

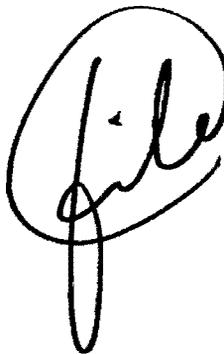
Richard Nixon Presidential Library
White House Special Files Collection
Folder List

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
32	10	12/20/1968	Memo	Memo from Bob Haldeman to Pat Buchanan. 1 pg.
32	10	12/20/1968	Memo	Memo to Mr. Haldeman from Lawrence S. Eagleburger. 14 pgs including attachments.
32	10	12/1968	Memo	Staff meeting distribution list and memo. 2 pgs.
32	10	12/21/1968	Memo	Memo from Bob Haldeman to Bill Duncan. 1 pg.
32	10	12/21/1968	Memo	Memo from Bob Haldeman to Ken Cole. 1 pg.
32	10	12/21/1968	Memo	Memo from Bob Haldeman to Herb Klein. 1 pg.

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32	10	12/20/1968	Memo	Memo from Bob Haldeman to Herb Klein and Peter Flanigan. 1 pg.
32	10	12/20/1968	Memo	Memo from Bob Haldeman to Maurice Stans. 2 pgs including attachment.
32	10	12/20/1968	Memo	Memo from Bob Haldeman to Pat Buchanan. 1 pg.
32	10	12/20/1968	Memo	Memo from Bob Haldeman to Higby. 1 pg.
32	10	12/20/1968	Memo	Memo for Haldeman. RE: Bud Wilkinson. 1 pg.
32	10	12/20/1968	Memo	Memo from Bob Haldeman to Pat Moynihan. 1 pg.
32	10	12/20/1968	Memo	Memo from Bob Haldeman to John Ehrlichman. 3 pgs including attachment.

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32	10	12/20/1968	Memo	Memo from Bob Haldeman to Roy Ash. 1 pg.
32	10	12/20/1968	Memo	Memo from Bob Haldeman to John Whitaker. 1 pg.

MEMORANDUM



December 20, 1968

TO: PAT BUCHANAN

FROM: BOB HALDEMAN

RN asked for your counsel on whether Leo Cherne should be asked to serve on an advisory board or used for some other purpose.



HRL

MEMO TO H.R. HALDEMAN

From Buchanan

I have never met Leo Cherne; RN knows him far better than I do; I only know him by way of information, all of which is good. He is an anti-communist, level-headed Liberal thinker. About his personality I know nothing. Good writer, extremely intelligent man.

Buchanan

*file in
Mail Section* L

December 20, 1968

MEMORANDUM FOR MR. HALDEMAN

From: Lawrence S. Eagleburger *LS*

Subject: Candidates for the Correspondence Job

Attached are resumes on three Foreign Service Officers, plus a piece on Charles Gall of the Kuchel staff (I've not yet received Bruce Barr's resume, but didn't want to wait any longer).

Of the Foreign Service Officers, Melencamp (Tab A) is probably the best. I know him slightly, and have been told by several people who have worked with him that he is first-rate. Link (Tab B) would be my second choice (he has handled a lot of State's general correspondence), but it's almost a toss-up between him and Collins (Tab C).

If Gall (Tab D) is acceptable politically, *He's not* there is much to recommend him. His experience with Kuchel is certainly relevant to the type of job you would want him to do.

My own recommendation is that you talk with Melencamp ~~and Gall~~. If this is how you want to proceed, I'll try to get both of them up here on Tuesday at times convenient to you.

I'll be in Washington on Monday with Henry, and can talk with them a bit about the job first if you want. I could then give you my comments on both before you see them.

*Please ask him
to check ~~Done~~
Melencamp +
Link*

LIMITED OFFICIAL USE

OFFICER PROFILE

NAME: MELENCAMP, Noble M.

