

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	29	n.d.	Memo	List of White House Staff "Mess Requirements" and assignments, 7 pgs.
32	29	01/08/1969	Memo	From Haldeman to VP-elect Agnew, memo concerning White House Fellows' activities, 1 pg.
32	29	01/08/1969	Memo	From Haldeman to Finch, memo concerning White House Fellows' activities, 1 pg.
32	29	01/08/1969	Memo	From Haldeman to Rogers, memo concerning White House Fellows' activities, 1pg.
32	29	01/08/1969	Memo	From Haldeman to Maury Stans, memo concerning White House Fellows' activities, 1 pg.
32	29	01/08/1969	Memo	From Haldeman to Dr. Kissinger, memo concerning White house Fellows' activities, 1 pg.

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
32	29	01/08/1969	Memo	From Haldeman to John A. Volpe, memo concerning White House Fellows' activities, 1 pg.
32	29	01/08/1969	Memo	From Haldeman to John Mitchell, memo concerning White House Fellows' activities, 1 pg.
32	29	01/08/1969	Memo	From Haldeman to Clifford M. Hardin, memo concerning White House Fellows activities, 1pg.
32	29	01/08/1969	Memo	From Haldeman to Finch, memo concerning White House Fellow's activities, 1 pg.
32	29	01/08/1969	Memo	From Haldeman to David M. Kennedy, memo concerning White House Fellows' activities. 1 pg.
32	29	01/08/1969	Memo	From Haldeman to Schultz, memo concerning White House Fellows' activities, 1 pg.
32	29	01/08/1969	Memo	From Haldeman to George Romney, memo concerning White House Fellows' activities, 1 pg.

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32	29	01/08/1969	Memo	From Haldeman to Mel Laird, memo concerning White House Fellows' activities, 1 pg.
32	29	01/08/1969	Memo	From Haldeman to Bob Mayo, memo concerning White House Fellows' activities, 1 pg.
32	29	01/08/1969	Memo	From Haldeman to Dr. Lee Dubridge, memo concerning White House Fellows' activities, 1 pg.
32	29	01/08/1969	Memo	From Haldeman to Red Blount, memo concerning White House Fellows' activities, 1 pg.
32	29	12/18/1969	Memo	From Wilkinson to Haldeman, re: Joe Califano's assessment of Doris Kearns, 1 pg.
32	29	12/06/1969	Memo	From Wilkinson to Haldeman, re: Doris Kearns, 1pg.
32	29	12/16/1969	Memo	From Wilkinson to Haldeman, re: Bruce Chapman, 1 pg

<u>Box Number</u>	<u>Folder Number</u>	<u>Document Date</u>	<u>Document Type</u>	<u>Document Description</u>
32	29	12/12/1969	Memo	From Wilkinson to Haldeman, re: student recommendations, 4 pgs.

## MESS REQUIREMENTS

1. Group II people can bring Group I people to lunch.
2. Group II people can eat in Group I time period.
3. No guests without approval - both groups get equal #'s.
4. C.O. WHCA - goes to Group I when command is changed.
5. Should be able to provide dinner for mess members working late and for all mess members during crisis situations.
6. Chairman of EEOC should be moved to Group I when and if he's relieved.

