Owens Whittier Publishing Co.
195 Civic Drive
Suite No. 9
Palm Springs, California 92262

Dear Mr. Owens:

Please forgive the delay in my response to your letter of December 20th. I certainly appreciated it and your kind words regarding my father.

I am, of course, very familiar with your papers and the role they played in Dick Nixon's election and it is deeply appreciated.

I have passed on your recommendation of Preston Martin for the office of Federal Commissioner of Savings and Loan Associations. I am not sure what the status is on this appointment, but I do know that Dr. Martin had already been under consideration.

I assume that the matter of a message from the President-Elect to the Whittier Daily News has been taken care of and I too hope that your edition will be a great success.

Thank you again for writing.

Cordially,

H. R. Haldeman
Assistant to the
President-Elect

HRH:ds

OWENS PUBLICATIONS, INC.

THE INDEPENDENT, RICHMOND
BERKELEY DAILY GAZETTE, BERKELEY

L. E. OWENS, BOARD CHAIRMAN

OWENS WHITTIER PUBLISHING CO.

THE DAILY NEWS, WHITTIER
EAST WHITTIER REVIEW

December 20, 1968

Mr. Harry B. Haldeman
457 Muirfield Road
Los Angeles, California 90005

Dear Mr. Haldeman:

It is somewhat embarrassing for me to write you at this busy season and while you are enjoying the rest and pleasure of being at home again with your children and family.

We have talked to your lovely mother several times since the untimely death of your late father. We have been amazed at her courage and conduct which are magnificent. They were close friends of Jo and myself. Your mother called us to tell how happy and moved she was when she received a beautiful handwritten letter from Dick Nixon. Our homes in Smoke Tree are only five or six hundred feet apart. When you are at the Ranch with your children after Christmas, I hope you might find time for a short visit with me.

I am quite sure you know little or nothing about me. However, I am a newspaper publisher with three newspapers in California: The Independent in Richmond, the Berkeley Gazette, and the Daily News in Whittier. I also have a major interest in the San Jose newspapers, the Mercury Herald and News.

These newspapers and others belonging to my old associates, the Ridders (Long Beach, Pasadena and Orange Grove, etc.) supported Mr. Nixon, and, I hope, had a part in Dick's winning the tight race with Humphrey.

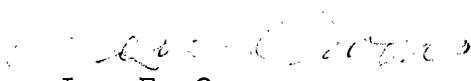
My chief purpose in writing you today is to let you know that I endorse fully the man who is now the Commissioner of Savings and Loan Associations for the State of California, Dr. Preston Martin. It is my understanding that the California saving and loan associations have been very happy with the State control of their organizations which is under the

December 20, 1968

guidance of the California State Commissioner, Dr. Preston Martin. I know Dr. Martin quite well and admire him for his integrity, fine education, experience and administrative ability. I can heartily recommend Dr. Martin for consideration as a candidate for the office of Federal Commissioner of Savings and Loan Associations.

It may be a little late for my suggestion to have any bearing on the matter. However, I am enclosing with this letter a page from the Whittier Daily News which will indicate to you that you may be asked by the publisher of the Daily News to arrange some message from President-elect Nixon. I am hoping that our edition will be a great success. I am also enclosing copies of several editorials from the Whittier Daily News.

Sincerely,



Leo E. Owens

LEO:bb

Encs

cc: Mr. Harry B. Haldeman
Wyndham Hotel
82 East 58th Street
New York, New York

December 20, 1968

Mr. Gunnar Ohberg
Pepsi Co., Inc.
500 Park Avenue
New York, New York 10022

Dear Gunnar:

You are very nice to offer to be of help to Mr. Nixon, especially before television appearances, and I will pass along your offer, and I am sure that if the opportunity arises he will take advantage of it.

I also deeply appreciate your good wishes. I must say I miss seeing your smiling face in the hall and I sure miss taking advantage of the services. A very Merry Christmas to you and a Happy New Year.

Sincerely,

H. R. Haldeman
Assistant to the
President-elect

HRH:ds



17 December 1968

Mr. H. R. Haldeman
Assistant to the Presiden-Elect
450 Park Avenue
New York, N.Y. 10022

Dear Bob:

Thank you for your kind letter.

