

U

THE WHITE HOUSE

WASHINGTON

August 18, 1969

Subs

MEMORANDUM FOR
THE WHITE HOUSE STAFF

Subject: Congressional Correspondence

In order to insure that the Congressional Liaison Staff is fully informed on all Congressional matters, Mr. Harlow's office should be sent a copy of all non-personal correspondence with Congressmen or Senators. Would you please follow this procedure on all future correspondence.

Thank you for your cooperation.

JRB

John R. Brown

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THE WHITE HOUSE

WASHINGTON

April 30, 1969

*Ruth -
For our files*

MEMORANDUM FOR

THE WHITE HOUSE STAFF

All gifts received by, or for, the President or the First Lady should be forwarded directly to Lucy Furgerson in the Gift Unit. In order to insure that each gift receives proper acknowledgement, please submit the following information with the gift:

1. Name and address of the individual and/or group presenting the gift.
2. Was the gift accepted personally by the President or the First Lady?
3. If the gift was not accepted personally, who accepted the gift for the President or First Lady?
4. Has the gift already been acknowledged or does it require further acknowledgement?

This requirement applies to gifts received while on a trip with the President as well as those received here at the White House.

John R. Brown III
John R. Brown

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MEMORANDUM

THE WHITE HOUSE
WASHINGTON

January 24, 1969
6:35 p.m. Friday

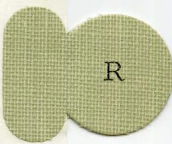
MEMORANDUM FOR ASSISTANTS TO THE PRESIDENT
ASSISTANTS
SPECIAL ASSISTANTS
STAFF ASSISTANTS

This is to advise you that barber facilities will be available in the White House. Steve Martini, who cuts the President's hair, is also available to cut hair of members of the staff. He is in the White House Barber Shop, which is located in the west wing basement, Tuesdays and Thursdays between 1:00 p.m. and 6:00 p.m. or later if required. Hair cuts can be arranged by appointment. In order to do so, you must contact Mr. Emory Roberts.

Mr. Martini bills you every month, and the cost per hair cut averages \$3.00. Tipping is not required.


KENNETH R. COLE, JR.

KRC:sac



THE WHITE HOUSE

WASHINGTON

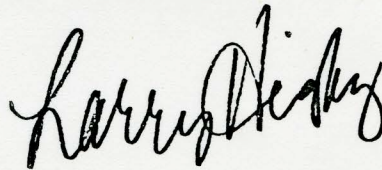
January 30, 1969

MEMORANDUM TO ALL STAFF

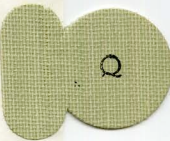
SUBJECT : Office Facilities

Should you want any arrangements made for either office furniture or redecorating, please contact Mr. Charles Rotchford, who heads up GSA services for the White House area. This number is 2348. For office supplies and basic office equipment, i. e. typewriters, contact Mr. Tom Beury. His number is 2622. For telephone services, contact Mr. George Dillon on extension 2297.

As I am sure you realize, the demands on all these people are quite heavy at this time, so it may be a day or two before they are able to comply with your request. Your patience and cooperation will be appreciated.

A handwritten signature in cursive script, reading "Larry Higby".

Larry Higby



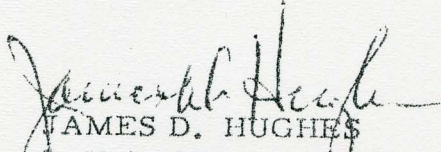
THE WHITE HOUSE
WASHINGTON

MEMORANDUM FOR

Mr. Alexander Butterfield

This is to inform you that your name has been placed on the White House Transportation Agency transportation list in Group B .
A copy of our rules is attached in order to familiarize you with our operation.

It is a pleasure to serve you. If you have any questions or comments concerning our transportation operations, please contact my office.


JAMES D. HUGHES
Colonel, United States Air Force
Armed Forces Aide to the President

WHITE HOUSE TRANSPORTATION AGENCY RULES

The White House Transportation Agency is available to assist the staff in moving throughout the Washington area for official business. Since the number of vehicles and drivers is limited, it is necessary to restrict the use of transportation and to follow certain rules to assure fair and equitable use.

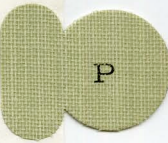
Accordingly, the Agency has been instructed to provide portal-to-portal transportation for those persons designated as Group (A). Portal-to-portal transportation is defined to include all official trips including transportation to and from work.