WHITE HOUSE MESS - GROUP I

Higby, Lawrence	Staff Assistant
Brown, John	Staff Assistant
Wilkinson, Jay	Staff Assistant
Bull, Stephen	Staff Assistant
Hofgren, Daniel	Staff Assistant
Whitehead, Thomas	Staff Assistant
Suart, Charles	Staff Assistant
Gavin, William	Staff Assistant
Eagleburger, Lawrence	Staff Assistant
Sloan, Hugh	Staff Assistant
Costello, Paul	Staff Assistant
Krogh, Egil (Bud)	Assistant to Counsel
Melencamp, Noble	Assistant for Correspondence
Huebner, Lee	Staff Assistant
Elbourne, Timothy	Spec. Assistant
Morgan, Ed	Special Assistant
Fleming, Harry	Special Assistant
Cole, Kenneth	Special Assistant
Touer, Albert	Staff Assistant
Hess, Stephen	Staff Assistant
Ziegler, Ron (top assistant)	Staff Assistant
	Air Force Aide
	Navy Aide
	Army Aide
	WH Physician
	WH Physician
Ratchford, John	Records Officer
Youngblood, Rufus	Deputy Director (PF) USSS
Weaver, Glenn	SAK V. P. Detail
Taylor, Robert	Dep. Assistant Director (PF) USSS
Roberts, Emory	Assistant to SAK, WH Detail USSS
Hutcheson, Lt Col. Harold	Operations Officer, WHCA
Howell, Carson	Fin. & Accounts Officer
Hill, Clinton	SAK WH Detail USSS
Gilmore, Orris Lt. Col.	Assistant Operations Officer, WHCA
Fauver, Edwin	Transportation Officer
	Tech. Asst. to Dir OS&T
Godfrey, Arthur	Dep. SAK WH Detail USSS
Adams, Lt. Col. James	C. O. - DCOU
McCafferty, Arthur	NSC Staff
Anderson, Martin	Special Assistant
Safire, William	Special Assistant
Buchanan, Pat	Special Assistant
Price, Ray	Special Assistant

WHITE HOUSE MESS - GROUP II

Haldeman, H. R. (Bob)	Assistant to President
Harlow, Bryce	Assistant to President
Ehrlichman, John	Counsel to President
Kissinger, Henry	Assistant to President
Ellsworth, Robert	Assistant to President
Ash, Roy	Assistant to President
Whitaker, John	Secretary to Cabinet
Klein, Herbert	Mgr. for Communications
Wilkinson, Bud	Special Assistant to President
Timmons, William	Deputy Congressional Liaison
Belieu, Kenneth	Deputy Congressional Liaison
DuBridge, Lee	Science Advisor
Keogh, James	Special Assistant
McCracken, Paul	Chairman of Economic Advisors
Woods, Rose Mary	Secretary to President
Winchester, Lucy	Social Secretary to 1st Lady
Van der Heuval, Gerry	Press Secretary to 1st Lady
Mayo, Robert	Director of Budget
Hughes, Donald	Air Force Aide to President
Ziegler, Ronald	Press Secretary
Sears, John	Deputy Counsel
Chapin, Dwight	Special Assistant
Dent, Harry	Deputy Counsel
Brown, Robert	Special Assistant
Davies, John	Staff Assistant
Grubb, Dale	Staff Assistant
Loomis, Henry	Deputy Assistant to President
Butterfield, Alex	Deputy Assistant to President
Hopkins, William	Executive Assistant to President
Blair, Stanley	Assistant to Vice President
	Member Council of Economic Advisors
	Member Council of Economic Advisors
	C. O. - WHCA
	Chairman EEOC
Tacosh, Walter	Physician to President
	NSC (ranking member)
	Director USSS
	JCS Rep. to Nat'l Security Advisor
	Deputy Director - Bureau of Budget
	Deputy Director OS&T
	Assistant Director, OEP
	Executive Secretary to NASC
	Executive Secretary to NSC
Moynihan, Daniel P.	Assistant to President

TRAY SERVICE (by mess boys)

Haldeman  
Harlow  
Timmons  
Belieu  
Kissinger  
Ehrlichman  
Chapin  
Blair  
Whitaker  
Moynihan  
Ash  
Butterfield  
Ziegler  
Loomis

CARRY-OUT SERVICE

Cole  
Higby  
Bull  
Brown  
Keogh  
Stuart  
Wilkinson  
Hess

SECRETARY CARRY-OUT SERVICE

1 girl per day in the offices of men authorized carry-out or tray service.

