

# RICHARD NIXON PRESIDENTIAL LIBRARY DOCUMENT WITHDRAWAL RECORD

| DOCUMENT<br>NUMBER | DOCUMENT<br>TYPE | SUBJECT/TITLE OR CORRESPONDENTS                                                 | DATE      | RESTRICTION |
|--------------------|------------------|---------------------------------------------------------------------------------|-----------|-------------|
| 1                  | Report           | Field Grade Officer Effectiveness Report<br>for Alexander P. Butterfield, 2 pp. | 9/20/1965 | D           |
| 2                  | Form             | Notification of Personnel Action for<br>Gertrude T. Brown, 1 p.                 | 1/25/1971 | D           |

COLLECTION TITLE

WHCF: SMOF: Alexander Butterfield

BOX NUMBER

17

FOLDER TITLE

Misc. People & Organizational Material (White House) Personnel Information

**PRMPA RESTRICTION CODES:**

A. Release would violate a Federal statute or Agency Policy.  
B. National security classified information.  
C. Pending or approved claim that release would violate an individual's rights.  
D. Release would constitute a clearly unwarranted invasion of privacy or a libel of a living person.

E. Release would disclose trade secrets or confidential commercial or financial information.  
F. Release would disclose investigatory information compiled for law enforcement purposes.  
G. Withdrawn and returned private and personal material.  
H. Withdrawn and returned non-historical material.

**DEED OF GIFT RESTRICTION CODES:**

DOG Closed in accordance with restrictions contained in the donor's deed of gift.

THE WHITE HOUSE  
WASHINGTON

# The Nixon Cabinet

Investigation Information

|                       | <u>Full Field</u> | <u>Updates</u>       |
|-----------------------|-------------------|----------------------|
| Carson Merritt Howell | 6/23/53           | 12/18/64<br>1/10/68  |
| Jean Robb (Mrs.)      | 6/26/53           | 2/10/65<br>4/19/68   |
| Edward D. Bradshaw    | 4/20/53           | 12/18/64<br>12/15/67 |
| Lucy Ferguson (Mrs.)  | 5/18/53           | 1/14/65<br>2/15/68   |
| William Matthews      | 6/29/53           | 3/2/65<br>4/11/68    |
| Marguerite Mondlock   | 6/17/53           | 1/25/65<br>2/28/68   |
| Thomas Jones          | 6/23/53           | 1/6/65<br>4/4/68     |
| Beverly Ann Cole      | 3/5/53            | 1/26/65<br>2/8/68    |
| Edwin Fauver          | 6/18/53           | 3/3/65<br>3/20/68    |
| Mary Hooper           | 6/19/56           | 2/24/65<br>3/29/68   |
| George Parker         | 7/1/53            | 1/6/65<br>2/26/68    |

SUPERVISORS OF THE SEVERAL OPERATING  
SECTIONS WITH LENGTH OF SERVICE IN THE  
WHITE HOUSE OFFICE

| <u>Section</u>                       | <u>Name of Supervisor</u>                                                                                                                       | <u>Service in<br/>White House<br/>Office Began</u> |           |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----------|
| Accounts, Purchases, etc.            | Carson Howell <span style="border: 1px solid black; padding: 0 2px;">FDR</span> <i>Jan 68-64-FF53</i><br><i>Married - stable -<br/>Jan 1968</i> | 1933                                               | <i>58</i> |
| Personnel                            | Jean Robb <span style="border: 1px solid black; padding: 0 2px;">FDR</span> <i>Feb 69 - 68 - FF65 FF53</i><br><i>married - stable</i>           | 1946                                               | <i>54</i> |
| Correspondence                       | Edward Bradshaw <span style="border: 1px solid black; padding: 0 2px;">FDR</span> <i>Dec 67</i><br><i>married - stable</i>                      | 1934                                               | <i>56</i> |
| Gift Unit                            | Lucy Ferguson <span style="border: 1px solid black; padding: 0 2px;">Ike</span> <i>married - stable</i>                                         | 1953                                               | <i>50</i> |
| Central Files                        | William Matthews <span style="border: 1px solid black; padding: 0 2px;">FDR</span> <i>wife died</i>                                             | 1947                                               | <i>54</i> |
| Mails                                | Marguerite Mondlock <span style="border: 1px solid black; padding: 0 2px;">FDR</span> <i>unmarried - always<br/>CPA - had 2 yrs Philadelphi</i> | 1942                                               | <i>56</i> |
| Records                              | Thomas Jones <span style="border: 1px solid black; padding: 0 2px;">Ike</span> <i>married - grad - married<br/>allege</i>                       | 1952                                               | <i>43</i> |
| Telephone Service                    | Beverly Cole <span style="border: 1px solid black; padding: 0 2px;">FDR</span> <i>unmarried</i>                                                 | 1943                                               | <i>52</i> |
| Telegraph & Travel Service           | Edwin Fauver <span style="border: 1px solid black; padding: 0 2px;">FDR</span> <i>married</i>                                                   | 1942                                               | <i>62</i> |
| Messenger & Miscellaneous<br>Service | George Parker <span style="border: 1px solid black; padding: 0 2px;">FDR</span> <i>married</i>                                                  | 1951                                               | <i>49</i> |
| Press Releases                       | Mary Hooper <span style="border: 1px solid black; padding: 0 2px;">Ike</span> <i>divorced</i>                                                   | 1956                                               | <i>43</i> |