Restricted official use is authorized for those persons designated as Group (B). Restricted official use includes official trips in the Washington area, but not transportation to and from work. Female staff members who use public transportation and who work after 8:00 p.m. may request transportation home. This service will be provided whenever possible.

To assure availability of transportation for official use, it is necessary that all members of the staff observe the following rules:

1. Do not ask drivers to wait more than 20 minutes. Drivers are instructed to return to the garage after discharge of passengers.
2. Do not request transportation to or from restaurants, hotels or to private homes for recreational purposes.
3. Do not request transportation for members of your family.
4. Persons authorized (A) or (B) type transportation may authorize official use of cars for staff members and official visitors. If any questions arise, call the Armed Forces Aide's office.

Due to the location of the garage, you should allow 10 minutes for a car to travel to the White House.





FILE NO.

TREASURY DEPARTMENT
UNITED STATES SECRET SERVICE

INFORMATION FOR WHITE HOUSE OR EXECUTIVE OFFICE
PASS HOLDER

You have just been issued a White House (or Executive Office) Pass. It is your responsibility to notify the Technical Security Division, U. S. Secret Service, as to any change in home or office address or telephone number, and to surrender the pass to the U. S. Secret Service when you no longer have official use for it.

This applies to temporary as well as to permanent passes, and passes may be returned through your supervisor or other official of the office where you work, or may be left with any White House Police officer.

It is extremely important that you notify this office immediately by telephone of the loss or theft of your pass. This call should be followed as quickly as possible with a written report, giving the circumstances of the loss or theft, to be submitted through your supervisor and the security officer of your office.

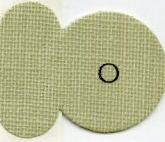
A stylized, cursive handwritten signature in dark ink.

Alfred Wong
Special Agent in Charge
Technical Security Division
U. S. Secret Service
Room 94, Executive Office Building
Telephone: code 1450, ext. 913



Keep Freedom in Your Future With U.S. Savings Bonds

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MEMORANDUM

THE WHITE HOUSE

WASHINGTON

WASHINGTON

June 23, 1970

*Please note
of file*

MEMORANDUM FOR THE WHITE HOUSE STAFF

The record volume of mail received by the President in recent weeks has reemphasized the importance of proper treatment for all communications addressed to him. Each staff office is responsible for taking appropriate action on messages referred to it for response. The following points should be kept in mind when processing Presidential correspondence:

1. While it is impossible for the President to send a personal reply to every message he receives, responses to communications from the President's personal friends, members of the Congress, principal State and local government officials and other leading citizens should normally be prepared for signature by the President rather than by a staff member unless the circumstances indicate that this would be inappropriate.
2. A brief acknowledgment or interim reply for the President's signature is often desirable in those instances in which the President should not be drawn into debate on the merits of particular arguments.
3. When any question arises about a writer's correspondence relationship with the President, it is important that the staff member preparing a reply obtain copies of previous correspondence from Central Files, extension 2242.
4. Information on salutations used by the President in writing to people he knows are available through the Kardex Unit in Central Files, extension 2579. A check with Kardex in all questionable cases will help to insure that letters for the President's signature carry appropriate salutations.

Thank you for your cooperation.

JRB

JOHN R. BROWN III
Staff Secretary

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

April 25, 1969

*file
if needed
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MEMORANDUM FOR

THE WHITE HOUSE STAFF

SUBJECT: Presidential Mail

The following listing of various categories of Presidential mail opposite the name of the individual staff member responsible for each category supercedes the list included in the January 30 memorandum on this subject.

Autograph requests:

After request has been acknowledged, send copies accompanied by the photograph or other article to be autographed, 3 x 5 card prepared in accordance with instructions and mailing label properly addressed to

Rose Mary Woods

Cartoons and letters from cartoonists

Herbert G. Klein

Church Services at the White House:

Offers, requests from clergymen:

From important or local clergy

From out-of-town clergymen in general

C. B. Wilkinson
Correspondence Section

Offers, requests from singers, musicians:

From well-known or local groups

Other requests or offers

C. B. Wilkinson
Correspondence Section

Civil rights and community relations

Daniel P. Moynihan

Condolence or congratulation message requests

Eliska Hasek

Congressional mail: communications from U.S.
Senators and Members of Congress,
regardless of subject matter