WHITE HOUSE CARS

GROUP A - PORTAL TO PORTAL

Haldeman, H. R. (Bob)	Assistant to President
Harlow, Bryce	Assistant to President
Ehrlichman, John	Counsel to President
Kissinger, Henry	Assistant to President
Moynihan, Daniel P.	Assistant to President
Ellsworth, Robert	Assistant to President
Ash, Roy	Assistant to President
Whitaker, John	Secretary to Cabinet
Klein, Herbert	Mgr. for Communications
Wilkinson, Bud	Special Assistant
McCracken, Paul	Chairman of Economic Advisors
DuBridge, Lee	Science Advisor
Keogh, James	Special Assistant
Hughes, Donald	Air Force Aide
Timmons, William	Deputy Congressional Aide
Belieu, Kenneth	Deputy Congressional Aide
Woods, Rose Mary	Secretary to President
Ziegler, Ron	Press Secretary

WEST EXECUTIVE PARKING PLACES

Higby, Larry  
Brown, John  
Wilkinson, Jay  
Bull, Stephen  
Hofgren, Daniel  
Whitehead, Thomas  
Stuart, Charles  
Gavin, William  
Eagleburger, Lawrence  
Sloan, Hugh  
Costello, Paul  
Krogh, Egil (Bud)  
Huebner, Lee  
Elbourne, Timothy  
Morgan, Ed  
Fleming, Harry  
Cole, Kenneth  
Chapin, Dwight  
Toner, Al  
Hess, Stephen  
Ziegler - top assistant  
Buchanan, Pat  
Price, Ray  
Sears, John  
Dent, Harry  
Brown, Robert  
Safire, William  
Grubb, Dale  
Loomis, Henry  
Blair, Stanley  
Butterfield, Alex  
Warren, Gerry

Hold 4 in reserve

WHITE HOUSE CARS

GROUP B

Same as now - we will provide list of key staff

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In some cases necessary to extend services beyond 5 p.m. for prestige purposes.

Continue to use for telephone operators and secretaries.

January 8, 1969

MEMORANDUM

TO: VICE PRESIDENT-ELECT AGNEW

FROM: BOB HALDEMAN

Enclosed herewith is a brief statement by the White House Fellow currently assigned to your office.

We asked each of the White House Fellows to write such a statement describing his activities since September when he started on this assignment and his thoughts regarding ways in which he could be helpful in the new administration.

I hope you will find this helpful and I am sure you will be able to put your White House Fellow to productive work.

H. R. Haldeman

P.S. - As I believe I mentioned to you, Drake is a loyal Nixon man who was born in Yorbalinda and has supported RN over the years.

encl:

Memo from Hudson Drake

January 8, 1969

MEMORANDUM

TO: BOB FINCH  
FROM: BOB HALDEMAN

Enclosed herewith is a brief statement by the White House Fellow currently assigned to your department.

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H. R. Haldeman

HRH:ds

encl:  
Memo from Glen Wegner

January 8, 1969

MEMORANDUM 5

TO: BILL ROGERS  
FROM: BOB HALDEMAN

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H. R. Haldeman

HRH:ds

encl:  
Memo from John W. Woodmansee, Jr.

January 8, 1969

MEMORANDUM

TO: MAURY STANS  
FROM: BOB HALDEMAN

Enclosed herewith is a brief statement by the White House Fellow currently assigned to your department.

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H. R. Haldeman

HRH:ds

encl:  
Memo from Tom R. Williams

January 8, 1969

MEMORANDUM

TO: DR. KISSINGER  
FROM: BOB HALDEMAN

Enclosed herewith is a brief statement by the White House Fellow currently assigned to your department.

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H. R. Haldeman

HRH:ds

encl:  
Memo from Robert L. Sansom

January 8, 1969

MEMORANDUM

TO: JOHN A. VOLPE

FROM: BOB HALDEMAN

Enclosed herewith is a brief statement by the White House Fellow currently assigned to your department.