BORN: Kansas City, Missouri, December 21, 1928

FAMILY: Single

CLASS: FSO-3 (since May 1968)

PRESENT ASSIGNMENT: On detail to Department of Commerce
(since summer, 1968)

EDUCATION: Kansas University (AB, 1949)
Colorado University (MA, 1950)
University of California, Berkeley (PhD, 1956)

FOREIGN SERVICE EXPERIENCE:

Entered the Department of State in June 1957

1957-59	INR, Liaison Officer
1959-61	Basra, Consular Officer
1961-64	Milan, Economic Officer
1965-67	Department/O, Personnel Management Specialist
1968 (5 mos.)	FSI Economic Course
1968-present	Detailed to Dept. of Commerce

PROMOTIONS: O-8, 1957; O-7, 1960; O-6, 1962; O-5, 1963; O-4, 1965;
O-3, 1968

COMMENT:

Mr. Melencamp is a bright, sparkling, bouncy individual, quick on the trigger, who speaks rapidly and well on almost any subject. He has been characterized as a complex extrovert with a shiny, witty personality.

Melencamp is an extremely articulate and gifted drafter who exhibits a disciplined and industrious approach toward any assignment. His performance while in Personnel (the last assignment on which reports have been prepared) was regarded as outstanding. He impressed his superiors as an exceptionally resourceful and versatile officer.

LIMITED OFFICIAL USE

While he has not yet been given an opportunity to test fully his leadership capabilities, he has satisfied his superiors that he possesses the innate talents of a good executive.

Melencamp's outstanding record includes 5 promotions in 8 years, and a Meritorious Honor Award in 1967.

LIMITED OFFICIAL USE

NAME: Louis J. Link

BORN: Kansas, July 19, 1924

FAMILY: Married, 3 children

CLASS: FSO-4 (since March 1963)

PRESENT ASSIGNMENT: Chief, Public Corresp. Div., Office of
Public Services, P (since summer, 1968)

EDUCATION: Rockhurst College (BS, 1949); Georgetown Univ.
(BS, 1954)

MILITARY: US Army, 1943-46; 1949-52

EXPERIENCE: Entered State Dept. 1954; Foreign Service in 1956

1954-56 Clerk-Typist, Dept.
1956-58 Gen. FSO, Strasbourg, France
1958-61 Visa Officer, Paris
1961-64 Policy Reports Officer, Staff Asst. (1963-64),
Bureau of Far Eastern Affairs
1964-65 SEATO Affairs Officer, FE
1965-68 Principal Officer, Suva
1968-present P/PS/PCD (*Public Affairs, Dept. of Staff*)

PROMOTIONS: GS-3, 1954; O-6, 1956; O-7, 1956; O-6, 1958; O-5,
1961; O-4, 1963

COMMENTS:

No reports are available on Mr. Link's performance in the Bureau of Public Affairs, to which he was assigned this year (1968).

Mr. Link has a brisk and alert personality, accompanied by a sprightly sense of humor. He projects an impression of maturity and responsibility.

As Principal Officer in Suva, Link demonstrated his ability to manage effectively a small but unusually diversified post, displaying talent in planning, organizing and executing work assignments through a staff.

LIMITED OFFICIAL USE

His tour at Suva was successful in every respect. He traveled widely, showed negotiating ability in helping to conclude a number of Peace Corps agreements, and reported comprehensively on significant political and economic developments--a considerable feat in a post covering a very large, primitive and diverse geographic area.

Although in the past (e.g., during his assignment to FE) there was mention of an occasional tendency toward prolixity, Link's drafting has been consistently rated over the last 4 or 5 years ~~and~~^{as} clear and effective.

LIMITED OFFICIAL USE

NAME: Robert D. Collins

BORN: December 14, 1932, California

FAMILY: Married, 2 children

CLASS: 0-4 (since May, 1968)

PRESENT ASSIGNMENT: Int'l Relations Officer, EUR/PRM (since Aug 66)

EDUCATION: University of California, Berkeley (BA. 1954);
Johns Hopkins University (MA. 1956)

MILITARY: None

FOREIGN SVC EXPERIENCE: Entered F.S. 11/56

1957-58	Intelligence Liaison Officer, INR/DDC
1959-60	Officer in Immigration Fraud Unit, Hong Kong
1960-62	Visa, Administrative Officer, Kingston
1962-66	Political Officer, Milan
1966-present	EUR/RPM (<i>Department</i>)

PROMOTIONS: 0-8, 1956; 0-7, 1958; 0-6, 1961; 0-5, 1956;
0-4, 1968;

COMMENTS: Mr. Collins is a man of considerable intellect who makes a quick and favorable impression. His bearing is mature, relaxed and confident.