Bryce Harlow

Correspondence of a routine nature from private citizens	Correspondence Section
Council on Urban Affairs	Daniel P. Moynihan
District of Columbia Affairs	Mayor Washington
Entertainment: offers or requests to perform at the White House	Social Correspondence
Employment, job requests (excluding routine offers of services)	Harry Flemming
Federal commissions and agencies: inquiries or requests concerning	Mail Room for routing
Federal regulatory agencies: policy letters	Peter Flanigan
Government Departments: subjects normally under the jurisdiction of the various executive departments and agencies	Individual agency concerned
Governments, state and local:	
Letters from Governors, Lieutenant Governors and Mayors of the major cities	Vice President Agnew's office
Letters from state, county and local officials concerning existing problems in local and state/federal relationships	Vice President Agnew's office
Other letters from state, county and local officials	Appropriate staff member or agency on the basis of substance
Genealogy of the President, ancestry	Noble Melencamp
Gifts to or from the President	Gift Unit

Invitations, requests for audiences or interviews with the President (except membership invitations)	Dwight Chapin
Insurance: offers to sell	John Ehrlichman
Legal affairs	John Ehrlichman
Legislative proposals currently under consideration	Bryce Harlow
Membership invitations	Noble Melencamp
Messages from the President, requests for congratulations, condolences and recognition	Eliska Hasek
Military matters pertaining to National Security if urgent or unusual	Henry Kissinger
Museums: offers or requests from or about concerning personal belongings of the President	John Ehrlichman
National Council on the Arts: substantive letters	Peter Flanigan
National Council on the Humanities: substantive letters	Peter Flanigan
News Media: letters from editors, publishers or journalists actively working in news media	Ronald Ziegler
National Security Council	Henry Kissinger
Photograph requests: (see also Autograph requests)	
From editors or publishers for reproduction in news media;	Ronald Ziegler
From general public	Correspondence Section
Political matters: comments, suggestions for strategies, Republican Party matters	John Sears
Property: sale or purchase offers	John Ehrlichman
Republican Party matters	John Sears

State and local government officials: letters
from state governors, lieutenant governors
and mayors of the principal cities

Vice President Agnew's
office

Special Trade Representative

Peter Flanigan

Veterans' Affairs

Veterans'
Administration

White House:

Requests for tours
Matters concerning decoration or
painting of the White House
Questions or offers concerning paintings
or other specific furnishings of the
White House

John Davies

Department of Interior

Curator's Office



John R. Brown III



THE WHITE HOUSE
Washington

February 2, 1970

*SOP file
& delete mess
on this subject*

WHITE HOUSE STAFF MESS REGULATIONS

The purpose of the White House Staff Mess is to furnish breakfast, luncheon and dinner service as a convenience for designated key personnel whose duties require that they be available in the vicinity of the White House Office spaces. A secondary purpose is to provide guest privileges for Mess members. Limitations of space and staff make it necessary to divide the membership list into three groups: Group I, Group II, and Honorary. The group to which you belong is as indicated on the slip attached. The meal hours for the Mess are as follows:

<u>Breakfast</u>	-	7:00 to 9:00 AM for members of all groups
<u>Lunch</u>	-	Group I: 11:30 AM to 12:30 PM
		Group II and Honorary: 1:00 to 2:30 PM
<u>Dinner</u>	-	6:00 to 9:00 PM for members of all groups

The Mess is normally closed on Saturday evenings, Sundays and holidays.

Meal prices range from 75¢ to \$1.95 per meal. At the beginning of each month, a bill will be sent to your office for the previous month's charges. The preferred method of payment is by personal check because there is no guarantee of security when cash is sent through the mail. Checks should be made payable to the White House Staff Mess.

The following procedures have been established to aid in the proper management of Mess funds:

1. Mess bills will be mailed at the first week of each month for the previous month's charges.

2. An audit will be made on the 15th of each month and a list made of all bills outstanding. Any member who owes two months, including the bill just rendered, will be sent a written reminder. Any member who owes three months, including the bill just rendered, will have his Mess privileges revoked. *

3. Members may have their privileges restored by paying their account in full. This payment will include a twenty-five dollar re-instatement fine. The membership will be restored on the first of the month following the date the payment is received.

Since we wish to serve the maximum number of members and guests, observance of the following rules is requested:

Group I

Group I members are requested to arrive for luncheon not later than 12:30 PM to ensure completion of your meal prior to 1:00 PM.

Group II and Honorary Members

The period from 1:00 to 2:30 PM will be reserved for Group II and Honorary members. These members are encouraged to eat during this time; however, Group II members may eat at any time that the Mess is open. In addition, Group II members may invite Group I members to eat with them during the period from 1:00 to 2:30 PM.