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H. R. Haldeman

HRH:ds

encl:

Memo from Laurence I. Moss

January 8, 1969

MEMORANDUM

TO: JOHN MITCHELL

FROM: BOB HALDEMAN

Enclosed herewith is a brief statement by the White House Fellow currently assigned to your department.

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H. R. Haldeman

HRH:ds

encl:

Memo from David C. Miller

January 8, 1969

MEMORANDUM

TO: CLIFFORD M. HARDIN

FROM: BOB HALDEMAN

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H. R. Haldeman

HRH:ds

encl:  
Memo from Caro E. Luhrs

January 8, 1969

MEMORANDUM

TO: BOB FINCH  
FROM: BOB HALDEMAN

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H. R. Haldeman

HRH:ds

encl:  
Memo from David K. Lelewer

January 8, 1969

MEMORANDUM

TO: DAVID M. KENNEDY

FROM: BOB HALDEMAN

Enclosed herewith is a brief statement by the White House Fellow currently assigned to your department.

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I hope you will find this helpful and I am sure you will be able to put your White House Fellow to productive work.

H. R. Haldeman

HRH:ds

encl:

Memo from Robert L. Joss

January 8, 1969

MEMORANDUM

TO: GEORGE SCHULTZ  
FROM: BOB HALDEMAN

Enclosed herewith is a brief statement by the White House Fellow currently assigned to your department.

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H. R. Haldeman

HRH:ds

encl:  
Memo from Richard T. Johnson

January 8, 1969

MEMORANDUM

TO: GEORGE ROMNEY  
FROM: BOB HALDEMAN

Enclosed herewith is a brief statement by the White House Fellow currently assigned to your department.

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H. R. Haldeman

HRH:ds

encl:  
Memo from Robert D. Haas

January 8, 1969

MEMORANDUM

TO: MEL LAIRD  
FROM: BOB HALDEMAN

Enclosed herewith is a brief statement by the White House Fellow currently assigned to your department.

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H. R. Haldeman

HRH:ds

encl:  
Memo from Gerald G. Garbacz

January 8, 1969

MEMORANDUM

TO: BOB MAYO  
FROM: BOB HALDEMAN

Enclosed herewith is a brief statement by the White House Fellow currently assigned to your department.

We asked each of the White House Fellows to write such a statement describing his activities since September when he started on this assignment and his thoughts regarding ways in which he could be helpful in the new administration.

I hope you will find this helpful and I am sure you will be able to put your White House Fellow to productive work.

H. R. Haldeman

HRH:ds

encl:  
Memo from James E. Connor

January 8, 1969

MEMORANDUM

TO: DR. LEE DUBRIDGE

FROM: BOB HALDEMAN

Enclosed herewith is a brief statement by the White House Fellow currently assigned to your department.

We asked each of the White House Fellows to write such a statement describing his activities since September when he started on this assignment and his thoughts regarding ways in which he could be helpful in the new administration.

I hope you will find this helpful and I am sure you will be able to put your White House Fellow to productive work.

H. R. Haldeman

HRH:ds

encl:  
Memo from Paul Anderson

January 8, 1969

MEMORANDUM

TO: RED BLOUNT  
FROM: BOB HALDEMAN

Enclosed herewith is a brief statement by the White House Fellow currently assigned to your department.

We asked each of the White House Fellows to write such a statement describing his activities since September when he started on this assignment and his thoughts regarding ways in which he could be helpful in the new administration.

I hope you will find this helpful and I am sure you will be able to put your White House Fellow to productive work.

H. R. Haldeman

HRH:ds

encl:  
Memo from J. H. Bockhaus

Hold in Youth  
file.