In his current position, the most outstanding characteristic of Collins' performance is his ability to assume a complete area of policy, master its details, exercise the necessary judgments, negotiate time, instructions, and carry through with an overall sense of the larger policy toward which day-to-day decisions contrisate. Despite his capacity for independent work, he is a team worker in the best sense of that term.

Collins' performance in Milan was consistently superior. He displayed good judgment and common sense, drafted well, and worked hard on his contacts.

Although he has not been thrust into true management situations, his executive capabilities are regarded as potentially very high. He has exceptional ability to act decisively, has highly

LIMITED OFFICIAL USE

reliable judgment, and gets along well with others.

Writing ability can best be described as clear and precise.

A quiet, able young officer.

Resume, August, 1968

Charles Peter Gall
3855 Beecher St., N.W.
Washington, D.C.
965-1554

Born April 22, 1936, Detroit
Married, 2 children, 5 and 3

CURRENT PROFESSION: Special Assistant and Press Secretary to
U.S. Senator Thomas H. Kuchel (R., Calif.).

JOB GOAL: To join today's crucial public issues in a communications role. The opportunity I seek, in either journalism, government or private organization, will permit me to exercise social conscience, writing skills, judgment. It will offer career progress.

WORK EXPERIENCE:

Senator Kuchel, 1967-1968. In Washington, wrote speeches, press releases, radio and television scripts and correspondence. General public relations duties. During primary election campaign of 1968 in California, wrote speeches, press releases, short statements, position papers. Served as liaison between Senator and both press and professional campaign staff. Traveled with Senator.

Wall Street Journal, 1963-1967. Staff reporter, San Francisco Los Angeles, Pittsburgh. Front page feature stories included profiles of industrialists Patrick J. Frawley and Lawrence Harvey; articles on gun control, the poverty program, housing bias legal battles, on diet doctors and pills. Contributed chapter to Dow Jones book "How They Sell." Was senior reporter in Los Angeles and Pittsburgh bureaus, acting as bureau manager in manager's absence. Business news coverage, including aluminum industry beat in Pittsburgh.

United States Army, 1959-1962. Reporting capacity for Army Security Agency in Germany, after one year at Army Language School studying Russian. Honorably discharged, rank, E-5.

Independent, Star-News, 1958-1959, 1962-1963, Pasadena, California. Reporter. Wrote news and feature stories and covered city hall and labor beats.

EDUCATION:

Princeton University, 1954-1958. A.B. degree, magna cum laude in Special Program in European Civilization, languages Spanish and French. Freshman football, varsity track, campus guide, Hispanic Club. Summer scholarship to Guanajuato, Mexico, in 1957 to live with family and study at university. Language skills: Spanish, fluent. French and Russian, fair.

LIMITED OFFICIAL USE

OFFICER PROFILE

NAME: MELENCAMP, Noble M.

BORN: Kansas City, Missouri, December 21, 1928

FAMILY: Single

CLASS: FSO-3 (since May 1968)

PRESENT ASSIGNMENT: On detail to Department of Commerce
(since summer, 1968)

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1961-64	Milan, Economic Officer
1965-67	Department/O, Personnel Management Specialist
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O-3, 1968

COMMENT:

Mr. Melencamp is a bright, sparkling, bouncy individual, quick on the trigger, who speaks rapidly and well on almost any subject. He has been characterized as a complex extrovert with a shiny, witty personality.

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LIMITED OFFICIAL USE

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file

Distribution for Dec. 19th Memo re staff meeting. Memo attached.