Guest Privileges

Mess members will be allowed to bring guests to the Mess if prior reservations have been made. Reservations are made by calling the Mess (extension 2610, or Signal Board). The reservation system will assure members that a table is available and that the Mess is able to accommodate the extra personnel. Members may make reservations for up to two guests. Exceptions to this limitation must be approved by the Office of the Military Assistant. *

Seating is at a premium between 1:00 and 2:00 PM on weekdays. Because of this, the total number of guests allowed in the Mess during this period must be limited. When that limitation has been reached, those calling subsequently for guest reservations will be advised that they cannot be accommodated prior to 2:00 PM. If your schedule permits, the dining room Chief Steward will take your name on a standby basis and call you when a table is available.

One of the purposes of the Mess is to provide a pleasant atmosphere in which working conversations can take place. All members are therefore asked to observe the custom of using discretion in inviting guests to the Mess. This is because any guests invited will most certainly be in a position to overhear conversations which should not be public knowledge.

It is emphasized that the above restriction especially applies to members of the press. Members of the press should not be brought to the Staff Mess. *

Miscellaneous

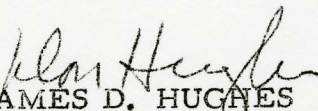
Parties will be given separate tables whenever possible; but, at times when there are many members and guests, it may be necessary to ask parties of 2 to share a table for 4. The large round table is reserved for members without guests, but, when this table is full, members may sit at any unreserved table. The reserved tables are for those members who have requested guest reservations.

There may arise occasions when personnel of the Mess are needed to perform functions elsewhere. In such cases, service must be curtailed in the Mess and it may not be possible to accommodate guests in any number. Should this happen, those having reservations for guests will be advised in order that they may seek service elsewhere. Service to members will always be available, but may not be as rapid during a period of reduced staffing.

The Mess does not have sufficient personnel to provide room service for other than those so designated by separate memorandum. Exceptions to this rule can only be made on an individual basis by the Office of the Military Assistant.

Coffee is normally available for pickup in the Mess between the hours of 7:30 AM and 9:00 PM. Charges for coffee will be included in your monthly Mess bill.

With your cooperation, we intend to provide members of the White House Staff Mess with the excellent food and service they desire in a pleasant atmosphere and convenient location. Any suggestions which will help us improve the service are sincerely welcomed.


JAMES D. HUGHES

Brigadier General, United States Air Force
Military Assistant to the President

THE WHITE HOUSE
Washington

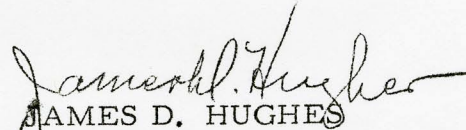
January 20, 1969

MEMORANDUM FOR

Mr. Alex Butterfield

I am pleased to inform you that your name has been placed on the White House Staff Mess membership list in Group TWO. As a new Mess member, you are requested to deposit \$25.00 with the Mess Treasurer. This sum is used to provide working capital for the Mess and is refunded upon your departure. Checks should be made payable to the "White House Staff Mess" and sent to my office. A copy of the Mess rules is attached in order to familiarize you with our operation.

It is a pleasure to welcome you to the Mess. If you have any questions or comments concerning our Mess operations, please contact my office.



JAMES D. HUGHES
Colonel, United States Air Force
Armed Forces Aide to the President



THE WHITE HOUSE

WASHINGTON

May 21, 1969

MEMORANDUM FOR THE WHITE HOUSE STAFF

Subject: Contacts between the White House and
the Independent Regulatory Agencies

The independent regulatory agencies include:

Civil Aeronautics Board
Federal Communications Commission
Federal Maritime Commission
Federal Power Commission
Federal Trade Commission
Interstate Commerce Commission
Securities and Exchange Commission

This memorandum discusses some important points you should bear in mind with regard to these agencies.

Contacts between the White House and the regulatory agencies are very sensitive on two grounds: (1) The Congress has a special relationship with these agencies, viewing them in part as instruments of the Congress in its constitutional power to regulate interstate and foreign commerce; (2) the Commissioners of these agencies have quasi-judicial responsibilities for individual cases coming before their agencies on rates, license renewals, route awards, and so forth. Obviously, any executive interference in this quasi-judicial function would be highly improper.

In spite of these sensitivities, matters often arise which do require official or informal contacts with the Commissioners or the staffs of these agencies. The following guidelines are provided for any exposure you may have to these agencies or problems pending before them. They also apply in those cases where other agencies of the executive branch act in a regulatory or quasi-judicial role.