MEMORANDUM

December 18, 1968

TO: H. R. Haldeman  
FROM: Jay Wilkinson  
RE: Joe Califano's Assessment of Doris Kearns

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Joe Califano indicated that Doris Kearns is a very bright young girl who has been extremely loyal to President Johnson and, in his opinion, would be extremely loyal to President Nixon as well. She has excellent contacts with younger people, works long hours, and works well with people. Several people have expressed the desire to employ her - one Senator wanted her to be his housing expert.

On the negative side he does feel, however, that her sex might be a liability in dealing with some Cabinet members. In his words, "There is a hell of a big difference if I call, as opposed to her." He also suggested that she needed freedom to be effective, primarily because she had so many good ideas.

He suggested that if we want to keep her we should move quickly, since she plans to leave for Harvard.

To sum up, he recommends her highly and in his words, if we get her we have "a hell of a good asset."

J. W.

:ew

MEMORANDUM

December 6, 1968

TO: H. R. Haldeman  
FROM: Jay Wilkinson  
RE: Doris Kearns

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*age 26*  
Doris Kearns presently functions as a staff assistant to President Johnson. Prior to this appointment, she worked as a White House Fellow in the Department of Labor under Secretary Wirtz, at which time she wrote a scathing attack against the President; whereupon he brought her into the White House.

Several White House Fellows had mentioned to me that if RN is concerned about getting the best young talent into the White House and a person knowledgeable of youth, he should definitely encourage her to remain in his Administration.

After having breakfast with her on Wednesday morning, December 4, I concurred in their evaluation and I would urgently request that you consider her. Although President Johnson hopes she will go with him to Texas, at this time, she plans to return to Cambridge, Massachusetts. I regret that I do not have a memorandum about her, however, I do know that she received a scholarship to graduate school at Harvard and has received her Ph.D.

J. W.

:ew

M E M O R A N D U M

December 16, 1968

TO: BOB HALDEMAN  
FROM: JAY WILKINSON  
RE: BRUCE CHAPMAN

I met this morning with Bruce Chapman for about an hour. He has a fine mind, an excellent understanding of the problems of youth, and a desire to see that younger people on the college campuses participate in the Nixon Administration the next four years. We spoke in rather vague, general terms about RN's proposals for youth, but I believe if we made a specific request for him to assist in some capacity in this area, he would do so.

Although he is poised and articulate, he is more of an "idea man" and an intellect, and I would recommend that he be used as a "back-up man" to whoever is designated as the youth advisor should RN decide he wants one. (Again, my personal choice is Doris Kearnes.) But Bruce Chapman would be a tremendous asset to RN, and I recommend him highly/

December 12, 1968

TO: H. R. Haldeman  
FROM: Jay Wilkinson  
RE: Student Recommendations

Following your request to examine the problems relating to youth, during the past three weeks I have read the White House Fellows and Student Coalition reports and have visited with several young people in Washington, D. C. This brief memo contains four basic recommendations, three of which are largely a result of the two reports and these discussions.

At this time, there is much behind-the-scenes maneuvering by the members of the "New Politics" to develop programs with which Senator Edward Kennedy can identify. If RN does not attempt to bridge the gap quickly with the younger generation, he will be at a total disadvantage in 1972. Regardless of whether the suggestions in this memo are considered, some constructive measures must be taken.

JW:eo

There seem to be three sound suggestions for programs directly related to young people, and all three should be implemented:

- a) Opportunities for college students to involve themselves and their academic communities in the social problems of their cities.
- b) Opportunities to utilize the top students in federal, state, and local programs: For example, the White House Fellows Association and other intern programs.
- c) Opportunities for young people to be more directly involved in the political process itself, i.e. political conventions, campaigns, testifying before Congressional committees, etc.