*pd 4215  
no traffic violation*

*what is a clearance*

*various efforts found*

*Self help & self improvement - career returns  
indicative responsible*

*no parking zone - 10' speed*

*not sure*

NOMINATIONS

WORKING DAYS (Approximate)

|                                     | 0 - 30                                                                      | 30 - 45                                                       | 45 - 60                                   | 61                                                                      | 61                                          | 62 | 63 - 65              | 65                                     | 66                                                                | 67                              | 67            |
|-------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------|----|----------------------|----------------------------------------|-------------------------------------------------------------------|---------------------------------|---------------|
| Departments and Agencies            | I<br>Verify vacancies;<br>Recommend choices                                 |                                                               |                                           |                                                                         |                                             |    |                      |                                        |                                                                   |                                 |               |
| White House Office:<br>Dan Kingsley |                                                                             | II<br>Assembles info;<br>Evaluates candidates;<br>Recommends. |                                           |                                                                         |                                             |    |                      |                                        |                                                                   |                                 |               |
| Staff Assistant for Security        |                                                                             |                                                               | III<br>Initiates and processes clearances |                                                                         |                                             |    |                      |                                        |                                                                   |                                 |               |
| Executive Clerks                    | I<br>Receive Justice nominations forward to Dan Kingsley                    | II<br>Receive Military nominations forward to Staff Secy.     |                                           | IV<br>Arrange & Verify a vacancy; preparation for President's signature |                                             |    |                      |                                        | IX<br>Record; Arrange Press and other clearances for announcement |                                 |               |
| Records Office                      |                                                                             |                                                               |                                           | V<br>Prepare nominations                                                |                                             |    |                      |                                        |                                                                   | X<br>Receive; deliver to Senate |               |
| Staff Secretary                     |                                                                             |                                                               |                                           |                                                                         | VI<br>Receive; Verify; forward to President |    |                      | VIII<br>Verify; return to Exec. Clerks |                                                                   |                                 |               |
| W. H. Office: Military Assistant    | I<br>Receive Military nominations from Defense; forward to Executive Clerks |                                                               |                                           |                                                                         |                                             |    |                      |                                        |                                                                   |                                 |               |
| The President                       |                                                                             |                                                               |                                           |                                                                         |                                             |    | VII<br>Review; sign. |                                        |                                                                   |                                 |               |
| The Senate                          |                                                                             |                                                               |                                           |                                                                         |                                             |    |                      |                                        |                                                                   |                                 | XI<br>Receive |

Roman Numerals = sequence of action

\* = tracking points in W. H. Office (Staff Secretary/Executive Clerk)