12/18
WILL
ATTEND

12/19
WILL
ATTEND

Did not attend

Did not attend

- | | | | |
|---|---------------------------|---|----------------------------|
| ✓ | ALLEN, RICHARD | ✓ | PRICE, RAYMOND |
| ✓ | ANDERSON, MARTIN | ✓ | SAFIRE, WILLIAM |
| ✓ | BELIEU, KENNETH | ✓ | SEARS, JOHN |
| ✓ | BROWN, JOHN | ✓ | STUART, CHARLES (CHUCK) |
| ✓ | BROWN, ROBERT | ✓ | TIMMONS, WILLIAM |
| ✓ | BUCHANAN, PATRICK | ✓ | VAN DER HEUVAL, MISS GERRY |
| ✓ | BULL, STEVEN | ✓ | WHITAKER, JOHN C. |
| ✓ | CHAPIN, DWIGHT | X | WHITEHEAD, THOMAS |
| ✓ | COLE, KENNETH | ✓ | WILKINSON, JAY |
| ✓ | DENT, HARRY | ✓ | WOODS, MISS ROSE MARY |
| ✓ | EHRLICHMAN, JOHN | ✓ | ZIEGLER, RONALD |
| X | ELLSWORTH, ROBERT | | |
| ✓ | HALDEMAN, H. R. | X | <i>DO NOT PHONE</i> |
| ✓ | HARLOW, BRYCE | | |
| ✓ | HIGBY, LAWRENCE | | |
| X | HOFGREN, DANIEL | | |
| ✓ | KEOGH, JAMES | | |
| ✓ | KLEIN, HERBERT | | |
| ✓ | KISSINGER, HENRY | | |
| ✓ | KROGH, E. (BUD) | | |
| ✓ | MORGAN, EDWARD | | |
| ✓ | MOYNIHAN, DANIEL P. (PAT) | | |

MEMORANDUM

TO:

FROM: Bob Haldeman

December 16, 1968

At the request of the President-Elect, there will be a general meeting of the key members of the new White House staff on Thursday, December 19th, at 9:30 a. m. in the Sapphire Room, Second Floor, at the Pierre Hotel.

It is essential that you plan to attend. If necessary, please revise any previous commitments that would prohibit you from being present. You should keep the entire morning clear.

We will review at this time a number of vitally important policy and procedural matters and will hope to answer any questions you may have regarding the balance of the transition period - and the start-up operations in Washington.

Also - for your personal planning - the President-Elect will be in Florida from December 23 until January 1, and in California from January 1 to January 3. This is an excellent opportunity for you to get some vacation time and/or to take care of house-hunting, etc. Our White House staff will operate on a skeleton basis from December 22 through January 5. Unless you have been specifically requested to be on call during that period - please regard it as vacation time. We'll resume full operations on Monday, January 6. Please be sure your office is covered - but try to let as many secretaries as possible get the time off too - especially those who worked through the campaign and will be going to Washington in January.

HRH/mc

MEMORANDUM

December 21, 1968

TO: BILL DUNCAN
FROM: BOB HALDEMAN

From now on please inform Ron Ziegler or Ron Ziegler's office of all movements that are to be made by the President-elect before they occur.

HRH

cc:
Dwight Chapin

MEMORANDUM

December 21, 1968

TO: KEN COLE

FROM: BOB HALDEMAN

Would you either make up yourself or have Hopkins get made up down in the White House a listing of all of the detailees from the various agencies and departments to the White House.

These should be grouped by department. In other words, start with State and list all the people detailed to the White House from State by name, assignment, and salary level and then go through each of the other departments. This will enable us to know what we are sticking each of the departments for as of now, and thus we can plan how we will go about assigning our people.

HRH

MEMORANDUM

December 21, 1968

TO: HERB KLEIN
FROM: BOB HALDEMAN

I have your staff list and I agree that you probably will have to have that many people, although I would still hope you could keep it down by one or two.

The recommended salary levels would appear to be extremely high, both in view of the specific functions and the present or previous salary level of the individuals concerned. In most cases we are moving people onto the White House staff at approximately the same level where they have been on the present staff. Some, of course, are receiving some minor increases and some of us also are receiving some major decreases.

I do think you should review the salary levels, and seriously consider cutting them substantially to get them down to the range at least of their present position.

HRH

MEMORANDUM

December 20, 1968

TO: HERB KLEIN
PETER FLANIGAN

FROM: BOB HALDEMAN

RN strongly recommends consideration of Virgil Pinkley as an Assistant Secretary at a high level to function as a Public Information Officer in one of the key departments. He specifically thinks that he would be very valuable to Hickel in Interior.

Pete, he also thinks you should consider Ed May for a high post in an appropriate place and Thatcher Longstreth.

HRH

MEMORANDUM

December 20, 1968

TO: MAURICE STANS

FROM: BOB HALDEMAN

I have the list of names covered in your memo of December 18th and I have asked Dwight Chapin to go ahead and arrange appointments with each of them early in January. I will also ask Dwight to confirm the appointments to you.