Naturally I watched Mr. Nixon's TV presentation of the Cabinet as did the rest of the Nation.

It occured to me that Mr. Nixon occasionally find massage just before important public appearances as useful now as he did during the campaign.

I spoke to my boss Don Kendall about it and he approved my writing to you about the idea.

I know how close you are to Mr. Nixon and know what agrees with him and what does not. If at any time- particularly before TV appearances- my services can be of use, it would be my privilege to offer them. You know, Bob, when you see a man win against the odds Mr. Nixon did, he is truly a champion, and you feel you want to do everything in your power to help.

You might be interested to know that among the many things I learned from the campaign was the importance of the closed-mouth department. That was my first real contact with the "working press".

Again I enjoyed meeting you and working with you. All luck and strength in your important job. Season's greetings and the best New Year of your career.

Sincerely yours,

Gunnar Ohberg

December 3, 1968

Mr. Ben L. Olivares
118 Lawrence Avenue
Colorado Springs, Colorado 80909

Dear Mr. Olivares:

Thank you for taking the time to write concerning the selection of cabinet officers.

I can assure you Mr. Nixon and his staff are making every effort to choose the best man for each job regardless of race, creed, color or political affiliation. With this in mind, I am sure you will find people with all types of ethnic backgrounds within the Nixon administration.

Your letter has been received, and I want to thank you for taking the time to write it.

Cordially,

H. R. Haldeman
Assistant to the President-elect

HRH: jc

21 Nov. 1968
Ben L. Olivas
118 Lawrence ave. 80901
Cole, Springs, Colo.

Mr. Bob Haldeman;
Office of President-elect.
Richard M. Nixon
Washington 25-D.C.

Dear Sir.

Reading an article in News-
week dated Nov. 11-1968, I must write
as one of Mr. Nixon's constituents
with all due respect to our President-
elect and you Sir.

I know Mr. Nixon and his staff
have a great job ahead, a rough
row to hoe. But he is the Man that
can do it. Sir. Please convey my
message to him. Mr. Nixon pledges
to bring to his cabinet certain
people's good men, at least one
Negro. Ask Mr. Nixon to consider
finding a qualified person with a
Spanish surname

#

I am sure there are many, and many Spanish Americans that would appreciate Mr. Nixon doing that. In the next four years 1972 Mr. Nixon's constituency will be Spanish Americans, the Negro will vote for another Negro. I have nothing against the colored. A year ago a colored family moved next door they have been good neighbors only ones on our street. In 1972 we will need all the votes we can muster. I for one will campaign for the R.O.P. in my small way. Sir: My wife is German we married in Germany my children are half Spanish and German. I am retired from the Military (Medical) after 22 years faith full service, presently on Civil Service W.B. at E.N.T. A.F. Base, Colo. Sometimes I believe I can not obtain a decent job because of my last name probably not so but that is the way I feel. So please forward to our President-elect, or you can take action Sir.

Sir: Mr. Haldeman please reply but do not mention the fact that I wrote.

III

You see My Wife is a bit Nervous
especially when I get letter from
Washington, she thinks I am in
trouble.

Just let me know letter received.

Respectfully
at your Service
Ben L. Lewis.

December 3, 1968

Mr. John F. Olivieri
c/o Anthony Scise
Caccamo Trails
Westport, Connecticut

Dear Mr. Olivieri:

I am sorry, but at this time I am unable to help you with your problem.

I strongly suggest that you contact the State Department or the Department of Immigration in order to find out the appropriate details concerning your wife.

Cordially,

H. R. Haldeman
Assistant to the
President-elect

HRH: jc

November 25, 1968

Dear Mr. Halderman,

I was told to write to you and explain to you my problem.

I was married on the 28 of Sept. 1968 in Bagheria Italy to Cristina Albanese. My name is Mr. John F. Olivieri, of Hillindale Manor, Norwalk. I left Italy on the 9 of Oct. and I was told by the Consulate that my wife would be over in 3 to 4 weeks, and it is now going on 7 weeks.

She has all her papers in order and her passport, and she has been to the Consulate in Palermo and she has passed her physical. Now the Consulate has sent me a paper saying that my wife at one time had Tuberculosis and I've written to them asking them to send me her Medical History so I know what is wrong and what to do.