# PROCLAMATIONS & EXECUTIVE ORDERS

## WORKING DAYS

|                                          | 0                                          | 1 - 10                               | 11 - 12                                                                        | 13 - 15                                                                              | 16                                                                            | 16                                               | 17 - 20                                                       | 21 - 23                           | 24                                 |
|------------------------------------------|--------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------|-----------------------------------|------------------------------------|
| White House Office                       | I<br>Requests of OMB<br>*                  |                                      |                                                                                |                                                                                      |                                                                               | VI<br>Review,<br>Refer to<br>Domestic<br>Council |                                                               |                                   | X<br>Deposit<br>with<br>Fed. Regis |
| OMB                                      | I<br>Asks<br>Depts./Agencies<br>for drafts |                                      | III<br>Review Agency<br>drafts;<br>Request Justice<br>views and<br>concurrence |                                                                                      |                                                                               |                                                  |                                                               |                                   |                                    |
| Executive<br>Departments<br>and Agencies |                                            | II<br>Prepare<br>and clear<br>drafts |                                                                                |                                                                                      |                                                                               |                                                  |                                                               |                                   |                                    |
| Dept. of<br>Justice                      |                                            |                                      |                                                                                | IV<br>Review drafts<br>Recommend<br>to President<br>Forward thru<br>Federal Register |                                                                               |                                                  |                                                               |                                   |                                    |
| Federal<br>Register                      |                                            |                                      |                                                                                |                                                                                      | V<br>Review for<br>format and<br>consonance<br>with custom.<br>Forward to WHD |                                                  |                                                               |                                   |                                    |
| Domestic<br>Council                      |                                            |                                      |                                                                                |                                                                                      |                                                                               |                                                  | VIII<br>Review recommendations<br>Coordinate final<br>editing |                                   |                                    |
| The President                            |                                            |                                      |                                                                                |                                                                                      |                                                                               |                                                  |                                                               | IX<br>Consider, Evaluate,<br>sign |                                    |

Roman Numerals = sequence of action

\* = tracking points in White House Office

# ENROLLED BILLS AND JOINT RESOLUTIONS

## WORKING DAYS

|                      | 0                                      | 1                                                                         | 2                         | 3                                        | 4                               | 5                                                                                                                                                     | 6 | 7                                 | 8                                                                                                 | 9 | 10                                                                   |
|----------------------|----------------------------------------|---------------------------------------------------------------------------|---------------------------|------------------------------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------|---------------------------------------------------------------------------------------------------|---|----------------------------------------------------------------------|
| White House Office   | I<br>Receives,<br>notifies<br>OMB<br>* |                                                                           |                           |                                          | VI<br>Receives<br>Forwards<br>* |                                                                                                                                                       |   | VIII<br>Receives<br>Forwards<br>* |                                                                                                   |   | XI<br>Notifies<br>Congress<br>of<br>President's<br>action<br>*       |
| OMB                  | II<br>Begins<br>analysis               | III<br>Collects views and<br>recommendations of<br>all agencies concerned | IV<br>Reviews<br>comments | V<br>Sends<br>memorandum<br>to President |                                 |                                                                                                                                                       |   |                                   |                                                                                                   |   |                                                                      |
| Domestic<br>Council  |                                        |                                                                           |                           |                                          |                                 | VII<br>Reviews and analyses OMB<br>memoranda<br>-----<br>Coordinates preparation of<br>signing statements or other<br>material for President's review |   |                                   |                                                                                                   |   |                                                                      |
| The<br>President     |                                        |                                                                           |                           |                                          |                                 |                                                                                                                                                       |   |                                   | IX<br>Study, review of various<br>recommendations, then<br>approves or returns to<br>the Congress |   |                                                                      |
| National<br>Archives |                                        |                                                                           |                           |                                          |                                 |                                                                                                                                                       |   |                                   |                                                                                                   |   | X<br>After<br>approval<br>receives<br>assigns<br>Public o<br>Private |

Roman Numerals == sequence of action

\* = tracking points in White House Office

Law No.

# SUPPLEMENTAL BUDGET REQUESTS

| WORKING DAYS                         |                                                       |                                              |                                                     |                                                                |                      |                                            |                                                                       |                                                     |               |
|--------------------------------------|-------------------------------------------------------|----------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------|----------------------|--------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------|---------------|
|                                      | 0                                                     | 1                                            | 2 - 3                                               | 4                                                              | 4 - 5                | 5                                          | 5                                                                     | 5                                                   | 5             |
| OMB                                  | I<br>Prepare in consultation with Depts. and Agencies |                                              |                                                     |                                                                |                      |                                            |                                                                       | VIII<br>Receive; Reproduce; deliver to Capitol Hill |               |
| White House Office: Executive Clerk  |                                                       | II<br>Receive: Forward to Domestic Council * |                                                     |                                                                |                      |                                            | VII<br>Notify press office; ensure any other coordination required. * |                                                     |               |
| Domestic Council                     |                                                       |                                              | III<br>Review: Comment and recommend as appropriate |                                                                |                      |                                            |                                                                       |                                                     |               |
| White House Office: Staff Secretary  |                                                       |                                              |                                                     | IV<br>Make certain papers are in order; forward to President * |                      | VI<br>Verify; forward to Executive Clerk * |                                                                       |                                                     |               |
| The President                        |                                                       |                                              |                                                     |                                                                | V<br>Review: approve |                                            |                                                                       |                                                     |               |
| The Speaker House of Representatives |                                                       |                                              |                                                     |                                                                |                      |                                            |                                                                       |                                                     | IX<br>Receive |