HRH

cc:
Dwight Chapin (w/memo)

REPUBLICAN NATIONAL FINANCE COMMITTEE

400 PARK AVENUE • NEW YORK, NEW YORK 10022 • (212) 758-3444

December 18, 1968

MAURICE H. STANS
FINANCE CHAIRMAN

MAX M. FISHER
HENRY SALVATORI
WALTER N. THAYER
CO-CHAIRMEN

COURTNEY BURTON
GENERAL LUCIUS D. CLAY
RALPH J. CORDINER
J. CLIFFORD FOLGER
F. PEAVEY HEFFELFINGER
JAMES S. KEMPER
SPENCER T. OLIN
CHARLES S. THOMAS
SINCLAIR WEEKS
HONORARY CO-CHAIRMEN

HERBERT W. KALMBACH
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JOHN M. KING
V. JOHN KREHBIEL
BERNARD LASKER
GUSTAVE L. LEVY
DAN W. LUFKIN
MRS. OGDEN PHIPPS
JOHN W. ROLLINS
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C. ARNHOLT SMITH
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J. WILLIAM MIDDENDORF, II
TREASURER

RAYMOND T. UNDERWOOD, JR.
COMPTROLLER

TO: H. R. Haldeman
FROM: Maurice H. Stans

Out of all of the supporters who have at one time or another this year specifically asked for an opportunity to see RN, I have withheld promises to all but a few, in order to save his time as much as possible.

However, there are some major friends who want to see RN, and I cleared their names with him yesterday. He asked me to tell you about them and to ask you to arrange the appointments early in January.

The names are as follows:

John Mulcahy (with Jack Powers of Pfizer)	(HA 1-5430)
Ed Luckenbach (with John McMullen)	(WH 4-1400)
V. J. Skutt	(402-342-7450)
R. K. Mellon	(412-471-8860)
John King	(303-534-7661)
John Olin	(572-2267)
J. Howard Pew	(215-KI 6-1600)

Because of Pew's advanced age, Nixon suggested that he be invited to drop in on the afternoon of the New York dinner (probably January eighth). The others could be worked in at almost any other occasion.

ac

M.H.S.

MEMORANDUM

December 20, 1968

TO: PAT BUCHANAN

FROM: BOB HALDEMAN

RN asked for your counsel on whether Leo Cherne should be asked to serve on an advisory board or used for some other purpose.

HRH

MEMORANDUM

December 20, 1968

TO: HIGBY

FROM: BOB HALDEMAN

Would you please have prepared a list of the advisory boards, committees, and commissions to which RN has appointments to make.

HRH

December 20, 1968

MEMORANDUM FOR HALDEMAN -- ACTION

RE: BUD WILKINSON

I propose that Bud Wilkinson be appointed Special Assistant to the President, and that it be understood that his role is that of general assignments for the President with particular responsibility for coordination of the work of all independent boards, committees, and commissions as they relate to the office of the President.

These commissions and committees include a wide range of subjects ranging from the Advisory Board on National Parks and Monuments through the Advisory Committee on the Arts, Historic Preservation, Foreign Scholarships, Presidential Scholars, Preservation of the White House, Commodity Exchange, Consumer Advisory Council, Distinguished Civilian Awards, Federal Fire Council, Inter-Agency Committee on International Athletics, Indian Arts and Crafts Board, Radio Advisory Committee, Maritime Advisory Committee, Advisory Council on the Education of Disadvantaged Children, National Park Foundation, Commission on White House Fellows, Council on Youth Opportunity, Council on Aging, Council on Physical Fitness, Council on Recreation, etc.

HRH

MEMORANDUM

December 20, 1968

TO: PAT MOYNIHAN
FROM: BOB HALDEMAN

RN, yesterday, in thinking about the Urban Affairs Council, came up with the feeling that Commerce, because of the alliance of businessmen and labor, and because of its manpower responsibilities, should be included in the Urban Affairs Council. He also questions whether Agriculture should not be included on the grounds, first, that many of the urban problems arise from rural problems and, second, that the incoming Secretary of Agriculture is a man who as an individual would be a valuable addition to the Council.