I've also had my congressman Dan Irwin of Norwalk send them a wire and have received no answer. Also wrote to my Senator Rubicoff and he has received no answer on what the hold up is also I have written to John Lodge of Westport to see what he could do for me, so I may have my wife over before the holidays. I have to find a job and a place for me and my wife to live.

So at your convenience I would like an appointment with you or you may call me at this number, 226-0257. It is my sister's home Mrs. Anthony Scire and she can answer any more questions you might have to ask me. Please let me hear from you as soon as possible.

John F. Olivieri

January 14, 1969

Mr. John J. Powers, Jr.
Chairman of the Board
and President
Chas. Pfizer & Co., Inc.
235 East 42nd Street
New York, New York 10017

Dear Mr. Powers:

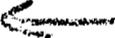
Rose Woods passed to me your letter
of December 20, 1968, addressed to
Mr. Elmer Bobst.

I am taking the liberty of sending it
on to Dr. Paul McCracken, who will
head the President-elect's Council of
Economic Advisors. I am sure you
will be hearing from him shortly.

Cordially,

H. R. Haldeman
Assistant to the
President-elect

HRH:ds

cc: Rose Woods 
Dr. Paul McCracken

December 11, 1968

Mr. Bradley H. Patterson, Jr.
Executive Director
The National Advisory Council
on Economic Opportunity
1016 Sixteenth Street, N. W.
Washington, D. C. 20036

Dear Mr. Patterson:

Thank you very much for the material enclosed with your letter of November 29th.

It was indeed helpful, and I appreciate your sending it on. I am fully aware of your service under President Eisenhower, and Bryce Harlow speaks highly of you in that regard. While I am not sure at the moment whether there will be a way for you to be of help to us, I would like to talk to you, and wonder if you are planning to be in New York some time in the next week or so. If so, perhaps we could get together and compare notes.

Let me know if this would be convenient for you.

Cordially,

H. R. Haldeman
Assistant to the President-elect

HRH:jc

THE NATIONAL ADVISORY COUNCIL ON ECONOMIC OPPORTUNITY

1016 SIXTEENTH STREET N.W.
WASHINGTON, D.C. 20036

November 29, 1968

Mr. H. R. Haldeman
Assistant to the President-elect
Office of the President-elect
Richard M. Nixon
450 Park Avenue
New York, New York 10022

Dear Mr. Haldeman,

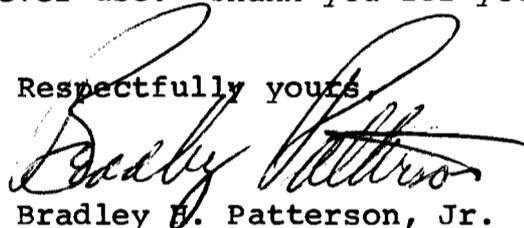
Thank you for your letter of November 21.

In case some of this stuff might be useful to you in looking at your current problems, I have the temerity to enclose a copy of the 1954 brochure entitled "Staff Work for the President and the Executive Branch" which was used by Ike to clarify for his Cabinet subordinates just how he planned to run his White House. I wrote it, under Carter Burgess, as a result of a summer-long study we did for DDE. (It looks a bit over-proceduralized now, but it was useful at the time.)

Enclosed also is a copy of an outline of the problems of the Presidency I put together a few months ago. If yours truly could be of assistance to you either before or after January 20, in New York or Washington, I'd be honored. I was the Assistant Cabinet Secretary under President Eisenhower and Vice President Nixon for seven years.

I enclose an extra set of this stuff for Mr. Flemming and a bio-sheet for whatever use. Thank you for your courtesy and good luck!

Respectfully yours,



Bradley H. Patterson, Jr.
Executive Director

P.S. If you or Mr. Flemming could use a set of the never-published Brookings papers done in 1960-61 on the President's options re White House Staff, use of Cabinet, National Security Council, Executive Office, I'd be happy to make my collection available to you.

CLASS OF SERVICE
This is a fast message unless its deferred character is indicated by the proper symbol.