Roman Numerals = sequence of action  
 \* = tracking points in White House Office

MESSAGES TO THE CONGRESS

| WORKING DAYS                       |                                                                        |                                                     |                                  |                                      |                                                   |                                               |               |
|------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------|--------------------------------------|---------------------------------------------------|-----------------------------------------------|---------------|
|                                    | 0                                                                      | 1 - 15                                              | 16 - 22                          | 23                                   | 24 - 25                                           | 26 - 29                                       | 29            |
| Domestic Council                   | I<br>Request substantive drafts of Departments and Agencies            |                                                     | IV<br>Review, edit recast drafts |                                      | VI<br>Coordinate press/other special arrangements |                                               |               |
| OMB                                | I & II<br>Request, coordinate drafts, provide supplemental information |                                                     | (IV)<br>Advise as requested      |                                      |                                                   |                                               |               |
| Executive Departments and Agencies |                                                                        | III<br>Gather information, prepare and clear drafts |                                  |                                      |                                                   |                                               |               |
| White House Office                 |                                                                        |                                                     |                                  | V<br>Edit, prepare final drafts<br>* | *                                                 | VIII<br>Collate, deliver to Capitol Hill<br>* |               |
| The President                      |                                                                        |                                                     |                                  |                                      |                                                   | VII<br>Review -- sign                         |               |
| The Congress                       |                                                                        |                                                     |                                  |                                      |                                                   |                                               | IX<br>Receive |

Roman numerals = action sequence  
\* = tracking points in White House office

# CIVIL AERONAUTICS BOARD CASES

|                                         |                                                                      | WORKING DAYS (Approximate) |                                                                     |                                                                |                                                       |                    |                                     |                                                           |
|-----------------------------------------|----------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------|--------------------|-------------------------------------|-----------------------------------------------------------|
|                                         |                                                                      | 0 - 15                     | 16                                                                  | 17 - 20                                                        | 21                                                    | 22 - 24            | 24                                  | 25                                                        |
| CAB                                     | I<br>Make determinations;<br>Forward to President thru OMB           |                            |                                                                     |                                                                |                                                       |                    |                                     |                                                           |
| OMB                                     | II<br>Analyze case decisions;<br>attach analysis and recommendations |                            |                                                                     |                                                                |                                                       |                    |                                     |                                                           |
| White House Office:<br>Executive Clerks |                                                                      |                            | III<br>Receive, note, forward to Domestic Council Staff Secretary * |                                                                |                                                       |                    |                                     | VIII<br>Notify Press Office; Notify OMB. Forward to CAB * |
| Domestic Council                        |                                                                      |                            |                                                                     | IV<br>Recommend action; comment; forward to WH Staff Secretary |                                                       |                    |                                     |                                                           |
| White House Office:<br>Staff Secretary  |                                                                      |                            |                                                                     |                                                                | V<br>Ascertain that materials required are in order * |                    | VII<br>Forward to Executive Clerk * |                                                           |
| The President                           |                                                                      |                            |                                                                     |                                                                |                                                       | VI<br>Review: Sign |                                     |                                                           |

Roman Numerals = sequence of action  
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OFFICIAL PRESIDENTIAL PAPERS: Routing/Action Sequence