Also, RN would like you to set up plans for a meeting of the Urban Affairs Council prior to the 20th. As you may know, he is planning to meet with the National Security Council in late December, and I would suggest you shoot for an Urban Affairs Council meeting early in the week prior to inauguration. He wants you, of course, to work out an agenda so that it will be a productive meeting.

You should work out a specific date with Dwight Chapin.

HRH

cc: Dwight Chapin

MEMORANDUM

December 20, 1968

TO: JOHN EHRLICHMAN

FROM: BOB HALDEMAN

I discussed the attached letter from Parrish with Roy Ash and he already was aware of the situation and assures me that he will order the advertising men to change their approach and that there will be no problem. If you are still concerned, I suggest you discuss it directly with Roy.

HRH



AMERICAN AVIATION PUBLICATIONS INC. • 1156 15TH St., N.W. WASHINGTON, D. C. 20005 • 202 293-3400 • CABLE: AMERAV

EXECUTIVE OFFICE

December 12, 1968

Honorable Richard M. Nixon
President-Elect
810 Fifth Avenue
New York, New York

Dear Mr. President-Elect:

You may recall that I visited you in your apartment last June with my wife, Frances Knight.

This letter involves a very probable conflict of interest situation which could be embarrassing to you and the new Administration.

You named Mr. Roy Ash, president of Litton Industries, as your adviser on government management efficiency. Mr. Ash is a very talented individual, well qualified to advise on management problems.

But Litton Industries purchased during 1967 a publishing company called Chapman-Reinhold, chiefly publishing medical and chemical magazines.

In November, 1968, Chapman-Reinhold announced the launching of a new magazine to be called GOVERNMENT EXECUTIVE, a monthly, designed to feature management problems in the federal government. Advertising is being solicited. The 'pilot' issue is due any day now with formal publication to begin March, 1969.

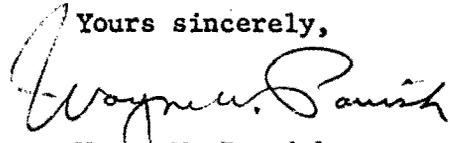
It is not without reason that the advertising men now associated with GOVERNMENT EXECUTIVE point out that Mr. Ash, president of the parent corporation, is your adviser on government management efficiency. The inference is plain - an 'inside track' in government, and presumably an unofficial backing of the magazine.

I well know of this situation because several of the key men in the new magazine were employees of mine until September. I publish ARMED FORCES MANAGEMENT, with which they were associated. This is an established, successful magazine devoted to management problems in the armed services. To some extent - but only to a limited extent - the new GOVERNMENT EXECUTIVE is competition.

December 12, 1968

It is not from the standpoint of minor competition that I write to you. It is the fact that sooner or later the tie between Roy Ash of Litton and yourself, and of Litton to the new magazine will become pretty widely known. Not for the world do I suspect Roy Ash of any direct participation in such a conflict; it is probable that he is too busy even to know what's going on in one of his many holdings.

Yours sincerely,

A handwritten signature in cursive script that reads "Wayne W. Parrish". The signature is written in dark ink and is positioned above the typed name and title.

Wayne W. Parrish
President

MEMORANDUM

December 20, 1968

TO: ROY ASH
FROM: BOB HALDEMAN

While meeting with RN, Secretary Kennedy said that he felt an Economic Council, along the lines Stans recommended, should not be formalized and that it should not, in any event, include Labor and Commerce but should rather be just Treasury, the Economic Advisors, and Budget.

RN does feel that McCracken should see that Schultz and Stans are included in economic planning meetings from time to time, but he agrees they should not be regular members of an Economic Council.

HRH

MEMORANDUM

December 20, 1968

TO: JOHN WHITAKER
FROM: BOB HALDEMAN

Will you please follow up with Martin Anderson, and possibly Jim Keogh, on a general basis for the overall research group, to be sure that they are carrying out the request RN made to Arthur Burns that they summarize by Cabinet category all of the Nixon statements in the campaign on specific issues relating to each Cabinet category. These summaries are to be transmitted to the Cabinet members, and you are to instruct the Cabinet members that this material is coming, that it is must reading for each of them so that they don't get caught off base, and that copies are to be supplied to their key Assistant Secretaries for the same reason.