Most of the recommendations in the White House Fellows and Student Coalition reports dealt with the question of how programs might be established on the federal level to allow more active participation by qualified students. While these recommendations have appeal, it must be understood that they will do little to improve the existing gap and void which now exists between part of the academic communities and the federal bureaucracy. These proposals simply do not afford active participation and involvement by a large number of students to give them, as a group, a real sense of participation. For this reason, my recommendations are as follows:

1. Establishment of the Model Schools Program (Student Coalition Recommendation)--This name should be changed to make it more appealing and exciting and totally identifiable with RN. The strength of this recommendation lies in the fact that it affords young people the opportunity to work out solutions to problems. This is a new program and one which would help bridge the gap between the academic communities and the urban poor and which, if it were well-publicized, would do much to convey the belief that RN has a compassionate care about young people and the disadvantaged.
2. Teachers Corps (Again, the name should be changed)--Most younger people recognize the tremendous disadvantage of ghetto youths due to their poor educational environment. These young people will be unable to take their rightful place in our society until greater priority is placed on better schools and better teachers for the disadvantaged. There is simply no way that the children in the slums can compete with children in the suburbs and private schools unless programs like the Teachers Corps are implemented so that sympathetic individuals are able to motivate and encourage these children to develop the skills necessary to compete in society. Again, this

single issue--the educational opportunities of the disadvantaged--is one with which RN can and must identify. It should also be noted that the program needs the support and leadership of the President in order to succeed.

3. The Youth Advisor--It is essential that RN appoint an individual who will be solely responsible to him for issues related to youth. (I would recommend a person like Doris Kearns, presently a White House aide, to be assisted by someone like John Campbell who wrote the Student Coalition report and any other bright young political activist. Bruce Chapman's resume also looks very good.) This individual and his staff, communicating directly with the President on youth affairs, would:
  - a) Assist in the coordination and development of the Model Schools and Teachers Corps programs.
  - b) Initiate changes within the federal departments through some of the suggestions of the White House Fellows Association and the Student Coalition.
  - c) Inform RN of the changing moods on the college campuses and among young adults so that he can speak intelligently to them on issues of concern.
  
4. Establishment of a Commission on Youth--I acknowledge that this recommendation sounds too much like President Johnson who always appointed a commission to study successive crises. However, young people are interested in (1) defining the problems confronting society and offering alternative solutions to these problems; and (2) they are concerned about being integrated into the process to define the solutions. These two points are inseparable and should be combined. In my opinion, RN should be totally honest and tell the American public, "Let's face it, this age group is as alienated as any segment of our society and they have the poorest voting record. We hope to develop programs which will enable them to participate in the defining and solving of the social problems which concern them. Therefore, I plan to appoint a commission whose function will be similar to the Kerner and the Civil Rights Commissions. It will be like the Kerner Commission in the sense that they will be compiling information about how younger people feel about society and their suggestions for change. It will be like the Civil Rights Commission in that the first report will be circulated throughout the country for criticism and suggestions following which a second report will be written. At this time, we do not see the necessity of creating another federal bureaucracy to handle this problem, what we are concerned about

here is what youth sees and suggests. More especially, I charge this commission with the responsibility of facing these questions:

1. The war in Viet Nam.
2. Helping the disadvantaged and the oppressed.
3. A young person's responsibility in a democratic system.
4. How to get young people to participate in the political life of our democracy.
5. What are their priorities of concern?"

Through the commission, RN will be structuring an argument and, in effect, will be saying--"If this is the problem, fine, agree or disagree, but make suggestions and participate."

The order in which this would be accomplished would be important. Rather than holding hearings and then establishing a permanent commission, RN would be appointing a fact-finding commission to hold hearings and then dissolve after the completion of its second report. Composition of the commission would be approximately ten individuals representing the geographic, economic and ethnic groupings of our society. The assistant in the White House, directly reporting to RN on youth affairs, would serve as staff director of the commission.

The creation of the commission should be after RN takes office in January, following his announcement of the Model Schools Program and his involvement in the Teachers Corps. It is imperative that he acknowledge his concern with youth through these programs prior to his announcement of the establishment of a commission. If this is not done, the move will be interpreted as a gimic which lacks authenticity or true purpose.

Jay Wilkinson