| Document Type                           | Origin                                  | Receiving Office          | Staff Routing                                            |                                        | Original Deposited                                                |
|-----------------------------------------|-----------------------------------------|---------------------------|----------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------|
|                                         |                                         |                           | (Before Signature)                                       | After Signature)                       |                                                                   |
| Enrolled bills and resolutions          | Congress                                | Executive Clerk           | Dom Coun/OMB/Price<br>JWDean/Staff Sec                   | Staff Sec/Exec<br>Clk/Press Off        | National Archives                                                 |
| Messages to Congress                    | WH/DC/NSC<br>OMB/<br>Depts/<br>Agencies | Exec Clk/Staff<br>Sec     | Dom Coun/NSC/Tim-<br>mons/JWDean/Press<br>Office/RPrice  | Staff Sec/Exec<br>Clk/Press Off        | Senate (1) and House (1)                                          |
| Memoranda of Disapproval                | WH/DC/NSC<br>OMB/<br>Depts/<br>Agencies | Exec Clk/Staff<br>Sec     | Dom Coun/NSC/Tim -<br>mons/JWDean/Press<br>Office/RPrice | Staff Sec/Exec<br>Clk/Press Off        | Congress: whichever House<br>originated bill (1)                  |
| Signing Statement                       | WH/DC/NSC<br>OMB/<br>Depts/<br>Agencies | Exec Clk/Staff<br>Sec     | Dom Coun/NSC/Tim-<br>mons/JWDean/Press<br>Office/RPrice  | Staff Sec/Exec<br>Clk/Press Off        |                                                                   |
| Nominations                             | WH(Kingsley)                            | Exec Clk/Staff<br>Sec     | -                                                        | Staff Sec/Exec<br>Clk/Press Off        | Senate                                                            |
| Treaties/Int'l Agreements               | State/NSC                               | Exec Clk/Staff<br>Sec     | JWDean                                                   | Staff Sec/Exec<br>Clk/NSC/Press<br>Off | Senate                                                            |
| Letters to Pres of Senate/Spkr of House | WH/DC/OMB<br>Depts/<br>Agencies         | Exec Clk/Staff<br>Sec     | Dom Coun/NSC/Tim-<br>mons/JWDean/Press<br>Office/RPrice  | Staff Sec/Exec<br>Clk/Press Off        | Pres of Senate/Spkr of House                                      |
| Proclamations                           | WH/DC/OMB<br>NSC/Depts<br>Agencies      | Exec Clk/Staff<br>Sec     | Dom Coun/NSC/JWDean<br>RPrice                            | Staff Sec/Exec<br>Clk/Press Off        | National Archives                                                 |
| Executive Orders                        | WH/DC/OMB<br>NSC/Depts<br>Agencies      | Exec Clk/Staff<br>Sec     | Dom Coun/NSC/JWDean<br>RPrice                            | Staff Sec/Exec<br>Clk/Press Off        | National Archives                                                 |
| Memoranda to Depts/ Agencies            | WH/DC/NSC<br>OMB                        | Exec Clk/Staff<br>Sec     | Dom Coun/NSC/WH/<br>RPrice                               | Staff Sec/Exec<br>Clk/Press Off        | Specific Addressees                                               |
| CAB Cases                               | CAB/OMB                                 | Exec Clk/Staff<br>Sec     | Dom Coun/Flanigan                                        | Staff Sec/Exec<br>Clk/Press Off        | Civil Aeronautics Board                                           |
| Disaster Cases                          | OEP/WH                                  | Exec Clk/DC/<br>Staff Sec | Dom Coun(Whitaker)                                       | Staff Sec/Exec<br>Clk/Press Off        | OEP, telegram to Governor<br>of State Concerned                   |
| Commissions of Appointment              | WH(Kingsley)                            | Exec Clk/Staff<br>Sec     | -                                                        | Staff Sec/Exec<br>Clk/Press Office     | State for countersignature<br>of Secretary and Seal/<br>Appointee |
| Letters of Appointment                  | WH(Kingsley)<br>NSC/State               | Exec Clk/Staff<br>Sec     | -                                                        | Staff Sec/Exec<br>Clk/Press Office     | Office of appointee/Appointee                                     |
| Letters of Credence                     | State/NSC<br>Kingsley                   | Exec Clk/Staff<br>Sec     | -                                                        | Staff Sec/Exec<br>Clk/Press Office     | State/Appointee/Chief of<br>State where appointed                 |
| Letters ack retirement                  | Justice                                 | Exec Clk/Staff<br>Sec     | Kingsley/RPrice                                          | Staff Sec/Exec<br>Clk/Press Office     | Addressee                                                         |
| Letters ack resignation                 | WH/DC/NSC<br>Depts/Agencies             | Exec Clk/Staff<br>Sec     | Kingsley/RPrice                                          | Staff Sec/Exec<br>Clk/Press Off        | Addressee                                                         |