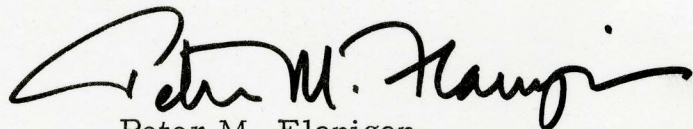
1. Any expression of interest or any attempt to influence the outcome of any case pending is illegal. These cases are typically extremely complicated, and it is very dangerous to make judgments on the basis of limited information as to how the White House should like to see any case resolved. You should in no way express interest to these agencies in the outcome of pending cases and in no way attempt to influence the Commissioners or hearing examiners in their decisions on any case pending before their agencies.

2. It is important to remember that the cases that come before these agencies are often extremely important to the parties concerned and involve large amounts of money. They are, therefore, very closely watched for any evidence of improper procedure or influence. It is important to avoid even the mere appearance of interest or influence.

3. You may, of course, listen to comments and views on such cases when they are volunteered to you. However, such visits or the submission of written briefs should not be encouraged -- better still, they should be sidestepped and avoided wherever possible.

4. Inquiries about the status of cases pending before these agencies should not be made. Instead, the inquirer should be advised to contact the agency directly.

5. The policies and findings of these agencies often interact heavily with the policies of the executive branch of Government. Transportation policy, for instance, is affected heavily by the policies of the ICC and the CAB. There is, therefore, occasion for White House staff contact with these agencies. However, for the reasons cited above, you should keep my office informed of any contact you may have with these agencies. Please call Dan Hofgren or Tom Whitehead in advance to assure appropriateness of such contacts.

A handwritten signature in black ink, reading "Peter M. Flanigan". The signature is fluid and cursive, with a large initial "P" and a long, sweeping underline.

Peter M. Flanigan
Assistant to the President



✓ 507-5
THE WHITE HOUSE

WASHINGTON

August 18, 1969

MEMORANDUM FOR
THE WHITE HOUSE STAFF

Subject: Secretarial and Clerical Assistance

Responsibility for the compilation and maintenance of files on competent individuals who have contacted the Administration requesting secretarial or clerical positions has been assigned to Mr. Al Kaupinen (Room 146, EOB; Ext. 2244).

Any inquiries your department receives concerning possible secretarial or clerical positions should be forwarded to Mr. Kaupinen if you can not use them. He will be maintaining a central file on all available secretarial and clerical help.

Should your office be in need of secretarial or clerical assistance, please contact Mr. Kaupinen. He will forward to you a group of resumes that will hopefully meet the requirements you have in mind for a particular position.

Thank you.

JRB
John R. Brown

THE WHITE HOUSE
WASHINGTON

June 19, 1969

MEMORANDUM FOR ALL WHITE HOUSE STAFF

SUBJECT : Secretarial and Clerical Assistance

With the size of the current White House Staff, an almost continual need exists for replacement of clerical and secretarial personnel resulting from turnover. During the past few months, a number of offices have met with difficulty in attempting to locate competent secretarial help as their operations have expanded, or changes have taken place. In order to attempt to remedy this situation, Mr. Lawrence Dunn's office is compiling and maintaining files of competent individuals who have contacted the Administration requesting secretarial or clerical positions.

Any inquiries your department receives concerning possible secretarial or clerical positions, should be forwarded to Mr. Dunn if you cannot use them. This will help others in locating help should they need it, and provide a central location for cataloging all available secretarial and clerical help.

Should your office be in need of secretarial or clerical assistance, please contact Mr. Dunn's secretary, Miss Leslye Arsht. She will in turn forward to you, a group of resume's that will hopefully meet the requirements you have in mind for a particular position.

Thank you for your cooperation.


Larry Higby

K

THE WHITE HOUSE

WASHINGTON

June 19, 1969

MEMORANDUM TO THE WHITE HOUSE STAFF

SUBJECT: Coordination of Matters Having Special Significance to
Minority Groups

In order to meet the growing need of the Administration for coordination in the minorities area, the President has directed my office to serve as the coordination point for all Administration efforts and activities that relate to civil rights or equal opportunity or which otherwise have special significance to minority groups.

In order to enable my office to function effectively in this coordination capacity, I am requesting the assistance of all members of the White House Staff to keep me informed of all matters arising in their specific area that significantly relate to minority affairs, including, but not limited to, the following:

1. Proposed legislation or policy statements that would be of particular concern to minority groups.
2. Meetings to be held to discuss matters having special significance to minority groups.
3. Correspondence regarding minority matters.
4. Suggestions or questions that might arise concerning Administration policy in the minority affairs area.
5. News of events, past, present or future, relating to or of possible concern to minority groups, of which the Administration should be prepared to take possible action.
6. Suggestions concerning possible minority appointments.



Robert J. Brown