WESTERN UNION TELEGRAM

SYMBOLS
DL = Day Letter
NL = Night Letter
LT = International Letter Telegram

The filing time shown in the date line on domestic telegrams is LOCAL TIME at point of origin. Time of receipt is LOCAL TIME at point of destination

KLA171 (07)(35)LA278

L LRA043 PDB FAX LR LOS ANGELES CALIF 4 1021A PST

ROBERT HALDEMAN PRESIDENT ELECT HEADQUARTERS

450 PARK AVE NYK

TOM BANNAN CHAIRMAN OF WESTERN GEAR IS ATTENDING THE CHARITY DINNER HERE DECEMBER 5 AT WHICH NIXON IS SPEAKING. HE WOULD LIKE TO HAVE HIS PICTURE TAKEN WITH THE PRESIDENT ELECT. CAN YOU HELP? REGARDS

JOE PETERSON J WALTER THOMPSON
(1028).

1968 DEC 4 PM 2 06

NO 1/10 1/5

THOMAS P. PIKE

CHAIRMAN OF THE BOARD

November 14, 1968

Mr. H. R. Haldeman
Special Assistant to
President-Elect Richard M. Nixon
Pierre Hotel
New York, New York

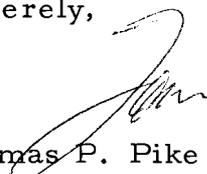
Dear Bud:

Congratulations on your new appointment! If the President-Elect keeps up the caliber and high standard of the first two appointments announced (Bryce Harlow and yourself) the new White House team will be an unbeatable winner. I rejoice for you and the nation!

In case it gets lost in the avalanche of mail, am enclosing copies of my letters to Dick and Maury Stans for your information. If I can be of any help, I hope you will let me hear from you soon.

Again, my heartiest congratulations on your well deserved honor and my prayerful best wishes for your increased serenity, courage, and wisdom.

Sincerely,



Thomas P. Pike

TPP:as
Enclosures

November 7, 1968

Dear Dick:

Congratulations on your magnificent victory! The whole campaign was brilliantly conceived and executed and succeeded in the face of opposition undergirded by labor and minorities, desperately willing to go to any lengths, including a contrived bombing halt, to win.

One of your finest moments was your gracious acknowledgment of Humphrey's concession message, your pledge "to keep us together" as first order of business, and your emphasis on the importance of "staying in the arena," and never giving up in defeat.

Sweet, indeed, are the uses of adversity! You have proved it and you phrased it nobly in these remarks.

Of course I want to help you in anyway I can, and knowing how vitally important and how extremely difficult it will be to find all the outstanding men you will need on the Nixon team, perhaps I could help out in this search.

The old Eisenhower three-point criteria for the men on his team are still as good as any I know:

1. Unquestioned honor and integrity.
2. Highest professional skill and competence.
3. Must be a team player.

I rejoice for you, Pat, Julie and Tricia, and thank God for all you stand for! If anyone can reclaim the American Dream, it's the Nixon family!

Soak up some sunshine and rest, and please let me hear from you soon.

-2-

With prayerful best wishes to you and Pat for good luck
and every success.

Cordially,

The Honorable Richard M. Nixon
P. O. Box 1968
Times Square Station
New York, N. Y. 10036

November 7, 1968

Dear Maury:

Outside of Dick himself, you were easily the #1 contributor to an historic presidential victory. I salute you for an utterly magnificent job of providing the wherewithal both before and after Miami!

I don't know whether or in what way I can be of most help to Dick and the team, but I most assuredly do want to help.

I would appreciate your guidance on this and would like to discuss it with you at your earliest convenience. Title and prestige don't concern me, but rather finding something in which my particular combination of strength and weakness might make a unique contribution.

One area has occurred to me, which is mentioned in my letter to Dick, copy attached.

Get some rest and take your vitamins. As Secretary of the Treasury your work is cut out and you're going to be a busy man!

My gratitude for the job you've done is exceeded only by my admiration for you.

With all affectionate best wishes to you and Kathleen (kiss her for me!)

Cordially,

P. S. When can I come east to see you?

Mr. Maurice H. Stans
Glore, Forgan-Wm. R. Staats Co.
45 Wall Street
New York, N. Y. 10005