WHITE HOUSE OFFICE PAPERS: Routing Action Sequence

| <u>Document Type</u>                       | <u>Origin</u>                        | <u>Receiving Office</u>            | <u>Staff Routing</u>                                                           | <u>Original Deposited</u>                  |
|--------------------------------------------|--------------------------------------|------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------|
| <b>Memoranda for the President:</b>        |                                      |                                    |                                                                                |                                            |
| a. Information - Nat'l Security            | Mr. Kissinger<br>NSC                 | Staff Secretary                    | As appropriate to ensure proper coordination                                   | NSC Secretariat/Staff Sec                  |
| b. Information - Dom Council               | Mr. Ehrlichman<br>DC                 | Staff Secretary                    | As appropriate to ensure proper coordination                                   | WH Central Files/Staff Sec                 |
| c. Action                                  | WH staff                             | Staff Secretary                    | As appropriate to ensure proper coordination                                   | WH Central Files/Staff Sec                 |
| d. Meeting Briefing Papers                 | WH staff                             | Staff Assistant to Mr. Butterfield | As appropriate to ensure proper coordination                                   | WH Central Files/Staff Sec                 |
| Memoranda for all Staff Members            | Staff Sec/M. Farrell/H. Klein/Others | Staff Secretary                    | To all staff members upon approval/to staff assistants and above upon approval | WH Central Files/Staff Sec                 |
| Memoranda between individual staff members | WH staff                             | WH staff                           |                                                                                | Individual staff offices, WH Central Files |

WHITE HOUSE OFFICE ADMINISTRATIVE PAPERS: Routing/Action Sequence

| <u>Document Type</u>             | <u>Origin</u>             | <u>Receiving Office</u> | <u>Staff Routing</u>    | <u>Approval</u>                     | <u>Original Deposited</u> |
|----------------------------------|---------------------------|-------------------------|-------------------------|-------------------------------------|---------------------------|
| Budget Submissions               | WH Admin/Exec Clk         | Staff Sec               | BK/AB/HRH               | HRH                                 | OMB                       |
| Special Projects allocations     | WH Admin/Exec Clk         | Staff Sec               | BK/AB/HRH/the President | the President                       | Treasury                  |
| Payroll Vouchers                 | WH Admin/Exec Clk         | Exec Clk                | -                       | Exec Clk                            | Treasury                  |
| Travel Authorization Requests    | WH Tel/Travel Staff Mbrs. | Staff Sec               | BK                      | BK                                  | WH Admin Office           |
| Travel Vouchers                  | WH Admin                  | Staff Sec               | BK                      | BK/Exec Clk                         | WH Admin Office           |
| Purchase/Subscription requests   | Staff members             | Staff Sec               | BK/Exec Clk             | BK                                  | WH Admin Office           |
| Purchase Orders                  | WH Admin                  | Exec Clk                | -                       | BK, signed by WH Admin              | WH Admin Office           |
| Personnel Authorization Requests | Staff members             | Staff Sec               | BK/Exec Clk             | HRH (professional)<br>BK (clerical) | WH Personnel Office       |
| Personnel Actions                | WH Personnel              | Exec Clk/Staff Sec      | BK                      | HRH (professional)<br>BK (clerical) | Staff member affected     |
| Salary Orders                    | WH Personnel              | Exec Clk/Staff Sec      | BK/HRH                  | the President                       | WH Personnel Office       |
| <b>Memoranda about:</b>          |                           |                         |                         |                                     |                           |
| a. Office Space/Moves            | WH Personnel/Staff Sec    | Staff Sec               | BK                      | BK                                  | GSA/Staff Member          |
| b. Privileges                    | WH Personnel              | Staff Sec               | BK/APB                  | BK/APB                              | Military Aides            |
| c. Telephone installations       | WH Personnel              | Staff Sec               | BK                      | BK                                  | C&P/ WH Staff Member      |

FOR YOUR INFORMATION  
(Office of the White House Press Secretary)

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MEMBERS OF THE  
WHITE HOUSE STAFF  
April, 1971

|                                                       |                                                    |
|-------------------------------------------------------|----------------------------------------------------|
| Robert J. Brown                                       | Special Assistant to the President                 |
| Alexander Butterfield                                 | Deputy Assistant to the President                  |
| Jon M. Huntsman                                       | Special Assistant to the President                 |
| Patrick J. Buchanan                                   | Special Assistant to the President                 |
| Lyndon K. Allin                                       | Staff Assistant                                    |
| Dwight Chapin                                         | Deputy Assistant to the President                  |
| Stephen B. Bull                                       | Staff Assistant                                    |
| David Parker                                          | Staff Assistant                                    |
| Ronald Walker                                         | Staff Assistant                                    |
| Charles W. Colson                                     | Special Counsel to the President                   |
| George T. Bell                                        | Special Assistant to the President                 |
| Henry C. Cashen II                                    | Deputy Assistant to the President                  |
| W. Richard Howard                                     | Staff Assistant                                    |
| Dr. Edward E. David, Jr.                              | Science Advisor to the President                   |
| (Staff listed under Office of Science and Technology) |                                                    |
| John S. Davies                                        | Special Assistant to the President                 |
| Michael J. Farrell                                    | Staff Assistant                                    |
| John Wesley Dean III                                  | Counsel to the President                           |
| John J. Caufield                                      | Staff Assistant                                    |
| Fred F. Fielding                                      | Assistant to the Counsel                           |
| Tom C. Huston                                         | Associate Counsel                                  |
| David G. Wilson                                       | Staff Assistant                                    |
| Harry S. Dent                                         | Special Counsel to the President                   |
| Peter E. Millspaugh                                   | Staff Assistant                                    |
| LaRose Smith                                          | Staff Assistant                                    |
| John D. Ehrlichman                                    | Assistant to the President for<br>Domestic Affairs |
| (Staff Listed under Domestic Council)                 |                                                    |
| Robert H. Finch                                       | Counsellor to the President                        |
| Bonnie Bradbeer                                       | Staff Assistant                                    |
| George L. Grassmuck                                   | Executive Assistant                                |
| Warren K. Hendricks, Jr.                              | Staff Assistant                                    |
| Peter M. Flanigan                                     | Assistant to the President                         |
| R. George Crawford                                    | Staff Assistant                                    |
| James B. Loken                                        | Staff Assistant                                    |
| Robert McDermott                                      | Staff Assistant                                    |
| Jonathan C. Rose                                      | Staff Assistant                                    |
| Leonard Garment                                       | Special Consultant to the President                |
| Brad Patterson                                        | Staff Assistant                                    |
| Mark I. Goode                                         | Special Assistant to the President                 |

(MORE)

|                                                |                                                                  |
|------------------------------------------------|------------------------------------------------------------------|
| H. R. Haldeman                                 | Assistant to the President                                       |
| Lawrence M. Higby                              | Administrative Assistant                                         |
| Bruce Kehrli                                   | Staff Assistant                                                  |
| Gordon C. Strachan                             | Staff Assistant                                                  |
| <br>General Lewis B. Hershey                   | <br>Advisor to the President on<br>Manpower Mobilization         |
| <br>William H. Hopkins                         | <br>Executive Assistant to the President                         |
| John J. Ratchford                              | Executive Clerk                                                  |
| <br>Brig. Gen. James D. Hughes                 | <br>Military Assistant to the President                          |
| Major John V. Brennan                          | Marine Corps Aide to the President                               |
| Commander Craig S. Campbell                    | Naval Aide to the President                                      |
| Lt. Col. Vernon Coffey                         | Army Aide to the President                                       |
| <br>Roger E. Johnson                           | <br>Special Assistant to the President                           |
| <br>Dr. Henry A. Kissinger                     | <br>Assistant to the President for<br>National Security Affairs  |
| (Staff listed under National Security Council) |                                                                  |
| <br>Daniel T. Kingsley                         | <br>Special Assistant to the President                           |
| Stanton Anderson                               | Staff Assistant                                                  |
| Malise Bloch                                   | Staff Assistant                                                  |
| Allan Kaupinen                                 | Staff Assistant                                                  |
| Bruce C. Ladd, Jr.                             | Staff Assistant                                                  |
| Edwin Rector                                   | Staff Assistant                                                  |
| <br>Herbert G. Klein                           | <br>Director of Communications for<br>the Executive Branch       |
| Paul W. Costello                               | Assistant Director of Communications                             |
| Kenneth L. Khachigian                          | Staff Assistant                                                  |
| Suzanne Low                                    | Staff Assistant                                                  |
| Jeb Magruder                                   | Deputy Director of Communications                                |
| Robert C. Odle, Jr.                            | Staff Assistant                                                  |
| Herbert L. Porter                              | Staff Assistant                                                  |
| William F. Rhatican                            | Staff Assistant                                                  |
| DeVan L. Shumway                               | Assistant Director of Communications                             |
| Alvin Snyder                                   | Assistant Director of Communications                             |
| Margita E. White                               | Assistant Deputy Director of<br>Communications                   |
| <br>Virginia H. Knauer                         | <br>Special Assistant to the President<br>for Consumer Affairs   |
| <br>Clark MacGregor                            | <br>Counsel to the President for Con-<br>gressional Relations    |
| William E. Timmons                             | Assistant to the President for<br>Congressional Relations        |
| Kenneth E. BeLieu                              | Deputy Assistant to the President for<br>Congressional Relations |
| William E. Casselman II                        | Deputy Special Assistant to the<br>President                     |
| Richard K. Cook                                | Special Assistant to the President                               |
| Eugene S. Cowen                                | Special Assistant to the President                               |
| John Russell Deane III                         | Staff Assistant                                                  |
| Max L. Friedersdorf                            | Special Assistant to the President                               |
| William L. Gifford                             | Special Assistant to the President                               |
| James Hogue                                    | Staff Assistant                                                  |
| Tom C. Korologos                               | Special Assistant to the President                               |
| John E. Nidecker                               | Deputy Special Assistant to the<br>President                     |

(MORE)

|                                              |                                                                          |
|----------------------------------------------|--------------------------------------------------------------------------|
| Frederick V. Malek                           | Special Assistant to the President                                       |
| John E. Clarke                               | Staff Assistant                                                          |
| Barbara Franklin                             | Staff Assistant                                                          |
| William L. Horton                            | Staff Assistant                                                          |
| E. Pendleton James                           | Deputy Special Assistant                                                 |
| William Marumoto                             | Staff Assistant                                                          |
| Richard Moore                                | Special Counsel to the President                                         |
| Peter G. Peterson                            | Assistant to the President for<br>International Economic Policy          |
| George Pantos                                | Staff Assistant                                                          |
| Ernest Stern                                 | Staff Assistant                                                          |
| Donald Webster                               | Staff Assistant                                                          |
| Raymond K. Price, Jr.                        | Special Assistant to the President                                       |
| John K. Andrews, Jr.                         | Staff Assistant                                                          |
| Cecilia D. Bellinger                         | Staff Assistant                                                          |
| David R. Gergen                              | Staff Assistant                                                          |
| Eliska Hasek                                 | Staff Assistant                                                          |
| Lee W. Huebner                               | Staff Assistant                                                          |
| Noel C. Koch                                 | Staff Assistant                                                          |
| Nobel Melencamp                              | Staff Assistant to the President                                         |
| Colonel Albert Redman, Jr.                   | Commanding Officer, White House<br>Communications Agency                 |
| Donald Rumsfeld                              | Counsellor to the President                                              |
| Richard B. Cheney                            | Deputy to the Counsellor                                                 |
| Richard Klass                                | White House Fellow                                                       |
| Ronald James                                 | Special Assistant to the Counsellor                                      |
| Donald Murdock                               | Special Counsel to the Counsellor                                        |
| William Safire                               | Special Assistant to the President                                       |
| John Scali                                   | Special Consultant to the President                                      |
| Brig. Gen. Robert L. Shultz U.S.A.<br>(Ret.) | Special Assistant to the President for<br>Liaison with former Presidents |
| Brig. Gen. Walter R. Tkach                   | Physician to the President                                               |
| Rose Mary Woods                              | Personal Secretary to the President                                      |
| Ronald L. Ziegler                            | Press Secretary to the President                                         |
| Oliver F. Atkins                             | Official White House Photographer                                        |
| Neal Ball                                    | Deputy Press Secretary                                                   |
| Timothy Elbourne                             | Press Assistant                                                          |
| Diane Sawyer                                 | Assistant to the Press Secretary                                         |
| Agnes Waldron                                | Assistant to the Press Secretary                                         |
| Gerald L. Warren                             | Deputy Press Secretary                                                   |
| J. Bruce Whelihan                            | Staff Assistant                                                          |

FIRST LADY'S STAFF

|                    |                                                   |
|--------------------|---------------------------------------------------|
| Constance Stuart   | Staff Director and Press Secretary                |
| Lucy Winchester    | Social Secretary                                  |
| Penelope Ann Adams | Press Assistant                                   |
| Martha Doss        | Administrative Assistant to the<br>Staff Director |
| Sanford L. Fox     | Administrative Officer                            |
| Gwendolyn B. King  | Director of Correspondence                        |
| Julie Robinson     | Press Assistant                                   |
| Coral Schmid       | Special Projects Assistant                        |
| Deborah Sloan      | Social Assistant                                  |
| Helen Smith        | Assistant Press Secretary                         |
| Stephanie Wilson   | Appointments Secretary                            |

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